

Budget Overview Report Job Aid

The Budget Overview Report will return the same data as the online budget overview screen, except for local funds, it will return both revenue and expense information.

1. Sign in to PeopleSoft Financials.
2. Navigate to **General Ledger WorkCenter > Reports/Queries > Reports/Processes > GL and Commitment Control Reports > Budget Overview Report.**
3. Click the **Add a New Value** tab.
 - a. Enter a **Run Control ID** that is meaningful to you. Please remember no special characters or spaces can be used when creating a Run Control ID.
 - b. Click the **Add** button.
 - c. These steps will only need to be completed the first time. After a Run Control ID has been created the **Find an Existing Value** tab can be used instead.
4. Enter the **Business Unit, Fiscal Year, and Period From/To Period.**
5. Enter the **Department From/To Department.** When both the FROM and TO department fields are blank, then all departments are selected. If TO is blank, then all departments greater than and equal to the FROM department are used. When the FROM field is blank, then all departments less than and equal to the TO department are returned.
6. Enter the **Fund Code From/To Fund Code** to narrow down what is returned, if desired.
7. If applicable, select 'Yes' in the **Project Subtotals** field. Then complete the **Project ID From/To Project ID** fields.

Sample Run Criteria

General Ledger WorkCenter

[New Window](#)

Run Control ID: Budget_Overview_Report Report Manager Process Monitor

*Business Unit:

*Fiscal Year:

*Period From: *Period To:

Department From: Department To:

Fund Code From: Fund Code To:

Project Subtotals (Y/N):

8. After clicking the **Run** button, click the **OK** button on the **Process Scheduler Request page**, which will close the Process Scheduler Request page.
 - a. Note that the type and format can be changed on the Process Scheduler Request page. The format options include PDF and XLS.
9. Click on the **Process Monitor hyperlink** on the run control page, and periodically refresh. When the Run Status is 'Success', and the Distribution Status is 'Posted', click the **Go back to Budget Overview Report hyperlink**.
10. Click on the **Report Manager hyperlink** on the run control page to view the report output.

Sample Page of Returned Report

2020 NDUS Budget Overview NDSU1 North Dakota State University									
Periods: 1 ~ 8 Funds: ~		Departments: 3420 ~ 3420				Page 4 of 10 Run Date/Time: 4/2/2020 9:42 AM			
Dept 3420 -		Fund 12211 -							
Account	Budget	Expense	Encumbrance	Available Expense Budget	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Revenue Budget	Uncollected Revenue
462000 Charges for Services/Sales	0.00	0.00	0.00	0.00	40,000.00	42,798.02	4.62	(2,802.64)	42,793.40
470000 Auxiliary Services	0.00	0.00	0.00	0.00	4,300,000.00	4,042,534.97	0.00	257,465.03	4,042,534.97
479000 Interdepartmental Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490000 Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
511000 Salaries-Regular - Benefitted	73,927.00	46,204.35	0.00	27,722.65	0.00	0.00	0.00	0.00	0.00
512000 Salaries - Other	48,000.00	31,427.79	0.00	16,572.21	0.00	0.00	0.00	0.00	0.00
514000 Overtime	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00
518000 Fringe Benefits	46,238.00	33,859.49	0.00	12,378.51	0.00	0.00	0.00	0.00	0.00
521000 Travel	3,000.00	227.95	0.00	2,772.05	0.00	0.00	0.00	0.00	0.00
531000 Supplies - IT Software	1,000.00	1,117.50	0.00	(117.50)	0.00	0.00	0.00	0.00	0.00
535000 Miscellaneous Supplies	3,500.00	264.00	0.00	3,236.00	0.00	0.00	0.00	0.00	0.00
536000 Office Supplies	2,000.00	1,867.59	0.00	132.41	0.00	0.00	0.00	0.00	0.00
541000 Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
542000 Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
552000 Other Equipment under \$5,000	0.00	63.96	0.00	(63.96)	0.00	0.00	0.00	0.00	0.00
571000 Insurance	0.00	139.32	0.00	(139.32)	0.00	0.00	0.00	0.00	0.00
602000 IT - Communications	4,000.00	941.69	0.00	3,058.31	0.00	0.00	0.00	0.00	0.00
611000 Professional Development	500.00	1,718.00	0.00	(1,218.00)	0.00	0.00	0.00	0.00	0.00
621000 Operating Fees and Services	15,000.00	9,872.00	0.00	5,128.00	0.00	0.00	0.00	0.00	0.00
623000 Professional Fees and Services	3,000.00	1,987.60	0.00	1,012.40	0.00	0.00	0.00	0.00	0.00
651000 Cost of Goods Sold	3,341,800.00	3,110,438.55	0.00	231,361.45	0.00	0.00	0.00	0.00	0.00
Fund 12211 Total	3,545,965.00	3,240,129.79	0.00	305,835.21	4,340,000.00	4,085,332.99	4.62	254,662.39	4,085,328.37