

Reference Guide to Reports and Inquiries in PeopleSoft Finance

This reference guide is only intended as a quick reference to running reports and using inquires within PeopleSoft Finance.

Detail on each report and inquiry in this guide can be found at <http://www.ndsu.edu/peoplesoft/> along with other training documents that may be helpful.

Other helpful references:

<http://www.ndsu.edu/peoplesoft/references/>

<http://www.ndsu.edu/accounting/gl/>

Reports and Inquires covered in this guide:

Budget Transaction Detail Report:

- a. After selecting all your Request Parameters, first time users may need to click the Refresh button to display Chartfield Selection.*
- b. This report goes by the posted date not the accounting date, so keep that in mind when running this report. Example...if you wanted all transactions for a particular month, in the Date To field, choose a date that is a week or so into the next month to make sure you have all transactions for the month you are inquiring about.*
- c. Make sure to choose the correct Ledger Group for the type of fund/project. Choosing the wrong ledger group could result in little or no information on report.*
- d. Do not use the program chartfield in the selection of Chartfields because budgets are not used at the program level.*
- e. Do not use the budget period chartfield in the selections of Chartfields for grant project numbers. Grants don't follow the fiscal year for start and end dates.*
- f. This report will not work on inactive grant projects.*
- g. Make sure to click Save before you run your report each time.*

Budgets Overview:

- a. Make sure to choose the correct Ledger Group for the type of fund/project. Choosing the wrong ledger group could result in little or no information on report.*
- b. Refer to the Budget Overview training document for details on how to navigate within the Overview.*

Trial Balance:

- a. It is suggested NOT to include department numbers as it may result in incorrect information.*
- b. Account Type's: 100000's = Assets, 200000's = Liabilities, 300000's = Net Assets (Balance forward from prior year) 400000's = Revenues, 500000 - 700000's = Expenses*
- c. Cash-in BND Less Payable Credit balances Plus Receivable Debit balances = Total fund balance*
- d. Make sure to click Save before you run your report each time.*

Ledger Inquiry:

- a. This inquiry has great drilling down capabilities.***
- b. Journals like the Payroll (PAY) journals and Student Finance journals (SF) have limited drilling down capability because they are brought over from another module.***
- c. Refer to the General Ledger Inquiry training document for details on how to navigate within the Inquiry.***

HE PI Report:

- a. This report will summarize the budget, current expenditures, encumbrances and cumulative expenditures for a project and/or an award. A PI Report can be run by project, award, department or Principal Investigator (PI).***
- b. As of Date: Current Date of End of month – this will determine which expenses are reported in the current month column.***
- c. Make sure to click Save before you run your report each time.***

For additional information on reports, inquires, or training please contact

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Navigation:

Main Menu > General Ledger > General Reports > Trial Balance

Creates a report that shows the ledger balances for the specified fiscal year and period for a specific fund.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 55000-59999 60000-79999 80000-85999



You are on Database: HEFP

Favorites Main Menu > General Ledger > General Reports > Trial Balance

Trial Balance Report

Run Control ID: Trial_Balance
Language: English

[Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Unit: NDSU1 *Ledger: ACTUALS
Fiscal Year: 2014 Period: 12
Currency Option: Base Currency:

Include Adjustment Periods		
Adjustment Period		
1		+ -

Display Full Numeric Field

[Refresh](#)

ChartField Selection						
Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18000	18000
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific fund for a specified fiscal year and period.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 55000-59999 60000-79999 80000-85999

You are on Database: HEFP

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1	ACTUALS	2014	1	12		

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 1000

Search
Clear
Delete

Chartfield Criteria						
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	18000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods	
Sel	Period
<input type="checkbox"/>	998

Save
Return to Search
Notify



Add
Update/Display

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger








Review summary and detail information on a specific fund and account for a specified fiscal year and period.























Used for fund Numbers: 00001-09999 12000-13999 18000-23999 55000-59999 60000-79999 80000-85999

 You are on Database: HEFP
 Favorites | Main Menu > General Ledger > Review Financial Information > Ledger 

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1 	ACTUALS 	2014 	1 	12 		
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments						
<input type="checkbox"/> Show Transaction Details	<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows:		1000		

Chartfield Criteria						
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	500000 		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	18000 		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods	
Sel	Period
<input type="checkbox"/>	998

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific fund and account group for a specified fiscal year and period. (Example: The below will display activity on any account beginning with 521...Travel)

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 55000-59999 60000-79999 80000-85999

You are on Database: HEFP

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	<input type="text" value="NDSU1"/>	<input type="text" value="ACTUALS"/>	<input type="text" value="2014"/>	<input type="text" value="1"/>	<input type="text" value="12"/>	<input type="text"/>	<input type="text"/>

Show YTD Balance
 Include Closing Adjustments
 Show Transaction Details
 Only in Base Currency
 Max Ledger Rows:

Chartfield Criteria
Personalize | Find | First 1-11 of 11 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	<input type="text" value="521%"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	<input type="text" value="18000"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods


Sel	Period
<input type="checkbox"/>	998

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted expense transactions on the given fund number within the given date range.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 60000-79999 80000-85999



You are on Database: HEFP

Favorites Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

Unit: NDSU1 North Dakota State University

Ledger Group: CSHDTL User Budget Overrides

Transaction Type Option: All Type: []

Commit Control Date Option: Range Date From: 07/01/2013 Date To: 08/15/2013

Ledger Type Option: All

Commitment Control Ledger Type

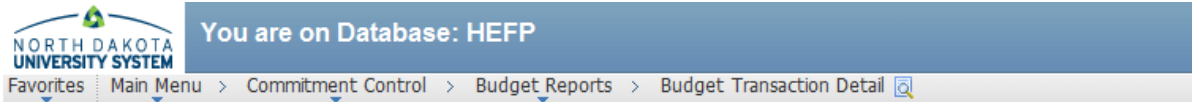
ChartField Selection		Personalize	Find	First	1-15 of 15	Last
Sequence	ChartField Name	Include CF	Value	To Value		
1	Fund Code	<input checked="" type="checkbox"/>	18000	18000		
2	Account	<input checked="" type="checkbox"/>				
3	Budget Period	<input checked="" type="checkbox"/>	2014	2014		
	Activity	<input type="checkbox"/>				
	Subsystem PC Bus Unit	<input type="checkbox"/>				
	Subsystem Activity ID	<input type="checkbox"/>				
	PC Business Unit	<input type="checkbox"/>				
	Class Field	<input type="checkbox"/>				
	Department	<input type="checkbox"/>				
	Subsystem Analysis Type	<input type="checkbox"/>				
	Operating Unit	<input type="checkbox"/>				
	Program Code	<input type="checkbox"/>				
	Project	<input type="checkbox"/>				
	Source Type	<input type="checkbox"/>				
	Statistics Code	<input type="checkbox"/>				

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted expense transactions on the given fund number within the given fiscal year.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 60000-79999 80000-85999



Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)
 Language: English

Report Request Parameters

Unit: North Dakota State University

Ledger Group: User Budget Overrides

Transaction Type Option: Type:

Commit Control Date Option: Date From: Date To:

Ledger Type Option:

Commitment Control Ledger Type


Sequence	ChartField Name	Include CF	Value	To Value
<input type="checkbox"/>	1 Fund Code	<input checked="" type="checkbox"/>	<input type="text" value="18000"/>	<input type="text" value="18000"/>
<input type="checkbox"/>	2 Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3 Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2014"/>	<input type="text" value="2014"/>
<input type="checkbox"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Project	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted revenue transactions on the given fund number within the given date range.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 60000-79999 80000-85999



You are on Database: HEFP

Favorites Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Unit: North Dakota State University

Ledger Group: User Budget Overrides

Transaction Type Option: Type:

Commit Control Date Option: Date From: Date To:

Ledger Type Option:

Commitment Control Ledger Type

ChartField Selection Personalize | Find | First 1-15 of 15 Last


Sequence	ChartField Name	Include CF	Value	To Value
<input type="checkbox"/>	1 Fund Code	<input checked="" type="checkbox"/>	<input type="text" value="18000"/>	<input type="text" value="18000"/>
<input type="checkbox"/>	2 Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3 Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2014"/>	<input type="text" value="2014"/>
<input type="checkbox"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Project	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted revenue transactions on the given fund number within the given fiscal year.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 60000-79999 80000-85999



You are on Database: HEFP

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

Unit: NDSU1 North Dakota State University

Ledger Group: CASHR User Budget Overrides

Transaction Type Option: All Type: []

Commit Control Date Option: All Date From: 07/01/2013 Date To: 08/15/2013

Ledger Type Option: All

Commitment Control Ledger Type

Commitment Control Ledger Type

ChartField Selection				
Sequence	ChartField Name	Include CF	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	18000	18000
2	Account	<input checked="" type="checkbox"/>		
3	Budget Period	<input checked="" type="checkbox"/>	2014	2014
	Department	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

Navigation:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Review budget details and transaction activity for expenses for a specific fund.

On this type of fund, do not use this overview to inquire on the available cash balance, use the Trial Balance or General Ledger Inquiry. This Overview is for budget information only.

This Overview will display the budget, current expenditures, encumbrances and available budgets.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 60000-79999 80000-85999

You are on Database: HEFP

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria

Budget Overview

Inquiry: BUD_OVER Description: 🗑️

[Amount Criteria](#)

Budget Type

*Business Unit: Ledger Group/Set: Ledger Group: 🔍

View Stat Code Budgets Cash Detail Ledger Group

Display Chart ⓘ

Time Span

*Type of Calendar:

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CSHDTL	EA	<input type="text" value="2014"/> 🔍	<input type="text" value="2014"/> 🔍	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/> 🔍	<input type="text" value="%"/> 🔍 ⓘ	<input type="text" value=""/> 🔍	Update/Add
Dept	<input type="text" value="%"/> 🔍	<input type="text" value="%"/> 🔍 ⓘ	<input type="text" value=""/> 🔍	Update/Add
Fund	<input type="text" value="18000"/> 🔍	<input type="text" value="%"/> 🔍 ⓘ	<input type="text" value=""/> 🔍	Update/Add

Budget Status
<input checked="" type="checkbox"/> Open
<input checked="" type="checkbox"/> Closed
<input checked="" type="checkbox"/> Hold

Navigation:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Review budget details and transaction activity for revenue for a specific fund.

On this type of fund, do not use this overview to inquire on the available cash balance, use the Trial Balance or General Ledger Inquiry. This Overview is for budget information only.

This Overview will display the budget, current expenditures, encumbrances and available budgets.

Used for fund Numbers: 00001-09999 12000-13999 18000-23999 60000-79999 80000-85999



You are on Database: HEFP

Favorites Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria
Budget Overview

Inquiry: BUD_OVER Description: CASH



Amount Criteria

Search Clear Reset

Budget Type

*Business Unit: NDSU1 Ledger Group/Set: Ledger Group Ledger Group: CASHR
 View Stat Code Budgets Cash Revenue Ledger Group
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Personalize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CASHR	EA	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	%	%		Update/Add
Fund	18000	%		Update/Add

Budget Status

- Open
- Closed
- Hold

Navigation:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Review budget details and transaction activity for expenses for a specific fund.

This Overview will display the budget, current expenditures, encumbrances and available budgets.

Used for fund Numbers: 30000-34999



You are on Database: HEFP

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria

Budget Overview

Inquiry: BU_APPR Description: APPROPRIATED



Amount Criteria

Search Clear Reset

Budget Type

*Business Unit: NDSU1 Ledger Group/Set: Ledger Group Ledger Group: FNDDTL

View Stat Code Budgets

Fund Detail Ledger Group

Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Personalize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FNDDTL	EA	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	%	%		Update/Add
Fund	39999	%		Update/Add

Budget Status

- Open
- Closed
- Hold


Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted expense transactions on the given fund number within the given date range.

Used for fund numbers: 30000-34999


You are on Database: HEFP

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Reports](#) > [Budget Transaction Detail](#)

Commitment Control Budget Transaction Detail Report

Run Control ID:
[Report Manager](#)
[Process Monitor](#)

Language:

Report Request Parameters

Unit: North Dakota State University

Ledger Group:
 User Budget Overrides

Transaction Type Option:
Type:

Commit Control Date Option:
Date From:
Date To:

Ledger Type Option:

Commitment Control Ledger Type

Commitment Control Ledger Type


ChartField Selection				
Sequence	ChartField Name	Include CF	Value	To Value
<input type="checkbox"/>	1 Fund Code	<input checked="" type="checkbox"/>	<input type="text" value="39999"/>	<input type="text" value="39999"/>
<input type="checkbox"/>	2 Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3 Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2014"/>	<input type="text" value="2014"/>
<input type="checkbox"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Project	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted expense transactions on the given fund number within the given fiscal year.

Used for fund numbers: 30000-34999



You are on Database: HEFP

Navigation: Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Unit: North Dakota State University

Ledger Group: User Budget Overrides

Transaction Type Option: Type:

Commit Control Date Option: Date From: Date To:

Ledger Type Option:

Sequence	ChartField Name	Include CF	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="text" value="39999"/>	<input type="text" value="39999"/>
<input type="text" value="2"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2014"/>	<input type="text" value="2014"/>
<input type="text"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Project	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation:

Navigation:


Main Menu > General Ledger > General Reports > Trial Balance

Creates a report that shows the ledger balances for the specified year and period for a specific fund.

On this type of fund, only use this report to show the ledger balances for the revenues and expenses.

Generally, appropriated funds do not incur revenue.

Used for fund Numbers: 30000-34999



You are on Database: HEFP

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [General Reports](#) > [Trial Balance](#)

Trial Balance Report

Run Control ID: Trial_Balance

Language: English

[Report Manager](#) | [Process Monitor](#) | [Run](#)

Report Request Parameters

Unit: NDSU1

Fiscal Year: 2014

Currency Option: Base

*Ledger: ACTUALS

Period: 12

Currency:

Include Adjustment Periods

Adjustment Period		
1		+ -

Display Full Numeric Field

[Refresh](#)

ChartField Selection						
Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	39999	39999
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	400000	730020
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Add](#) | [Update/Display](#)

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific fund and account for a specified year and period.

On this type of fund, only use this inquiry for the revenues and expenses.

Generally, appropriated funds do not incur revenue.

Used for fund Numbers: 30000-34999



You are on Database: HEFP

Favorites Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1	ACTUALS	2014	1	12		
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments		<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows:	1000	
<input type="checkbox"/> Show Transaction Details							
Search		Clear		Delete			

Chartfield Criteria							Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Sel	Period
Account	536015		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	998
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Fund Code	39999		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific fund and account group for a specified year and period. (Example: The below will display activity on any account beginning with 521...Travel)

On this type of fund, only use this inquiry for the revenues and expenses.

Generally, appropriated funds do not incur revenue.

Used for fund Numbers: 30000-34999



You are on Database: HEFP

Favorites Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1	ACTUALS	2014	1	12		
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments		<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows: 1000		
<input type="checkbox"/> Show Transaction Details							

Search Clear Delete

Chartfield Criteria						
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	521%		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	39999		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods	
Sel	Period
<input type="checkbox"/>	998

Save Return to Search Notify

Add Update/Display

Navigation:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Review budget details and transaction activity for expenses for a specific project.

This Overview will display the budget, current expenditures, encumbrances and available budgets.

Used for project numbers that start with: FARC....., FARG....., FARA.....



You are on Database: HEFP

Favorites Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria

Budget Overview

Inquiry: BU_OVER Description: PROJECT



Amount Criteria

Search Clear Reset

Budget Type

*Business Unit: NDSU1 Ledger Group/Set: Ledger Group Ledger Group: PRJDTL
 View Stat Code Budgets Project Detail Ledger Group
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PRJDTL	EA	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	%	%		Update/Add
Fund	%	%		Update/Add
Project	FARG000000	%		Update/Add

Budget Status

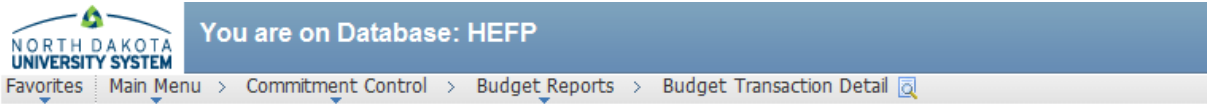
- Open
- Closed
- Hold

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted expense transactions on the given project number within the given date range.

Used for project numbers that start with: FARC....., FARG....., FARA.....



Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Unit: North Dakota State University

Ledger Group: User Budget Overrides

Transaction Type Option: Type:

Commit Control Date Option: Date From: Date To:

Ledger Type Option:

Commitment Control Ledger Type

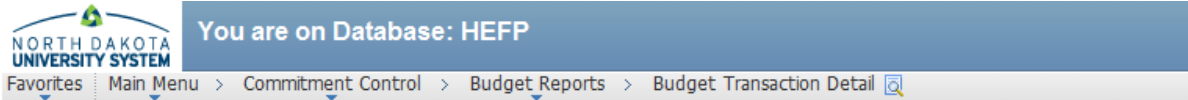
ChartField Selection					
Sequence	ChartField Name	Include CF	Value	To Value	
<input type="text" value="1"/>	Project	<input checked="" type="checkbox"/>	<input type="text" value="FARG000000"/>	<input type="text" value="FARG000000"/>	
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="3"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="4"/>	Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2014"/>	<input type="text" value="2014"/>	
<input type="text"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted expense transactions on the given project number within the given fiscal year.

Used for project numbers that start with: FARC....., FARG....., FARA.....



Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail
 Language: English

[Report Manager](#) [Process Monitor](#)

Report Request Parameters

Unit: North Dakota State University

Ledger Group: User Budget Overrides

Transaction Type Option: Type:

Commit Control Date Option: Date From: Date To:

Ledger Type Option:

Commitment Control Ledger Type

ChartField Selection Personalize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Value	To Value
<input type="text" value="1"/>	Project	<input checked="" type="checkbox"/>	<input type="text" value="FARG000000"/>	<input type="text" value="FARG000000"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2014"/>	<input type="text" value="2014"/>
<input type="text"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation:

Main Menu > General Ledger > General Reports > Trial Balance

Creates a report that shows the ledger balances for the specified year and period for a specific project.

On this type of project, only use this report to show the ledger balances for the revenues and expenses.

Generally, projects do not incur revenue.

Used for project numbers that start with: FARC....., FARG....., FARA.....



You are on Database: HEFP

Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Trial Balance Report

Run Control ID: Trial_Balance

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Language:

Report Request Parameters

Unit:

*Ledger:

Include Adjustment Periods

Fiscal Year:

Period:

Adjustment Period

1

Currency Option:

Currency:

Display Full Numeric Field

[Refresh](#)

ChartField Selection

Personalize | Find | First 1-13 of 13 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="FARG000000"/>	<input type="text" value="FARG000000"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="400000"/>	<input type="text" value="730020"/>
<input type="text"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific project and account for a specified year and period.

On this type of project, only use this inquiry for the revenues and expenses.

Generally, projects do not incur revenue.

Used for project numbers that start with: FARC....., FARG....., FARA.....



You are on Database: HEFP

Navigation path: Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1	ACTUALS	2014	1	12		
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments						
<input type="checkbox"/> Show Transaction Details	<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows:		1000		
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/>							

Chartfield Criteria						
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	536015		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	FARG000000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods	
Sel	Period
<input type="checkbox"/>	998

Navigation:


Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific project and account group for a specified year and period. (Example: The below will display activity on any account beginning with 521...Travel)

On this type of project, only use this inquiry for the revenues and expenses.

Generally, projects do not incur revenue.

Used for project numbers that start with: FARC....., FARG....., FARA.....



You are on Database: HEFP

Favorites Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1	ACTUALS	2014	1	12		
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments		<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows: 1000		
<input type="checkbox"/> Show Transaction Details							
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/>							

Chartfield Criteria							Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Sel	Period
Account	521%		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	998
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Fund Code			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Project	FARG000000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			

Navigation:

Navigation:

Main Menu > Grants > Interactive Reports > HE PI Report

This report will summarize the budget, current expenditures, encumbrances and cumulative expenditures for a grant project and/or an award. A PI Report can be run by project, award, department or Principal Investigator (PI).

Used for project numbers that start with: FAR00.....



You are on Database: HEFP

Favorites | Main Menu > Grants > Interactive Reports > HE PI Report

PI Report

Run Control ID: PI_Report

[Report Manager](#) [Process Monitor](#)

Business Unit:

As of Date:

Type of Report

- Sponsor Funding Report
- Cost Share Report
- Third Party Report

Select one of the following 4 options below.

1: Award:
 2: Department
 3: PI

For Options 1, 2 & 3, please select options below:

Active Statuses Only

- Project detail options:
- Summary Report Only
 - Project Detail & Summary

4: Projects(Y/N) If Y selected, enter the projects in grid below.

15 Projects Maximum

Project		
1	FAR0000000	<input type="button" value="+"/> <input type="button" value="-"/>

* FYI - If department is chosen with Cost Share or Third Party reports, please keep in mind that all expenditures may not return if an award has multiple departments providing cost sharing.

** If multiple departments are providing cost sharing or have third party transactions posted, a separate report cost share or third party report will print for each.

Navigation:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Review budget details and transaction activity for expenses for a specific grant project.

This Overview will display the budget, current expenditures, encumbrances and available budgets.

Used for project numbers that start with: FAR00....., FARP.....



You are on Database: HEFP

Favorites Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria
Budget Overview

Inquiry: BU_OVR Description: GRANTS



Amount Criteria Search Clear Reset

Budget Type

*Business Unit: NDSU1 Ledger Group/Set: Ledger Group Ledger Group: GNTDTL
 View Stat Code Budgets Grant Detail Ledger Group
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	GNTDTL				<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	%	%		Update/Add
Fund	%	%		Update/Add
PC Bus Unit	%	%		Update/Add
Project	FAR0000000	%		Update/Add
Activity	%	%		Update/Add

Budget Status
<input checked="" type="checkbox"/> Open
<input checked="" type="checkbox"/> Closed
<input checked="" type="checkbox"/> Hold

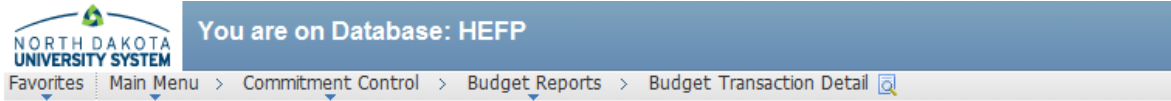
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows the posted expense transactions on the given grant project within the given date range.

Used for project numbers that start with: FAR00....., FARP.....



Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Unit: North Dakota State University

Ledger Group: User Budget Overrides

Transaction Type Option: Type:

Commit Control Date Option: Date From: Date To:

Ledger Type Option:

Commitment Control Ledger Type

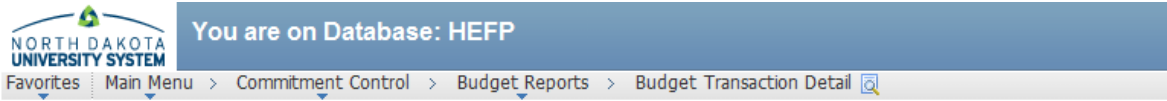
Sequence	ChartField Name	Include CF	Value	To Value
<input type="text" value="1"/>	Project	<input checked="" type="checkbox"/>	<input type="text" value="FAR0000000"/>	<input type="text" value="FAR0000000"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Budget Period	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation:

Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Creates a report that shows all posted expense transactions on the given grant project.

Used for project numbers that start with: FAR00....., FARP.....



Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Unit: North Dakota State University

Ledger Group: User Budget Overrides

Transaction Type Option: Type:

Commit Control Date Option: Date From: Date To:

Ledger Type Option:

Commitment Control Ledger Type

ChartField Selection Personalize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Value	To Value
<input type="text" value="1"/>	Project	<input checked="" type="checkbox"/>	<input type="text" value="FAR0000000"/>	<input type="text" value="FAR0000000"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Budget Period	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Class Field	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Analysis Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Subsystem Activity ID	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Navigation:

Main Menu > General Ledger > General Reports > Trial Balance

Creates a report that shows the ledger balances for the specified year and period for a specific grant project.

On this type of project, only use this report to show the ledger balances for the revenues and expenses.

Generally, grant projects do not incur revenue.

Used for project numbers that start with: FAR00....., FARP.....



You are on Database: HEFP

Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Trial Balance Report

Run Control ID: Trial_Balance

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Language: English

Report Request Parameters

Unit: NDSU1 *Ledger: ACTUALS
 Fiscal Year: 2014 Period: 12
 Currency Option: Base Currency:

Include Adjustment Periods	
Adjustment Period	
1	[Dropdown] [+] [-]

Display Full Numeric Field

[Refresh](#)

ChartField Selection						
Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FAR0000000	FAR0000000
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	49999	49999
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	400000	730020
	Subsystem Activity ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subsystem PC Bus Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific grant project and account for a specified year and period.

On this type of project, only use this inquiry for the revenues and expenses.

Generally, grant projects do not incur revenue.

Used for project numbers that start with: FAR00....., FARP.....



You are on Database: HEFF

Favorites Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1	ACTUALS	2014	1	12		
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments						
<input type="checkbox"/> Show Transaction Details	<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows:		1000		

Search Clear Delete

Chartfield Criteria						
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	536015		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	49999		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	FAR0000000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods	
Sel	Period
<input type="checkbox"/>	998

Save Return to Search Notify

Add Update/Display

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific grant project and account group for a specified year and period. (Example: The below will display activity on any account beginning with 521...Travel)

On this type of project, only use this inquiry for the revenues and expenses.

Generally, grant projects do not incur revenue.

Used for project numbers that start with: FAR00....., FARP.....



You are on Database: HEFP

Favorites Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	NDSU1	ACTUALS	2014	1	12		
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments		<input type="checkbox"/> Show Transaction Details		<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows: 1000

Search Clear Delete

Chartfield Criteria						
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	521%		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	49999		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	FAR0000000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods	
Sel	Period
<input type="checkbox"/>	998

Save Return to Search Notify

Add Update/Display

Navigation:

Main Menu > General Ledger > General Reports > Trial Balance

Creates a report that shows the ledger balances for the specified year and period for a specific fund and program.

The program code Value and To Value fields can be left blank. This will create a report that includes all program codes with activity under the specified fund.



You are on Database: HEFP

Favorites Main Menu > General Ledger > General Reports > Trial Balance

Trial Balance Report

Run Control ID: Trial_Balance
Language: English

Report Manager Process Monitor Run

Report Request Parameters

Unit: NDSU1 *Ledger: ACTUALS
Fiscal Year: 2014 Period: 12
Currency Option: Base Currency:

Table with 3 columns: Adjustment Period, +, -

Display Full Numeric Field

Refresh

Table with columns: Sequence, ChartField Name, Include CF, Descr, Subtotal, Value, To Value. Rows include Fund Code, Program Code, Account, etc.

Navigation:

Main Menu > General Ledger > General Reports > Trial Balance

Creates a report that shows the ledger balances for the specified year and period for a specific project or grant project and program.

The program code Value and To Value fields can be left blank. This will create a report that includes all program codes with activity under the specified project or grant project.



You are on Database: HEFP

Favorites Main Menu > General Ledger > General Reports > Trial Balance

Trial Balance Report

Run Control ID: Trial_Balance
Language: English

Report Manager Process Monitor Run

Report Request Parameters section containing Unit, Fiscal Year, Currency Option, *Ledger, Period, Currency, and an Include Adjustment Period table. Below is a table for ChartField Selection with columns for Sequence, ChartField Name, Include CF, Descr, Subtotal, Value, and To Value.

Save Return to Search Previous in List Next in List Notify Add Update/Display

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific fund, program and account for a specified fiscal year and period.

The program code field can be left blank. This will return any activity on any program for that fund and account.



You are on Database: HEFP

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: LEDGER *Unit: NDSU1 *Ledger: ACTUALS *Fiscal Year: 2014 *From Period: 1 *To Period: 12 Currency: Stat Code:

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 1000

Search Clear Delete

Chartfield Criteria Personalize | Find | 1-11 of 11 First Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	536015		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	18000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	09999		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

Save Return to Search Notify

Add Update/Display

Navigation:

Main Menu > General Ledger > Review Financial Information > Ledger

Review summary and detail information on a specific project or grant project, program and account for a specified fiscal year and period.

The program code field can be left blank. This will return any activity on any program for that project or grant project and account.



You are on Database: HEFP

Favorites Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: LEDGER *Unit: NDSU1 *Ledger: ACTUALS *Fiscal Year: 2014 *From Period: 1 *To Period: 12 Currency: Stat Code:

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 1000

Search Clear Delete

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	536015		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	49999		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	09999		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	FARG000000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

Save Return to Search Notify Add Update/Display

Creating a New Run Control ID or Inquiry Name

Some notes on Run Controls and Inquiry Names...

- They only need to be set-up the first time you run a report or inquiry.
- They're required when running reports and inquiries in PeopleSoft Finance.
- They cannot contain spaces between words; dashes or underlines may be used in its place.

Creating a New Run Control and Inquiry Name...

1. Click on the "Add a New Value" tab.
2. Type a name for your Run Control ID or Inquiry. It is recommended to use a name that is similar to the report or inquiry you are running/using.
3. Click on the Add button when finished.

Budget Transaction Detail

Find an Existing Value Add a New Value

Run Control ID:

Add

Budgets Overview

Find an Existing Value Add a New Value

Inquiry Name:

Add

Accessing an Existing Run Control ID or Inquiry Name

Once you've established a Run Control or Inquiry Name, all future searches with that particular Run Control or Inquiry Name, will be accessible through the "Find an Existing Value" tab.

To find an existing Run Control or Inquiry Name...

1. Click on the "Find an Existing Value" tab.
2. Click on the "Search" button to select a previously created Run Control ID or Inquiry Name.

Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Inquiry Name:

Search Clear [Basic Search](#) [Save Search Criteria](#)

Running Reports

- 1. Click the Run button at the top right of your screen.*
- 2. After clicking Run, the Process Scheduler Request screen will appear. Choose “Web” for Type and choose “PDF” for format. Click OK*
 - a. If you want your report emailed to you, change the Server Name to “Email” and Type to “PDF”. If you choose this method, you do not need to follow the next steps.*
- 3. This will return you to the initial criteria entry screen. You should now have a Process Instance number; this tells you that the report is running. To access the report, click on the Process Monitor link.*
- 4. You cannot access the report until your Run Status is “Success” and the Distribution Status is “Posted”. To update the Run Status, click on the Refresh button. This will show you the most recent “Run Status” for your report. Clicking on the Refresh button does not speed along the process.*
- 5. Once you have a status of “Success” and “Posted”, click on the Details link.*
- 6. On the Process Detail page, click on the View Log/Trace link. This brings you to the View Log/Trace page.*
- 7. To retrieve the report, click on the PDF link.*