Budget to Actuals Report Job Aid

The Budget to Actuals Report returns budget adjustment and actuals expense information. The report can be run for one or more chartfield (Fund/Department) combinations at a time but cannot be run for grants. The report period can be for an entire fiscal year or for one period. Accounting periods are 1 through 12, corresponding with the fiscal months of the year, where July = 1; June = 12.

1. Sign in to PeopleSoft Financials.
2. Navigate to **General Ledger Workcenter > Reports/Queries > Commitment Control Reports > Budget to Actuals 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.
      i. This step will only need to be completed the first time the report is run.
4. **Reports Request Parameters**
   a. Enter *NDSU1* in the **Business Unit** field.
   b. Enter the **Ledger**. Ledgers are:
      i. FNDDTL for appropriated and scholarship funds (those starting with a "3" or "5")
      ii. CSHDTL for non-appropriated funds (those starting with a "0", "1", "2", "6", "7" or "8")
      iii. CASH and FUND ledgers are also available but all results will be grouped under the parent expense code of 500000. The FNDDTL and CSHDTL ledgers will show the same results broken down into the individual budget categories.
      iv. PRJDTL and PROJECT ledgers are for projects (those that use "FARA" or "FARG")
      v. GRANT and GNTDTL ledgers for grants are currently unavailable for NDSU to use with this report. Revenue ledgers are also not available for this report.
   c. Enter the **Fiscal Year.**
      i. July 1, 2017 was the beginning of Fiscal Year 2018
   d. Enter the accounting period(s) in the **From Period** and **To Period** fields.
      i. If running the report for the entire Fiscal Year the From Period should be *1* and the To Period should be *12*. If running for only one accounting period the From Period and To Period fields should match. (Ex. Using *6* for December.)
   e. Click the **Summary (Hide Totals)** box if the report should return only summary information and no account subtotals OR click the **Totals Only (Hide Details)** box if the report should return only total information and no details.
      i. If report should return detail information, subtotals and totals leave both boxes unchecked.
      ii. The Summary (Hide Totals) option will show a total for the activity for each fund/department combination if the report is run for more than one fund or department.
      iii. The Totals Only (Hide Details) option will show subtotals by account code as well as the total activity for each fund/department combination if the report is run for more than one fund or department.
      iv. Both boxes cannot be checked at one time. If both are checked an error message will appear to notify user that only one box can be checked.
5. **Chartfield Selection**
   a. Enter a Department number in the **Chartfield From** box on the **DEPARTMENT** line.
      i. To run the report for a range of departments put the lowest department number in the Chartfield From box and the highest department number in the **Chartfield To** box.
      ii. The Chartfield To box cannot contain a value if there is not one in the Chartfield From box.
      iii. If both boxes are left blank the report will be blank.

iv. The **Include CF** box should be checked by default.
   b. Enter a fund number in the **Chartfield From** box on the **FUND CODE** line.
      i. Please see ledger information in 4.b.i through 4.b.v. to make sure the ledger and fund match in order to ensure the report will run correctly.
      ii. To run the report for a range of funds put the lowest fund number in the Chartfield From box and the highest fund number in the **Chartfield To** box.
      iii. The Chartfield To box cannot contain a value if there is not one in the Chartfield From box.
      iv. If both boxes are left blank the report will be blank.
      v. The **Include CF** box should be checked by default.
   c. Enter the **Project** if using the PRJDTL or PROJECT ledger.
      i. The **Include CF** box will also need to be checked if using one of these ledgers.
      ii. To run the report for more than one project press the **+** sign to the right of the Project field to add a row.
   d. The **Clear Values** button will clear all values in the ChartField Selection and Project Chartfield Values areas. The Report Request Parameters will remain.
   e. Click **Save.**
      i. This run control can be updated or changed as needed for future use.
6. Click the **Run** button
   a. On the **Process Scheduler Request** pop up box 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 *NDUG3090*.
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 Run Control