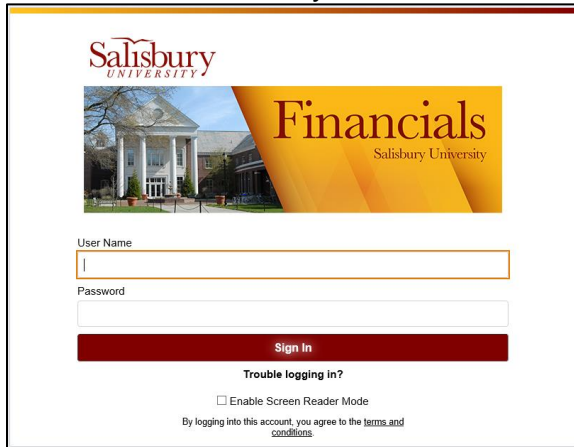


SALISBURY UNIVERSITY PROCEDURES: RUNNING BUDGET TRANSACTION REPORT

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.

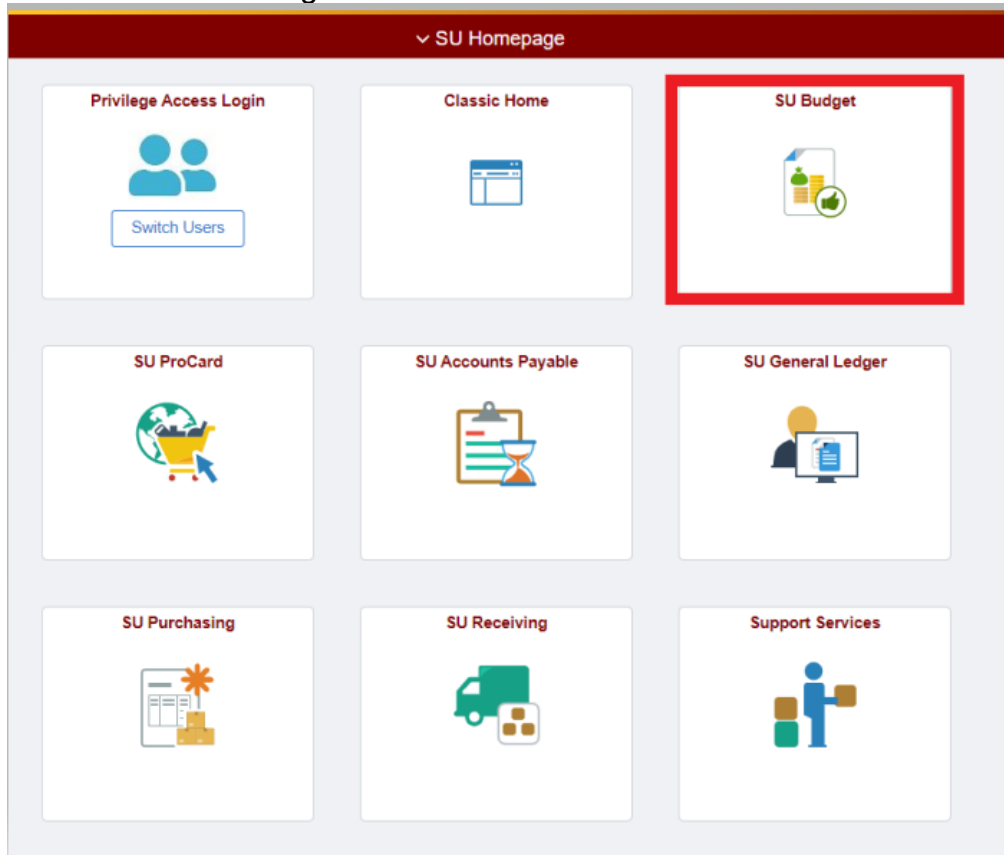
Log in to Peoplesoft Financials using your normal GullNet username and password.

Link: finance.salisbury.edu



The image shows the login page for Salisbury University's Financials system. At the top left is the Salisbury University logo. To its right is a banner with the word "Financials" in a large, serif font, with "Salisbury University" written below it. Below the banner are two input fields: "User Name" and "Password". A red "Sign In" button is positioned below the password field. Underneath the button are links for "Trouble logging in?", "Enable Screen Reader Mode", and "By logging into this account, you agree to the terms and conditions".

Choose the "SU Budget" Tile



SALISBURY UNIVERSITY PROCEDURES: RUNNING BUDGET TRANSACTION REPORT

Choose the option to “Create Budget Transaction Rpt”

The screenshot shows a web application interface. At the top, there is a dark red header with a left navigation link '< SU Homepage' and a right navigation link 'SU Budget'. Below the header is a sidebar menu titled 'SU Customizations' with a list of options: 'Budget Setup Instructions', 'Populate Budget Setup', 'Budget Setup', 'Budget Rollup Codes', 'Run Budget KK Load', 'Budget Template', 'Load 01 Pin & Exp and Tele Exp', 'Create Budget Load Files', 'Unlock/Lock Budgets', 'Refresh Actuals', 'Create Budget Transaction Rpt' (highlighted in green), and 'SU Departments and Projects'. The main content area is titled 'Create Budget Transaction Rpt' and contains the following text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this text are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is visible. The search criteria section includes a 'Search by:' label followed by a text input field containing 'Run Control ID begins with', and a 'Case Sensitive' checkbox which is currently unchecked. At the bottom of the search section are two buttons: 'Search' and 'Advanced Search'. Below the search section, there are links for 'Find an Existing Value' and 'Add a New Value'.

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.

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The screenshot shows the 'Create Budget Transaction Rpt' interface. On the left is a navigation menu under 'SU Customizations' with 'Create Budget Transaction Rpt' highlighted. The main area has a title bar 'Create Budget Transaction Rpt' and a 'Run Control ID' of 'adhoc'. A 'Run' button is in the top right. The 'Business Unit' is set to 'SALIS'. The 'Department Information' section includes a 'Budget Period' of '2022', 'From Date' and 'To Date' fields, and a checkbox for 'Report All Active Departments?'. The 'Project Information' section includes 'From Date' and 'To Date' fields and a checkbox for 'Report All Active Projects?'. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

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.

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

SU Budget

Process Scheduler Request

User ID jaoneal Run Control ID adhoc

Server Name [dropdown] Run Date 08/24/2021 [calendar icon]

Recurrence [dropdown] Run Time 1:29:00PM [button: Reset to Current Date/T...]

Time Zone [input] [search icon]

Select	Description	Process Name	Process Type	*Type	*Format	Distrib
<input checked="" type="checkbox"/>	Create Dept Budget Rpt	SUGL0017	SQR Report	Email	PDF	Distrib

[button: OK] [button: Cancel]

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.

Report ID: SUGL0017	PeopleSoft 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				
<u>ACCOUNT</u>	<u>BUDGET</u>	<u>EXPENSE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING</u>
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 *****							
<u>BUSI UNIT</u>	<u>LEDGER GROUP</u>	<u>DEPTID</u>	<u>FUND</u>	<u>PROGRAM</u>	<u>ACCOUNT</u>	<u>ACCT_DESCR</u>	<u>BUDGET PERIOD</u>
SALIS	CC_DEPT		4010	00601	010001	Object 01 Control Budget	2021
TOTAL BUDGET:			\$2,122,462.00				
<u>POSTED DATE</u>	<u>TRANSACTION</u>	<u>DOCUMENT ID</u>	<u>BUDG TYPE</u>	<u>REFERENCE</u>			<u>BUDGET AMOUNT</u>
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 *****								
<u>POSTED DATE</u>	<u>TRANSACTION</u>	<u>DOCUMENT ID</u>	<u>BUDG TYPE</u>	<u>FUND</u>	<u>PROGRAM</u>	<u>ACCOUNT</u>	<u>ACCT_DESCR</u>	<u>BUDGET AMOUNT</u>
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					

SALISBURY UNIVERSITY PROCEDURES: RUNNING BUDGET TRANSACTION REPORT

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
<u>ACCOUNT</u>	<u>FUND</u>	<u>PROG</u>	<u>CASH BALANCE</u>	Cash Balances are as of the date/time this report was run
201100 Cash	4010	00601	\$-28,076,719.09	

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

REVENUE DETAIL SUMMARY FOR UNIT: SALIS DEPT:			BUDGET PERIOD:2021
<u>ACCOUNT</u>	<u>BUDGET</u>	<u>REVENUE</u>	
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		
<u>ACCOUNT</u>	<u>BUDGET</u>	<u>EXPENSE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING</u>	
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.

Report ID:		SUGL0017		PeopleSoft BUDGET REPORT				Page No.	8
								Run Date	07/23/2020
								Run Time	10:57:57
<u>BUSI</u>	<u>LEDGER</u>							<u>BUDGET</u>	
<u>UNIT</u>	<u>GROUP</u>	<u>DEPTID</u>	<u>FUND</u>	<u>PROGRAM</u>	<u>ACCOUNT</u>	<u>ACCT_DESCR</u>		<u>PERIOD</u>	
SALIS	CC_DTL		4010	00601	030600	Cell Phone Charges		2021	
TOTAL EXPENSES:			\$103.17	TOTAL ENCUMBRANCES:			\$0.00		
<u>BUDGET</u>		<u>DOCUMENT</u>						<u>ENCUMBERED</u>	<u>EXPENSE</u>
<u>DATE</u>	<u>TRANSACTION</u>	<u>ID</u>	<u>LINE</u>	<u>REFERENCE</u>				<u>AMOUNT</u>	<u>AMOUNT</u>
2020-07-22	GL_JOURNAL	0000GA1006	43	07/22/2020/Cellphone Chrgs-Jul/CELL PHONE CHARGES - JUL/				\$0.00	\$103.17
<u>BUSI</u>	<u>LEDGER</u>							<u>BUDGET</u>	
<u>UNIT</u>	<u>GROUP</u>	<u>DEPTID</u>	<u>FUND</u>	<u>PROGRAM</u>	<u>ACCOUNT</u>	<u>ACCT_DESCR</u>		<u>PERIOD</u>	
SALIS	CC_DTL		4010	00601	082600	Freight and Delivery		2021	
TOTAL EXPENSES:			\$6.22	TOTAL ENCUMBRANCES:			\$0.00		
<u>BUDGET</u>		<u>DOCUMENT</u>						<u>ENCUMBERED</u>	<u>EXPENSE</u>
<u>DATE</u>	<u>TRANSACTION</u>	<u>ID</u>	<u>LINE</u>	<u>REFERENCE</u>				<u>AMOUNT</u>	<u>AMOUNT</u>
2020-07-08	AP_VOUCHER	02100125	1	UNITED PARCEL SERVICE/X55818270-07/04/20				\$0.00	\$6.22