Budget Overview Job Aid - Revenues

The Budget Overview page will show specific budget details for a single fund/project or a range of funds/projects. Criteria entered by the user will specify the values that identify controlled budgets and Budget Periods.

This Job Aid covers Revenue ledgers. For Expense ledgers please see the Budget Overview Job Aid – Expenses.

1. Sign in to PeopleSoft Financials.
2. Navigate to **General Ledger WorkCenter > Main > Links > Commitment Control Inquries > Budgets Overview**
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.
4. Enter a **Description**.
5. The **Business Unit** field will populate with **NDSU1**.
6. The **Ledger Group/Set** will default to **Ledger Group**.
7. Pick the **Ledger Group**
    a. REVENUE for revenue budgets for appropriated funds (those starting with a "3" or "5")
    b. CASHR for revenue budgets for non-appropriated funds (those starting with a "0", "1", "2", "6", "7" or "8")
    c. PROJREV ledger is for projects (those that use "FARA" or "FARG").
    d. GRNTREV ledger is for grants (those that use "FAR").
8. For **Type of Calendar** choose either **Detail Accounting Period** or **Detail Budget Period**
    a. Detail Accounting Period will show data for a specific time period.
        i. This option should not be used with the Grant ledger as they do no use fiscal years.
    b. Detail Budget Period will show Year to Date data for the fiscal year(s) indicated.
9. Enter a **Budget Period**
    a. Default will be the current fiscal year when setting up a new Run Control ID.
    b. The Budget Period can be changed to include more than one fiscal year.
    c. The Budget Period fields can also be left blank when searching for those ledger groups that may not follow a fiscal year. (Ex. Grants)
    d. If Detail Accounting Period was selected additional fields will appear to select the Accounting Period(s).
        i. Accounting Period is based on the Fiscal Year with Accounting Period 1 = July, 2 = August, etc.
10. Check the boxes for **Include Adjustment Period(s)** and **Include Closing Adjustments**
11. In the **Budget Status** section make sure the **Open, Closed,** and **Hold** are all selected.
12. Enter **ChartField Criteria**. Criteria must be entered in at least one of the following ChartFields.
    a. Account, Dept and Fund criteria are always available but additional criteria options will be dependent upon the ledger that is selected in the **Ledger Group**.
    b. Enter the **Account** code(s).
        i. The Account can be left as % or changed to a specific account code or range of account codes for most ledger groups.
    c. Enter the **Dept.**
        i. The Dept can be left as % or changed to a specific department or range of departments.
    d. Enter the **Fund**.

     i. The Fund can be left as % or changed to a specific fund or range of funds.
       1. If the Fund and Ledger Group do not match the user will receive a message that "No data exists for this selection."
       2. If using a range of funds the information returned will be for the funds that match the Ledger Group selection.
   e. Project or Grant ledger criteria:
     i. **Project**.
       1. The Project can be left as % or changed to a specific project or range of projects.
13. Click **Save**

Sample Run Criteria

Budget Inquiry Criteria
Budget Overview

Inquiry PROJREV   Description PROJREV ledger group 🗑

Amount Criteria   [Search]   [Clear]   [Reset]   Ledger/Activity Log Integrity   Act Log Internal Integrity

Budget Type

*Business Unit NDSU1 🔍   Ledger Group/Set [Ledger Group ▼]   Ledger Group PROJREV 🔍

☐ View Stat Code Budgets

ⓘ ☐ Display Chart   Project Revenue Ledger Group

TimeSpan

*Type of Calendar [Detail Budget Period ▼]

Budget Criteria   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	PROJREV	EA	2018 🔍	2018 🔍	☑	☐

ChartField Criteria   **Budget Status**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	% 🔍	% 🔍	ⓘ	🔍	Update/Add
Dept	1200 🔍	% 🔍	ⓘ	🔍	Update/Add
Fund	% 🔍	% 🔍	ⓘ	🔍	Update/Add
Project	% 🔍	% 🔍	ⓘ	🔍	Update/Add

Budget Status: ☑ Open ☑ Closed ☑ Hold

[💾 Save] [🔍 Return to Search] [⬆ Previous in List] [⬇ Next in List] [📧 Notify] [🔄 Refresh]   [➕ Add] [📋 Update/Display]

14. Click **Search**
 a. If there is an error message that more rows are available and exceed the Max Rows criteria click ok on the error message to move past it.
  i. Change the number of **Max Rows** from 100 to a greater number and click **Search** again. If the max rows is not changed the amounts displayed will not be correct.
 b. If the user receives a message that "No data exists for this selection" they may need to check their criteria to make sure the fund matches the ledger and the department matches the fund or project.
 c. If all criteria matches a budget may not be set up for the fiscal year. Please contact the Grants & Contracts Office for assistance with projects and the Budget Office or for assistance with all other funding sources.
15. The **Ledger Totals** will display the total revenue estimate, recognized revenue, available budget, collected revenue and uncollected revenue for your search criteria. If the search was for more than one department or fund this will be the total of all returned results.

16. **Budget Overview Results** will display the breakdown of the returned results based on your search criteria.
    a. To change the order of the results click on a column header to change the ascending or descending order of the column.
    b. To view or hide columns click the **Personalize** link.
    c. The detailed grid can be exported to Excel by clicking the icon to Download Budget Overview Results to Excel. Use the icon
17. The **Ledger Group** column shows the ledger that was used in the search criteria.
18. The **Account** column lists the budget level account code.
    a. An account code will not appear if it does not have a budget.
19. The **Account Description** column shows the title of the budget level account code.
20. The **Fund** column shows the fund(s) returned based on the search criteria.
21. The **Fund Code Description** shows the title of the Fund number.
22. The **Dept** column shows the department(s) returned based on the search criteria.
23. The **Department Description** column shows the title of the Department number.
24. If a Grant or Project ledger was used in the search criteria the **Project** column shows the project(s) returned based on the search criteria.
25. If a Grant or Project ledger was used in the search criteria the **Project Description** column shows the title of the project number.
26. The **Budget Period** or **Fiscal Year** shows the fiscal year based on the search criteria.
    a. If the search criteria was for more than one fiscal year there will be multiple lines with the same account/fund/department combination due to the multiple fiscal years.
    b. If a Grant ledger was used this column will not display.
27. If Detail Accounting Period was selected the **Period** column will display the period used in the search criteria.
    a. If the search criteria was for more than one period there will be multiple lines with the same account/fund/department combination due to the multiple periods.
    b. If a Grant ledger was used this column will not display.
28. The **Revenue Estimate** is the amount of budgeted revenue
    a. Click on a **Budget Amount**.
        i. The next screen will display an **Activity Log**. This is a list of all budget adjustments that have happened for the specific account/fund/department combination.
        ii. The **Document ID** is the reference number of the budget adjustment that was entered for this combination.
        iii. Click on the **Magnifying glass** or **feet** to drill down for more information on a specific adjustment.
29. The **Recognized Revenue** is the amount of actual revenue
    a. Click on a **Budget Amount**.
        i. The next screen will display an **Activity Log**. This is a list of all budget adjustments that have happened for the specific account/fund/department combination.
        ii. The **Document ID** is the reference number of the budget adjustment that was entered for this combination.
        iii. Click on the **Magnifying glass** or **feet** to drill down for more information on a specific adjustment.
30. The **Collected Revenue** is the amount of revenue refunds paid back to vendors/individuals
    a. Click on a **Budget Amount**.
        i. The next screen will display an **Activity Log**. This is a list of all budget adjustments that have happened for the specific account/fund/department combination.
        ii. The **Document ID** is the reference number of the budget adjustment that was entered for this combination.
        iii. Click on the **Magnifying glass** or **feet** to drill down for more information on a specific adjustment.
31. The **Available Budget** is the Revenue Estimate less the Recognized Revenue.
    a. If more revenue has been collected than budgeted this will be a negative number.
32. The **Uncollected Revenue** is the total Recognized Revenue less the Collected Revenue.
33. The **Percent Available** is the percentage of Available Budget to Revenue Estimate

a. If more revenue has been collected than budgeted this will be a negative number.

Sample Results Screen

Inquiry Results

Business Unit NDSU1
Ledger Group CASHR
Type of Calendar Detail Budget Period
Amounts in Base Currency USD
Revenue Associated: ☐

Return to Criteria   Max Rows 100   Display Options   Search

Ledger Totals (83 Rows)

Revenue Estimate	20,431,645.00	Net Transfers 0.00
Recognized Revenue	9,302,139.98	
Available Budget	11,129,505.02	
Collected Revenue	-6,974.00	
Uncollected Revenue (Rec-Coll)	9,309,113.98	

Budget Overview Results   Personalize | Find | View All | 🔳 | 📊   First ◀ 1-83 of 83 ▶ Last

	up	Account	Fund	Dept	Budget Period	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget*	Uncollected Revenue (Rec-Coll)*	Percent Available
4		462000	19710	1200	2018	0.00	0.00	0.00	0.00	0.00	0.00
5		462000	19714	1200	2018	627,500.00	746,477.73	-6,854.00	-118,977.73	753,331.73	-18.96
6		462000	19716	1200	2018	166,413.00	8,272.36	0.00	158,140.64	8,272.36	95.03
7		462000	19717	1200	2018	1,632,000.00	883,615.40	0.00	748,384.60	883,615.40	45.86
8		462000	19718	1200	2018	30,000.00	500.00	0.00	29,500.00	500.00	98.33
9		462000	19719	1200	2018	0.00	0.00	0.00	0.00	0.00	0.00
10		462000	19720	1200	2018	35,000.00	29,204.00	0.00	5,796.00	29,204.00	16.56
11		462000	19723	1200	2018	0.00	0.00	0.00	0.00	0.00	0.00
12		462000	19724	1200	2018	0.00	3,550.00	0.00	-3,550.00	3,550.00	0.00
13		462000	19725	1200	2018	0.00	0.00	0.00	0.00	0.00	0.00
14		462000	19731	1200	2018	2,996,500.00	2,101,118.94	0.00	895,381.06	2,101,118.94	29.88
15		462000	19732	1200	2018	743,000.00	426,081.00	0.00	316,919.00	426,081.00	42.65
16		462000	19733	1200	2018	0.00	5,000.00	0.00	-5,000.00	5,000.00	0.00
17		462000	19734	1200	2018	0.00	7,430.87	0.00	-7,430.87	7,430.87	0.00
18		462000	19735	1200	2018	26,525.00	17,106.00	-120.00	9,419.00	17,226.00	35.51

Return to Criteria   *Notes

34. To change criteria click **Return to Criteria**, make changes and Search again
35. OPTIONAL: On the criteria page there is also an optional check box to display chart. The chart will display with the search results as a bar chart with information for Revenue Estimate, Activity and Available Balance. The chart can be hidden on the Inquiry Results page by clicking the arrow in front of **Chart**.