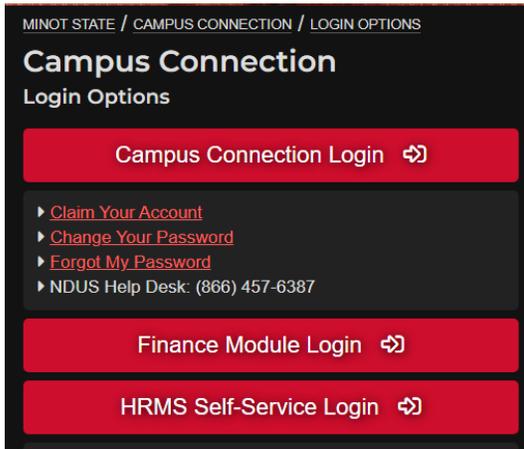
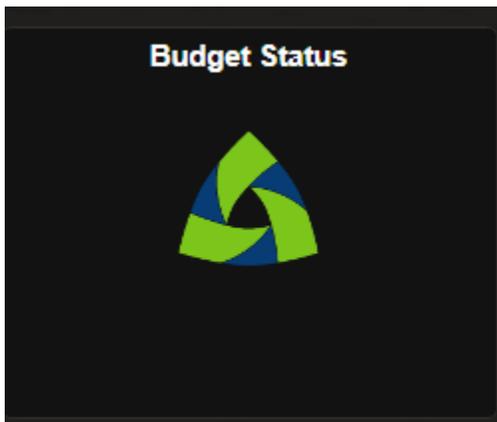


Budget Status Report

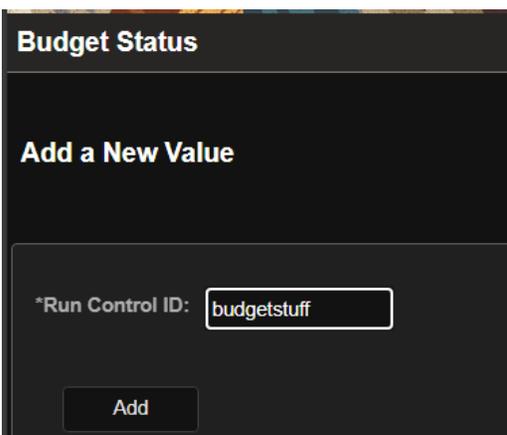
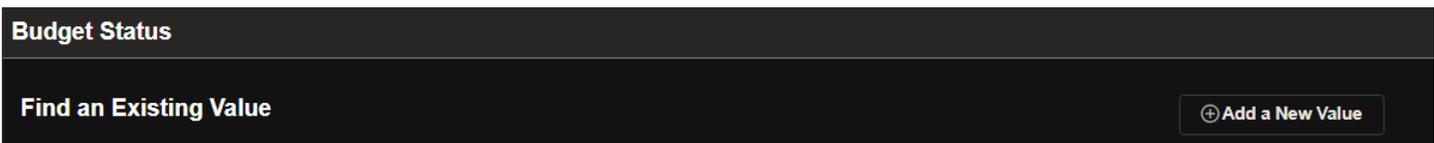
- Budget Status reports display appropriated funding, including salaries, department funds, overload/adjunct funding, and benefits.
- To pull a Budget Status report, log in to the Finance Module in Campus Connection.



- Click on the 'Budget Status' tile.



- To run a summary for the first time, click on 'Add a New Value' and type in the name you'd like to use for that report. Click on 'Add.'



- This screen will appear:

Commitment Control Budget Status Report

Run Control ID: appropriated2290 Report Manager Process Monitor [Run](#)

Language: [English](#)

Report Request Parameters

*Unit: Minot State University

*Ledger Group:

[Refresh](#)

ChartField Selection

 |< < 1-1 of 1 > >|

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

- Click on 'Refresh', and the parameter sequences will pop-up.

Commitment Control Budget Status Report

Report Request Parameters

*Unit: Minot State University

*Ledger Group:

[Refresh](#)

ChartField Selection

 |< < 1-14 of 14 > >|

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="text" value="1"/>	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="2"/>	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="3"/>	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="4"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="5"/>	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="6"/>	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="7"/>	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="8"/>	Source Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="9"/>	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="10"/>	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
<input type="text" value="11"/>	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

- Enter in your search parameters; these should include 'Account', 'Fund Code', 'Department', and 'Budget Period' in the ChartField Selection.. Check the boxes for these four, and check the box for 'Account' under the 'Subtotal' column. *Ledger Group should be set to 'FNDDTL'.

NOTE With FY 25, ALL appropriated budgets for all four schools fall under '30300' per the business office. Make sure to include your department number, otherwise, all appropriated budgets for campus will run.

Report Request Parameters

*Unit MISU1 Minot State University

*Ledger Group FNDDTL Fund Detail Ledger Group

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30300	30300
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2290	2290
4	Budget Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2025	2025

-
- After entering the parameters, click on 'Save' at the bottom of the screen, then click 'Run' at the top.

Save Return to Search Previous in List Next in List

Commitment Control Budget Status Report

Run Control ID appropriated2290 Report Manager Process Monitor Run

Language English

- This screen will pop-up. Select 'PSNT' for the Server Name, then click on 'OK'.

Process Scheduler Request

✕
Help

User ID: lauren.young Run Control ID: appropriated2290

Server Name: Run Date: 📅

Recurrence: Run Time: [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	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

- It'll kick back to the report parameters, and click on 'Report Manager' at the top.

Commitment Control Budget Status Report

Report Manager Process Monitor

Run Control ID: appropriated2290 Process Instance: 16085794

Language:

Report Request Parameters

- The report will appear as 'GLS8020' in your queue after it has run. Click on the link to the left of the screen under 'Report'.

View Reports For

Folder: Instance: to

Name: Created On: 📅 Last: 1 Days

Reports

🔍 📄 ⏪ ⏩ 1-1 of 1 ⏪ ⏩ View All

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	GLS8020	BUDGET STATUS REPORT	General	07/10/24 4:14PM	11414559	16085794

- Click on the PDF version of your report under 'File List' to view it.

File List

Name	File Size (bytes)	Datetime Created
GLS8020_16085794.PDF	3,139	07/10/2024 4:14:54.453000PM CDT
GLS8020_16085794.out	18,057	07/10/2024 4:14:54.453000PM CDT
SQR_GLS8020_16085794.log	1,752	07/10/2024 4:14:54.453000PM CDT

- The report should look like this:

<u>Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>Planned</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
511000 2025	30300	2290	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
513000 2025	30300	2290	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
515000 2025	30300	2290	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
516000 2025	30300	2290	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
631000 2025	30300	2290	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
Grand Total :			[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]

- Accounting codes are as follows:
 - 511000 – salaries – benefited staff
 - 513000 – temp salaries, non-benefitted (adjunct pool)
 - 515000 – salaries – faculty
 - 516000 – fringe benefits (disability, health/life insurance, workers comp)
 - 631000 – allocated appropriated/operating budget