Commitment Control
**Budget Status Report**

Budget Status Report
This documentation will show users the Budget Status report. This report can be run to obtain the status of a budget including revenue, expenditures, encumbrances, and remaining balance in one easy-to-read report.

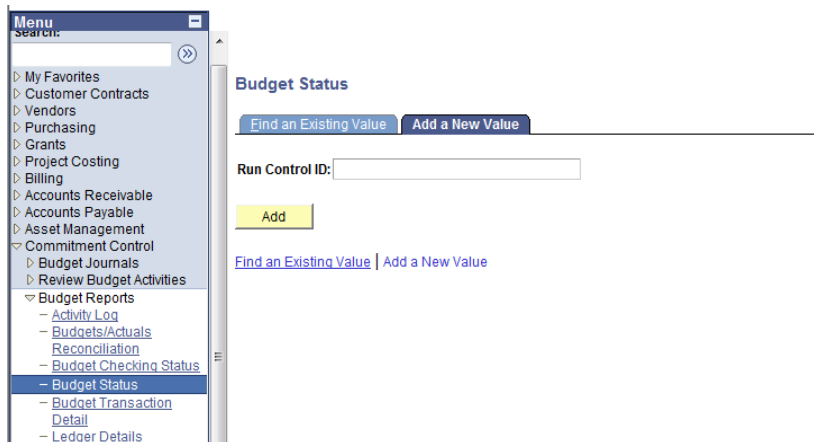Step 1: Navigate to the Budget Status Report

Navigation Path:
>Commitment Control
>Budget Reports
>Budget Status

You can use the menu on the left or you can use the folders on the main screen to navigate to the Budget Status Report.
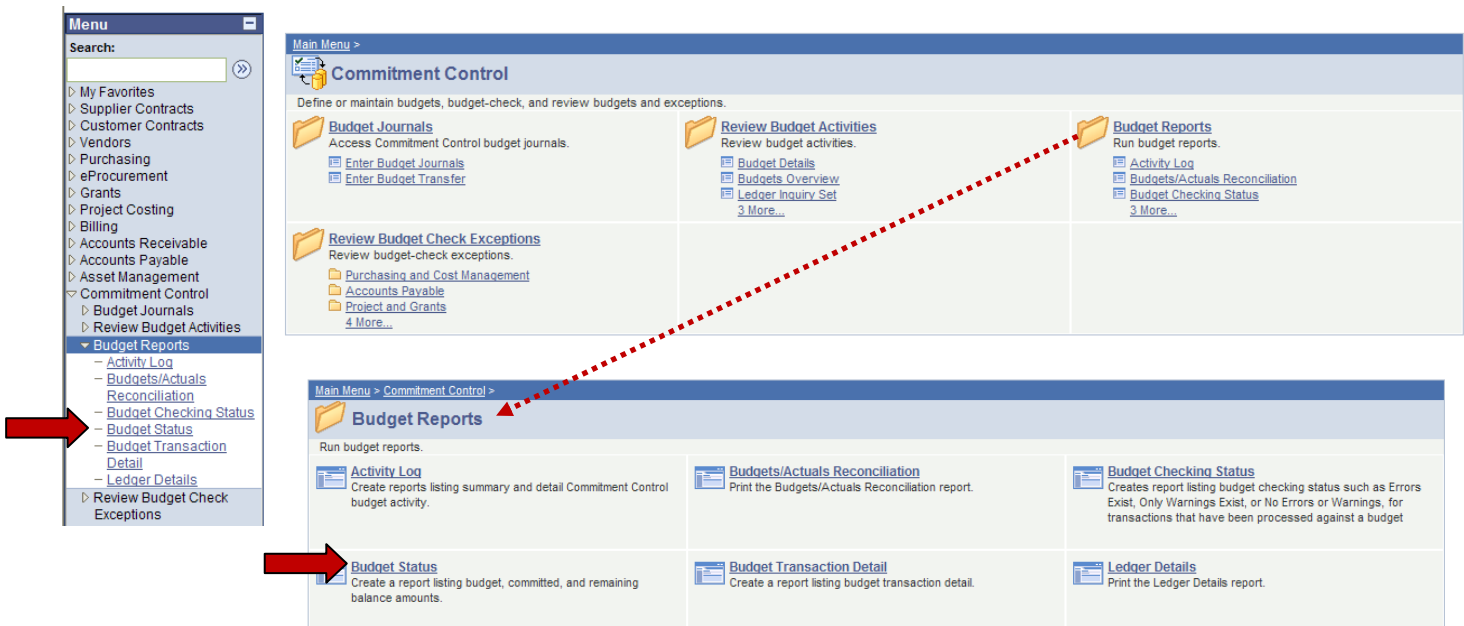
Following the above path leads the following screen:

The first time this report is run, it will be necessary to create a Run Control ID. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create a Run Control ID.

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Step 2: Create a Run Control ID.

On the Add a New Value tab, click in the Run Control ID box and type a name and your initials for your run control. In this example, "Budget_Status" is used as the Run Control ID. Click Add.

Note: This step is only necessary once. On subsequent Budget Status reports, you can use the search feature on the "Find an Existing Value" to locate the Run Control ID created in this step.
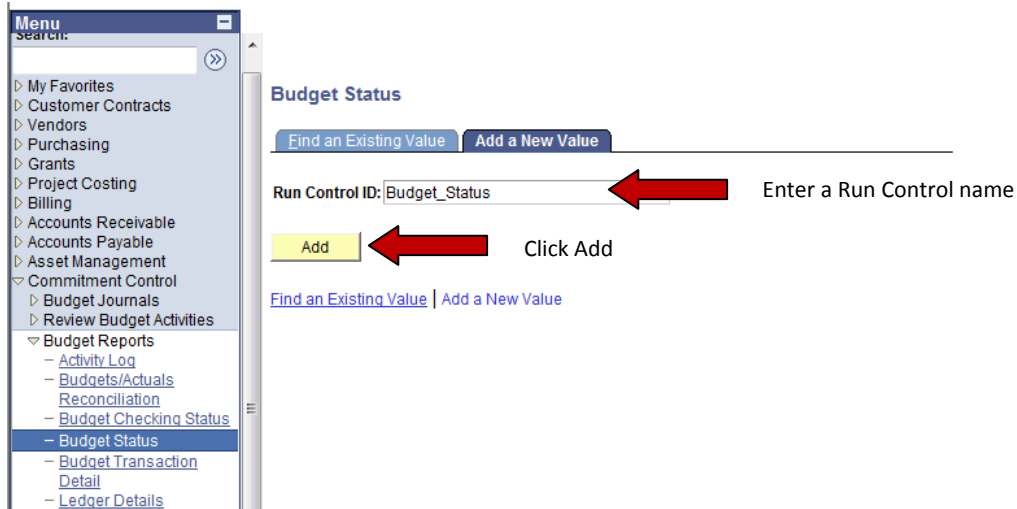
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Step 3: Input Budget Status Report Parameters

The report parameters screen looks like this:

| Field	Description
1	Business Unit will default to MISU1. This does not need to be changed.
2	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.

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2 cont'd	Ledger Group Cont'd:

Ledger Group	Description	Ledger Group Type
CASH	Cash Ledger Group	Expense
CASHR	Cash Revenue Ledger Group	Revenue
CSHDTL	Cash Detail Ledger Group	Expense
FNDDTL	Fund Detail Ledger Group	Expense
FUND	Fund Ledger Group	Expense
GNTDTL	Grant Detail Ledger Group	Expense
GNTTRN	Grant Transaction Ledger Group	Expense
GRANT	Grant Ledger Group	Expense
GRNTREV	Grant Revenue Ledger Group	Revenue
PRJDTL	Project Detail Ledger Group	Expense
PROJECT	Project Ledger Group	Expense
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		Ledger Group
	From	To	
Auxiliaries	10000	13999	Fnddtl
Auxiliaries	14000	15999	Prjdtl
Local	20000	27999	Fnddtl
Local (unexpended plant)	28000	29999	Prjdtl
Appropriation	30000	37999	Fnddtl
Appropriation (capital improvements)	38000	39999	Prjdtl
Grant & Contract	40000	49999	Gntdtl
Scholarships & Fellowships	50000	59999	Fnddtl
Loans	60000	69999	Cshdtl
Other Restricted	79000	79599	Fnddtl
Agency - Other	80000	84999	Cshdtl
Agency - Foundations	85000	89999	Cshdtl

3	Sequence: Identify the order the selected chartfields are to be sorted in your report.
4	Include CF (ChartField): Check the boxes for chartfields you would like to have included in your report. The most common are Account, Fund Code, Department, Project and Program Code. Account must be selected for any data to be returned on the report. Note: Be sure to include the Budget Period in your chartfield selections or you report will return multiple budget periods combined in one total.
5	Value/To Value: Enter the values for the fund/department/account you wish to review the revenue/expenditure totals or use the search tool to locate the correct fund/account/deptID. Note: If you do not identify a Value/To Value the report will be generated for all chartfields selected. It is very important that you identify a fund/project/program code with the department number selected for appropriated funds.
6	Click [Save] . This will save your chartfield parameters for future reports.

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Step 4: Verify Budget Status Entry Information

Clicking Save will not only save your parameters for future reports but will also move the chartfields you selected to the top of the chartfields list in the sequence you entered. Using the parameters above, your revised screen will look like this:

After reviewing your data, click Run to request your report.

Follow the steps in the "Running Reports in PeopleSoft" Tip Sheet to retrieve your report.

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Step 5: Reading the Budget Status Report

Sample output for parameters illustrated in this Tip Sheet is shown below.

```
                                                PeopleSoft GL
Report ID:  GLS8020                            BUDGET STATUS REPORT                              Page No.  1
Bus. Unit:  UND01--University of North Dakota                                                   Run Date 05/31/2008
Ledger Grp: FNDDTL    -- Fund Detail Ledger Group                                               Run Time 21:05:24
Currency  : USD
Chartfields Criteria
Account: All values           Fund: 31400              Dept: 3100              Budget Period: 2008
```

Chartfields selected are identified.

Account	Fund	Dept	Budget Period	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
511000	31400	3100	2008	126,000.00	0.00	0.00	0.00	110,250.00	15,750.00
512000	31400	3100	2008	5,956.00	0.00	0.00	0.00	3,713.93	2,242.07
516000	31400	3100	2008	39,477.00	0.00	0.00	0.0	34,075.81	5,401.19
			Grand Total :	171,433.00	0.00	0.00	0.00	148,039.74	23,393.26

This Fund was budgeted in these Accounts.

The Budget column identifies the budgeted amount for each Account.

Expenses during the Fiscal Year by Account.

Remaining Budget Balance in each Account.

Thank you to UND for sharing their training document.