

## Budget, Revenue & Expenditure Lookup

This documentation will outline PeopleSoft screens available for tracking budget amounts and expenditures to date. The information found on these screens is similar to what was found on the GL70 options 01 or 03 screen in MSU's legacy system.

Understanding how to utilize a PeopleSoft tree navigation path is required prior to using this help aid.

### Budget Overview

Shows revenue and expense YTD

Similar to GL70 Option 01 and 03

### Navigation Path:

- >Commitment Control
- >Review Budget Activities
- >Budget Inquiry
- >Budget Overview

Step 1: Navigate to Budgets Overview Screen

Following the above path leads to the following screen:

The screenshot displays the PeopleSoft interface for the 'Budgets Overview' screen. On the left, a 'Menu' pane is visible with a search bar and a tree view. The tree view is expanded to show 'Budget Inquiry' and 'Budgets Overview' is selected. The main content area features the title 'Budgets Overview' and the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. An 'Inquiry Name' field is present with a dropdown menu set to 'begins with'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

The first time this report is run, it will be necessary to create an inquiry name. To do this, select the Add a New Value Tab. The screen will change to the one below.

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### Step 2: Create an Inquiry Name

Note: This step is only necessary once. On subsequent budget overview inquiries, you can use the search feature on the “Find an Existing Value” to locate the inquiry name created in this step.

Click in the Inquiry Name box and type a name for your inquiry. In this example, OVERVIEW is used as an Inquiry Name. Click Add.

The image shows a screenshot of the PeopleSoft interface. On the left is a 'Menu' pane with a search box and a list of navigation options. The 'Budget Inquiry' section is expanded, and 'Budgets Overview' is selected. On the right is the 'Budgets Overview' page. It has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs is an 'Inquiry Name:' label followed by a text input field containing 'OVERVIEW'. A red arrow points from a red oval containing the text 'Enter an Inquiry Name' to the input field. Below the input field is a yellow 'Add' button. A red arrow points from a red oval containing the text 'Click Add' to the 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

## Budget, Revenue & Expenditure Lookup

### Step 3: The Budgets Overview Screen

The Budgets Overview screen looks like this. Information can be added or changed at the various points outlined by the numbers on the screen print. Consult the table below to understand key fields.

The screenshot shows the Budgets Overview screen with the following fields and callouts:


- 1:** Description field
- 2:** Business Unit field (value: UNDD01)
- 3:** Ledger Group field (value: FNDDTL)
- 4:** Type of Calendar dropdown (value: Detail Bgdt Per)
- 5:** From Budget Period field (value: 2005)
- 6:** ChartField Criteria table

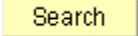
Short Name	ChartField	ChartField Value	To Value
Account	ACCOUNT	%	%
DeptID	DEPTID	%	%
Fund	FUND_CODE	20716	20716

Field	Description																																				
1	A description of the inquiry parameters. Adding a description will be helpful when multiple inquiry names have been created.																																				
2	Business Unit will default to MSU1. It does not need to be changed.																																				
3	<p>Ledger Group. Use the search feature and select the appropriate ledger group. Several Ledger Groups are available.</p> <p>Note: Revenues and expenditures are found on separate ledgers. Two inquiries must be made to find both revenue and expense.</p> <table border="1"> <thead> <tr> <th>Ledger Group</th> <th>Description</th> <th>Ledger Group Type</th> </tr> </thead> <tbody> <tr> <td>CASH</td> <td>Cash Ledger Group</td> <td>Expense</td> </tr> <tr> <td>CASHR</td> <td>Cash Revenue Ledger Group</td> <td>Revenue</td> </tr> <tr> <td>CSHDTL</td> <td>Cash Detail Ledger Group</td> <td>Expense</td> </tr> <tr> <td>FNDDTL</td> <td>Fund Detail Ledger Group</td> <td>Expense</td> </tr> <tr> <td>FUND</td> <td>Fund Ledger Group</td> <td>Expense</td> </tr> <tr> <td>GNTDTL</td> <td>Grant Detail Ledger Group</td> <td>Expense</td> </tr> <tr> <td>GNTTRN</td> <td>Grant Transaction Ledger Group</td> <td>Expense</td> </tr> <tr> <td>GRANT</td> <td>Grant Ledger Group</td> <td>Expense</td> </tr> <tr> <td>GRNTREV</td> <td>Grant Revenue Ledger Group</td> <td>Revenue</td> </tr> <tr> <td>PRJDTL</td> <td>Project Detail Ledger Group</td> <td>Expense</td> </tr> <tr> <td>PROJECT</td> <td>Project Ledger Group</td> <td>Expense</td> </tr> </tbody> </table>	Ledger Group	Description	Ledger Group Type	CASH	Cash Ledger Group	Expense	CASHR	Cash Revenue Ledger Group	Revenue	CSHDTL	Cash Detail Ledger Group	Expense	FNDDTL	Fund Detail Ledger Group	Expense	FUND	Fund Ledger Group	Expense	GNTDTL	Grant Detail Ledger Group	Expense	GNTTRN	Grant Transaction Ledger Group	Expense	GRANT	Grant Ledger Group	Expense	GRNTREV	Grant Revenue Ledger Group	Revenue	PRJDTL	Project Detail Ledger Group	Expense	PROJECT	Project Ledger Group	Expense
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## Budget, Revenue & Expenditure Lookup

	<p>PROJREV Project Revenue Ledger Group Revenue                  REVENUE Revenue Ledger Group Revenue</p> <p>If you know the fund you are searching for, the following table will help determine the ledger group to search:</p> <table border="1"> <thead> <tr> <th rowspan="2">Expense Type</th> <th colspan="2">Fund Number Range</th> <th rowspan="2">Ledger Group</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Auxiliaries</td> <td>10000</td> <td>11999</td> <td>Fnddtl</td> </tr> <tr> <td>Auxiliaries</td> <td>14000</td> <td>14999</td> <td>Prjdtl</td> </tr> <tr> <td>Local</td> <td>20000</td> <td>23999</td> <td>Fnddtl</td> </tr> <tr> <td>Local (unexpended plant</td> <td>28000</td> <td>28999</td> <td>Prjdtl</td> </tr> <tr> <td>Appropriation</td> <td>30000</td> <td>35999</td> <td>Fnddtl</td> </tr> <tr> <td>Appropriation (capital improvements)</td> <td>38000</td> <td>39999</td> <td>Prjdtl</td> </tr> <tr> <td>Grant &amp; Contract</td> <td>40000</td> <td>49999</td> <td>Gntdtl</td> </tr> <tr> <td>Scholarships</td> <td>50000</td> <td>57999</td> <td>Fnddtl</td> </tr> <tr> <td>Loans</td> <td>62500</td> <td>69999</td> <td>Cshdtl</td> </tr> <tr> <td>Other Restricted</td> <td>79000</td> <td>79299</td> <td>Fnddtl</td> </tr> <tr> <td>Agency</td> <td>82500</td> <td>84999</td> <td>Cshdtl</td> </tr> </tbody> </table>	Expense Type	Fund Number Range		Ledger Group	From	To	Auxiliaries	10000	11999	Fnddtl	Auxiliaries	14000	14999	Prjdtl	Local	20000	23999	Fnddtl	Local (unexpended plant	28000	28999	Prjdtl	Appropriation	30000	35999	Fnddtl	Appropriation (capital improvements)	38000	39999	Prjdtl	Grant & Contract	40000	49999	Gntdtl	Scholarships	50000	57999	Fnddtl	Loans	62500	69999	Cshdtl	Other Restricted	79000	79299	Fnddtl	Agency	82500	84999	Cshdtl
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4	<p>Type of Calendar                  Keep the default choice of Detail Bdgt Per</p> <p>The choices available are:</p> <ul style="list-style-type: none"> <li>• Detail Acctg Per</li> <li>• Detail Bdgt Per</li> <li>• Summary Acctg Per</li> <li>• Summary Bdgt Per</li> </ul>																																																		
5	<p>From Budget Period To Budget Period                  Defaults to current fiscal year. Keep these dates.</p>																																																		
6	<p>Account-DeptID-Fund Search Criteria                  Enter the fund or department for which you wish to look at revenue/expenditure totals or use search tool to locate the correct fund/account/deptID.</p>																																																		

Once all search criteria are entered, click . This will save the entered set of search criteria. On subsequent visits to the budget overview screen, choosing the "Find Existing Value" on the first page will allow for this search page to be brought up immediately.

Once all information has been provided, click on . This will bring up a summary of expenditures or revenue for the selected funds. An example is shown below.

## Budget, Revenue & Expenditure Lookup

### Step 4: Budget Overview Screen

The top section of the budget overview screen will display a summary of fund/department activity.

The lower section contains detailed information. By clicking on the school bus, you will be able to view information from both the Budget Chartfields tab and the Budget Amounts tab simultaneously.

**Menu**

- My Favorites
- Projects
- Accounts Payable
- Asset Management
- Commitment Control
- Review Budget Activities
  - Budget Inquiry
    - Budget Details
    - Budgets Overview
    - Ledger Inquiry Set
    - Activity Log
- Budget Reports
- Review Budget Check Exceptions
- General Ledger
- Set Up Financials/Supply Chain
- Reporting Tools
- PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

**Amounts in Base Currency:** USD

Revenue Associated

[Display Options](#) \*Notes [Fetch](#)

**Ledger Totals (8 Rows)**

<b>Budget+Adjustment:</b>	2,775.00	<b>Available Budget:</b>	-998.15
<b>Expense:</b>	3,773.15	<b>Net Transfer:</b>	0.00
<b>Pre-Encumbrance:</b>	0.00	<b>Associate Revenue:</b>	0.00
<b>Encumbrance</b>	0.00	<b>Remaining Balance:</b>	-998.15
<b>Available Budget:</b>	-998.15		

**Budget Overview Results** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-8 of 8 | [Last](#)

**Budget Chartfields** **Budget Amounts** [\[...\]](#)

	<b>Ledger Group</b>	<b>Account</b>	<b>Department</b>	<b>Fund Code</b>	<b>Budget Period</b>
1	FNDDTL	521000	2700	20716	2005
2	FNDDTL	532000	2700	20716	2005
3	FNDDTL	533000	2700	20716	2005
4	FNDDTL	535000	2700	20716	2005
5	FNDDTL	541000	2700	20716	2005
6	FNDDTL	542000	2700	20716	2005
7	FNDDTL	552000	2700	20716	2005
8	FNDDTL	591000	2700	20716	2005

[Return to Criteria](#)

*Fetch button will update totals for any incoming transactions.*

*Select the school bus to see information from both chartfields and amounts tabs at the same time*

*The top section provides a summary of all year-to-date account activity*

## Budget, Revenue & Expenditure Lookup

Step 6: Viewing Data by Account

Additional detail on fund/department activity can be found by selecting links in the lower portion of the screen.

The lower detail may be downloaded to Excel by clicking the Download icon.

Clicking [Return to Criteria](#) will return you to the initial search criteria page.

The screenshot shows the PeopleSoft interface for viewing budget data. On the left is a navigation menu with 'Budget Details' selected. The main area displays search criteria and summary statistics.

**Search Criteria:**

- Business Unit: UNDD1
- Ledger Group: FNDDTL Fund Detail Budget
- Type of Calendar: Detail Bdg Per
- Amounts in Base Currency: USD
- Revenue Associated:

**Summary Statistics:**

Budget+Adjustment:	2,775.00	Available Budget:	-998.15
Expense:	3,773.15	Net Transfer:	0.00
Pre-Encumbrance:	0.00	Associate Revenue:	0.00
Encumbrance:	0.00	Remaining Balance:	-998.15
Available Budget:	-998.15		

**Budget Overview Results Table:**

Ledger Group	Account	Department	Fund Code	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available	Budget Entry Type
FNDDTL	521000	2700	20716	2005	0.00	483.93	0.00	0.00	-483.93	0.00	
FNDDTL	532000	2700	20716	2005	2,500.00	0.00	0.00	0.00	2,500.00	100.00	Original
FNDDTL	533000	2700	20716	2005	0.00	23.71	0.00	0.00	-23.71	0.00	
FNDDTL	435000	2700	20716	2005	0.00	2,046.12	0.00	0.00	-2,046.12	0.00	
FNDDTL	541000	2700	20716	2005	0.00	45.46	0.00	0.00	-45.46	0.00	
FNDDTL	542000	2700	20716	2005	75.00	0.00	0.00	0.00	75.00	100.00	Original
FNDDTL	562000	2700	20716	2005	0.00	1,173.93	0.00	0.00	-1,173.93	0.00	
FNDDTL	591000	2700	20716	2005	200.00	0.00	0.00	0.00	200.00	100.00	Original

**Annotations:**

- Red circles highlight the 'Ledger Inquiry Set' and 'Account Inquiry' links in the menu, with the text: "Click these links to see details ledger and budget amounts at the account level".
- A red circle highlights the download icon in the top right of the table, with the text: "Click this icon to download data to Excel".
- A red circle highlights the 'Return to Criteria' link at the bottom left, with the text: "These links will lead to line-item details for activity on the given fund." (Note: the text in the image is slightly misaligned with the link).