



Business Process Document
PS FIN General Ledger: Running Budget Status
Reports

Department	
Responsibility/Role	
File Name	Running Budget Status Reports_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Running Budget Status Reports

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

In this topic, you will run a Budget Status Report. This report will provide you with the remaining budget for a specific department/project ID. You may also obtain the remaining balances for each roll up account.



Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. Commitment Control



Business Process Document

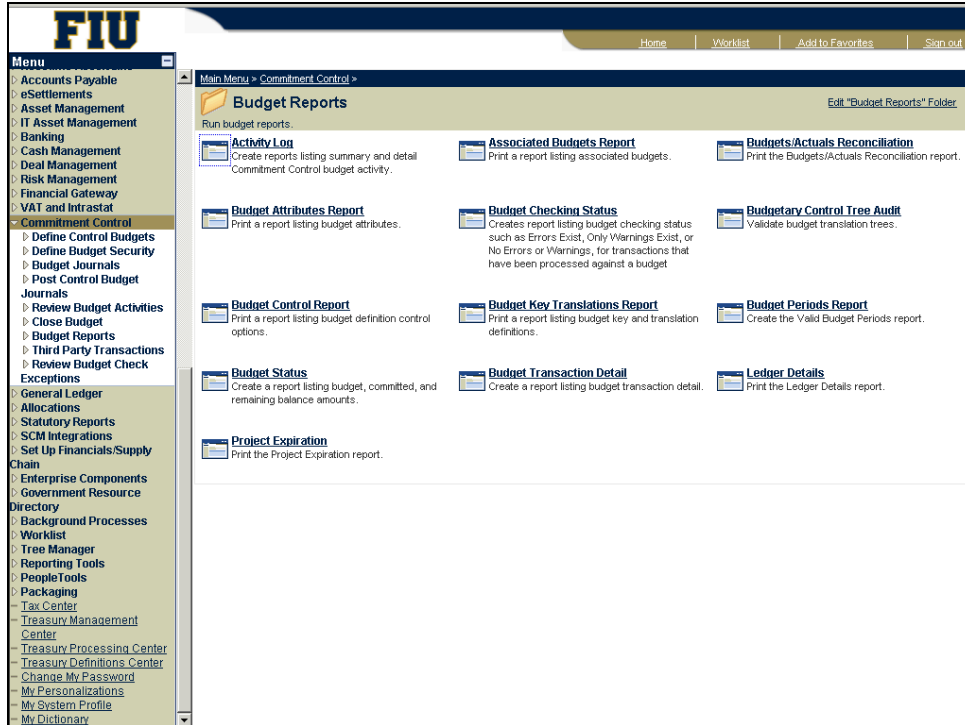
PS FIN General Ledger: Running Budget Status Reports



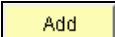


The screenshot shows the FIU web application interface. The left-hand menu is expanded to show the 'Commitment Control' folder, which is highlighted in blue. Under this folder, the 'Budget Reports' link is also highlighted in blue. The main content area displays a grid of folders and links related to budget management, including 'Define Control Budgets', 'Post Control Budget Journals', 'Budget Reports', 'Define Budget Security', 'Review Budget Activities', 'Third Party Transactions', 'Budget Journals', 'Close Budget', and 'Review Budget Check Exceptions'. The 'Budget Reports' link is located under the 'Budget Reports' folder in the main content area.

Step	Action
3.	Click the Budget Reports link.

Business Process Document

PS FIN General Ledger: Running Budget Status Reports



Step	Action
4.	Click the Budget Status link. 
5.	Click the Add a New Value link. 
6.	Enter the desired information into the Run Control ID: field. Enter " Budget_status ". Notice: Spaces are not allowed in the Run Control ID field, instead use "_" .
7.	Click the Add button. 
8.	Click the Look up Ledger Group (Alt+5) graphic. 
9.	Click the CC_PRD link. CC_PRD: To obtain the total remaining balance for a Dept ID. CC_DEP: To obtain subtotals by account roll-ups for a Dept ID. CC_PRP: To obtain the total remaining balance for a Project ID. CC_PG: To obtain subtotals by account roll-ups for a Project ID. 



Business Process Document


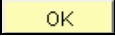
PS FIN General Ledger: Running Budget Status Reports

Step	Action
10.	Click the Refresh button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Refresh</div>
11.	Click the Checkbox options for Account, Department and/or Project. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> <input type="checkbox"/> </div>
12.	Enter the desired information into the From Value field. Enter " 144000102 ".
13.	Enter the desired information into the To Value field. Enter " 144000102 ".
14.	Enter the desired information into the From Value field. Enter " 2009 ". Note: Not Applicable for projects.
15.	Enter the desired information into the To Value field. Enter " 2009 ". Note: Not applicable for projects.
16.	Click the Run button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Run</div>

Business Process Document

PS FIN General Ledger: Running Budget Status Reports



Step	Action
17.	Click the Format list and select PDF to display the report as a .pdf You may select CSV to display the report as a Microsoft Excel file instead. 
18.	Click the OK button. 

FIU Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

Commitment Control Budget Status Report

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

Language: English [Process Instance: 2182252](#)

Report Request Parameters


'Unit': FIU01 Florida International Univ

'Ledger Group': CC_PRD Parent Department

[Refresh](#)

Sequence	ChartField Name	Include CF	Subtotal Value	To Value
1	Account	<input checked="" type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	144000102	144000102
	Activity	<input type="checkbox"/>		
	Budget Period	<input type="checkbox"/>	2009	2009
	PC Business Unit	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>		
	Budget Reference	<input type="checkbox"/>		
	Fund Code	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

Step	Action
19.	Click the Process Monitor link. Process Monitor
20.	Click the Refresh button. 
21.	Click the Go back to Budget Status link. Go back to Budget Status
22.	Click the Report Manager link. Report Manager



Business Process Document

PS FIN General Ledger: Running Budget Status Reports

The screenshot shows the FIU Budget Status Reports interface. The left-hand menu is expanded to show 'Budget Status'. The main content area has tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs, there are search filters for 'Folder', 'Instance', 'Name', and 'Created On'. A 'Refresh' button is present. Below the filters is a table with the following columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains one entry: '1 Report'. Below the table, there is a 'Go back to Budget Status' link, a 'Save' button, and another set of navigation links: 'List | Explorer | Administration | Archives'.

Step	Action
23.	Click the Administration link. Administration

Business Process Document

PS FIN General Ledger: Running Budget Status Reports



The screenshot shows the FIU web application interface. On the left is a navigation menu with categories like Budget Reports, Budget Status, and General Ledger. The main content area is titled 'View Reports For' and includes search filters for User ID, Type, Last (1 Days), Status, Folder, and Instance. Below this is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. A single report is listed: Report ID 2109462, Prcs Instance 2182252, Description Budget Status Report, Request Date/Time 04/28/2009 9:52:31AM, Format Acrobat (*.pdf), Status Posted, and a Details link. Below the table are checkboxes for 'Select All' and 'Deselect All', a 'Delete' button with a tooltip, a 'Go back to Budget Status' link, a 'Save' button, and a footer with 'List | Explorer | Administration | Archives'.

Step	Action
24.	Click the Budget Status Report link. Budget Status Report

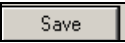


Business Process Document

PS FIN General Ledger: Running Budget Status Reports

Account	Dept	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
000000	144000102	4,824,694.93	0.00	155,000.00	305,436.05	3,841,272.01	502,986.88
Grand Total :		4,824,694.93	0.00	155,000.00	305,436.05	3,841,272.01	502,986.88

End of Report

Step	Action
25.	Click the Save button.
26.	Click the Save button. 
27.	Click the Home link.
28.	Congratulations. You have successfully ran a Budget Status Report. End of Procedure.