

Commitment Control Budget Reports

Purpose: The purpose of this module is to allow budget reports to be generated for reporting and analysis. These budget reports compare budgeted amounts to actual expenses or revenue. The reports allow sorting and filtering options that can summarize information or provide information in a detailed format. The budget reports can be limited by several options. These options include: department, account, fund and time period.

Audience: Finance Staff

! You must have at least one of these local college managed security roles:

- ZZ CC Budget Reports

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Commitment Control Budget Reports

Commitment Control Budget Status Reports

! **NOTE:** Select the Ledger Detail Report link (at bottom) for more options and instructions.

Navigation: Commitment Control > Budget Reports > Budget Status

1. The **Budget Status** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA040_BUDGET_STATUS (College, Process).

3. The **Commitment Control Budget Status Report** page displays. Enter or select Business **Unit**.
4. Enter or select **Ledger Group** (CC_ORG for operating budgets or PROJECT_KK for grant/projects).
5. Select the **Refresh** button to populate the ChartField selection.

Commitment Control Budget Status Report

Run Control ID: WA040_BUDGET_STATUS Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*Unit: WA040 SKAGIT VALLEY COLLEGE

*Ledger Group: CC_ORG

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
		<input type="checkbox"/>	<input type="checkbox"/>		

Save **Add** **Update/Display**

6. In the **ChartField Selection** section, select **Include CF** for each field to be included in the report and **Subtotal** for each total line. Examples:
 - Blank Values will pull all data.
 - Range of Values, i.e. Department Value = 30000 and To Value = 32000
 - Specific Value, i.e. Value = Fund 149 and To Value = Fund 149.
7. After fields are selected, select **Run**. The **Process Scheduler Request** page will display. Please refer to the [Process Schedule Request](#) steps for further instructions.

PRO-TIP: Limiting the amount of Criteria checked and selecting a specific order [i.e. **1-Account 2-Fund 3-Class 4-Dept**] may produce results that can be downloadable as a CSV format and saved as an Excel Spreadsheet. Instead of selecting Subtotal checkbox in PeopleSoft and try running a Pivot table to refine the raw data for analysis. Be mindful of selecting criteria within the specific Ledger Groups, i.e. **CC_ORG** for Organizational Budgets/Expenses and **PROJECT_KK** for Fund 145 Grants.

Commitment Control Budget Status Report

Run Control ID: WA040_BUDGET_STATUS Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*Unit: WA040 SKAGIT VALLEY COLLEGE
 *Ledger Group: CC_ORG Com Ctrl Organization Budgets

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Operating Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	149	149
4	Appropriation Index	<input type="checkbox"/>	<input type="checkbox"/>		
5	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30000	30000
6	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	State Purpose	<input type="checkbox"/>	<input type="checkbox"/>		
8	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>		
9	Project	<input type="checkbox"/>	<input type="checkbox"/>		
10	Activity	<input type="checkbox"/>	<input type="checkbox"/>		
11	Source Type	<input type="checkbox"/>	<input type="checkbox"/>		
12	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
13	Subsidiary	<input type="checkbox"/>	<input type="checkbox"/>		
14	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
15	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

Buttons: Save, Add, Update/Display

8. The **Process Scheduler Request** page displays, modify or enter additional parameters as needed. Please refer to the [Process Schedule Request](#) steps for further instructions.
9. Select **OK**.



Optional to update to *Type = **Web** and *Format = **CSV** for downloadable results.

Process Scheduler Request

User ID: CTC_BEISMON Run Control ID: WA040_BUDGET_REPORTS

Server Name: Run Date: 08/21/2023 Recurrence: Run Time: 8:07:09AM [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

Buttons: OK, Cancel

Format Dropdown: CSV, HP, HTM, LP, PDF, PS, SPF, XML

10. Note the **Process Instance** number and select the **Report Manager** link. The **Report Manager** page will display. Please refer to the [Report Manager](#) steps for further instructions.



Notice your selected **ChartFields** have refreshed to display the sequential order.

Commitment Control Budget Status Report

Run Control ID: WA040_BUDGET_STATUS
Language: English

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 4006122

Report Request Parameters

*Unit: WA040 SKAGIT VALLEY COLLEGE
*Ledger Group: CC_ORG Com Cntrl Organization Budgets

[Refresh](#)

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Operating Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	149	149
4	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30000	30000
5	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>		

11. The **Report Manager** page will display. Please refer to the [Report Manager](#) steps for further instructions.
12. Select the **Administration** tab and then select the **Refresh** button until the **Status** changes to **Posted**.
13. Select the **Budget Status Report** link to view.



Please see example below of a **Budget Status Report** pdf (Report ID: GLS8020).

Report ID: GLS8020

Bus. Unit: WA020--GRAYS HARBOR COLLEGE

Ledger Grp: CC_ORG -- Com Cntrl Organization Budgets

Currency : USD

Chartfields Criteria

Account: All values

PeopleSoft GL

BUDGET STATUS REPORT

Page No. 1

Run Date 08/21/2023

Run Time 11:42:51

Fund: All values

Dept: 43300

Class: All values

Account	Fund	Dept	Class	Budget	Assoc Revenue	Planned	PreEncumbrance	Encumbrance	Expense	Remaining
5000090	522	43300	264	0.00	0.00	0.00	0.00	0.00	1,228.98	-1,228.98
5010010	522	43300	264	0.00	0.00	0.00	0.00	0.00	94.09	-94.09
5010040	522	43300	264	0.00	0.00	0.00	0.00	0.00	3.97	-3.97
5010150	522	43300	264	0.00	0.00	0.00	0.00	0.00	1.80	-1.80
5030003	522	43300	264	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
5030010	522	43300	264	0.00	0.00	5,972.14	0.00	0.00	7,300.12	-7,300.12
5050003	522	43300	264	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00
5050030	522	43300	264	0.00	0.00	0.00	0.00	0.00	375.00	-375.00
5080004	522	43300	264	18,000.00	0.00	0.00	0.00	0.00	0.00	18,000.00
5080010	522	43300	264	0.00	0.00	14.99	0.00	0.00	2,935.55	-2,935.55
5080030	522	43300	264	0.00	0.00	0.00	0.00	0.00	807.89	-807.89
5080040	522	43300	264	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5080070	522	43300	264	0.00	0.00	0.00	0.00	0.00	792.87	-792.87
5081004	522	43300	264	11,000.00	0.00	0.00	0.00	0.00	0.00	11,000.00
5081100	522	43300	264	0.00	0.00	216.60	0.00	0.00	756.60	-756.60
5081102	522	43300	264	0.00	0.00	0.00	0.00	0.00	420.00	-420.00
Grand Total :				38,000.00	0.00	6,203.73	0.00	0.00	14,716.87	23,283.13

End of Report

14. Section complete.

Commitment Control Ledger Details Report

Navigation: Commitment Control > Budget Reports > Ledger Details

1. The **Ledger Details Report** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA040_LEDGER_DETAILS (College, Process).
3. The **Ledger Details Report** page displays. Enter or select Business **Unit**.
4. Enter or select **Ledger Group** (CC_ORG for operating budgets or PROJECT_KK for grant/projects).
5. Select the **Refresh** button to populate the ChartField selection.

Commitment Control Ledger Details Report

Run Control ID: WA020_LEDGER_DETAILS Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: WA020 GRAYS HARBOR COLLEGE

Ledger Group: CC_ORG Com Cntrl Organization Budgets

Refresh

ChartField Selection

1-1 of 1

Sequence	ChartField Name	Include CF	Descr	Value	To Value
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display

- In the **ChartField Selection** section, select **Include CF** for each field to be included in the report and **Subtotal** for each total line. Examples:
 - Blank Values will pull all data.
 - Range of Values, i.e. Account Value = 5000000 and To Value = 5060060.
 - Specific Value, i.e. Fund Value = 149 and To Value = 149.
- After fields are selected, select **Run**. The **Process Scheduler Request** page will display. Please refer to the [Process Schedule Request](#) steps for further instructions.

PRO-TIP: Limiting the amount of Criteria checked and selecting a specific order [i.e. **1-Account 2-Fund 3-Class 4-Dept**] may produce results that can be downloadable as a CSV format and saved as an Excel Spreadsheet. Instead of selecting Subtotal checkbox in PeopleSoft and try running a Pivot table to refine the raw data for analysis. Be mindful of selecting criteria within the specific Ledger Groups, i.e. **CC_ORG** for Organizational Budgets/Expenses and **PROJECT_KK** for Fund 145 Grants.

Commitment Control Ledger Details Report

Run Control ID: WA020_LEDGER_DETAILS Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

Unit: WA020 GRAY'S HARBOR COLLEGE
 Ledger Group: CC_ORG Com Cntrl Organization Budgets

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5000000	5000000
2	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>		
3	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Appropriation Index	<input type="checkbox"/>	<input type="checkbox"/>		
5	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	43150	43600
6	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	State Purpose	<input type="checkbox"/>	<input type="checkbox"/>		
8	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>		
9	Project	<input type="checkbox"/>	<input type="checkbox"/>		
10	Activity	<input type="checkbox"/>	<input type="checkbox"/>		
11	Source Type	<input type="checkbox"/>	<input type="checkbox"/>		
12	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
13	Subsidiary	<input type="checkbox"/>	<input type="checkbox"/>		
14	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>		
15	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>		

Save Notify Add Update/Display

8. The **Process Scheduler Request** page displays, modify or enter additional parameters as needed. Please refer to the [Process Schedule Request](#) steps for further instructions.
9. Select **OK**.



Optional to update to *Type = **Web** and *Format = **CSV** for downloadable results.

Process Scheduler Request

User ID: CTC_BEISMON Run Control ID: WA020_LEDGER_DETAILS

Server Name: Run Date: 08/21/2023 Run Time: 1:23:49PM [Reset to Current Date/Time](#)

Recurrence: Time Zone:


Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Ledger Details report	GLS8510	SQR Report	Web	PDF	Distribution

OK Cancel

Format dropdown options: PDF, CSV, HP, HTM, LP, PDF, PS, SPF, XML

10. Note the **Process Instance** number and select the **Report Manager** link. The **Report Manager** page will display. Please refer to the [Report Manager](#) steps for further instructions.

 Notice your selected **Chartfields** have refreshed to display the sequential order.

Commitment Control Ledger Details Report

Run Control ID: WA020_LEDGER_DETAILS
Language: English

Report Manager Process Monitor Run

Process Instance: 4006124

Report Request Parameters

Unit: WA020 GRAYS HARBOR COLLEGE
Ledger Group: CC_ORG Com Cntrl Organization Budgets

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5000000	5060060
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	43150	43600
4	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Currency Code	<input type="checkbox"/>	<input type="checkbox"/>		

11. The **Report Manager** page will display. Please refer to the [Report Manager](#) steps for further instructions.
12. Select the **Administration** tab and then select the **Refresh** button until the **Status** changes to **Posted**.
13. Select the **Budget Status Report** link to view.

 Please see example below of a **Ledger Details** Report pdf (Report ID: **GLS8510**).

Report ID: GLS8510 Bus. Unit: WA020--GRAYS HARBOR COLLEGE Ledger Grp: CC_ORG -- Organizational Budget				PeopleSoft GL LEDGER DETAILS		Page No. 1 Run Date 06/21/2023 Run Time 13:40:32	
Account	Fund	Dept	Class	Ledger Type	Posted	Total Amount	
5000003 Salaries and Wages	522	43550	264	Budget		500.00	USD
				Available Budget		500.00	USD
5000090 Faculty Temporary PT	522	43250	264	Expense	<	1,895.66>	USD
				Available Budget	<	1,895.66>	USD
5000090 Faculty Temporary PT	522	43300	264	Expense	<	1,228.98>	USD
				Available Budget	<	1,228.98>	USD
5000090 Faculty Temporary PT	522	43350	264	Expense	<	286.25>	USD
				Available Budget	<	286.25>	USD
5000090 Faculty Temporary PT	522	43400	264	Expense	<	3,687.00>	USD
				Available Budget	<	3,687.00>	USD
5000090 Faculty Temporary PT	522	43450	264	Expense	<	687.00>	USD
				Available Budget	<	687.00>	USD
5000090 Faculty Temporary PT	522	43550	264	Expense	<	687.00>	USD
				Available Budget	<	687.00>	USD
5030010 Supplies	522	43250	264	Expense	<	5,764.37>	USD
5030010 Supplies	522	43250	264	Encumbrance		0.00	USD
5030010 Supplies	522	43250	264	Pre-Encumbrance		0.00	USD
5030010 Supplies	522	43250	264	Planned	<	7,000.89>	USD
				Available Budget	<	5,764.37>	USD
5030010 Supplies	522	43300	264	Expense	<	7,300.12>	USD
5030010 Supplies	522	43300	264	Encumbrance		0.00	USD
5030010 Supplies	522	43300	264	Pre-Encumbrance		0.00	USD
5030010 Supplies	522	43300	264	Planned	<	5,972.14>	USD
				Available Budget	<	7,300.12>	USD
5030010 Supplies	522	43350	264	Expense	<	14,091.04>	USD
5030010 Supplies	522	43350	264	Encumbrance		0.00	USD
5030010 Supplies	522	43350	264	Pre-Encumbrance		0.00	USD
5030010 Supplies	522	43350	264	Planned	<	2,078.17>	USD
				Available Budget	<	14,091.04>	USD
5030010 Supplies	522	43400	264	Expense	<	14,681.72>	USD
5030010 Supplies	522	43400	264	Encumbrance		0.00	USD
5030010 Supplies	522	43400	264	Pre-Encumbrance		0.00	USD
5030010 Supplies	522	43400	264	Planned	<	10,645.64>	USD
				Available Budget	<	14,681.72>	USD

12. Section complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Commitment Control Budget Reports](#). This link will open in a new tab/window.