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

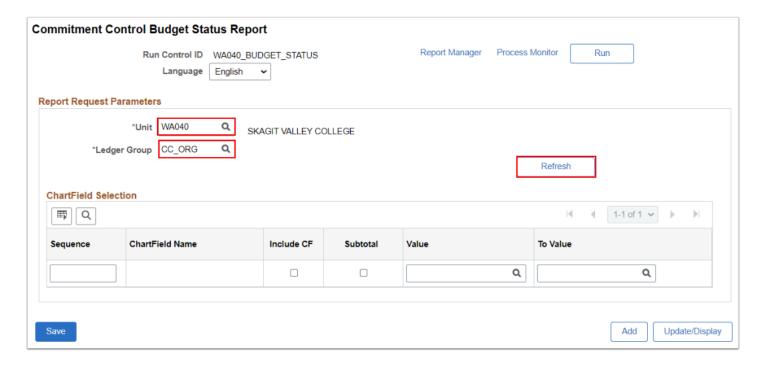
Commitment Control Budget Status Reports

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

Navigation: Commitment Control > Budget Reports > Budget Status

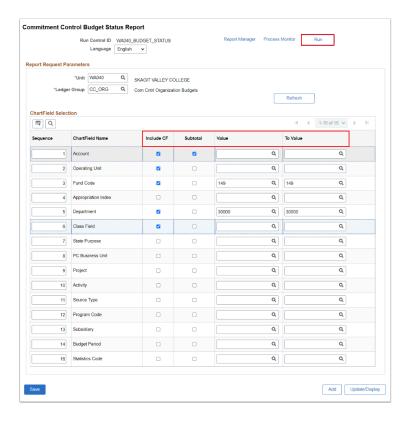
- 1. The **Budget Status** search page displays.
- 2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that <u>Run Control IDs</u> 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**.
- 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.

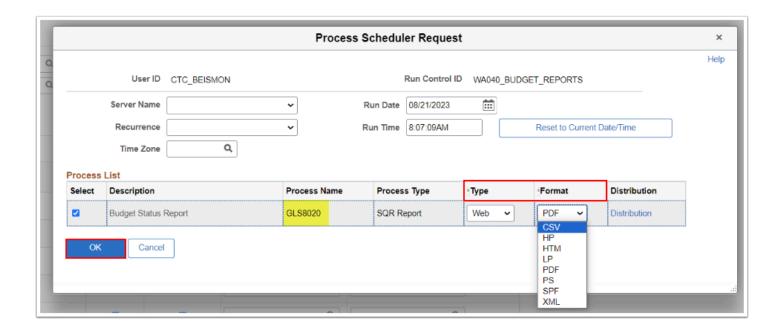


- 6. In the **ChartField Selection** section, select **Include CF** for each field to be included in the report and **Subtotal** for each total line. Examples:
 - Blank Values will pull all data.
 - Range of Values, i.e. Department Value = 30000 and To Value = 32000
 - Specific Value, i.e. Value = Fund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





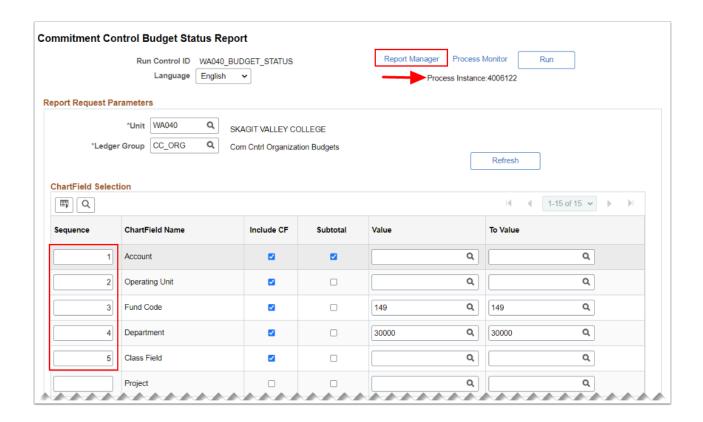
- 8. The **Process Scheduler Request** page displays, modify or enter additional parameters as needed. Please refer to the <u>Process Schedule Request</u> steps for further instructions.
- 9. Select **OK**.
- Optional to update to *Type = **Web** and *Format = **CSV** for downloadable results.



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.



- 11. The **Report Manager** page will display. Please refer to the <u>Report Manager</u> 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**).

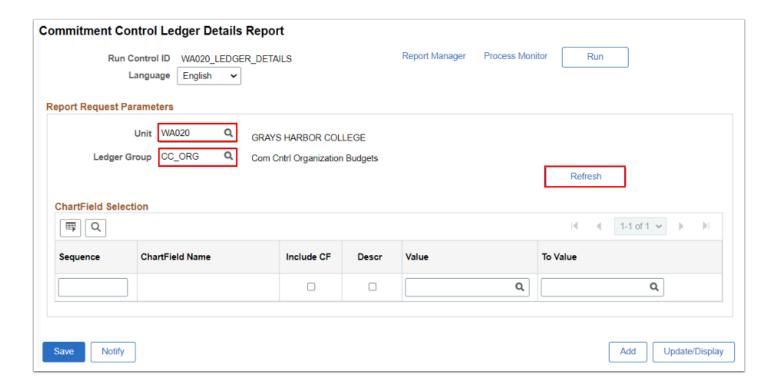
Report ID: GLSBGZO Bus. Unit: WAGZOGRAYS HARBGR COLLEGE Ledger Grp: CC_OBG Com Cntrl Organiza Currency: USD Churtfields Criteria Account: All values Fund: A				PeopleSoft GL BUDGET STATUS REPORT ion Budgets values Dept: 43300 Class: All values				Page No. 1 Rnn Date 08/21/2023 Rnn Time 11:42:51		
Account	<u>Fund</u>	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	-1,228.90
5010010	522	43300	264	0.00	0.00	0.00	0.00	0.00	94.09	-94.0
5010040	522	43300	264	0.00	0.00	0.00	0.00	0.00	3.97	-3.9
5010150	522	43300	264	0.00	0.00	0.00	0.00	0.00	1.80	-1.8
5030003	522	43300	264	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.0
5030010	522	43300	264	0.00	0.00	5,972.14	0.00	0.00	7,300.12	-7,300.1
5050003	522	43300	264	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.0
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	18,000.0
5080010	522	43300	264	0.00	0.00	14.99	0.00	0.00	2,935.55	-2,935.5
5080030	522	43300	264	0.00	0.00	0.00	0.00	0.00	807.89	-807.8
6080040	522	43300	264	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6080070	522	43300	264	0.00	0.00	0.00	0.00	0.00	792.87	-792.8
5081004	522	43300	264	11,000.00	0.00	0.00	0.00	0.00	0.00	11,000.0
5081100	522	43300	264	0.00	0.00	216.60	0.00	0.00	756.60	-756.6
5081102		43300 Frand Total :	264	38,000.00	0.00	6,203.73	0.00	0.00	420.00 14,716.87	-420.0 23,283.1
					E-d	of Report				

14. Section complete.

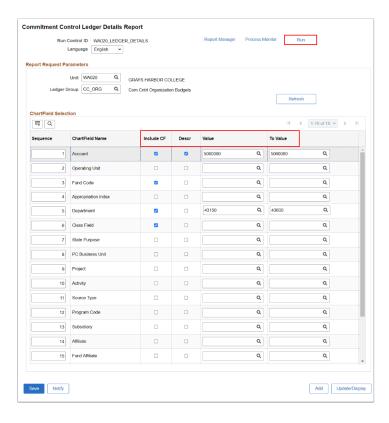
Commitment Control Ledger Details Report

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 <u>Run Control IDs</u> 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.

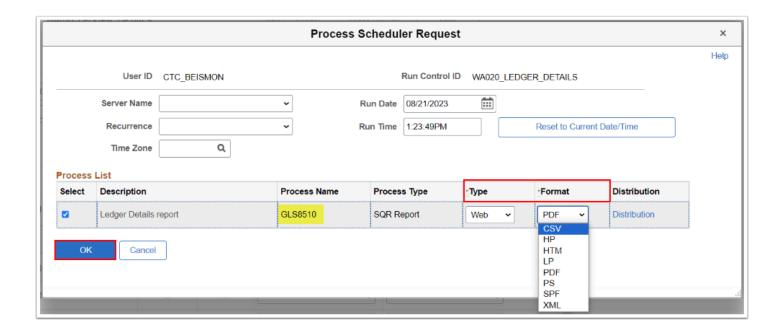


- 6. In the **ChartField Selection** section, select **Include CF** for each field to be included in the report and **Subtotal** for each total line. Examples:
 - Blank Values will pull all data.
 - Range of Values, i.e. Account Value = 5000000 and To Value = 5060060.
 - Specific Value, i.e. Fund Value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



- 8. The **Process Scheduler Request** page displays, modify or enter additional parameters as needed. Please refer to the <u>Process Schedule Request</u> steps for further instructions.
- 9. Select **OK**.

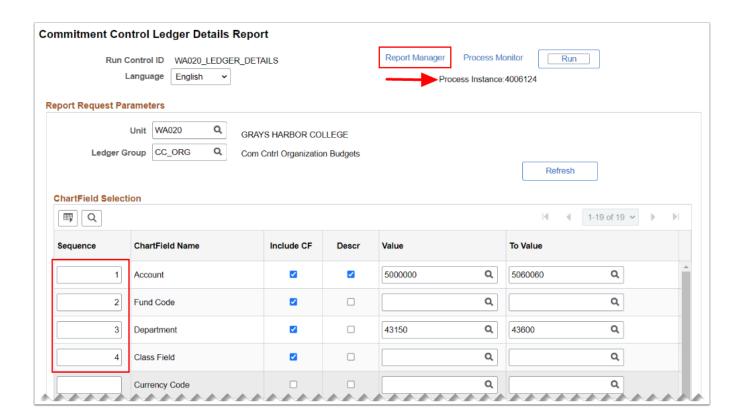




Note the Process Instance number and select the Report Manager link. The Report
 Manager page will display. Please refer to the Report Manager steps for further instructions.

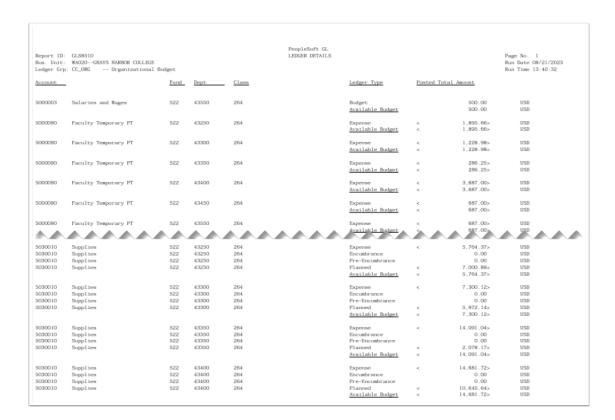


Notice your selected **Chartfields** have refreshed to display the sequential order.



- 11. The **Report Manager** page will display. Please refer to the <u>Report Manager</u> 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.





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 <u>Commitment Control Budget Reports</u>. This link will open in a new tab/window.