

Funding Summary Report Job Aid

The Funding Summary Report shows information related to funding and budgeted amounts for all positions in a department. The report can be used to proof funding sources and budgets that are currently set up to be used for employees. This report will show the same information as the Department Budget Table without having to go into each individual DBT. The Funding Summary Report should be run at the beginning of each fiscal year to proof funding sources due to the time lag in uploading annual budgets and the first payroll of the year.

1. Sign in to PeopleSoft HRMS.
2. Navigate to **Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA**
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. **Funding Summary Rpt Parameters**
 - a. The **Business ID** field will default with *NDSU1*.
 - b. Enter the **Department**.
 - i. The report can only be run for one department at a time.
 - c. Enter the **Fiscal Year**.
 - i. A Fiscal Year runs from July 1 to June 30. The Fiscal Year will be the same as the calendar year on June 30.
 1. For example July 1, 2017 will be Fiscal Year 2018.
 - d. Enter the **As Of Date**.
 - i. Funding and budget changes are made with the beginning date of the pay period in which the change occurs.
 - ii. The report can be run for previous, current or future dates.
 - e. The criteria for Department, Fiscal Year and As of Date are required and will need to be entered each time the report is run as this information is not retained.
5. **Funding Summary By**
 - a. Choose either **Appointment Level** or **Position Level**.
 - i. All budgeted positions have a Department Budget Table set up at the Position Level. Position Level Department Budget Table are used for the permanent funding source(s) for the position.
 - ii. Some positions have a Department Budget Table set up at the Appointment Level using the employees ID. Appointment Level Department Budget Tables are used for temporary funding sources.
 - iii. Some departments may have both Position Level and Appointment Level Department Budget Tables. It may be useful to run the report using each option.
6. **Report Options**
 - a. The Default is the **Earnings** radial button.
 - i. Since **Deductions** and **Taxes** generally follow the funding source used for Earnings it is not necessary to run the report for either of those options.
7. **Optional Options**
 - a. Enter a **Position Number**.
 - i. The report can be run for one position number instead of an entire department by entering a position number in this box.
 - ii. This option is only available when running the report by Position Level.

- b. Enter an **Empl ID** and **Empl Record**.
 - i. The report can be run for one employee instead of the entire department by entering an Employee ID and Employee Record number.
 - ii. This option is only available when running the report by Appointment Level.
- c. Check the **Active Data Only** box to return only active employees.
 - i. If the box is not checked the report will return terminated employees as well as active employees.
- d. Check the **Output CSV File** box
 - i. If this option is checked the format will also need to be changed when the report is run. See step 9.a.
8. Click the **Save** button
9. Click the **Run** button
 - a. On the **Process Scheduler Request** page the default for the report is *Web/PDF*. If you would like to change this to a different format you can do so at this time. (Ex. CSV)
10. Click the **Ok** button, the Run Control page is returned
11. Click the **Process Monitor** hyperlink, **Process Type** is *SQR Report*, **Process Name** is *BUD011*.
12. Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
 - a. If you had the report emailed to you stop here and check your email. If not, continue below.
13. Click the **Details** hyperlink.
14. Click the **View/Log Trace** hyperlink.
15. Click the link to open the *.pdf* file.
 - a. The report will open in Adobe.

Sample of Completed Run Control

Funding Summary Report

Run Control ID: FundingSummary Report Manager Process Monitor Run

Funding Summary Rpt Parameters

*Set ID: *Department: Budget Office

*Fiscal Year: *As Of Date:

Funding Summary By

Appointment Level Position Level

Report Option

Earnings Deductions Tax

Position Number:

Active Data Only Output CSV File