

# COMMITMENT CONTROL REPORTING

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## Overview

This document contains information about PeopleSoft Commitment Control reports that have been developed to suit UVM’s needs.

In general, we recommend that the UVM Budget Reports, found under the UVM Reports menu item, for standard budget-to-actual reporting. The Commitment Control reports are best suited for further researching an item of interest or another specific purpose.

Commitment Control reports are intended for internal management reporting specific to revenue and expense transactions. Therefore, these reports do not include balance sheet accounts (asset, liability, or net asset accounts) since they do not affect directly the budget-to-actual picture.

## Understanding Commitment Control Data

The Commitment Control reports provide a lot of flexibility, but with that flexibility comes the need to understand the underlying source data and how the reports work.

### Budget Checking

All revenue and expense transactions are budget-checked in Commitment Control. Each fund has one of three different budgetary controls defined in Commitment Control: (1) track, (2) track with budget, and (3) control. As shown in the table below, the budget errors or warnings that the system generates depend on the control in place on the fund that a given transaction is using.

Budget Control Level	Description	Budget Error or Warning
Track	No budget checking is done; transaction will post whether or not a budget row exists	None
Track with Budget	Checks for a corresponding budget row (even a zero budget row)	Warning if transaction exceeds budget (transaction will still post)
Control	Checks for a budget Checks that transaction is within available budget Checks that transaction is within project start/end dates	No budget exists Exceeds budget tolerance Date out of bounds

## Basic Timing Information

- Information posts to the Commitment Control reports as soon as a transaction has achieved a valid budget check. Keep in mind that a transaction can achieve a valid budget check before it has posted to the General Ledger. For example, when a journal entry is edited and achieves a budget status of Valid, it will appear in the Commitment Control reports, but it will not appear in the general ledger until the journal has been posted.
- In Commitment Control, transactions are grouped into budget periods, not accounting periods. This is an important concept to keep in mind. A budget period is equal to the fiscal year for operating funds, and to the lifetime of the project for projects. Therefore, in Commitment Control reports, it is not necessarily possible to determine which accounting period (i.e., month) a transaction has affected.
  - To elaborate on this concept, it is possible to run the Budget Transaction Detail report for a range of dates. However, the date range being specified has to do with when the transaction was budget-checked, not with the accounting period that it posted to in the General Ledger. For example, let's say a journal entry was entered and budget-checked on July 3. The journal date was entered as June 30, because the transaction had to do with the accounting period of June, which ends on June 30. However, the entry was not completed until July 3. Thus, in Commitment Control, even though the transaction will affect the budget period relating to the fiscal year ending on June 30, the date that the transaction actually posted to the Commitment Control ledgers will be July 3 of the new fiscal year, since that is when the transaction was budget-checked.
  - Therefore, it is best to run the Budget Transaction Detail report for a budget period instead of a date range (unless you want to find a transaction based on when it was budget-checked).

## Timing for Specific Types of Transactions

- **Budget transactions** will appear in Commitment Control as soon as the budget transfer, budget journal, or project budget has posted.
- **Journal Entries, Expense Reports, Travel Authorizations, Requisitions, Purchase Orders, and miscellaneous deposits** will appear in the Commitment Control reports as soon as they are budget-checked.
- **External billing revenue transactions** will appear after the invoice is created by General Accounting. This typically occurs once a month.
- **Payroll** transactions will appear after the payroll is budget-checked, which occurs within five days of the pay date.

## Commitment Control Ledger Groups

### Ledger Group Descriptions

In order to find financial information in Commitment Control, it is important to select the appropriate ledger group. All of the Commitment Control ledgers except for the DETAIL\_KK and DETAIL\_REV track information by **Budgetary Account** number, rather than by **Detail Account** number. Budgetary Account values begin with **E** (operating funds in the OPS ledger groups), or with **F** (sponsored projects).

Generally speaking, there are only a few ledger groups users need to know about:

- For sponsored projects (grants) and Ag-related projects, select SP\_CHILD2 with the following caveats:
  - For Ag-related projects initiated prior to 7/1/08, select AG\_RELATED.
  - For the small number of sponsored projects known as Budget Bump projects, select SP\_SUM\_BUD as the ledger group. SPA will notify users if they have this type of project.
- For non-sponsored project expenses, select PC\_CHILD.
- To see revenue on non-sponsored projects, select PC\_REV.
- For operating fund expenses, select OPS\_CH.
- For operating fund revenue, select OPREV.
- For any chartstring or project, use the ledger group DETAIL\_KK to see the detail account (instead of the budgetary account), but the budget amounts will not be seen. Only expenses, encumbrances, and pre-encumbrances will be seen.

On the Budget Overview page, instead of selecting a ledger group, it is often better to use a **Ledger Inquiry Set**, which is a set of ledger groups.

The following table describes each of the Commitment Control Ledger Groups.

Ledger Group	Description
AG_RELATED	<b>THIS LEDGER GROUP IS BEING PHASED OUT.</b> This where all expenses for the old ag-related projects post in Commitment Control. Starting in FYXX, the ag-related projects were set up in SP_CHILD2 and SP_PARENT, just like the sponsored projects. However, these projects can be budgeted at either the C or F level.

Ledger Group	Description
BUMP_REV	This is where revenue that increases spending authority of an expense chartstring posts in commitment control. For gifts, agency funds, and the Student Government Association, this revenue will increase spending authority.
DETAIL_KK	This is where all expenses, at the detail expense account level, post in Commitment Control.
DETAIL_REV	This is where all revenues, at the detail revenue account level, post in Commitment Control.
OPS_CH	This is where expense transactions not associated with a project post in Commitment Control.
OPS_PA	This is the ledger where the roll-up for transactions not associated with a project will post. For the chartstrings that are on budget bump—that is, those for which the spending authority increases as revenue comes in—the associated revenue can be seen here, on the inquiry pages.
OPREV	This is where revenue posts in Commitment Control. <b>(NOTE:</b> Even if the chartstring is associated with a project, such as on a cost share line, the revenue will post here.)
PC_CHILD	This is where all expenses for non-sponsored projects post in Commitment Control.
PC_PARENT	This is the roll-up level for non-sponsored project expenses in Commitment Control.
PC_REV	This is where all project revenue posts. The primary purpose of PC_REV is to record revenue for projects. There is a SP_REV and a PC_REV ledger group because SP_REV's primary purpose is to increase spending authority for the sponsored budget bump projects. More chartfield detail is recorded in PC_REV than in SP_REV. There were some issues with how these worked originally so for older projects, not all project revenue may be recorded in either of these ledger groups.
SP_CHILD1	<b>NO LONGER USED</b>

Ledger Group	Description
SP_CHILD2	This is where all expenses will post for sponsored projects that are not ag-related or on budget bump.
SP_PARENT	This is the roll-up level for all expenses for sponsored projects that are not ag-related or on budget bump.
SP_PARENT2	<b>NO LONGER USED</b>
SP_REV	This is where all sponsored project revenue has been posting and where <b>all</b> project revenue will be posting going forward. See PC_REV above.
SP_SUM_BUD	This is where expenses for sponsored projects on budget bump post in Commitment Control. These are projects for which the spending authority increases as revenue comes in.

### Chartfields in Each Ledger Group

The table below clarifies which chartfields can be specified in each ledger group. This is useful for the Budget Transaction Detail report, Budget Status report, Budget Details inquiry page, Budgets Overview inquiry page and UV\_Budget\_Overview query. **If a ledger does not store information for a particular field, leave that field blank when selecting criteria or the report will return no information.**

Ledger Group	Account	Operating Unit	Department	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property
AG_RELATED	X	X	X	X	X	X	X	X	X	X	X	X
BUMP_REV	X	X	X	X	X	—	—	—	—	X		—
DETAIL_KK	X	X	X	X	X	X	X	X	X	X	X	X
DETAIL_REV	X	X	X	X	X	X	X	X	X	X	X	X
OPREV	X	X	X	X	X	—	—	—	—	X	X	—



Ledger Group	Account	Operating Unit	Department	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property
OPS_CH	X	X	X	X	X	X	—	—	—	X	X	X
OPS_PA	—	X	X	X	X	—	—	—	—	X	X	—
PC_CHILD	X	X	X	X	X	X	X	X	X	X	X	X
PC_PARENT	—	X	X	X	X	X	X	X	X	—	—	—
PC_REV	X	X	X	X	X	X	X	X	X	—	—	—
SP_CHILD1	X	X	X	X	X	X	X	X	X	X	X	X
SP_CHILD2	X	X	X	X	X	X	X	X	X	X	X	X
SP_PARENT	—	—	—	—	—	—	X	X	X	—	—	—
SP_PARENT2	—	—	—	—	—	—	X	X	X	—	—	—
SP_REV	—	—	—	—	—	—	X	X	X	—	—	—
SP_SUM_BUD	X	X	X	X	X	X	X	X	X	X	X	X

**NOTE:** SP\_CHILD1 and SP\_PARENT2 are no longer used.

**FRS Equivalencies:**

- AG\_RELATED [ = old FRS Ledger 4]
- BUMP\_REV, OPREV, OPS\_CH [ = old FRS Ledgers 2, 3, 6, 9]
- OPS\_PA, PC\_CHILD, PC\_PARENT, PC\_REV [ = old FRS Ledger 7]
- SP\_CHILD2, SP\_REV, SP\_SUM\_BUD [ = old FRS Ledger 5]

## Available Commitment Control Reports

There are three Commitment Control Reports, each with a different purpose:

	Use for...	Report displays...	Notes
<b>Budget Status Report</b>	Summary of the budget situation for a chartstring, part of a chartstring, or a project	Budget, pre-encumbrances, encumbrances, revenue or expenses, and remaining balance	Can be run for either revenue or expense, but not both at the same time
<b>Budget Overview Inquiry page</b>	Detail and summary information about activity across one or more chartstrings	Total budget for a department, project, or program across all chartstrings, or a subset of chartstrings	Shows revenue and expense budgets together
<b>Budget Transaction Details Report</b>	List of revenue or expense transactions	Budget Post Date, Transaction, Document ID, Line and Reference numbers	Can be run for either expenses or revenue, but not both at the same time

## Budget Status Report

### General Information

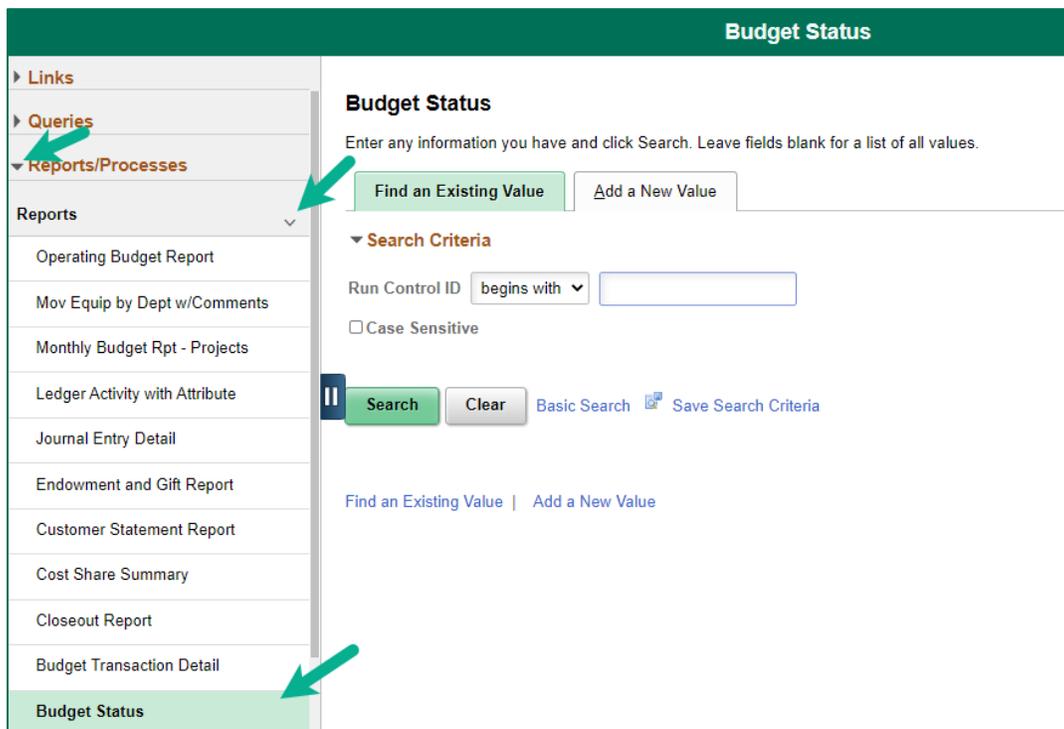
- Use the Budget Status Report to see a summary of the budget situation for a chartstring, part of a chartstring, or a project. The report will show the budget, pre-encumbrances, encumbrances, revenue or expenses, and remaining balance.
- The report can be run for either expenses or revenue—but not both at the same time. The [ledger group chosen](#) determines whether the report will bring back data for expenses or revenue.
- This report automatically creates both a .pdf file and a .csv spreadsheet file.
- The report provides the budget status for the entire budget period – which is either the life of the project or the fiscal year chosen for a chartstring not involving a project.
- If the report is for a revenue ledger group, note that **Recognized** revenue appears in the report as soon as a revenue transaction is budget-checked. **Collected** revenue appears in the report when payment is recorded for external invoices (i.e., when the customer pays and UVM records the payment transaction).

### Running the Budget Status Report

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon to expand the **Reports/Processes** menu and the **Reports** menu to view frequently used reports. Then select **Budget Status**.



**Budget Status**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**Search Criteria**

Run Control ID begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

4. A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.
5. If this is a new Run Control ID, Click the **Refresh** button to show the chartfield selection area of the page.

Commitment Control Budget Status Report Print | New Window | Help |

Commitment Control Budget Status Report

Run Control ID Test Report Manager Process Monitor

Language English

**Report Request Parameters**

\*Unit UVM01  University of Vermont

\*Ledger Group   Exclude Facilities & Administration

**ChartField Selection**

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>
2	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>
3	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>
4	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>

6. The **\*Unit** must be **UVM01**.
7. Click on **Search** icon  next to the **Ledger Group** field and choose a [Ledger Group](#) from the list presented. For instance, to see the detail of expenses on a typical departmental chartstring, choose either **OPS\_CH** or **DETAIL\_KK**.
8. If the information for Facilities and Administrations budgets and expenses on sponsored projects does not need to be seen, check the box marked **Exclude Facilities and Administration**. **NOTE:** If this is unchecked, the full budget situation of the project will not be seen.
9. Select the required **Chartfield Criteria**. Use the **Value** and **To Value** columns to select a range within a particular chartfield. To report on one chartfield (that is, not a range) there is no need to put the same value in the **From** and **To** fields.

**NOTE:** If the value associated with a particular chartfield that needs to be isolated is not known, click the **Search** icon and select the value from a list. **Search by number** or **by description**. If searching by Description, click the **Description** heading at the top of the table to alphabetize the list.

When searching for the **Account** chartfield, the list is especially long. Narrow it down by knowing what kind of account is required:

- **Revenue** - accounts begin with **4**
- **Salary and Benefit Expense** - accounts begin with **5**
- **Operating Expenses** - begin with **6**

- **Cost of Goods Sold** - begin with **7**
- **Internal Charges** - begin with **8**

To stipulate account numbers for the report, recognize that all of the Commitment Control ledgers—except for `DETAIL_KK` and `DETAIL_REV`—track information by **Budgetary Account** number, rather than by **Detail Account** number. Budgetary Account values begin with **E** (operating funds in the OPS ledger groups), or with **F** (sponsored projects).

**NOTE:** For some ag-related projects, the accounts start with **C**. Account values can also be looked up here: [Chartfield Values – Account \(Excel\)](#).

- 10.** Check the box in the **Include CF** column for each chartfield that you want to include in the report output. Check the box whether or not the search criteria for the chartfield is stipulated.

**NOTE:** Chartfield values can be specified without having them show up in the report output. Simply do not check the **Include CF** box.

For example, in the `OPS_CH` ledger, to see all payroll-related expenses, use an account range of E5010 thru E5994, and do not check the **Include CF** box. The report would show all transactions that hit a payroll expense account, but it would not itemize the accounts—there would be no account value in the output and the data would be summarized across all accounts retrieved in the report.

Include CF
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

- 11.** The header that shows on the report will display all of the parameters that were used to run the report, whether or not they were selected to appear in the report output. The graphic below is an example of a typical report header.

```

Report ID:    GLS8020
Bus. Unit:   UVM01 --University of Vermont
Ledger Grp:  OPS_CH    -- Operations Child Ledger Group
Currency :   USD
Chartfields Criteria : Account: 60001 to 89901    OU: 01-General University
Dept: 11320-University Training & Dev    Budget Per: 2009
Fund: 100-UNR General Fund    Source: 100001-GOF-General Operating
Fctn: All    Prgm: All    Ppse: All    Ppty: All    Prjct: All
  
```

- 12.** To have the report display subtotals by a chartfield or two (e.g., account or fund or source, etc.), check the box in the appropriate field(s) in the **Subtotal** column.

**NOTE:** Make sure that the subtotaled fields are placed first in the output sequence column; otherwise the subtotalling in the report will not appear in the way in which it is intended.

For example, if running the report for one operating unit and you want to subtotal by department, make sure that the department field has a 1 in the sequence number column. This is because the data needs to be sorted by department in order to provide a subtotal for each department. If the data was not sorted by department, it wouldn't make sense to show a subtotal for department since the subtotal would appear after each occurrence of that department in the output, not once all data for a particular department was printed.

In order to subtotal by more than one field, put the fields to be summarized in sequential order, starting from 1. For example, if running the report for the SP\_CHILD2 ledger group for an operating unit, summarize by department and then by project. In order to do this, check the subtotal box for Department and Project and put a 1 in the Department sequence number box and a 2 in the Project sequence number box. This would result in a subtotal for each project in a department followed by a total for the department.

The subtotals only appear in the PDF version of the report. Create subtotals in the Excel output as desired.

Subtotal
<input checked="" type="checkbox"/>
<input type="checkbox"/>

13. When done selecting criteria and entering values, click **Run** to initiate the processing of the report. After clicking **Run**, the **Process Scheduler Request** page appears. Select **Web** and **PDF** as the report TYPE and FORMAT, and the program will automatically create both a .PDF version of the report (for opening in Acrobat or another .pdf viewer) and a .csv version (for opening in Excel or another financial spreadsheet program).

**NOTE:** Do not select anything other than WEB and PDF because the excel file is automatically produced when this is done. If you specify CSV as the FORMAT, an Excel output will appear, but it will not look as good as the output produced by selecting **WEB** and **PDF** as described above.



**Process Scheduler Request**

User ID: tjbarker      Run Control ID: Budget\_Report

Server Name: PSNT      Run Date: 10/14/2020

Recurrence:      Run Time: 1:35:56PM      [Reset to Current Date/Time](#)

Time Zone:     

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution

[OK](#)      [Cancel](#)

14. Click **OK** to initiate the Report, then click **Process Monitor** to view the report once it has been compiled.

**Commitment Control Budget Status Report**

Run Control ID: Budget\_Report      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Language: English

Process Instance: 4835280

15. Click **Refresh** periodically until the process indicates **Success** and **Posted**. Click **Details**, then **View Log/Trace**.

[Process List](#)      [Server List](#)

**View Process Request For**

User ID: tjbarker      Type:      Last:      10 Days      [Refresh](#)

Server:      Name:      Instance From:      Instance To:      [Report Manager](#)

Run Status:      Distribution Status:       Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4835280		SQR Report	GLS8020	tjbarker	10/14/2020 1:35:56PM EDT	Success	Posted	<a href="#">Details</a>

16. Click on the file name that ends in .PDF (to open in a .pdf viewer) or in .CSV (to open in a spreadsheet program).

View Log/Trace ×

**Report**

Report ID 4459751	Process Instance 4835280	<a href="#">Message Log</a>
Name GLS8020	Process Type SQR Report	
Run Status Success		

Budget Status Report

**Distribution Details**

Distribution Node PSXREP2	Expiration Date <input type="text" value="01/12/2021"/>
---------------------------	---

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">GLS8020_4835280.PDF</a>	3,855	10/14/2020 1:38:24.439292PM EDT
<a href="#">GLS8020_4835280.out</a>	25,421	10/14/2020 1:38:24.439292PM EDT
<a href="#">SQR_GLS8020_4835280.log</a>	1,796	10/14/2020 1:38:24.439292PM EDT
<a href="#">gls8020_4835280.csv</a>	10,315	10/14/2020 1:38:24.439292PM EDT

**Distribute To**

Distribution ID Type	Distribution ID
User	tjbarker

**NOTE:** For help using the **Process Monitor**, see [Running General Reports and Queries in PeopleSoft \(PDF\)](#).

## Budgets Overview Inquiry Page

### General Information

- The Budgets Overview inquiry component is designed to provide both detail and summary information about activity across one or more chartstrings.
- This inquiry allows the user to look at the total budget for a department across all chartstrings, or to look at the total budget for a program across all chartstrings, or across a subset of chartstrings.

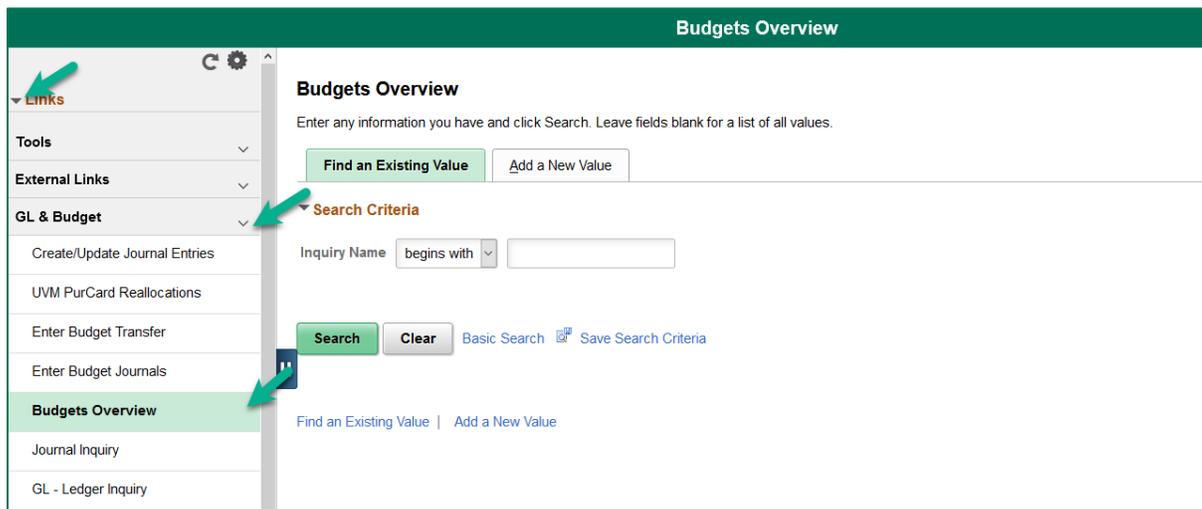
- Allows the user to view the revenue and expense budgets together.
- Allows the user to look at the total budget for a sponsored project in one place.
- The Budgets Overview page offers a considerable amount of flexibility. Although it requires a few moments to set up each inquiry page the first time, once the search parameters have been entered, you can view the budgets with just a couple of clicks.
- The information on this page is real-time. It is updated as soon as a transaction is budget-checked.
- The information seen on this page will tie out to the information in the Budget Status Report and the Budget Transaction Detail Report, if run for the same parameters.

### Using the Budgets Overview Inquiry Page

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon to expand the **Links** and **GL & Budget** to expand the menu, showing a list of frequently used links. Select **Budgets Overview**.



- An Inquiry ID is needed to run the inquiry. Click the **Search** button on the **Find an Existing Value** tab to choose an existing Inquiry ID, or create a new Inquiry ID by selecting the **Add a New Value** tab. Type a name for the Inquiry ID (spaces are not accepted), then click **Add**.
- The Budget Inquiry Criteria page will open.

Budget Overview

**Budget Inquiry Criteria**

**Budget Overview**

Inquiry: BUDGET\_OVE      Description:

---

Amount Criteria                Ledger/Activity Log Integrity    Act Log Internal Integrity

**Budget Type**

\*Business Unit:       Ledger Group/Set:       Ledger Group:

View Stat Code Budgets       Display Chart      Operations Child Ledger Group

**Time Span**

\*Type of Calendar:

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPS_CH	KK	2021	2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i	%	Update/Add
Dept	%	%	i	%	Update/Add
Oper Unit	%	%	i	%	Update/Add

**Budget Status**

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

- [Optional] Enter a Description for this set of search parameters in the **Description** field near the top of the page.
- Enter **UVM01** as the **\*Business Unit**.
- Choose either **Ledger Inquiry Set** or **Ledger Group** from the drop-down menu, then pair it with a **Ledger Group/Inquiry Set** value (use the **Search**  icon), based on the information sought. (The **Ledger Inquiry Sets** are designed to combine ledger groups in a useful way.) Choose by following the guidelines below:
  - To view operating budgets, gifts, and expendable endowments pair the **Ledger Inquiry Set** with **OPS**. This selects both the OPS\_CH ledger group for expenses and the OPREV ledger group for revenue.



- To view grants, pair the **Ledger Inquiry Set** with **SPONSORED**. This selects both the SP\_CHILD1 and SP\_CHILD2 ledger groups and is appropriate for most sponsored projects.
- To view Ag-related accounts, pair the **Ledger Inquiry Set** with **AGRICULTUR**. This selects the AG\_RELATED ledger group.  
**NOTE:** Most Ag Related projects are now recorded in the SP\_CHILD2 ledger group so only old Ag-Related projects will still be in the AG\_RELATED ledger group. Contact the Ag project administrator for more information on this.
- To view Agency and SGA cash accounts, pair the **Ledger Inquiry Set** with **BUMPREV**. This selects the BUMP\_REV and OPS\_PA ledger groups.
- To view non-sponsored projects (e.g., capital projects, faculty discretionary and startup projects, etc.), pair the **Ledger Inquiry Set** with **PC**. This selects the PC\_CHILD, PC\_REV, and SP\_REV ledger groups.
- To view sponsored projects on budget bump, pair the **Ledger Inquiry Set** with **SP\_BUMP**. This selects the SP\_SUM\_BUD and SP\_REV ledger groups. Contact the SPA administrator if unsure whether a project is a budget bump project.
- To view individual ledgers, simply select **Ledger Group** instead of **Ledger Inquiry Set**, then choose a ledger.

9. Under the **Time Span** heading, **Type of Calendar** should be set to **Detail Budget Period**.

10. After the **Ledger Group** or **Ledger Inquiry Set** value has been chosen, the list of ledger groups will appear beneath the **Budget Criteria** heading. The graphic below shows what will be seen if the **Ledger Inquiry Set** and **OPS** are paired.

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPREV	KK	2021	2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPS_CH	KK	2021	2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>

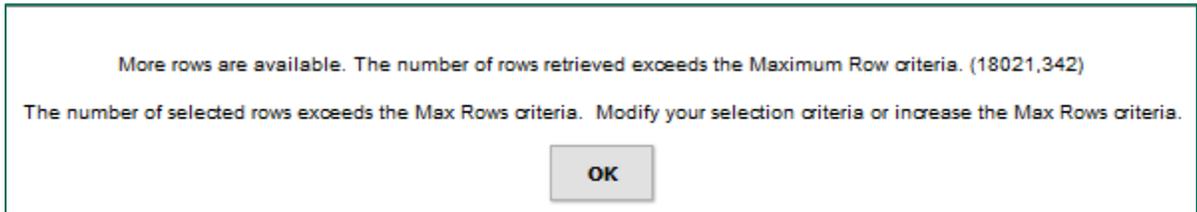
- For the **OPS** and **BUMP\_REV** ledgers, leave the date fields as they populate. (The exception would be if, say, in fiscal year 2019 the user wants to look back at the transactions for 2018, etc.)
- The **SPONSORED**, **AGRICULTUR**, **PC**, and **SP\_BUMP** ledgers currently use one budget period for all projects: **Budget Period 1**. Select budget periods 1-1.

**NOTE:** When using the AG\_RELATED ledger group or AGRICULTUR inquiry set, select budget periods 1 and 2006-2009 because of configuration that was in place at go-live that has since been changed.

11. The **Include Adjustment Period(s)** checkboxes will default to checked. Leave these checked.
12. Under the Chartfield Criteria heading, enter the values to be searched for. If looking for all information related to the project or department in a particular Ledger or Ledger Set, try entering just the department number or just the project number.
13. If entering only one value per chartfield, enter it in the **Chartfield From Value** column. If entering a range of values, use both the **From** and **To** columns. Leave % signs in the fields that are blank.
14. The **Chartfield Value Set** column can be used in certain cases. Do not try to use a Chartfield value set for the Account field unless looking at the DETAIL\_REV or DETAIL\_KK ledger group, because these sets of account values are sets of detail accounts, not budgetary accounts.
15. Scroll up to the top of the page and click **Search**.
16. On the **Inquiry Results** page, notice the **Ledger Totals** section near the top. The numbers here represent the sum of the dollar amounts recorded against all the chartstrings that matched the search criteria.

Budget Overview			
<b>Inquiry Results</b>			
Business Unit	UVM01		
Type of Calendar	Detail Budget Period		
Amounts in Base Currency	USD		
Revenue Associated:	<input type="checkbox"/>		
<a href="#">Return to Criteria</a>	Max Rows	<input type="text" value="100"/>	<a href="#">Display Options</a> <input type="button" value="Search"/>
<b>Ledger Totals (35 Rows)</b>			
Budget	89,431,043.88	Revenue Estimate	0.00
Expense	107,410.18	Recognized Revenue	351,239.81
Encumbrance	507,167.82	Available Budget	-351,239.81
Pre-Encumbrance	0.00	Collected Revenue	1,333.34
Budget Balance	88,816,465.86	Uncollected Revenue (Rec-Coll)	349,906.47
Associate Revenue	0.00		
Available Budget	88,816,465.86		

17. If, instead of an Inquiry Results page, a warning message is received saying that the number of rows retrieved exceeds the Maximum Row criteria, narrow your search or change the **Max Rows** field to a larger number and click **Search** again.



18. If there is revenue, (i) note that the revenue and expenses are not netted against each other, and (ii) only be concerned with the **Recognized Revenue** line.

**NOTE:** Revenue that is recorded via journal entries or miscellaneous cash deposits will not appear on the collected revenue line. Collected revenue is only recorded in certain situations, for example, when payments for external invoices are recorded.

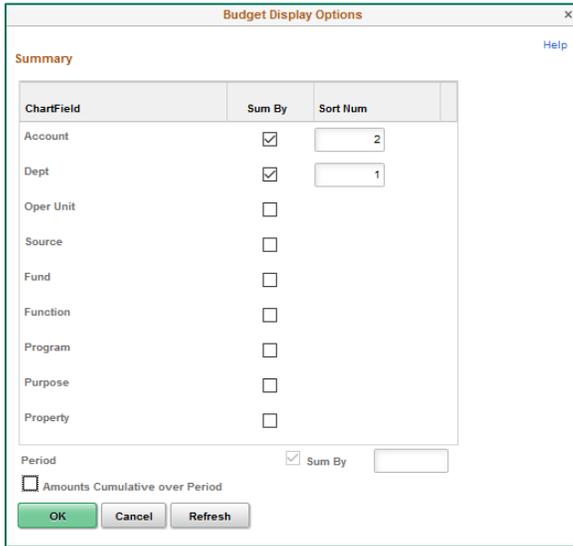
19. Under the heading **Budget Overview Results** on the lower portion of the page, see all of the individual chartstrings that meet the search criteria. The **Available Budget** for each chartstring will appear on the far right.

**Note:** This grid can also be downloaded into Excel the **Grid Action Menu**  then choosing **Download Budget Overview Results Table to Excel** button (located in the header row of the results chart. See [Downloading Data from PeopleSoft Grids to Excel](#) for information about an add-in necessary to accurately summarize numerical information when attempting to add numerical values in the Excel output.

**NOTE:** If using the Budget Overview page to determine if a budget exists for a particular chartstring and a row with a zero dollar budget appears, this does not necessarily mean that a budget (even a zero dollar budget) has been posted. Click on the \$0 budget amount and make sure that at least one transaction is listed that creates a budget for the chartstring. If not, this means that for one reason or another a transaction has posted without a budget. This can happen when there is a budget at the parent level of the chartstring, a transaction is pushed through without a budget, or in certain cases, when there has been a configuration issue that allowed transactions to post without a budget.

20. If desired, drill into the details of a line by clicking on the icons and hyperlinks associated with that line. The **Show Budget Details**  button will bring up the Budget Details page.
21. On the Budget Details page, the user can drill down into the transaction detail using the **Drill to Activity Log**  button.
22. The **Return to Criteria** link, located at both the top and the bottom of the page, will return to the page where the criteria for this report can be chosen.
23. **Advanced Feature:** By clicking the **Display Options** link, the user can change details related to the sorting and summing of results. For instance, in the example below, the results will

sum by account and department; additionally, they will be sorted by department, then by account.



**Budget Display Options**

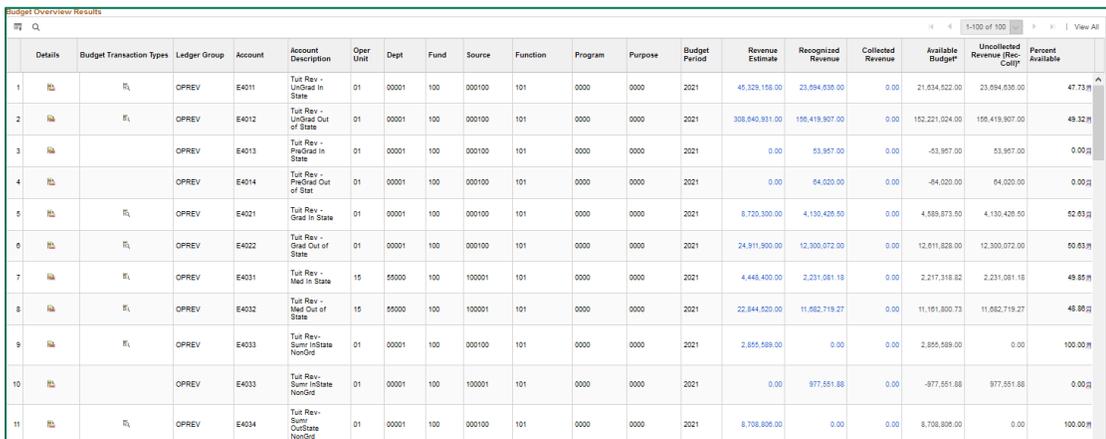
Summary [Help](#)

ChartField	Sum By	Sort Num
Account	<input checked="" type="checkbox"/>	2
Dept	<input checked="" type="checkbox"/>	1
Oper Unit	<input type="checkbox"/>	
Source	<input type="checkbox"/>	
Fund	<input type="checkbox"/>	
Function	<input type="checkbox"/>	
Program	<input type="checkbox"/>	
Purpose	<input type="checkbox"/>	
Property	<input type="checkbox"/>	

Period  Sum By

Amounts Cumulative over Period

24. After setting up the **Budget Display Options**, click **OK**, and then click **Search** again to display the newly reformatted data. The wildcard character (%) will appear in the summarized fields, and the amounts in the columns to the right will represent the sum of the listed chartfield values across all summarized chartstrings.



Details	Budget Transaction Types	Ledger Group	Account	Account Description	Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Budget Period	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget	Uncollected Revenue (Rec- Coll)	Percent Available
1		OPREV	E4011	Tut Rev - Un/In State	01	00001	100	000100	101	0000	0000	2021	45,329,156.00	23,694,636.00	0.00	21,634,520.00	23,694,636.00	47.73%
2		OPREV	E4012	Tut Rev - Un/Out of State	01	00001	100	000100	101	0000	0000	2021	308,640,951.00	156,419,907.00	0.00	152,221,024.00	156,419,907.00	49.32%
3		OPREV	E4013	Tut Rev - Pw/In State	01	00001	100	000100	101	0000	0000	2021	0.00	53,957.00	0.00	-53,957.00	53,957.00	0.00%
4		OPREV	E4014	Tut Rev - Pw/Out of State	01	00001	100	000100	101	0000	0000	2021	0.00	64,020.00	0.00	-64,020.00	64,020.00	0.00%
5		OPREV	E4021	Tut Rev - Grad In State	01	00001	100	000100	101	0000	0000	2021	8,720,300.00	4,130,426.50	0.00	4,589,873.50	4,130,426.50	52.63%
6		OPREV	E4022	Tut Rev - Grad Out of State	01	00001	100	000100	101	0000	0000	2021	24,911,900.00	12,300,072.00	0.00	12,611,828.00	12,300,072.00	50.63%
7		OPREV	E4031	Tut Rev - Med In State	15	55000	100	100001	101	0000	0000	2021	4,448,400.00	2,231,081.18	0.00	2,217,318.82	2,231,081.18	49.85%
8		OPREV	E4032	Tut Rev - Med Out of State	15	55000	100	100001	101	0000	0000	2021	22,844,520.00	11,682,719.27	0.00	11,161,800.73	11,682,719.27	48.96%
9		OPREV	E4033	Tut Rev - Some In/State NonOrd	01	00001	100	000100	101	0000	0000	2021	2,855,589.00	0.00	0.00	2,855,589.00	0.00	100.00%
10		OPREV	E4033	Tut Rev - Some In/State NonOrd	01	00001	100	100001	101	0000	0000	2021	0.00	977,551.88	0.00	-977,551.88	977,551.88	0.00%
11		OPREV	E4034	Tut Rev - Some Out/State NonOrd	01	00001	100	000100	101	0000	0000	2021	8,708,806.00	0.00	0.00	8,708,806.00	0.00	100.00%

25. The  icon on the Budget Inquiry Criteria page can be used to delete an inquiry description, if so desired.

## Budget Transaction Detail Report

### General Information about the Budget Transaction Detail Report:

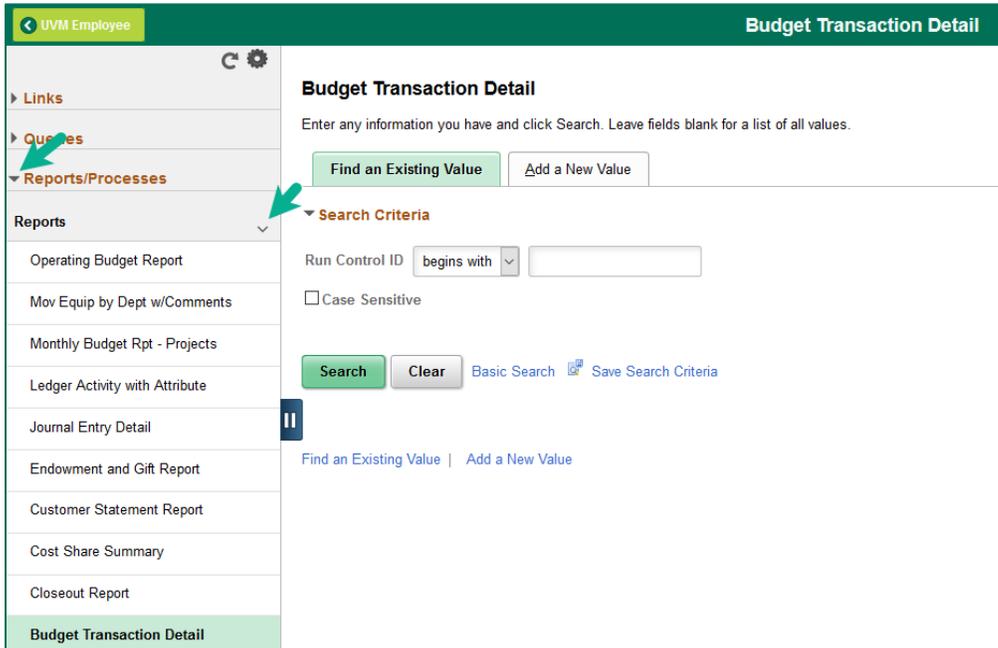
- Use this report to see the list of revenue or expense transactions. The transactions will appear in the report as soon as they have achieved a valid budget check. In the UVM Budget reports, the period must be closed in order for the list of detailed transactions to be available for that period.
- The report can be run for either expenses or revenue, but not both at the same time. The ledger group chosen determines whether the report will bring back data for expenses or revenue.
- A range of dates to view can be specified. Please see [Basic Timing Information](#) to understand how these dates work and what they mean.

### Instructions for Running the Budget Transaction Detail Report

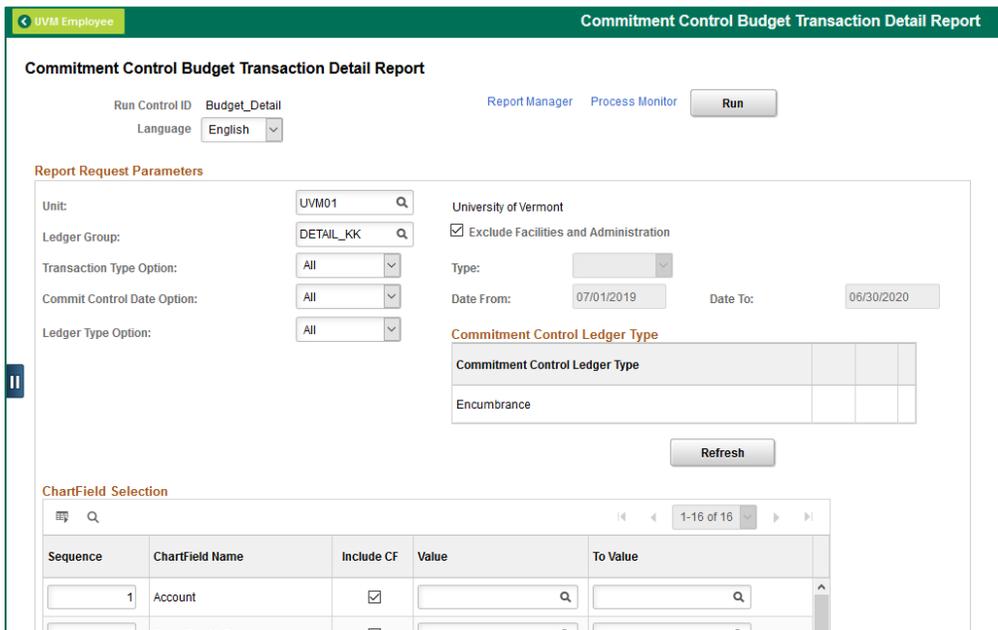
1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon to expand the **Reports/Processes** menu and the **Reports** menu to view available reports. Then select **Budget Transaction Detail**.



4. A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.
5. The Budget Transaction Detail Report criteria page will appear.



6. If this is a new Run Control ID, click the **Refresh** button to show the chartfields.
7. The [Business] **Unit** must be **UVM01**.
8. Click on the **Search** icon next to the **Ledger Group** field. Choose a Ledger Group from the list presented. For instance, to see the detail of expenses on a typical departmental chartstring, choose either **OPS\_CH** or **DETAIL\_KK**. See [Commitment Control Ledger Groups](#) for more information.
9. If the transactions for Facilities and Administrations costs on sponsored projects do not need to be seen, check the box marked **Exclude Facilities and Administration**.
10. The dropdown box for **Transaction Type Option** defaults to **All**. To see all transaction types, use **All**. If only a particular type of transaction is required, choose **Specify**, then select the type of transaction that is needed to be seen in the **Type** field. For instance, to see only journal entries, select **Specify**, then select **GL\_JOURNAL**. This can be helpful if searching for a particular transaction. Note that **Specify** must be chosen in order for the selection to work. If the transaction Type option is **All** it will ignore the type selected.
11. The dropdown box for **Commitment Control Date** Option defaults to **All**. To see all year-to-date transactions dates within the Budget Period(s) selected in the chartfield selection table below, leave the date option set to All. (If the option is set to All, it will ignore any dates in the fields to the right.)

To see transactions that were successfully budget-checked within a certain date range, choose Range from the dropdown box and then select a From Date and To Date in the fields to the right. See [Basic Timing Information](#) to understand how these dates work and what they mean.

Commit Control Date Option:	Range	Date From:	07/01/2019	Date To:	06/30/2020
-----------------------------	-------	------------	------------	----------	------------

12. The dropdown box for **Ledger Type Option** defaults to **All**. To see all types of transactions for the dates specified, leave the ledger type option set to All. This will ignore any **Commitment Control Ledger Types** in the field to the right.

To see only one type of transaction, choose **Specify** from the dropdown box, then select a type of transaction from the dropdown box in the **Commitment Control Ledger Type** field to the right. This can be useful when searching for a particular type of transaction, such as encumbrances. Add lines to the **Ledger Type** field to specify more than one ledger type.

Ledger Type Option:	Select	<b>Commitment Control Ledger Type</b>
		Commitment Control Ledger Type
		Encumbrance
		+ -

The **Ledger Type** choices are as follows:

- **Budget** - Budgeted Amount
- **Collected Revenue** – Collected Revenue, recorded only for payments made on external invoices.
- **Encumbrance** - Purchase Orders, Salary, Travel Authorizations
- **Expense or Recognized Revenue** – Expenses or Revenue
- **Planned** – Not used at UVM
- **Pre-Encumbrance** - Purchase Requisitions

**13.** Select the Chartfield Criteria desired. Use the **Value** and **To Value** columns to select a range within a particular chartfield.

The more criteria selected, the less data the report will retrieve.

If the value associated with a particular chartfield that needs to be isolated is not known, click on the **Search** icon and select the value from a list. Search by number or by description. Click on the **Description** heading at the top of the table to alphabetize the list, if searching by description.

Some commitment control ledger groups do not use all of the chartfields because the information is stored at an aggregated level. Do not check the checkboxes for **Affiliate**, **Fund Affiliate**, **Statistics Code**, or the **blank row**, and do not specify a value for these fields.

<input type="checkbox"/>	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Fund Affiliate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Affiliate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**14.** If specifying account numbers for the report, recognize that all of the commitment control ledgers track information by Budgetary Account number, rather than by Detail Account number—except for the DETAIL\_KK and DETAIL\_REV ledgers. Budgetary Account values begin with E (for departmental charges), or with F (for sponsored projects).

**NOTE:** For the Account chartfield, the list is especially long. Narrow it down by knowing what kind of account is being sought, keeping in mind the information above.

- **Revenue** accounts begin with **4**
- **Salary and Benefit Expense** accounts begin with **5**
- **Operating Expenses** begin with **6**
- **Cost of Goods Sold** begin with **7**
- **Internal Charges** begin with **8**

Account values can also be looked up on the [Account chartfield values spreadsheet \(Excel\)](#) (although the most up-to-date information is what is in PeopleSoft).

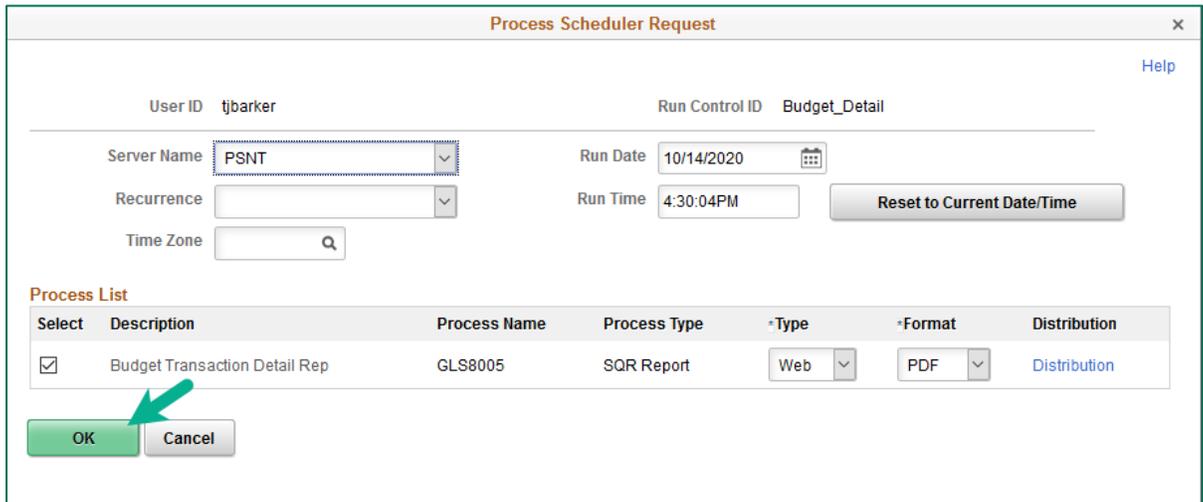
15. The **Budget Period** will be the fiscal year for the operations ledger groups (OPS\_PA, OPS\_CH, and OPREV). For the other ledger groups, the budget period will be 1. However, when PeopleSoft financials first went live at UVM, some transactions were recorded in period 2006 or 2007. Therefore, it is best **for projects** not to specify the budget period so that all data is retrieved. For operating funds, it is important to select a budget period, otherwise the report will retrieve data for ALL budget periods.

16. Check the box in the **Include CF** column for each chartfield needs to be included in the report output, regardless of whether that chartfield search criteria is stipulated.

**NOTE:** To specify chartfield values without having them show up in the report output, do not check the Include CF box.

17. When finished selecting criteria and entering values, click **Run**.

18. The **Process Scheduler Request** page appears. Select report TYPE as **Web** and report FORMAT as **PDF**. The program will automatically create both a .pdf version of the report (for opening in Acrobat or another .pdf viewer) and a .csv version (for opening in Excel or another financial spreadsheet program).



Process Scheduler Request

User ID tjbarker Run Control ID Budget\_Detail

Server Name PSNT Run Date 10/14/2020

Recurrence Recurrence Run Time 4:30:04PM

Time Zone Time Zone

Reset to Current Date/Time

Process List

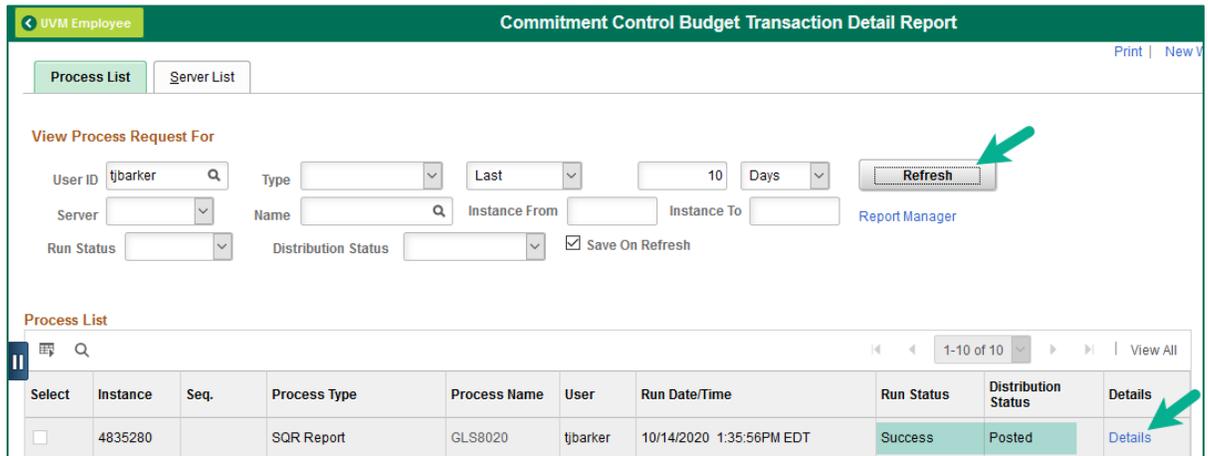
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction Detail Rep	GLS8005	SQR Report	Web	PDF	Distribution

OK Cancel

19. Click **OK** to initiate the running of the Report, and then click **Process Monitor** to view the report once it has been compiled.

20. On the Process Monitor page, click **Refresh** periodically until the process indicates **Success** and **Posted**. Click **Details**, then **View Log/Trace**, and finally click on the file name that ends in .PDF (to open in a .pdf viewer) or in .CSV (to open in a spreadsheet program).

For help using the Process Monitor, see the [Running Reports and Queries User Guide \(PDF\)](#).



21. Note that the report header displays all of the parameters used to run the report, whether or not they were selected to show on the report output. The graphic below is an example of a typical report header.

```

Report ID: GLS8005
Bus. Unit: UVM01--University of Vermont
Ledger Grp: OPS CH -- Operations Child Ledger Group
Post Date: All Dates
Tran Type: All Types
Selected Chartfield Parameters: Account: 50100-Tenure-Track Tenured to 59999-Fringe Benefit-Conversion Budget Per: All
Fpse: All Ppty: All
Fctn: All Dept: 11360-Professional Develop & Training
Fund: All OU: All Source: All Prgm: All Prjct: All
    
```

PeopleSoft GL  
BUDGET TRANSACTION DETAIL

22. This report draws its data from Commitment Control. It will show all transactions that meet the criteria entered and have passed a valid budget check. This report does not show budget-to-actuals. That information can be found in the Budget Status Report, which also draws its data from Commitment Control.

## Keys to Understanding the Budget Transaction Detail Report

### Understanding the Terms:

Every line of the Budget Transaction Detail Report displays the Budget Post Date, Transaction, Document ID, Line and Reference numbers. An explanation of those terms follows.

- **Budget Post Date:** This is the date the transaction was budget checked and achieved Valid status. This is not necessarily the accounting date.

For example, if a journal entry were saved on July 10, but didn't pass budget-checking until August 7, the Budget Post Date would be August 7, even though the journal would post with the July 10 date for accounting purposes.

- **Transaction:** This shows the type of transaction. (See the Transaction Information table below.)
- **Document ID:** This is the ID number of the transaction (for example, the voucher ID, journal ID, budget transfer ID, accounts receivable deposit ID, etc.). No transaction ID will appear for payroll transactions.
- **Line:** This represents the line number of the transaction (e.g., the voucher line number, journal line number, etc.).
- **Reference:** This column contains information about the transaction. The table below indicates what information will appear for each transaction type.
- **Transaction Types:** The following table lists the types of transactions that may be seen on the Budget Transaction Detail Report. It describes the source of the transaction and the information that will appear in the report description field.

#### Transaction Information

Transaction Type	Description	Line Information
AP_ACCT_LN	Accounts Payable Vouchers - Voucher (gain, loss, close)	Vendor Name (14 characters)/PO ID (if this PO came from a voucher) Voucher Line Description. The Vendor Name is suppressed on vouchers to reimburse study participants (subject pay).
AP_VOUCHER	Accounts Payable Voucher	Vendor Name (14 characters)/PO ID (if this PO came from a voucher) Voucher Line Description. The Vendor Name is suppressed on vouchers to reimburse study participants (subject pay).



Transaction Type	Description	Line Information
AR_MISCPAY	Accounts Receivable Miscellaneous Deposits	The Document ID is the Deposit ID. The Line Number is the Payment Line and the Distribution Line. The Reference is the date the deposit was entered in the cashier's office, followed by the Payment ID entered by the cashier's office.
AR_REVEST	Payments Received on Bills to External Customers.	The Document ID is the Item ID in accounts receivable, which is usually the invoice number. The customer name appears as the reference.
BI_INVOICE	External Bills (Invoices)	The Customer Name and Line Description appear in the Reference Field.
EX_EXSHEET	Expense Reports	Employee Name – Ex Report Name – Line Desc.
EX_TRVAUTH	Travel Authorizations	Employee Name – T.A. Name – Line Description
GL_BD_JRNL	Budget Transfers and Budget Journals (could be for project budgets or other budgets)	Journal Date of the Budget Journal or Budget Transfer –User ID of the person who entered the transfer or journal – Line Description.
GL_JOURNAL	Actuals Journals	Journal Date – Journal Line Reference (if there is one) and Journal Line Description.

Transaction Type	Description	Line Information
GM_FA	Facilities and Administration (F&A) Transactions	The Project ID, Activity ID and Resource ID of the original expense transaction on which F&A was calculated. Resource ID shows the Document ID of the original transaction, the line number, etc.
PC_BUDGET	Projects Budgets (generated in the projects module instead of via a budget transfer)	Prints Activity ID and Resource ID. Resource ID is the ID of the budget transaction in the Projects module.
PO_POENC	Purchase Order	Vendor Name – Line Description – Requisition ID
PO_PROCARD	Procurement Card	Only seen after introduction of the PeopleSoft PurCard pages in July. The interim purcard journals have a GL_JOURNAL transaction type.
REQ_PREENC	Purchase Requisition	Vendor Name – Line Description

### Reading the .CSV Version of the Budget Transaction Detail Report

The Budget Transaction Detail Report automatically runs in two formats. Users have the choice of viewing their report in either the standard .pdf format, or in the .csv version.

The.csv version of the report is especially useful because it shows both the **budgetary** account and the **detail** account. The report contains several columns which are explained below.

#### Special Considerations:

1. When selecting criteria, the **Account** box in the **Include CF** (include chartfield) **column must be checked if the budgetary account in the CSV output is needed**. If this is not done, the .csv report will contain no data in the Budgetary Account and Budgetary Account Description columns.

2. Clicking on the .csv file name in the Process Monitor may open the document in the full version of Excel, or in the browser version—which does not have the same functionality as the full version.
3. There is no way to set the widths of the Excel columns in advance. Adjust the column widths in Excel by clicking and dragging the vertical line in the header row to the left or right, or highlight the spreadsheet by clicking on the box in the upper left corner of the spreadsheet and then double-clicking on the line between two columns. The user can also select columns and HIDE them if they're not needed to be shown in the printed document.
4. Consider attending an Excel class to learn more about how to get the most value out of the Excel output.

#### Excel Column Header Information

Excel Column Header	Data Header	Explanation of Data
A	<b>BudgetDate</b>	<b>Budget Date:</b> Shows the budget date of the Original Transaction. (This date populates from the original transaction; it is typically the current date or the journal date.) It controls the budget period into which the transaction falls (e.g., 2007 or 2008), and controls whether the transaction is within the date range of the grant.
B	<b>Acctg Date</b>	<b>Accounting Date:</b> Shows the date the transaction is accounted for in the General Ledger. It may be different from the Budget Date, (e.g., if a user from SPA or from General Accounting has changed it), but usually it is the same.
C	<b>KK Post Date</b>	<b>Commitment Control Post Date:</b> Indicates the date that the original transaction first passed a valid budget check.
D	<b>Trans Sourc</b>	<b>Transaction Source:</b> Indicates the type of transaction. Explanation of Transaction Types
E	<b>Doc ID</b>	<b>Document ID:</b> Indicates the ID number of the particular document referenced in the Transaction Source column (e.g., the journal ID or the voucher ID, etc.).



Excel Column Header	Data Header	Explanation of Data
F	<b>Doc Line</b>	<b>Document Line:</b> Indicates a particular line in the document referenced in the Document ID column (e.g., journal line, purchase order line, etc.).
G	<b>Doc Status</b>	<b>Document Status:</b> Appears only for journals and expense reports.
H	<b>UserId</b>	<b>User ID:</b> The userID of the person who entered the transaction.
I	<b>Line Information</b>	<b>Line Information:</b> Displays descriptive information related to each transaction.
J	<b>Jrnl Ref</b>	<b>Journal Reference:</b>
K	<b>Trans Type</b>	<b>Transaction Type:</b> Shows whether the transaction is budget, encumbrance, etc.
L	<b>Budgetary Account</b>	<b>Budgetary Account:</b> Indicates the budgetary account number (typically E-level for departmental chartstrings).
M	<b>Budgetary Account Descr</b>	<b>Budgetary Account Description:</b> Provides a textual description of the budgetary account.
N	<b>Account</b>	<b>Account:</b> Indicates the actual detail account to which the transaction is recorded.
O	<b>Account Descr</b>	<b>Account Description:</b> Provides a textual description of the detail account.
P-Z	<p>The next columns represent the various chartfields:  <b>Operating Unit / Department / Fund / Source / Function / PC Business Unit / Project / Activity / Program / Purpose / Property</b></p>	

Excel Column Header	Data Header	Explanation of Data
AA	<b>Budget</b>	<b>Budget:</b> Indicates amounts budgeted. Money is typically budgeted at the budget account level, not at the detail account level—though for PC_CHILD, the budgeting level may be the detail account level.
AB	<b>Pre-Encumbrance</b>	<b>Pre-Encumbrance:</b> Indicates amounts which have been pre-encumbered (requisitions).
AC	<b>Encumbrance</b>	<b>Encumbrance:</b> Indicates amounts which have been encumbered (salaries, fringe, travel authorizations, purchase orders).
AD	<b>Expenses or Recognized Revenue</b>	<b>Recognized Revenue:</b> Shows revenue that is the result revenue transactions, for example, miscellaneous deposits, journal entries to revenue accounts, external bills, etc.
AE	<b>Collected Rev</b>	<b>Collected Revenue:</b> Shows collected receivables—money received as payment from external customers for bills created in the PeopleSoft billing module.

## Roll Expenses for Detailed Accounts Forward

### Background

The **UV\_KK\_PAST\_EXPENSE\_IN\_NEW\_E** Query was created to help roll expenses for detailed accounts to the new FY 2010 E-level accounts. This will allow a unit to view expenses for FY 2007, FY 2008, and FY 2009 rolled up to the new levels.

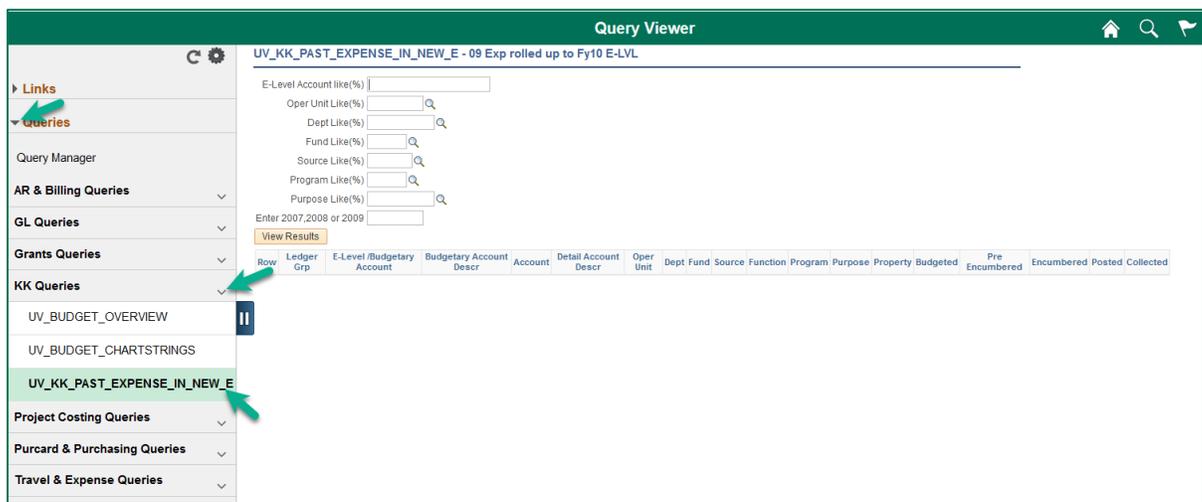
### Instructions for Running UV\_KK\_PAST\_EXPENSE\_IN\_NEW\_E QUERY

1. Log in to [PeopleSoft Financials](#).

- On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



- Click the **Arrow**  icon to expand the **Queries** and **KK Queries** to expand the menu, showing a list of frequently used queries. Select **UV\_KK\_PAST\_EXPENSE\_IN\_NEW\_E**.



- Enter the search criteria in the fields.

#### Search Tips:

- Choose the amount of criteria that is entered carefully. The user will want to enter enough criteria to limit the amount of information being brought back without limiting the results so much that all the possible results don't come back.
- All fields must have a value or wildcard or no query results will be brought back.
- Fields marked with (%) will accept % as a wildcard value.
- In order to see just the new E-level accounts, type in a new E-level account in the Account field.
- A fiscal year must be entered.



UV\_KK\_PAST\_EXPENSE\_IN\_NEW\_E - 09 Exp rolled up to Fy10 E-LVL

E-Level Account like(%) %

Oper Unit Like(%) %

Dept Like(%) 11400

Fund Like(%) 100

Source Like(%) %

Program Like(%) %

Purpose Like(%) %

Enter 2007,2008 or 2009 2008

**View Results**

5. Click **View Results**.
6. The query will bring back the following information, filtered by the search criteria.
7. From left to right:

**Account Information:**

Ledger Grp	E-Level /Budgetary Account	Budgetary Account Descr	Account	Detail Account Descr
------------	----------------------------	-------------------------	---------	----------------------

**Chartstring Information:**

Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Property
-----------	------	------	--------	----------	---------	---------	----------

**Budget and Actual Information:**

Budgeted	Pre Encumbered	Encumbered	Posted	Collected
----------	----------------	------------	--------	-----------

8. Do download the data to excel click the **Excel Spreadsheet** hyperlink.

Query Viewer

UV\_KK\_PAST\_EXPENSE\_IN\_NEW\_E - 09 Exp rolled up to Fy10 E-LVL

E-Level Account like(%) %

Oper Unit Like(%) %

Dept Like(%) 11400

Fund Like(%) 100

Source Like(%) %

Program Like(%) %

Purpose Like(%) %

Enter 2007,2008 or 2009 2008

**View Results**

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(13 kb\)](#)

View All First 1-21 of 21 Last

Row	Ledger Grp	E-Level /Budgetary Account	Budgetary Account Descr	Account	Detail Account Descr	Oper Unit	Dept	Fund	Source	Function	Program	Purpose	Property	Budgeted	Pre Encumbered	Encumbered	Posted	Collected
1	DETAIL_KK	E5110	Sal&Wg - Officers of Admin	51100	Officer of Administration	01	11400	100	100001	521	0000	0000	0000	0.000	0.000	0.000	213799.920	0.000
2	DETAIL_KK	E5200	Sal&Wg - Staff Salaries	52190	Exempt Exec/Admin /Managerial	01	11400	100	100001	521	0000	0000	0000	0.000	0.000	0.000	114949.920	0.000
3	DETAIL_KK	E5200	Sal&Wg -	52000	Staff Salary	01	11400	100	100001	521	0000	0000	0000	0.000	0.000	0.000	318674.820	0.000

**Appendix**
**Transaction Types**

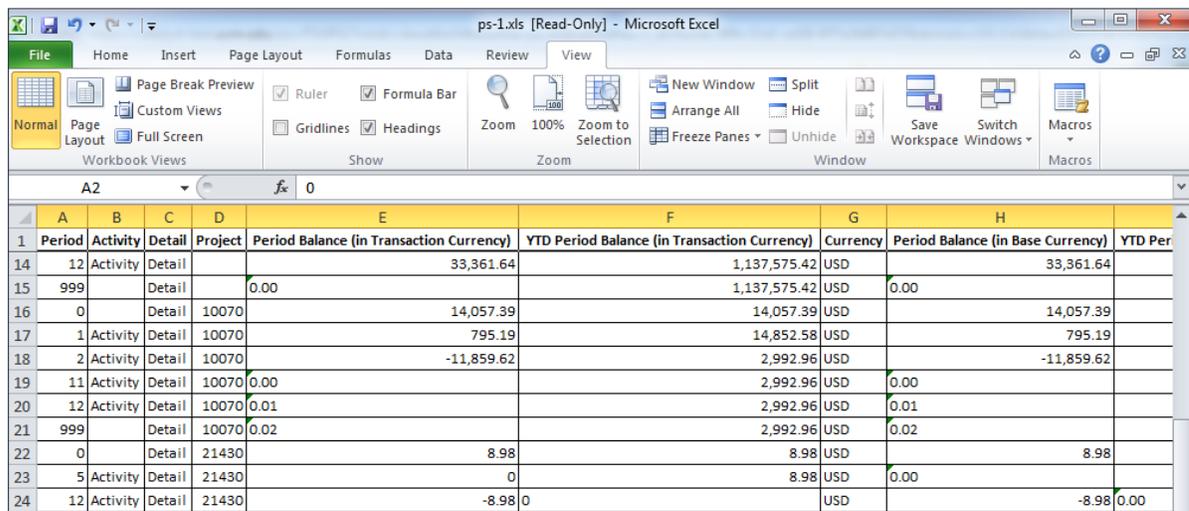
Transaction Types	Description
AP_ACCTDSE	Accounts Payable Discount
AP_ACCT_LN	Voucher (gain, loss, close)
AP_ACTDSEC	Accounts Payable Discount
AP_VOUCHER	Voucher
AR_MISCPAY	Direct Journal Payments
AR_REVEST	Collected Receivables
BI_INVOICE	Billing Invoice
EX_EXCLOSE	Closed Expense Reports
EX_EXSHEET	Expense Sheet
EX_TRVAUTH	Travel Authorization
GENERIC	Generic Transaction—Typically Payroll
GL_BD_JRNL	General Ledger Budget Journal Entry
GL_JOURNAL	General Ledger Journal
GM_FA	Facilities and Administration
PC_BUDGET	Project Budget
PO_POENC	Purchase Order (Encumbrance)
PO_POENCNP	PO (non-prorated item) ALL UVM POs + Reqs are non-prorated
REQ_PRECNP	Purchase Requisition (non-prorated item –see note above)

Transaction Types	Description
REQ_PREENC	Purchase Requisition (Pre-Encumbrance)

## Downloading Data from PeopleSoft Grids to Excel

Click the **Grid Action Menu**  icon at the top of any PeopleSoft grid and select **Download to Excel** to download the data contained within the grid to an Excel spreadsheet. When this is done, some of the numeric data (e.g. budgets or expenses) downloads as numeric and some downloads as labels (alphas). This will be seen in the Excel sheet because some of the values will be left-justified and some will be right-justified. Excel won't include any of the labels in its calculations (including subtotals) so it may show as a complete data set, but it won't get accurate information when totaled.

**Solution:** Install the excel add-in **GridTools.xla**. Once installed it will become available each time excel is opened. An example looks like this. Any number justified to the left is actually formatted as text.

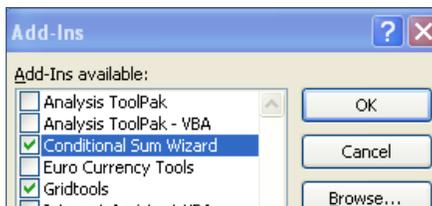


1	Period	Activity	Detail	Project	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Per
14	12	Activity	Detail		33,361.64	1,137,575.42	USD	33,361.64	
15	999		Detail		0.00	1,137,575.42	USD	0.00	
16	0		Detail	10070	14,057.39	14,057.39	USD	14,057.39	
17	1	Activity	Detail	10070	795.19	14,852.58	USD	795.19	
18	2	Activity	Detail	10070	-11,859.62	2,992.96	USD	-11,859.62	
19	11	Activity	Detail	10070	0.00	2,992.96	USD	0.00	
20	12	Activity	Detail	10070	0.01	2,992.96	USD	0.01	
21	999		Detail	10070	0.02	2,992.96	USD	0.02	
22	0		Detail	21430	8.98	8.98	USD	8.98	
23	5	Activity	Detail	21430	0	8.98	USD	0.00	
24	12	Activity	Detail	21430	-8.98	0	USD	-8.98	0.00

### Instructions for Downloading the Gridtools Add-In

1. Click [here](#) to download the add-on.
2. Save the file to a desktop.
3. Open Microsoft Excel.
4. Click the **File** tab in the upper left corner of the Excel window.

5. Go to **Options > Add-ins**
6. At the bottom of the list find **Manage: Excel Add-ins**. Select **Go**.
7. Click **Browse** in the Add-Ins box.
8. Locate the **GridTools.xla** file that was saved in **Step 1** and select **OK**. (You may need to select **Yes** again.)
9. **Gridtools** should now appear in the list:

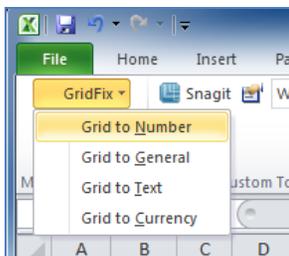


### Instructions for Using the Gridtools Add-In

1. Select **Add-Ins**



2. Highlight the numeric data on the spreadsheet
3. Click on the down arrow and select the appropriate option for the data.



## Resources/Help

### Help/Footprints

If you have questions about information in this document, please submit a PeopleSoft Help Desk ticket in [Footprints](#).



## Training

- [UFS Roadshow Training Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

## Relevant UVM Departments

- [Financial Analysis and Budgeting Office](#)
- [Financial Accounting and Reporting Services](#)

## Suggestions? Updates?

- [Send an email to PS9-1Upgrade@uvm.edu.](mailto:PS9-1Upgrade@uvm.edu)