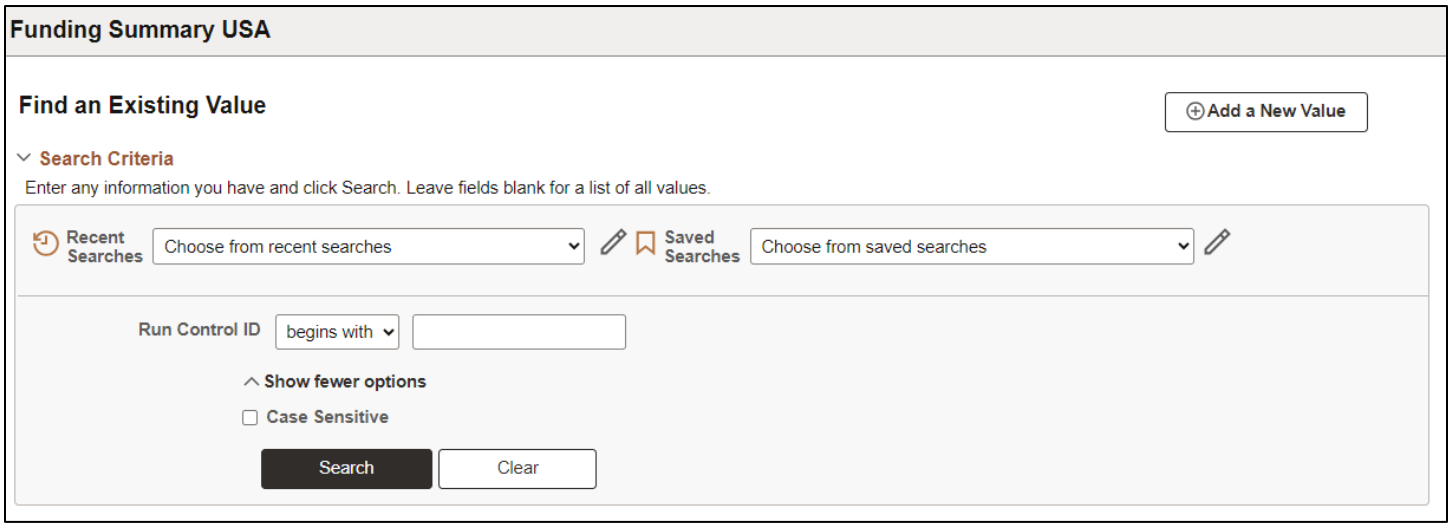
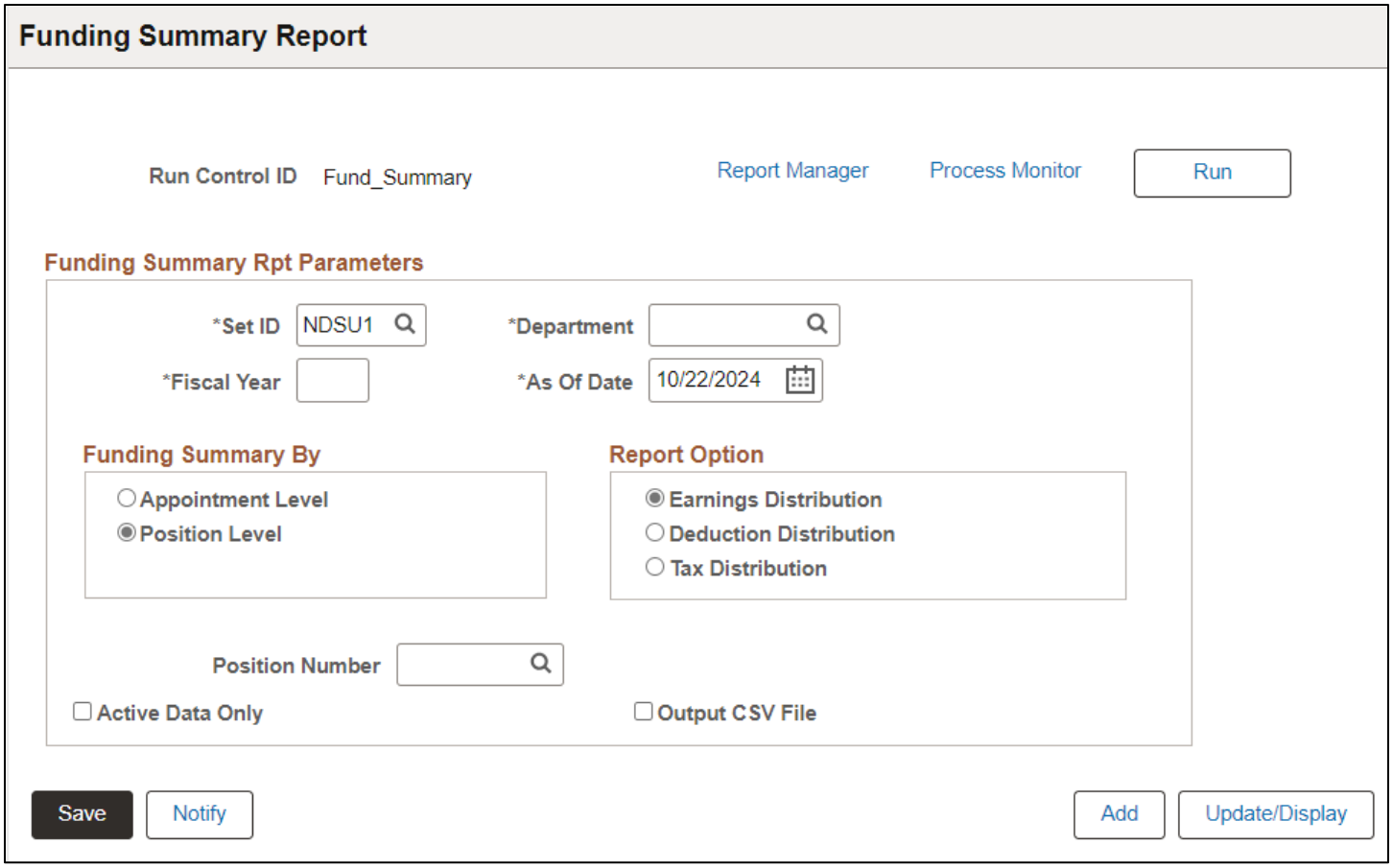
Funding Summary Report Job Aid

The Funding Summary Report shows information related to funding and budgeted amounts for all positions in a department. The report can be used to proof funding sources and budgets that are currently set up to be used for employees. This report will show the same information as the Department Budget Table without having to go into each individual DBT. The Funding Summary Report should be run at the beginning of each fiscal year to proof funding sources due to the time lag in uploading annual budgets and the first payroll of the year.

1. Sign in to PeopleSoft HCM.
2. Navigate to **Set Up HCM > Product Related > Commitment Accounting > Reports > Funding Summary USA**



3. Click the **Add a New Value** button.
   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** screen can be used instead.



4. **Funding Summary Rpt Parameters**
    a. The **Business ID** field will default with *NDSU1*.
    b. Enter the **Department**.
        i. The report can only be run for one department at a time.
        ii. If the Department is unknown the magnifying glass next to the box can be used to search for the appropriate value.
    c. Enter the **Fiscal Year.**
        i. A Fiscal Year runs from July 1 to June 30. The Fiscal Year will be the same as the calendar year on June 30.
            1. For example July 1, 2024 will be Fiscal Year 2025.
    d. Enter the **As Of Date.**
        i. Funding and budget changes are made with the beginning date of the pay period in which the change occurs.
        ii. The report can be run for previous, current or future dates.
    e. The criteria for Department, Fiscal Year and As of Date are required and will need to be entered each time the report is run as this information is not retained.
5. **Funding Summary By**
    a. Choose either **Appointment Level** or **Position Level.**
        i. All budgeted positions have a Department Budget Table set up at the Position Level. Position Level Department Budget Table are used for the permanent funding source(s) for the position.
        ii. Some positions have a Department Budget Table set up at the Appointment Level using the employee's ID. Appointment Level Department Budget Tables are used for temporary funding sources.
        iii. Some departments may have both Position Level and Appointment Level Department Budget Tables. It may be useful to run the report using each option.
6. **Report Options**
    a. The Default is the **Earnings** radial button.

        i. Since **Deductions** and **Taxes** generally follow the funding source used for Earnings it is not necessary to run the report for either of those options.

7. Optional Criteria
    a. Enter a **Position Number.**
        i. The report can be run for one position number instead of an entire department by entering a position number in this box.
        ii. This option is only available when running the report by Position Level.
        iii. If the Position Number is unknown the magnifying glass next to the box can be used to search for the appropriate value.
    b. Enter an **Empl ID** and **Empl Record**.
        i. The report can be run for one employee instead of the entire department by entering an Employee ID and Employee Record number.
        ii. This option is only available when running the report by Appointment Level.
        iii. If the Empl ID and/or Empl Record is unknown the magnifying glass next to the box can be used to search for the appropriate value.
    c. Check the **Active Data Only** box to return only active employees**.**
        i. If the box is not checked the report will return terminated employees as well as active employees.
    d. Check the **Output CSV File** box
        i. If this option is checked the format will also need to be changed when the report is run. See step 9.a.
8. Click the **Save** button
9. 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)
10. Click the **Ok** button, the Run Control page is returned
11. Click the **Process Monitor** hyperlink, **Process Type** is *SQR Report*, **Process Name** is *BUD011*.
12. 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.
13. Click the **Details** hyperlink.
14. Click the **View/Log Trace** hyperlink.
15. Click the link to open the *.pdf* file.
    a. The report will open in Adobe.

Sample Report

PeopleSoft
Position Funding Summary Report

Report ID: BUD011
As Of Date: 10/01/2024

Page No. 1
Run Date 10/22/2024
Run Time 16:49:32

Report Option: Earnings Distribution
SetID: NDSU1 Department: 2834 - Financial Aid Fiscal Year: 2025

POSITION #	STATUS		FUNDING LEVEL	COMBINATION CODE	EARN CODE	SEQ	BUDGET AMOUNT	DIST. %	FUNDING End Date	TOTAL FTE
00022521	ACTIVE	Student General	PN	S186802834O		1	3000.00			0.000000
				S186802834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00022525	ACTIVE	Student General	PN	S472002834FAR00375950		1		100.000		0.000000
				S472002834FAR00375950	H14	1		100.000		
00023139	ACTIVE	Student General	PN	S186282834O		1	3500.00			0.000000
				S186282834O	H14	1		25.000		
				S472002834FAR00375930	H14	1		75.000		
00023144	ACTIVE	Student General	PN	S186452834O		1	2500.00			0.000000
				S186452834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00023244	ACTIVE	StudentWellness/EntertainmtFac	PN	S186252834O		1	3000.00			0.000000
				S186252834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00023372	ACTIVE	Student General	PN	S186272834O		1	3000.00			2.000000
				S186272834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00023379	ACTIVE	Student General	PN	S186462834O		1	3000.00			0.000000
				S186462834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00024360	ACTIVE	Student General	PN	S186302834O		1	2500.00			0.000000
				S186302834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00025248	ACTIVE	Student General	PN	S186292834O		1	2500.00			0.000000
				S186292834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00025300	ACTIVE	Student General	PN	S186382834O		1	1350.00			0.000000
				S186382834O	H14	1		25.000		
				S472002834FAR00375940	H14	1		75.000		
00102952	ACTIVE	Student General	PN	S472002834FAR00375930		1	400000.00			0.000000
				S472002834FAR00375940		1	40000.00			
				S472002834FAR00375950		1	23709.00			
00104091	ACTIVE	Student Daycare Workers	PN	S472002834FAR00375950		1		100.000		5.250000
				S472002834FAR00375950	H14	1		100.000		

Total Number of Positions Processed: - 12

End of Report

AP = Appointment Level JC = JobCode Level PN = Position Level PP = Position Pool Level DP = Department Level JE = Job Earns Distribution JD = Job Data