

Budget Status Report Job Aid

The Budget Status Report returns budget and actuals expense information for a fund or range of funds. The report can be run for a range of funds, departments and account codes. The report period will be an entire fiscal year or the portion of the current fiscal year that has occurred.

1. Sign in to PeopleSoft Financials.
2. Navigate to **GL WorkCenter > Reports/Queries > Reports/Processes > GL and Commitment Control Reports > Print Budget Status 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.

The screenshot shows the 'General Ledger WorkCenter' interface. In the center, the 'Commitment Control Budget Status Report' is selected. At the top, there are fields for 'Run Control ID' (set to 'BudgetStatus'), 'Language' (set to 'English'), and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below these, the 'Report Request Parameters' section is visible, containing fields for 'Unit' (set to 'NDSU1') and 'Ledger Group'. A 'Refresh' button is located to the right of these fields. Further down, the 'ChartField Selection' section is shown, featuring a table with columns for 'Sequence', 'ChartField Name', 'Include CF', 'Subtotal', 'Value', and 'To Value'. The table has one row with empty fields. At the bottom of the form, there are buttons for 'Save', 'Add', and 'Update/Display'.

4. Reports Request Parameters

- a. The **Unit** field will be filled with the default *NDSU1*.
- b. Enter the **Ledger Group**. Ledgers are:
 - i. FUND, FNDDTL or REVENUE for appropriated or scholarship funds.
 1. Funds starting with a "3" or "5"
 2. No "FAR" is used.
 - ii. CASH, CSHTDL or CASHR for non-appropriated funds.
 1. Funds starting with a "0", "1", "2", "6", "7" or "8".
 2. No "FAR" is used.
 - iii. PROJECT, PRJDTL or PROJREV for projects.
 1. Funds starting with a "1", "2" or "3" and use a "FAR"
 - iv. GRANT, GNTDTL or GRNTREV ledgers for grants.
 1. Funds starting with a "4" or "7" and use a "FAR".
- c. Click **Refresh**. This will populate the **ChartField Selection** area.

5. ChartField Selection

- a. Click the **Include CF** box next to any Chartfield Name you want to include in your search parameters.
 - i. The recommended fields to use are **Account**, **Fund Code**, **Department** and **Budget Period**. **Program Code** and **Project** can also be used if applicable.
- b. Enter the **Sequence** you would like your results to display by.
 - i. If you are running the report for multiple funds within the same department the **Fund Code** field should be your Sequence 1. If running the report for multiple departments that only have one fund each your Sequence 1 should be **Department**.
- c. Click the **Subtotal** box for any ChartField that should be subtotalized on the report.
 - i. The Include CF box must be checked for any ChartField that should be subtotalized.
 - ii. How the subtotals display on the report will depend upon the **Sequence** used.
 1. Example: No subtotals will display when trying to subtotal a range of funds when the Fund ChartField is sequence 3, after Budget Period and Account where a range of accounts is being used.
- d. Click **Save**. This will move your selected ChartFields to the top of the list.
- e. Enter the **Value** and **To Value** of the field(s) where the Include CF box was checked.
 - i. If nothing is entered in the Value and To Value boxes the report will return information for all applicable values.
 1. Example: If no fund numbers are entered the report will return all funds based on the ledger selected.
 - ii. Please see notes 4.b.i through 4.b.iv for ledger information to make sure the ledger and fund match in order to ensure the report will run correctly.
 - iii. If values are entered for the **Account** ChartField the results returned will vary based on the ledger selected.
 1. The ledgers ending in DTL will provide the most detail for expense accounts.
 2. The revenue ledgers will provide the most detail for revenue accounts.
 3. Example: Using a revenue ledger with expense Accounts will result in no returns.
 - iv. If the report is being used for a grant ledger group you will not be able to use the **Budget Period** ChartField.
- f. Click **Save**.
 - i. This run control can be updated or changed as needed for future use. Using the **Refresh** button will reset the ChartField Selection criteria.

General Ledger WorkCenter

Commitment Control Budget Status Report

Run Control ID: BudgetStatus
Language: Finnish

Report Manager Process Monitor [Run](#)

Report Request Parameters

*Unit: <input type="text" value="NDSU1"/>	BudgetStatus	North Dakota State University
*Ledger Group: <input type="text" value="CSHDTL"/>	Cash Detail Ledger Group	Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Budget Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2026"/>	<input type="text" value="2026"/>
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="3410"/>	<input type="text" value="3410"/>
	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Source Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

6. 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)
7. Click the **Ok** button, the Run Control page is returned
8. Click the **Process Monitor** hyperlink, **Process Type** is *SQR Report*, **Process Name** is *GLS8020*.
9. 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.
10. Click the **Details** hyperlink.
11. Click the **View/Log Trace** hyperlink.
12. Click the link to open the *.pdf* file.
 - a. The report will open in Adobe.

Sample of completed report

Report ID: GLS8020	PeopleSoft GL BUDGET STATUS REPORT						Page No. 1		
Bus. Unit: NDSU1--North Dakota State University							Run Date 10/21/2025		
Ledger Grp: CSHDTL -- Cash Detail Ledger Group							Run Time 17:05:01		
Currency : USD									
Chartfields Criteria									
Budget Period: 2026									
	Fund: All values	Account: All values	Dept: 3410						
<u>Budget Period</u>	<u>Fund</u>	<u>Account</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>Planned</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
<u>Dept</u>									
2026	00200	682000							
3410			0.00	0.00	0.00	0.00	0.00	26,534.25	-26,534.25
2026	00200	722001							
3410			0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal for Fund 00200 :	0.00	0.00	0.00	0.00	0.00	26,534.25	-26,534.25
2026	12100	511000							
3410			849,261.00	0.00	0.00	0.00	0.00	187,342.07	661,918.93
2026	12100	512000							
3410			100,000.00	0.00	0.00	0.00	0.00	35,789.81	64,210.19
2026	12100	514000							
3410			4,484.00	0.00	0.00	0.00	0.00	1,470.14	3,013.86
2026	12100	516000							
3410			477,231.00	0.00	0.00	0.00	0.00	105,565.44	371,665.56
2026	12100	521000							
3410			13,000.00	0.00	0.00	0.00	0.00	2,173.00	10,827.00
2026	12100	531000							
3410			16,626.00	0.00	0.00	0.00	0.00	2,003.61	14,622.39
2026	12100	532000							
3410			21,717.00	0.00	0.00	0.00	0.00	13,199.00	8,518.00
2026	12100	533000							
3410			12,600.00	0.00	0.00	0.00	0.00	7,828.52	4,771.48
2026	12100	534000							
3410			100.00	0.00	0.00	0.00	0.00	44.83	55.17
2026	12100	535000							
3410			2,200.00	0.00	0.00	0.00	0.00	2,250.28	-50.28
2026	12100	536000							
3410			1,000.00	0.00	0.00	0.00	0.00	294.31	705.69
2026	12100	541000							
3410			5.00	0.00	0.00	0.00	0.00	0.00	5.00
2026	12100	542000							
3410			8,000.00	0.00	0.00	0.00	0.00	4,001.27	3,998.73
2026	12100	551000							
3410			33,800.00	0.00	0.00	0.00	0.00	1,266.33	32,533.67
2026	12100	552000							
3410			16,800.00	0.00	0.00	0.00	0.00	0.00	16,800.00
2026	12100	561000							
3410			1,575.00	0.00	0.00	0.00	0.00	110.64	1,464.36
2026	12100	571000							