Budget, Revenue & Expenditure Lookup

This documentation will outline PeopleSoft screens available for tracking budget amounts and expenditures to date. The information found on these screens is similar to what was found on the GL70 options 01 or 03 screen in MSU's legacy system.

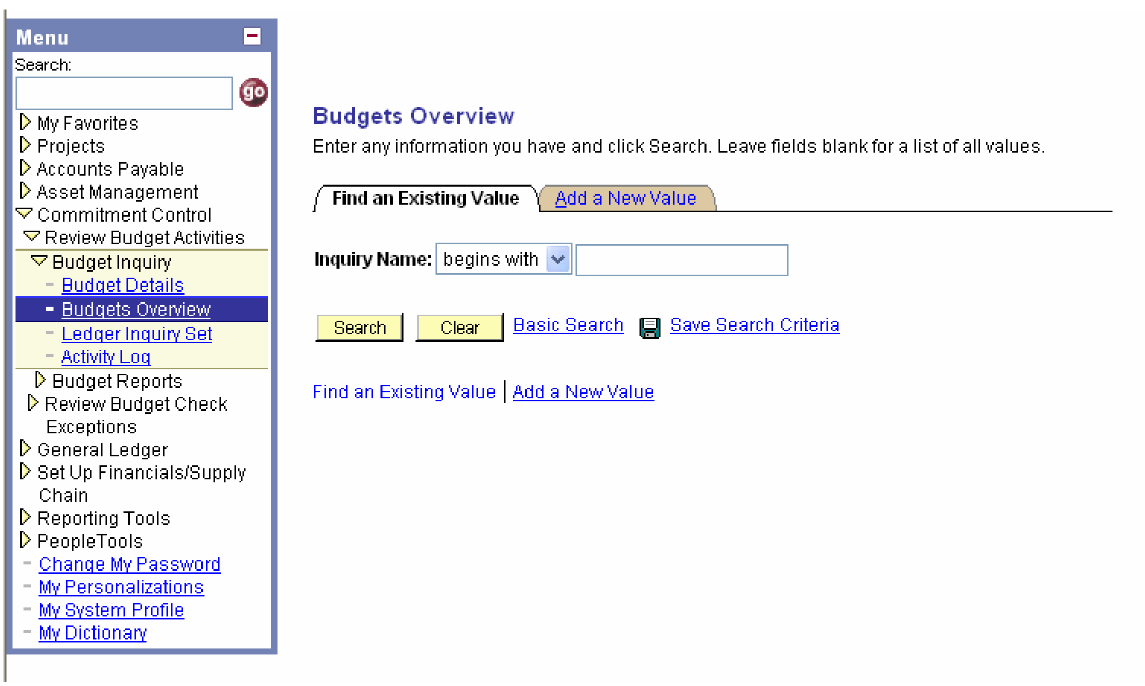
Understanding how to utilize a PeopleSoft tree navigation path is required prior to using this help aid.

Budget Overview
Shows revenue and expense YTD
Similar to GL70 Option 01 and 03

Navigation Path:
>Commitment Control
>Review Budget Activities
>Budget Inquiry
>Budget Overview

Step 1: Navigate to Budgets Overview Screen

Following the above path leads to the following screen:



The first time this report is run, it will be necessary to create an inquiry name. To do this, select the Add a New Value Tab. The screen will change to the one below.

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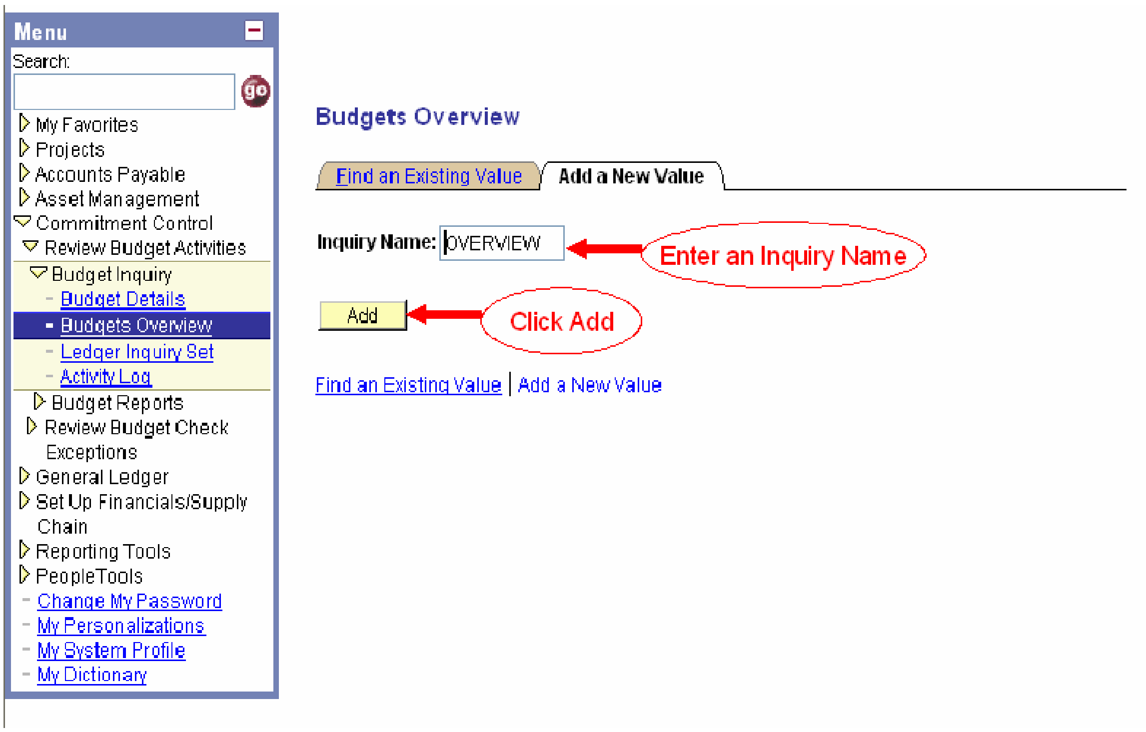
Step 2: Create an Inquiry Name

Note: This step is only necessary once. On subsequent budget overview inquiries, you can use the search feature on the "Find an Existing Value" to locate the inquiry name created in this step.

Click in the Inquiry Name box and type a name for your inquiry. In this example, OVERVIEW is used as an Inquiry Name. Click Add.



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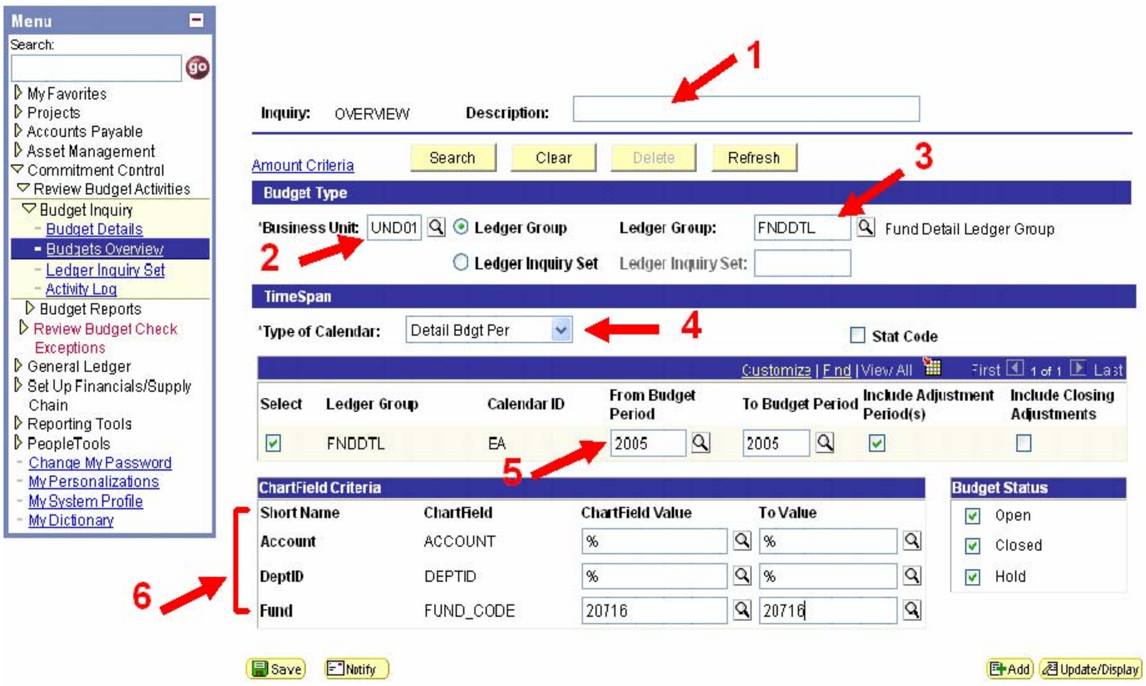
Step 3: The Budgets Overview Screen

The Budgets Overview screen looks like this. Information can be added or changed at the various points outlined by the numbers on the screen print. Consult the table below to understand key fields.



<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>1</td><td>A description of the inquiry parameters.
Adding a description will be helpful when multiple inquiry names have been created.</td></tr>
<tr><td>2</td><td>Business Unit will default to MSU1. It does not need to be changed.</td></tr>
<tr><td>3</td><td>Ledger Group. Use the search feature and select the appropriate ledger group. Several Ledger Groups are available.

Note: Revenues and expenditures are found on separate ledgers. Two inquiries must be made to find both revenue and expense.

<table>
<tr><th>Ledger Group</th><th>Description</th><th>Ledger Group Type</th></tr>
<tr><td>CASH</td><td>Cash Ledger Group</td><td>Expense</td></tr>
<tr><td>CASHR</td><td>Cash Revenue Ledger Group</td><td>Revenue</td></tr>
<tr><td>CSHDTL</td><td>Cash Detail Ledger Group</td><td>Expense</td></tr>
<tr><td>FNDDTL</td><td>Fund Detail Ledger Group</td><td>Expense</td></tr>
<tr><td>FUND</td><td>Fund Ledger Group</td><td>Expense</td></tr>
<tr><td>GNTDTL</td><td>Grant Detail Ledger Group</td><td>Expense</td></tr>
<tr><td>GNTTRN</td><td>Grant Transaction Ledger Group</td><td>Expense</td></tr>
<tr><td>GRANT</td><td>Grant Ledger Group</td><td>Expense</td></tr>
<tr><td>GRNTREV</td><td>Grant Revenue Ledger Group</td><td>Revenue</td></tr>
<tr><td>PRJDTL</td><td>Project Detail Ledger Group</td><td>Expense</td></tr>
<tr><td>PROJECT</td><td>Project Ledger Group</td><td>Expense</td></tr>
</table>
</td></tr>
</table>

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PROJREV	Project Revenue Ledger Group	Revenue
REVENUE	Revenue Ledger Group	Revenue

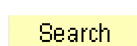
If you know the fund you are searching for, the following table will help determine the ledger group to search:

Expense Type	Fund Number Range From	Fund Number Range To	Ledger Group
Auxiliaries	10000	11999	Fnddtl
Auxiliaries	14000	14999	Prjdtl
Local	20000	23999	Fnddtl
Local (unexpended plant	28000	28999	Prjdtl
Appropriation	30000	35999	Fnddtl
Appropriation (capital improvements)	38000	39999	Prjdtl
Grant & Contract	40000	49999	Gntdtl
Scholarships	50000	57999	Fnddtl
Loans	62500	69999	Cshdtl
Other Restricted	79000	79299	Fnddtl
Agency	82500	84999	Cshdtl

4	Type of Calendar Keep the default choice of Detail Bdgt Per The choices available are: • Detail Acctg Per • Detail Bdgt Per • Summary Acctg Per • Summary Bdgt Per
5	From Budget Period To Budget Period Defaults to current fiscal year. Keep these dates.
6	Account-DeptID-Fund Search Criteria Enter the fund or department for which you wish to look at revenue/expenditure totals or use search tool to locate the correct fund/account/deptID.

Once all search criteria are entered, click 

. This will save the entered set of search criteria. On subsequent visits to the budget overview screen, choosing the “Find Existing Value” on the first page will allow for this search page to be brought up immediately.

Once all information has been provided, click on 

. This will bring up a summary of expenditures or revenue for the selected funds. An example is shown below.

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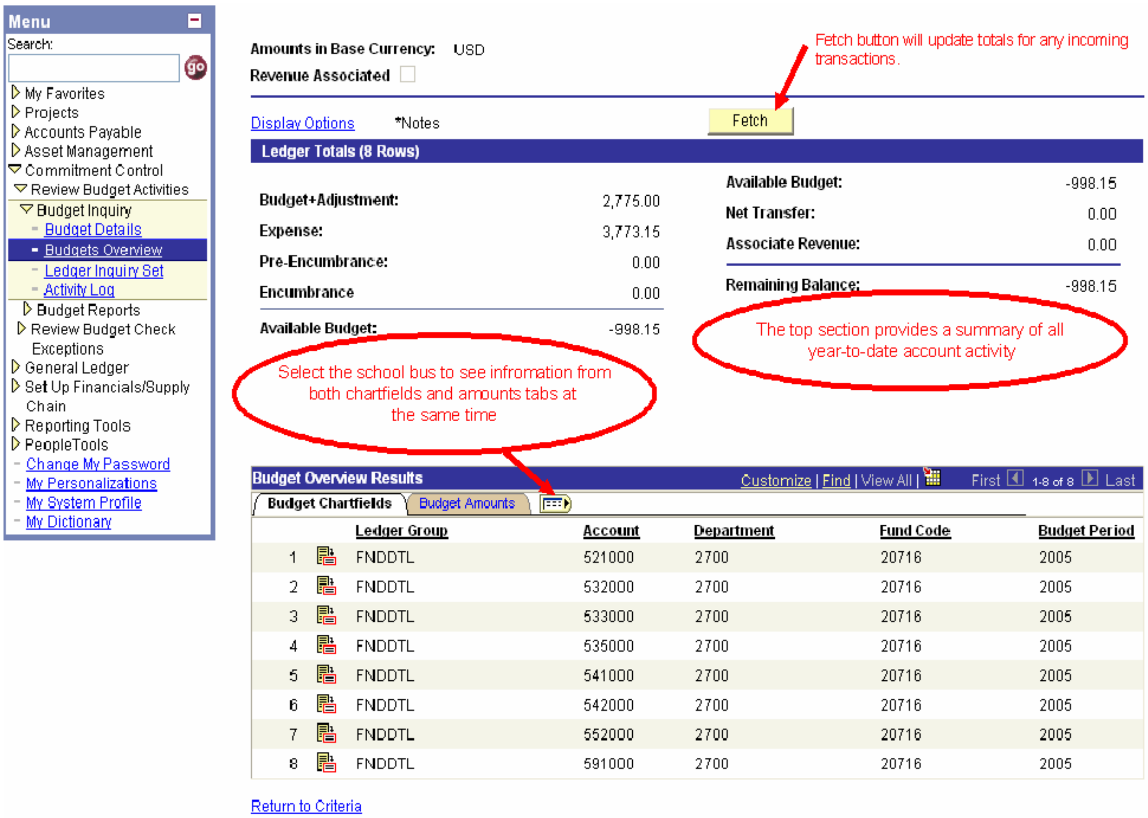
Step 4: Budget Overview Screen

The top section of the budget overview screen will display a summary of fund/department activity.

The lower section contains detailed information. By clicking on the school bus, you will be able to view information from both the Budget Chartfields tab and the Budget Amounts tab simultaneously.



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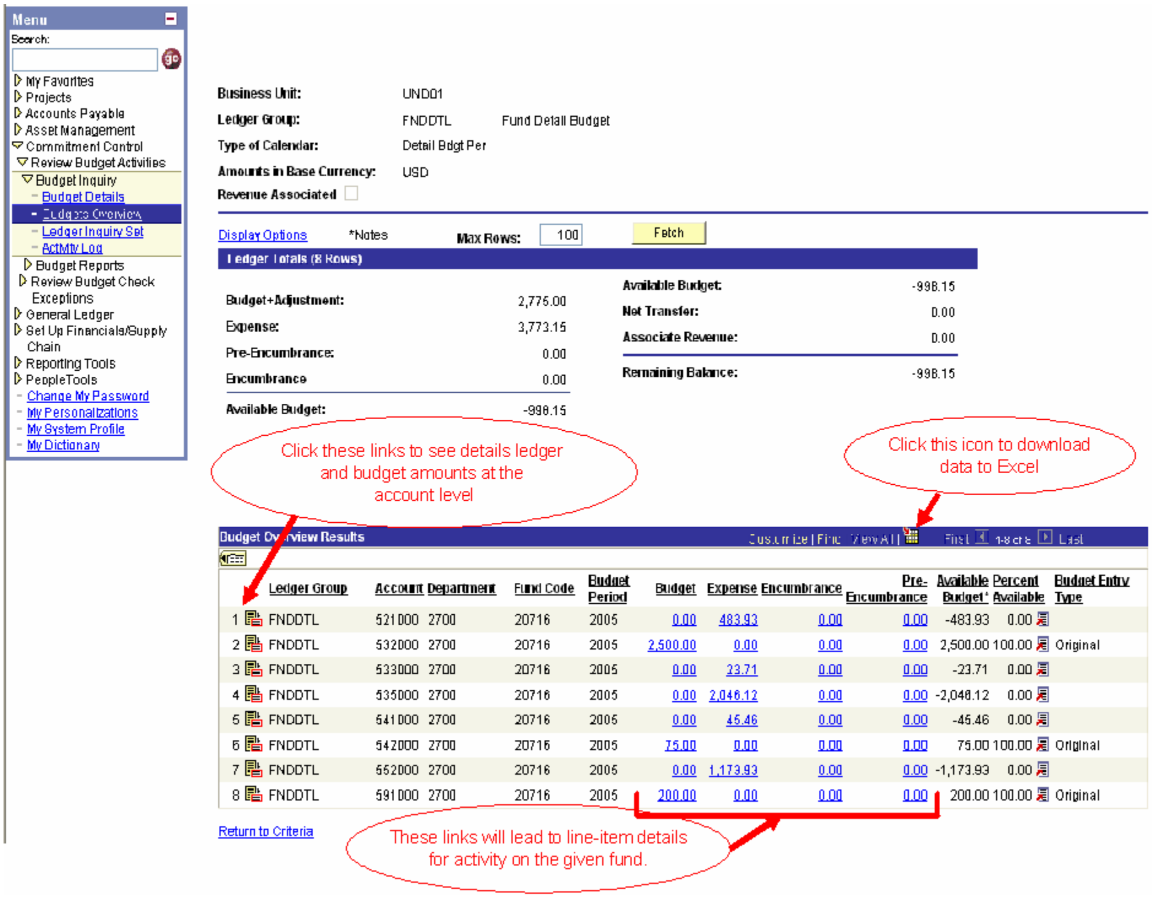
Step 6: Viewing Data by Account

Additional detail on fund/department activity can be found by selecting links in the lower portion of the screen.

The lower detail may be downloaded to Excel by clicking the Download icon.

Clicking Return to Criteria will return you to the initial search criteria page.



	Ledger Group	Account	Department	Fund Code	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available	Budget Entry Type
1	FNDDTL	521000	2700	20716	2005	0.00	483.93	0.00	0.00	-483.93	0.00	
2	FNDDTL	532000	2700	20716	2005	2,500.00	0.00	0.00	0.00	2,500.00	100.00	Original
3	FNDDTL	533000	2700	20716	2005	0.00	23.71	0.00	0.00	-23.71	0.00	
4	FNDDTL	535000	2700	20716	2005	0.00	2,048.12	0.00	0.00	-2,048.12	0.00	
5	FNDDTL	541000	2700	20716	2005	0.00	45.46	0.00	0.00	-45.46	0.00	
6	FNDDTL	542000	2700	20716	2005	75.00	0.00	0.00	0.00	75.00	100.00	Original
7	FNDDTL	552000	2700	20716	2005	0.00	1,173.93	0.00	0.00	-1,173.93	0.00	
8	FNDDTL	591000	2700	20716	2005	200.00	0.00	0.00	0.00	200.00	100.00	Original