Budget Transaction Detail

- Budget transaction detail reports are used to show all expenses accrued. These can be pulled for both appropriated and local funds.
- To pull a Budget Transaction Detail report, log in to the Finance Module in Campus Connection.



• Add the 'Budget Transaction Detail' tile to your Homepage, if it isn't already there. Type in 'budget transaction' in the search menu at the top of the screen, and click on 'Run Budget Txn Detail Rpt' when it pops up.

| Menu 🗸 | budget transaction | |
|--------|--------------------|--|
| | Commitment Control | |

- This will pull up the 'Budget Transaction Detail' report page.
- Click on the three dots at the top right corner, and click 'Add to Homepage'.



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



• This screen will appear.

| Commitment Control Budget Transaction Detail Report | | | | | | | |
|-----------------------------------------------------|------------|-------|------------------------|----------|---------|----------|-------------------|
| Run Control ID test Language English | | | Report Manager | Process | Monitor | Run | |
| Unit: | MISU1 Q | | Minot State University | | | | |
| Ledger Group: | ٩ | | User Budget Overric | les | | | |
| Transaction Type Option: | All | | Туре: | | | | |
| Commit Control Date Option: | All | | Date From: | 07/30/20 | 24 | Date To: | 07/30/2024 |
| | All | | Commitment Contro | l Ledge | r Type | | |
| Ledger Type Option: | | | Commitment Control | Ledger | Туре | | |
| | | | | | | | |
| | | | | | | Refresh | |
| ChartField Selection | | | | | | | |
| | | | | | | | |
| Sequence ChartField Name | Include CF | Value | | | To Valu | e | |
| | | | | ۹ | | Q | |
| | | | | | | | |
| Save | | | | | | A | ld Update/Display |
| | | | | | | | |

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

| Report Request Pa | rameters | | | | | |
|--------------------|------------------|------------|-------|---------------------------|----------|------------|
| Unit: | | MISU1 Q | | Minot State University | | |
| Ledger Group: | | ۵ | | User Budget Overrides | | |
| Transaction Type O | Option: | All | | Туре: | | |
| Commit Control Da | te Option: | All | | Date From: 07/30/20 | Date To: | 07/30/2024 |
| | | All | | Commitment Control Ledge | er Type | |
| Ledger Type Optior | 1: | | | Commitment Control Ledger | Туре | |
| | | | | | | |
| | | | | | Refresh | J |
| ChartField Select | ion | | | | | |
| Sequence | ChartField Name | Include CF | Value | | To Value | |
| 1 | Account | 0 | | Q | ٩ | |
| 2 | Fund Code | | | ۵ | ٩ | |
| 3 | Department | 0 | | ٩ | ٩ | |
| 4 | Program Code | 0 | | Q | ٩ | |
| 5 | PC Business Unit | | | ۵ | ٩ | |
| 6 | Project | 0 | | ۵ | ٩ | |
| 7 | Activity | 0 | | ۹ | ٩ | |
| 8 | Source Type | 0 | | ۵ | ٩ | |
| 9 | ChartField 1 | | | ٩ | ٩ | |
| 10 | ChartField 2 | | | ٩ | ٩ | |
| 11 | ChartField 3 | • | | ٩ | ٩ | |
| 12 | Class Field | | | ٩ | ٩ | |
| 13 | Budget Period | • | | ٩ | ٩ | |
| 14 | Statistics Code | 0 | | ٩ | ٩ | |

• Enter in your search parameters; these will include 'Ledger Group' and 'Commit Control Date option' at the top. 'Ledger Group' should be set to 'FNDDTL', and 'Commit Control Date' should be set to Range. 'Date From' should be set to the beginning of the fiscal year you're pulling, and 'Date To' should be set to the current date. Select sequences 'Account', 'Fund Code', 'Department', and 'Budget Period' in the ChartField Selection. Uncheck 'User Budget Overrides' at the top.

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 transactions for 30300 campus-wide will run.

| Report Request Pa | arameters | | | | | | | | | |
|-------------------------------|---------------------------------------------------|--------------|----------------|------------------------|---------------------------|---------------------------|---------------------|--|------------|---|
| Unit: | | MISU1 | ۹ | | Minot State University | | | | | |
| Ledger Group: | FNDDTL | Q | | User Budget Overrides | | | | | | |
| Transaction Type (| Option: | All | | | Туре: | | | | | |
| Commit Control Da | ate Option: | Range | | | Date From: 07/01/20 |)24 🛗 | Date To: | | 07/30/2024 | 曲 |
| | | All | | | Commitment Control Ledge | er Type | | | | |
| Ledger Type Optio | n: | | | | Commitment Control Ledger | Туре | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | Restore | | | |
| ChartField Select | tion | | | | | | Restore | | | |
| ChartField Select | tion | | | | | K | Restore | | | |
| ChartField Select | tion ChartField Name | Include | e CF | Value | | To Value | Restore | | | |
| ChartField Select | tion ChartField Name Account | Include | e CF | Value | | To Value | Restore | | | |
| ChartField Select Sequence | tion ChartField Name Account Fund Code | Include E | e CF 2 | Value 30300 | م | To Value 30300 | Restore < | | | |
| ChartField Select Sequence | tion ChartField Name Account Fund Code Department | | e CF 2 2 | Value 30300 2290 | م م | To Value 30300 2290 | Restore < | | | |

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

| Sa | ve | Return to Search | Previous i | n List Ne | ext in List | Notify |] | |
|----------|----------------|--------------------|-----------------|---------------------|--------------|-----------------|----------------------------|------|
| Commit | ment Con | trol Budget Transa | ction Detail Re | port | | | | |
| | | | | | | | | |
| | Run Co | ntrol ID test | | Re | port Manager | Process Monitor | Run | |
| | Lar | nguage English | | | | | | |
| This sci | reen will | pop-up. Select | 'PSNT' for th | ne Server Na | me, then | click on 'C |)К'. | |
| | | | Process Sc | heduler Request | | | | × |
| | User ID | lauren.young | | Run Control IE |) test | | | Help |
| | Server Name | PSNT | R | un Date 07/30/2024 | t | | | |
| | Recurrence | - | Ri | Run Time 11:13:39AM | | | Reset to Current Date/Time | |
| | Time Zone | Q | | | | | | |
| Process | List | | | | | | | |
| Select | Description | | Process Name | Process Type | *Туре | *Format | Distribution | |
| v | Budget Transac | tion Detail Rep | GLS8005 | SQR Report | Web | PDF | Distribution | |
| ОК | Cancel | | | | | | | |

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

| Commitment Control Budget Transaction Detail Report | | | | | | | |
|-----------------------------------------------------|---------|----------------|----------------------|-----|--|--|--|
| | | | | | | | |
| Run Control ID | test | Report Manager | Process Monitor | Run | | | |
| Language | English | Proces | ss Instance:16123835 | | | | |

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

| Repo | ort Manager | | | | | | |
|------|-------------|----------------------------------|-------------|-------------|-----------------|-------------------|---------------------|
| Li | st Explorer | Administration Archive | 25 | | | | |
| View | Reports For | | | | | | |
| Fold | ler | Instance | to | | Refresh | | |
| Nar | me | Created On | iii iii | Last | | 1 Day | S |
| Repo | rts | | | | | | |
| F | | | | | | of 1 \checkmark | > View All |
| | Report | Report Description | Folder Name | Com Date | pletion Time | Report ID | Process Instance |
| 1 | GLS8005 | BUDGET TRANSACTION DETAIL REP | General | 07/3 | 0/24 11:14AM | 11445087 | 16123835 |

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

| File List | | |
|--------------------------|-------------------|----------------------------------|
| Name | File Size (bytes) | Datetime Created |
| GLS8005_16123835.PDF | 4,622 | 07/30/2024 11:14:38.877000AM CDT |
| GLS8005_16123835.out | 131 | 07/30/2024 11:14:38.877000AM CDT |
| SQR_GLS8005_16123835.log | 1,683 | 07/30/2024 11:14:38.877000AM CDT |

• The report will look something like this:

Dent

Budget Period

Report ID: GLS8005 Bus. Unit: MISUI--Minot State University Ledger Grp: FNDDTL -- Fund Detail Ledger Group Post Date: From 07/01/2023 To 06/30/2024 Tran Type: All Types

Fund

Currency Account

PeopleSoft GL BUDGET TRANSACTION DETAIL

| - | |
|------|----|
| Page | N |
| Run | Da |
| Run | Ti |
| | |

| USD 511000 302 | 27 2280 | 2024 | | | | |
|------------------------|----------------|-----------------------------|--------|---------|----------------|------------|
| | | | | | | |
| | | | Budget | Planned | Pre Encumbered | Encumbered |
| Post Date Transaction | Document ID Li | ne <u>Reference</u> | Amount | Amount | Amount | Amount |
| 07/26/2023 GL JOURNAL | PAY1928484 62 | 07/31/2023/PPE 7/15/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 08/10/2023 GL JOURNAL | PAY1932325 65 | 2 08/15/2023/PPE 7/31/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 08/28/2023 GL JOURNAL | PAY1936371 63 | 5 08/31/2023/PPE 8/15/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 09/15/2023 GL_JOURNAL | PAY1939550 70 | 2 09/15/2023/PPE 8/31/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 09/27/2023 GL_JOURNAL | PAY1942193 70 | 09/29/2023/PPE 9/15/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10/11/2023 GL_JOURNAL | PAY1944736 71 | 3 10/13/2023/PPE 9/30/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10/26/2023 GL_JOURNAL | PAY1947744 72 | 5 10/31/2023/PPE 10/15/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/14/2023 GL_JOURNAL | PAY1950845 73 |) 11/15/2023/PPE 10/31/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/28/2023 GL JOURNAL | PAY1953708 71 | 3 11/30/2023/PPE 11/15/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12/13/2023 GL_JOURNAL | PAY1956384 72 | 5 12/15/2023/PPE 11/30/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12/27/2023 GL_JOURNAL | PAY1958909 72 | B 12/29/2023/PPE 12/15/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/10/2024 GL_JOURNAL | PAY1961129 67 | 01/12/2024/PPE 12/31/2023 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/26/2024 GL_JOURNAL | PAY1963982 68 | 3 01/31/2024/PPE 1/15/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 02/13/2024 GL_JOURNAL | PAY1966940 72 | 3 02/15/2024/PPE 1/31/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 02/27/2024 GL_JOURNAL | PAY1969310 74 | 02/29/2024/PPE 2/15/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 03/12/2024 GL_JOURNAL | PAY1971704 74 | 5 03/15/2024/PPE 2/29/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 03/26/2024 GL_JOURNAL | PAY1974307 73 | 5 03/28/2024/PPE 3/15/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04/10/2024 GL JOURNAL | PAY1976889 75 | 3 04/15/2024/PPE 3/312024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04/25/2024 GL_JOURNAL | PAY1979752 75 | 3 04/30/2024/PPE 4/15/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 05/10/2024 GL JOURNAL | PAY1982560 75 |) 05/15/2024/PPE 4/30/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 05/29/2024 GL_JOURNAL | PAY1985984 73 | 3 05/31/2024/PPE 5/15/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 06/13/2024 GL JOURNAL | PAY1988836 67 |) 06/14/2024/PPE 5/31/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| 06/26/2024 GL_JOURNAL | PAY1991973 69 | 06/28/2024/PPE 6/15/2024 | 0.00 | 0.00 | 0.00 | 0.00 |
| Number of Transactions | 23 | Totals | 0.00 | 0.00 | 0.00 | 0.00 |

• For appropriated funds, transaction debits will begin with account code 521000.

Account Code Cheat Sheet

- o 511000 salaries benefited staff
- o 512000 salaries other
- o 513000 temp salaries, non-benefitted (adjunct pool)
- o 515000 salaries faculty
- o 516000 fringe benefits (disability, health/life insurance, workers comp)
- o 521000 travel
- o 522000 international travel
- o 531000 IT software
- o 533000 food/clothing
- o 535000 misc supplies (classroom supplies, items not tracked in inventory)
- o 536000 office supplies
- o 541000 postage
- o 542000 printing
- o 581000 rentals/lease equipment (copier lease)
- o 602000 IT communications (phone charges)
- o 611000 professional development (dues, memberships, conference registration)
- 621000 operating fees (advertising, copy charges)
- o 623000 professional fees/services (honorariums)
- You can set the parameters to only reflect specific accounts to simplify things if you'd like.