



UNIVERSITY OF WEST GEORGIA

PeopleSoft Reports: Budget Amendment Queries

Revised September, 2012

Before You Begin...

You will not be given access to PeopleSoft until you have attended training offered by the Division of Business and Finances' Center for Business Excellence. Please contact Tricia Durrough for available times or visit the training website at: <http://www.westga.edu/training/>.

You need to be familiar with the different codes and ledgers used in PeopleSoft. The most common codes used are:

- Account Code: Type of expenditure/revenue
- Fund Code: Source of funds
- Department ID: Budget number
- Program Code: Type of activity, (e.g. academic, research, student services, business services, etc.)
- Class Code: Type of revenue funding the activity

The ledger choices are:

- Org: Detail level of salary and fringe budgets using the first 3 digits of the account code.
- Approp: Summary level of all budgeted expenditures using only the first digit of the account code
- Revest: Budgeted revenue using the first 3 digits of the account code. For grants the Revest ledger does not show the project id.
- Proj Grt: Detail level of all expenditures for projects and grants in fund 20000 including the project id.

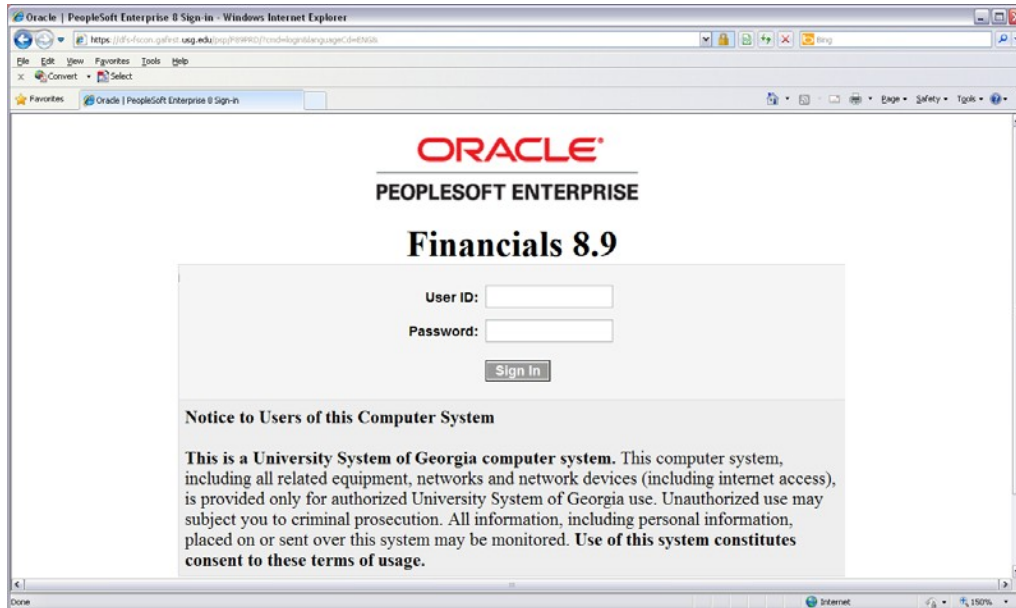
A complete budget number is called a chart string and consists of an account code, fund code, department id, program code, and class code. An account code may not always be needed.

Please view the list of Departments' chart strings on Budget Services website at: http://www.westga.edu/budget/index_9855.php

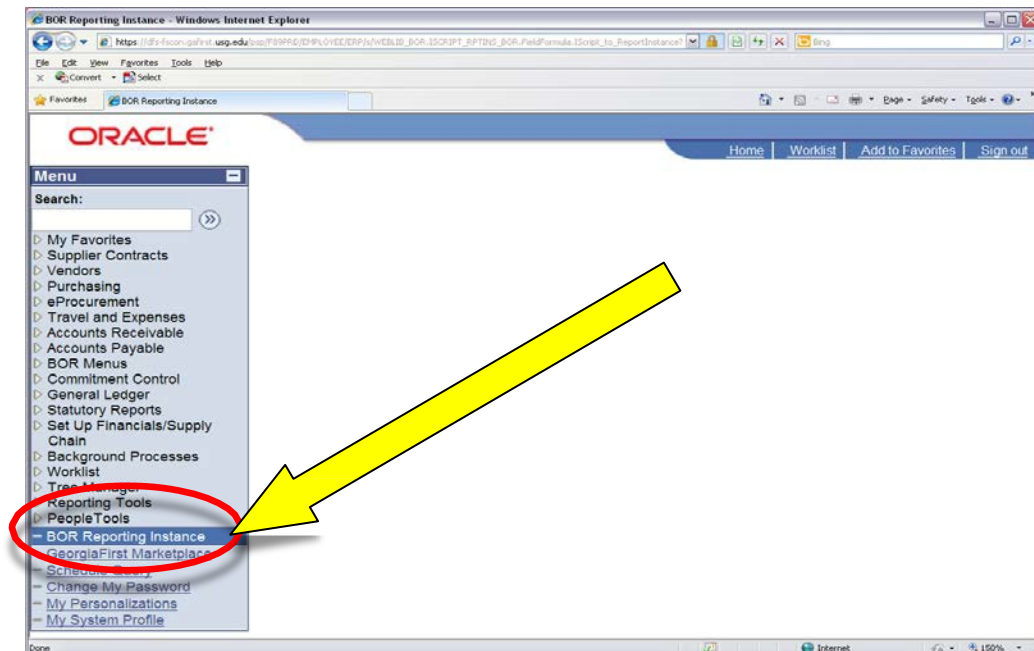
You may find a listing of Account Codes and Fund codes on the Controller's Website at: http://www.westga.edu/controller/index_1601.php

Accessing BOR Reporting

Log in to People Soft. The URL may be found on Budget Services website at: <http://www.westga.edu/budget/>. It is listed as the “PeopleSoft Portal” and will take you to the screen shown below.

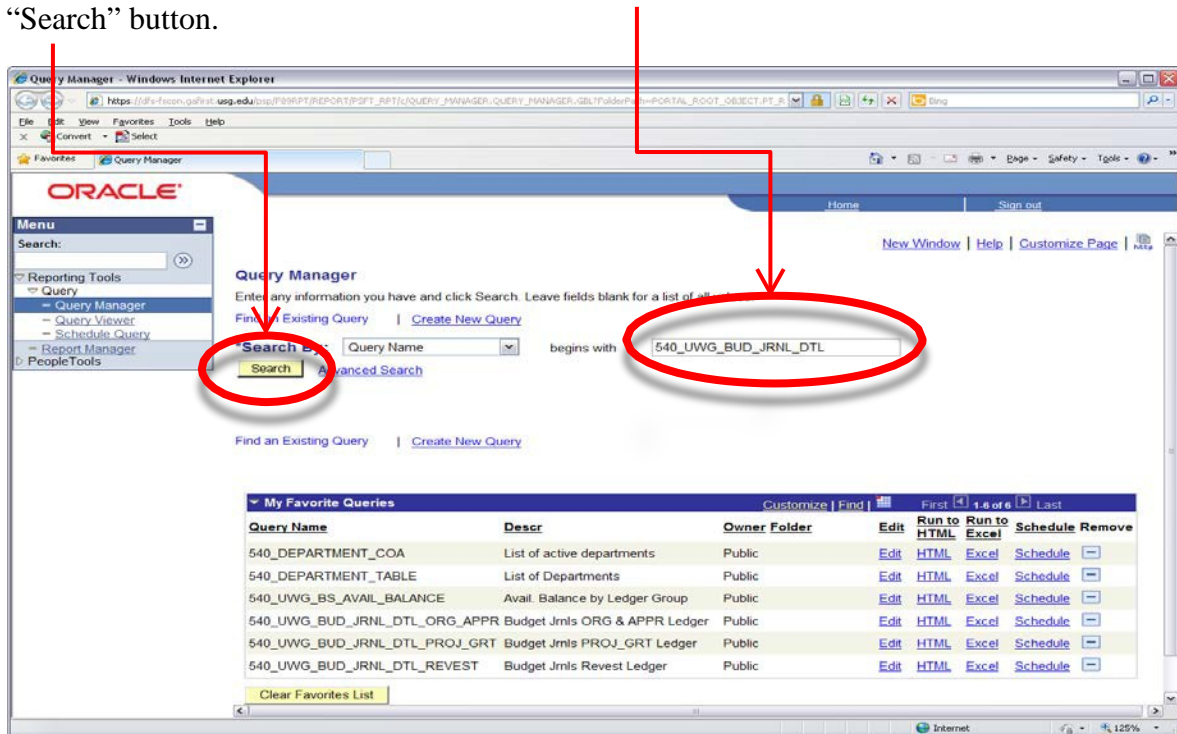


BOR Reporting Instance is located towards the bottom of the left menu. Once selected, a new window will pop up. BOR Reporting Instance often performs better if you open a new PeopleSoft session specifically for this.

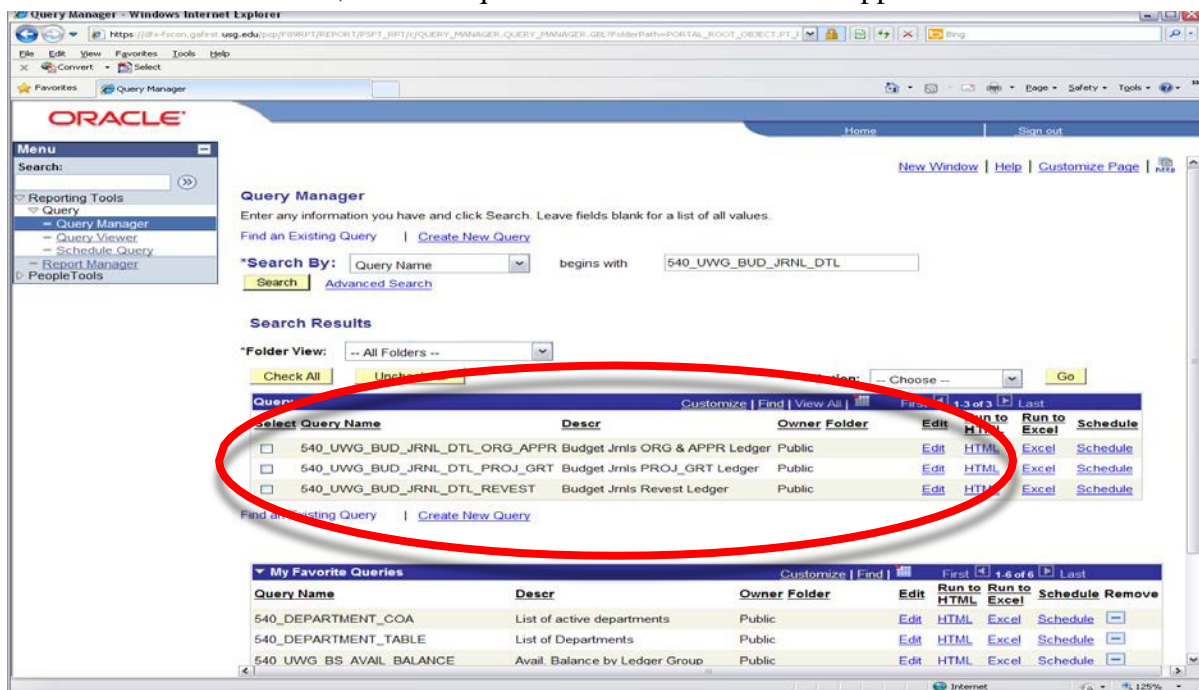


The new window that appears should look like the one below. If you currently have favorite queries, they will show on the top half of the page.

The easiest way to find the queries is to do a search. First, enter the query name. The name for the query for Budget Amendments is 540_UWG_BUD_JRNL_DTL. Then click on the “Search” button.



Once “Search” is selected, the three queries circled below should appear.



You may save these three queries to “My Favorites” so you do not have to search for them in the future. To do this, follow these steps as outlined below:

- 1 Check all three queries
- 2 choose “Add to Favorites” in the drop down box
- 3 and choose “Go”

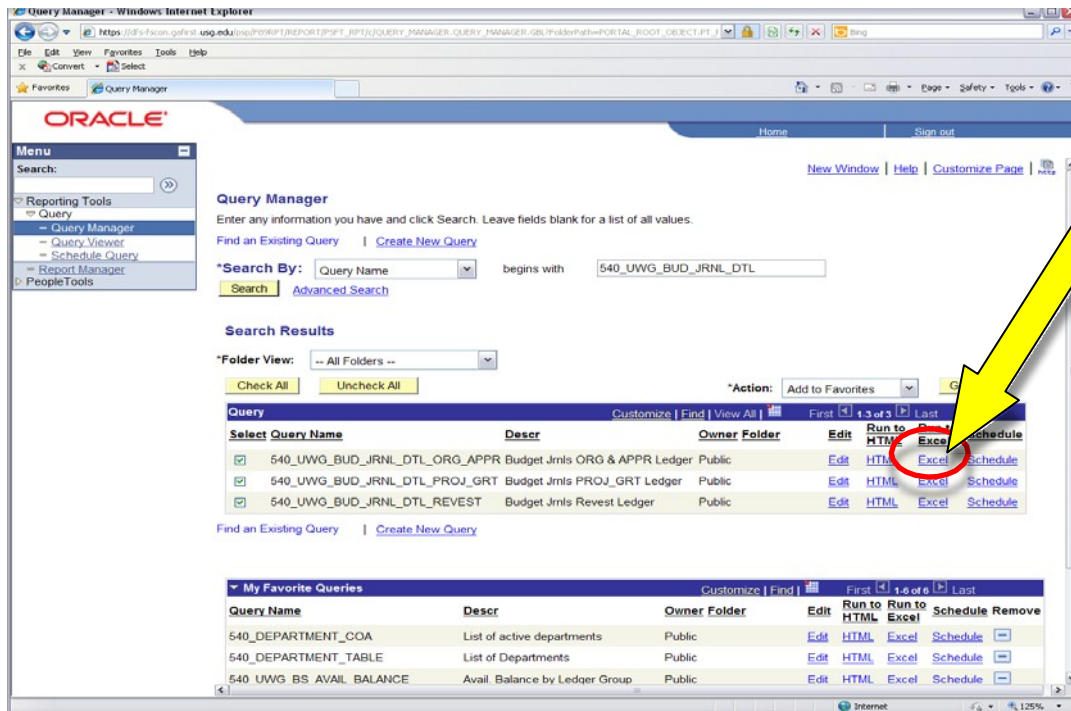
The screenshot shows the Oracle Query Manager interface in a web browser. The search results table is highlighted with three red arrows and numbers:

- Arrow 1 points to the checkboxes in the 'Select Query Name' column of the search results table.
- Arrow 2 points to the 'Add to Favorites' button in the 'Folder View' dropdown menu.
- Arrow 3 points to the 'Go' button next to the 'Add to Favorites' button.

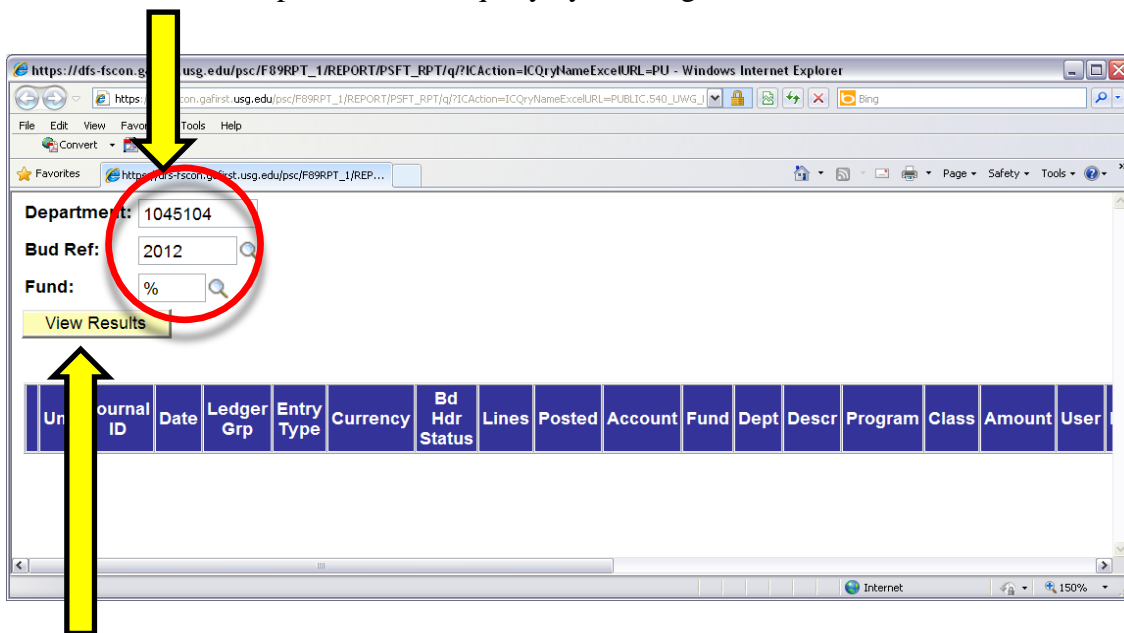
Select Query Name	Descr	Owner Folder	Edit	Run to HTML	Run to Excel	Schedule
<input checked="" type="checkbox"/> 540_UWG_BUD_JRNL_DTL_ORG_APPR	Budget Jmls ORG & APPR Ledger	Public	Edit	HTML	Excel	Schedule
<input checked="" type="checkbox"/> 540_UWG_BUD_JRNL_DTL_PROJ_GRT	Budget Jmls PROJ_GRT Ledger	Public	Edit	HTML	Excel	Schedule
<input checked="" type="checkbox"/> 540_UWG_BUD_JRNL_DTL_REVEST	Budget Jmls Revest Ledger	Public	Edit	HTML	Excel	Schedule

Query Name	Descr	Owner Folder	Edit	Run to HTML	Run to Excel	Schedule	Remove
540_DEPARTMENT_COA	List of active departments	Public	Edit	HTML	Excel	Schedule	[-]
540_DEPARTMENT_TABLE	List of Departments	Public	Edit	HTML	Excel	Schedule	[-]
540 UWG BS AVAIL BALANCE	Avail. Balance by Ledger Group	Public	Edit	HTML	Excel	Schedule	[-]

To run the queries and export to excel, simply choose “Excel” for the query that you wish to run.



Below is the example of running the 540_UWG_BUD_JRNL_DTL_ORG_APPR query for all budget amendments that have occurred in the Org & Approp ledgers. I have chosen to query all budget amendments for department 1045104 in all funds by entering the % sign in the fund code box. You can choose a specific fund to query by entering the fund code rather than the % sign.



Click on “View Results” and the results will pop up in an excel file. Save the Excel file before you try to use the data in the file. You can then use the excel file to view all budget amendments processed for the department entered or search for a particular budget amendment.