

Budget Overview Report Job Aid

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

1. Sign in to PeopleSoft Financials.
2. Navigate to **GL 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.

The screenshot shows the 'General Ledger WorkCenter' interface. At the top, there are buttons for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these are several search fields: 'Run Control ID' (set to 'BudgetOverview'), 'Business Unit' (set to 'NDSU1'), 'Budget Period' (set to 'Fiscal Year'), 'Period From' (set to '01-JUL-2023'), 'Period To' (set to '31-AUG-2023'), 'Department From' (set to 'All'), 'Department To' (set to 'All'), 'Fund Code From' (set to 'All'), 'Fund Code To' (set to 'All'), and 'Project Subtotals (Y/N)' (set to 'Y'). At the bottom are 'Save' and 'Add' buttons.

4. Enter the **Business Unit** as **NDSU1**.
5. Select either **Fiscal Year** or **Budget Period**.
 - a. Fiscal Year will compile data based on Accounting date.
 - b. Budget Period will compile data based on budget checking for a fiscal year.
 - c. Occasionally data may be different between Fiscal Year and Budget Period if a voucher crosses fiscal years.
6. **Period From/To Period**.
 - a. Period is based on the Fiscal Year with Accounting Period 1 = July, 2 = August, etc.
7. **Enter the Department From/To Department**.
 - a. When both the FROM and TO department fields are blank, then all departments are selected.

- b. If TO is blank, then all departments greater than and equal to the FROM department are used.
- c. When the FROM field is blank, then all departments less than and equal to the TO department are returned.

8. Enter the **Fund Code From/To Fund Code** to narrow down what is returned, if desired.

9. If applicable, select 'Yes' in the **Project Subtotals** field.

a. Once Yes is selected additional fields for **Project ID From/To Project ID** will appear.

Sample Run Criteria

Run Control ID: Budget_Overview_Report

Report Manager Process Monitor Run

*Business Unit: NDSU1

Budget Period: 2026

*Period From: 1 *Period To: 12

Department From: 2500 Department To: 2576

Fund Code From: 30000 Fund Code To: 32999

Project Subtotals (Y/N): No

Save Return to Search Previous in List Next in List Add

10. 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.

11. 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**.

12. Click on the **Report Manager** hyperlink on the run control page to view the report output.

Sample Page of Returned PDF Report – each fund on a separate page

2026 NDUS Budget Overview NDSU1 North Dakota State University										
Periods: 1 ~ 12		Departments: 3420 ~ 3420		Page 6 of 14 Run Date/Time: 10/21/2025 14:20 PM						
Department		Fund								
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	10,000.00	861.34	0.00	9,138.66	861.34	
470000 Auxiliary Services	0.00	0.00	0.00	0.00	5,250,000.00	2,944,982.81	0.00	2,305,017.19	2,944,982.81	
479000 Interdepartmental Revenue	0.00	0.00	0.00	0.00	0.00	579.37	0.00	(579.37)	579.37	
490000 Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
511000 Salaries-Regular - Benefited	87,756.00	21,939.00	0.00	65,817.00	0.00	0.00	0.00	0.00	0.00	
512000 Salaries - Other	35,000.00	6,453.93	0.00	28,546.07	0.00	0.00	0.00	0.00	0.00	
514000 Overtime	0.00	2,468.14	0.00	(2,468.14)	0.00	0.00	0.00	0.00	0.00	
516000 Fringe Benefits	64,177.00	18,239.95	0.00	45,937.05	0.00	0.00	0.00	0.00	0.00	
521000 Travel	3,000.00	479.37	0.00	2,520.63	0.00	0.00	0.00	0.00	0.00	
531000 Supplies - IT Software	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	
532000 Supply/Material - Professional	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	
535000 Miscellaneous Supplies	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	
536000 Office Supplies	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	
541000 Postage	100.00	108.94	0.00	(8.94)	0.00	0.00	0.00	0.00	0.00	
542000 Printing	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	
551000 IT Equipment under \$5,000	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	
552000 Other Equipment ? Non Cap	0.00	415.40	0.00	(415.40)	0.00	0.00	0.00	0.00	0.00	
571000 Insurance	200.00	110.01	0.00	89.99	0.00	0.00	0.00	0.00	0.00	
591000 Repairs	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	
602000 IT - Communications	1,500.00	414.00	0.00	1,086.00	0.00	0.00	0.00	0.00	0.00	
611000 Professional Development	350.00	329.00	0.00	21.00	0.00	0.00	0.00	0.00	0.00	
621000 Operating Fees and Services	3,500.00	577.30	0.00	2,922.70	0.00	0.00	0.00	0.00	0.00	
623000 Professional Fees and Services	6,000.00	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	
651000 Cost of Goods Sold	4,200,000.00	2,335,150.38	0.00	1,864,849.62	0.00	0.00	0.00	0.00	0.00	
Fund 12211 Total		4,413,583.00	2,386,685.42	0.00	2,026,897.58	5,260,000.00	2,946,423.52	0.00	2,313,576.48	2,946,423.52

Sample Page of Returned XLS Report – each fund on a separate tab

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
2026 NDUS Budget Overview NDSU1 North Dakota State University																		
Periods: 1 ~ 12																		
Departments: 3420 ~ 3420																		
Page 1 of 1 Run Date/Time: 10/21/2025 14:26 PM																		
9	10	Department		Fund														
12	13	Account	Budget	Expense	Encumbrance	Available Expense Budget	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Revenue Budget	Uncollected Revenue							
14	15	462000 Charges for Services/Sales	0.00	0.00	0.00	0.00	10,000.00	861.34	0.00	9,138.66	861.34							
15	16	470000 Auxiliary Services	0.00	0.00	0.00	0.00	5,250,000.00	2,944,982.81	0.00	2,305,017.19	2,944,982.81							
16	17	479000 Interdepartmental Revenue	0.00	0.00	0.00	0.00	0.00	579.37	0.00	(579.37)	579.37							
17	18	490000 Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
18	19	511000 Salaries-Regular - Benefited	87,756.00	21,939.00	0.00	65,817.00	0.00	0.00	0.00	0.00	0.00							
19	20	512000 Salaries - Other	35,000.00	6,453.93	0.00	28,546.07	0.00	0.00	0.00	0.00	0.00							
20	21	514000 Overtime	0.00	2,468.14	0.00	(2,468.14)	0.00	0.00	0.00	0.00	0.00							
21	22	516000 Fringe Benefits	64,177.00	18,239.95	0.00	45,937.05	0.00	0.00	0.00	0.00	0.00							
22	23	521000 Travel	3,000.00	479.37	0.00	2,520.63	0.00	0.00	0.00	0.00	0.00							
23	24	531000 Supplies - IT Software	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00							
24	25	532000 Supply/Material - Professional	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00							
25	26	535000 Miscellaneous Supplies	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00							
26	27	536000 Office Supplies	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00							
27	28	541000 Postage	100.00	108.94	0.00	(8.94)	0.00	0.00	0.00	0.00	0.00							
28	29	542000 Printing	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00							
29	30	551000 IT Equipment under \$5,000	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00							
30	31	552000 Other Equipment under \$5,000	0.00	415.40	0.00	(415.40)	0.00	0.00	0.00	0.00	0.00							
31	32	571000 Insurance	200.00	110.01	0.00	89.99	0.00	0.00	0.00	0.00	0.00							
32	33	591000 Repairs	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00							
33	34	602000 IT - Communications	1,500.00	414.00	0.00	1,086.00	0.00	0.00	0.00	0.00	0.00							
< > Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7 Sheet8 Sheet9 Sheet10 Sheet11 Sheet12 ... + : < >																		