Budget Status Report

This documentation will show users the Budget Status report. This report can be run to obtain the status of a budget including revenue, expenditures, encumbrances, and remaining balance in one easy-to-read report.

Step 1: Navigate to the Budget Status Report

Navigation Path:
>Commitment Control
>Budget Reports
>Budget Status

You can use the menu on the left or you can use the folders on the main screen to navigate to the Budget Status Report.

Following the above path leads the following screen:

The first time this report is run, it will be necessary to create a Run Control ID. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create a Run Control ID.
Step 2: Create a Run Control ID.

On the Add a New Value tab, click in the Run Control ID box and type a name and your initials for your run control. In this example, “Budget_Status” is used as the Run Control ID. Click Add.

Note: This step is only necessary once. On subsequent Budget Status reports, you can use the search feature on the “Find an Existing Value” to locate the Run Control ID created in this step.
Step 3: Input Budget Status Report Parameters

The report parameters screen looks like this:

![Commitment Control Budget Status Report]

### Field Description

**1. Business Unit**
- Will default to MISU1. This does not need to be changed.

**2. Ledger Group**
- Use the search feature and select the appropriate ledger group. Several Ledger Groups are available.
- Note: Revenues and expenditures are found on separate ledgers. Two inquiries must be made to find both revenue and expense.
If you know the fund you are searching for, the following table will help determine the ledger group to search:

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Fund Number Range</th>
<th>Ledger Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliaries</td>
<td>10000 - 13999</td>
<td>Fnddtl</td>
</tr>
<tr>
<td>Auxiliaries</td>
<td>14000 - 15999</td>
<td>Prjdtl</td>
</tr>
<tr>
<td>Local</td>
<td>20000 - 27999</td>
<td>Fnddtl</td>
</tr>
<tr>
<td>Local (unexpended plant)</td>
<td>28000 - 29999</td>
<td>Prjdtl</td>
</tr>
<tr>
<td>Appropriation</td>
<td>30000 - 37999</td>
<td>Fnddtl</td>
</tr>
<tr>
<td>Appropriation (capital improvements)</td>
<td>38000 - 39999</td>
<td>Prjdtl</td>
</tr>
<tr>
<td>Grant &amp; Contract</td>
<td>40000 - 49999</td>
<td>Gntdtl</td>
</tr>
<tr>
<td>Scholarships &amp; Fellowships</td>
<td>50000 - 59999</td>
<td>Fnddtl</td>
</tr>
<tr>
<td>Loans</td>
<td>60000 - 69999</td>
<td>Cshdtl</td>
</tr>
<tr>
<td>Other Restricted</td>
<td>79000 - 79599</td>
<td>Fnddtl</td>
</tr>
<tr>
<td>Agency - Other</td>
<td>80000 - 84999</td>
<td>Cshdtl</td>
</tr>
<tr>
<td>Agency - Foundations</td>
<td>85000 - 89999</td>
<td>Cshdtl</td>
</tr>
</tbody>
</table>

3 Sequence:
Identify the order the selected chartfields are to be sorted in your report.

4 Include CF (ChartField):
Check the boxes for chartfields you would like to have included in your report. The most common are Account, Fund Code, Department, Project and Program Code. Account must be selected for any data to be returned on the report.

Note: Be sure to include the Budget Period in your chartfield selections or you report will return multiple budget periods combined in one total.

5 Value/To Value:
Enter the values for the fund/department/account you wish to review the revenue/expenditure totals or use the search tool to locate the correct fund/account/deptID.

Note: If you do not identify a Value/To Value the report will be generated for all chartfields selected. It is very important that you identify a fund/project/program code with the department number selected for appropriated funds.

6 Click **Save**. This will save your chartfield parameters for future reports.
Step 4: Verify Budget Status Entry Information

Clicking **Save** will not only save your parameters for future reports but will also move the chartfields you selected to the top of the chartfields list in the sequence you entered. Using the parameters above, your revised screen will look like this:

![Commitment Control Budget Status Report](image)

After reviewing your data, click **Run** to request your report.

Follow the steps in the “Running Reports in PeopleSoft” Tip Sheet to retrieve your report.
Step 5: Reading the Budget Status Report

Sample output for parameters illustrated in this Tip Sheet is shown below.

```
<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Budget Period</th>
<th>Budget</th>
<th>Reversances</th>
<th>RevEnvals</th>
<th>Expenses</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>511060</td>
<td>31400</td>
<td>3180</td>
<td>2008</td>
<td>326,600</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>110,250.08</td>
</tr>
<tr>
<td>513000</td>
<td>31400</td>
<td>3180</td>
<td>2008</td>
<td>5,586.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,742.95</td>
</tr>
<tr>
<td>516000</td>
<td>31400</td>
<td>3180</td>
<td>2008</td>
<td>39,477.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>34,978.81</td>
</tr>
<tr>
<td>Grand Total</td>
<td>372,663.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>140,838.74</td>
<td>22,282.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Chartfields selected are identified.

This Fund was budgeted in these Accounts.

The Budget column identifies the budgeted amount for each Account.

Expenses during the Fiscal Year by Account.

Remaining Budget Balance in each Account.

Thank you to UND for sharing their training document.