

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.

General Ledger WorkCenter

Run Control ID

BudgetOverview

Report Manager

Process Monitor

Run

*Business Unit

Budget Period

*Period From

Department From

Fund Code From

Project Subtotals (Y/N)

*Period To

Department To

Fund Code To

Save

Add

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

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Run Control ID

Budget_Overview_Report

Report Manager

Process Monitor

Run

*Business Unit

NDSU1

Q

Budget Period

2026

*Period From

1

*Period To

12

Department From

2500

Q

Department To

2576

Q

Fund Code From

30000

Q

Fund Code To

32999

Q

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

Funds: ~

Departments: 3420 ~ 3420

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 - Benefitted	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 Equip ? 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

2026 NDUS Budget Overview

NDSU1 North Dakota State University

Periods: 1 ~ 12

Funds: ~

Departments: 3420 ~ 3420

Page 1 of 1

Run Date/Time: 10/21/2025 14:26 PM

Department

Fund

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552000 Other Equipment under \$5,000	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
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Sheet1

Sheet2

Sheet3

Sheet4

Sheet5

Sheet6

Sheet7

Sheet8

Sheet9

Sheet10

Sheet11

Sheet12

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