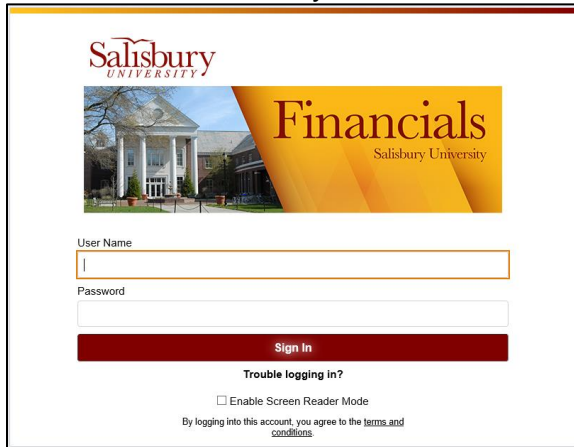# SALISBURY UNIVERSITY
PROCEDURES: RUNNING BUDGET TRANSACTION REPORT

The **Budget Transaction Report** will provide the control budget summary, the detail budget summary and the transaction detail for any department or project to which you have access.
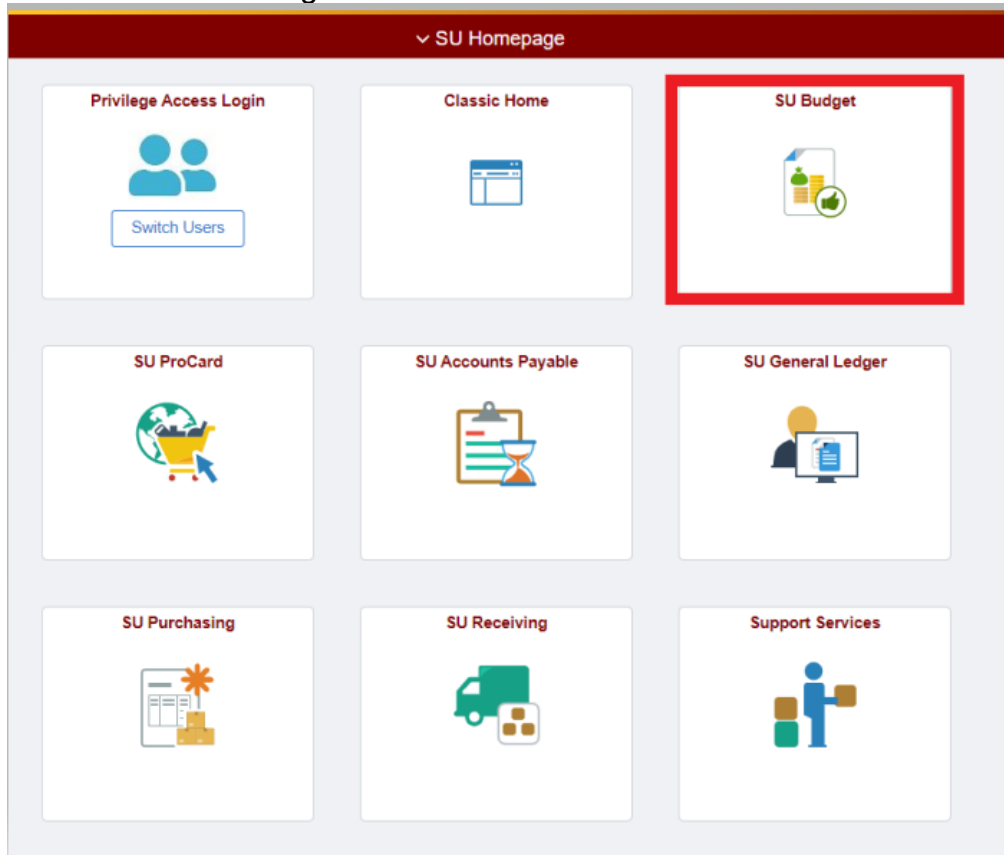
Log in to Peoplesoft Financials using your normal GullNet username and password.

Link: finance.salisbury.edu

Choose the "SU Budget" Tile

Choose the option to "Create Budget Transaction Rpt"

Select [Search] to select the appropriate Run Control ID. If you have never created a Run Control ID, please select the ADD A NEW VALUE tab (or link) and create one called "REPORTS".

Once you either select or create a Run Control ID, the following page appears.

Enter the appropriate Business Unit (SALIS or SUFND) and the Budget Period (i.e., fiscal year) that you need. Note that if you have any projects assigned to your security, the project results will be reported since project inception.

If you would like a report of all of the departments/projects for which you have access, click on the boxes 'Report All Active Departments?' and 'Report all Active Projects?'. Otherwise, enter the Departments and Projects that are desired below these boxes.

If you are interested in pulling only transactions within a particular date range, enter from and to dates for either departments and/or projects. Keep in mind that this will not affect the control total dollar amounts. If date ranges are not entered, your report will include all fiscal year transactions for departments and all transactions since inception for projects.

Select **Run** and the following page appears:

Enter Email in the type field and a format of PDF.

Select **OK** and the system will return you to the prior page. The report will be emailed to you.

SALISBURY UNIVERSITY
PROCEDURES: RUNNING BUDGET TRANSACTION REPORT

Below is an example of the report. Note that the department number and name has been deleted from this example.

Section 1 is the Control Budget Summary. It shows the current budget, expenses, encumbrances and remaining budget at the control budget level.

```
                                                    PeopleSoft
Report ID:        SUGL0017                          BUDGET REPORT                              Page No.  1
                                                                                              Run Date    07/22/2020
                                                                                              Run Time    16:59:02




 OVERALL CONTROL BUDGET STATUS FOR UNIT:  SALIS    DEPT:    ----                 LEDGER GROUP:  CC_DEPT   BUDGET PERIOD:2021


 ACCOUNT                                   BUDGET              EXPENSE              ENCUMBRANCE              REMAINING
 010001  Object 01 Control Budget       $2,122,462.00       $75,977.42                   $0.00          $2,046,484.58
 020001  Object 02 Control Budget          $26,112.00            $0.00                   $0.00             $26,112.00
 030001  Objects 03-13 Control Budget      $96,591.00        $7,303.57                   $0.00             $89,287.43

 Grand Total:                           $2,245,165.00       $83,280.99                   $0.00          $2,161,884.01
```

Section 2 details the transactions that have created the control budgets by budget pool.

```
                             ******** CONTROL BUDGET DETAILS FOR BUDGET PERIOD 2021 FOLLOW    ********


 BUSI        LEDGER                                                                              BUDGET
 UNIT        GROUP        DEPTID        FUND    PROGRAM     ACCOUNT    ACCT DESCR                 PERIOD
 SALIS       CC_DEPT                    4010    00601       010001     Object 01 Control Budget   2021

 TOTAL BUDGET:            $2,122,462.00

   POSTED                 DOCUMENT    BUDG                                                        BUDGET
   DATE      TRANSACTION     ID       TYPE         REFERENCE                                      AMOUNT

 2020-06-29  CB_JOURNAL   BU1001C    Orig    2020-07-01/FY21 Initial Budget                   $2,132,175.00
 2020-07-09  CB_JOURNAL   BU1005C    Adj     2020-07-09/FY21 Retirees Health Reduction           $-9,713.00
```

Section 3 (*NEW*) details the transactions that have created the detail budgets by account code (shows which account code(s) are impacted when the control budget is updated). The detail account code adjustments can be traced back to the corresponding control budget journal. Ex: above, Document ID BU1005C is the control budget adjustment that corresponds to Document ID BU1005D detail budget adjustment below at the account code level.

```
                             ******** EXPENSE BUDGET ADJUSTMENTS/DETAILS FOR BUDGET PERIOD 2021 FOLLOW    ********


   POSTED                 DOCUMENT    BUDG                                                        BUDGET
   DATE      TRANSACTION     ID       TYPE  FUND   PROGRAM   ACCOUNT   ACCT DESCR                 AMOUNT

 2020-07-01  BUDG_JOURNAL BU1001D01  Orig  4010   00601     015400    Retirees Health Insurance   $135,983.00
 2020-07-09  ADJ_JOURNAL  BU1005D    Adj   4010   00601     015400    Retirees Health Insurance     $-9,713.00

      015400   TOTAL BUDGET:        $126,270.00
```

Section 4 shows the cash balance for the department since inception. Control-budgeted departments without a revenue source will show a negative cash balance.

CASH BALANCE FOR UNIT: SALIS DEPT:				AS OF: 07/23/2020
ACCOUNT	**FUND**	**PROG**	**CASH BALANCE**	
201100 Cash	4010	00601	$-28,076,719.09	Cash Balances are as of the date/time this report was run

Section 5 shows revenue activity for the department, if applicable.

REVENUE DETAIL SUMMARY FOR UNIT: SALIS DEPT:		BUDGET PERIOD:2021	
ACCOUNT	**BUDGET**	**REVENUE**	
Grand Total:	$0.00	$0.00	$0.00

Section 6 shows the budget, expenses, encumbrances and remaining budget by account code.

EXPENSE DETAIL SUMMARY FOR UNIT: SALIS DEPT:		BUDGET PERIOD:2021		
ACCOUNT	**BUDGET**	**EXPENSE**	**ENCUMBRANCE**	**REMAINING**
010160 Exempt Staff-Regular	$851,412.00	$32,656.86	$0.00	$818,755.14
010170 Non Exempt Staff-Regular	$533,613.00	$20,432.60	$0.00	$513,180.40
015100 Social Security Withholding	$104,537.00	$4,061.36	$0.00	$100,475.64
015200 Health Insurance	$280,741.00	$0.00	$0.00	$280,741.00
015400 Retirees Health Insurance	$126,270.00	$24.91	$0.00	$126,245.09
016200 Employees' Pension System	$189,899.00	$7,661.29	$0.00	$182,237.71
016830 TIAA/CREF Retirement	$35,990.00	$0.00	$0.00	$35,990.00
017400 Unemployment Insurance	$0.00	$ -138.91	$0.00	$138.91
018100 Tuition Waivers	$0.00	$11,279.31	$0.00	$-11,279.31
021002 Student Help	$11,380.00	$0.00	$0.00	$11,380.00
021300 Social Security Withholding	$1,532.00	$0.00	$0.00	$1,532.00
022012 Contractual Payments - Staff	$13,200.00	$0.00	$0.00	$13,200.00
030100 Postage	$6,200.00	$0.00	$0.00	$6,200.00
030200 Telephone Charges & Services	$6,491.00	$1,564.26	$0.00	$4,926.74
030600 Cell Phone Charges	$1,000.00	$103.17	$0.00	$896.83
040100 In-State Travel	$800.00	$0.00	$0.00	$800.00
040400 Out-of-State Travel:Conf,Sem	$1,500.00	$0.00	$0.00	$1,500.00
080100 Advertising	$300.00	$0.00	$0.00	$300.00
080400 Printing/Reproduction	$10,000.00	$0.00	$0.00	$10,000.00
080900 Equipment Repair/Maint	$200.00	$0.00	$0.00	$200.00
082600 Freight and Delivery	$4,800.00	$6.22	$0.00	$4,793.78
083200 Registrations-Conf & Seminars	$700.00	$0.00	$0.00	$700.00
089315 Admin Software & Licenses	$800.00	$0.00	$0.00	$800.00
089320 Admin Databases	$21,900.00	$5,700.00	$0.00	$16,200.00
089800 IT-Other Contractual Services	$400.00	$0.00	$0.00	$400.00
089965 Other-Services	$1,700.00	$33.09	$0.00	$1,666.91
090200 Office Supplies	$8,000.00	$0.00	$0.00	$8,000.00
099120 Administrative IT Supplies	$800.00	$0.00	$0.00	$800.00
099905 Department Transfers	$300.00	$0.00	$0.00	$300.00
099935 Other Supplies-Non Resale	$1,000.00	$0.00	$0.00	$1,000.00
111500 Office Equipment	$1,500.00	$0.00	$0.00	$1,500.00

SALISBURY UNIVERSITY
PROCEDURES: RUNNING BUDGET TRANSACTION REPORT

Section 7 shows the transaction details for expenses and revenues (if applicable) in account code order.

```
                                          PeopleSoft
Report ID:     SUGL0017                  BUDGET REPORT                        Page No.  8
                                                                             Run Date    07/23/2020
                                                                             Run Time    10:57:57


  BUSI       LEDGER                                                          BUDGET
  UNIT       GROUP       DEPTID      FUND    PROGRAM   ACCOUNT   ACCT DESCR   PERIOD
  SALIS      CC_DTL                  4010    00601     030600    Cell Phone Charges   2021

  TOTAL EXPENSES:              $103.17            TOTAL ENCUMBRANCES:         $0.00


  BUDGET              DOCUMENT                                                ENCUMBERED   EXPENSE
  DATE      TRANSACTION   ID     LINE          REFERENCE                      AMOUNT       AMOUNT

2020-07-22  GL_JOURNAL  0000GA1006  43     07/22/2020/Cellphone Chrgs-Jul/CELL PHONE CHARGES - JUL/        $0.00      $103.17

  BUSI       LEDGER                                                          BUDGET
  UNIT       GROUP       DEPTID      FUND    PROGRAM   ACCOUNT   ACCT DESCR   PERIOD
  SALIS      CC_DTL                  4010    00601     082600    Freight and Delivery   2021

  TOTAL EXPENSES:              $6.22              TOTAL ENCUMBRANCES:         $0.00


  BUDGET              DOCUMENT                                                ENCUMBERED   EXPENSE
  DATE      TRANSACTION   ID     LINE          REFERENCE                      AMOUNT       AMOUNT

2020-07-08  AP_VOUCHER  02100125   1      UNITED PARCEL SERVICE/X55818270-07/04/20                         $0.00        $6.22
```