

2009

# The University of New Orleans

## PeopleSoft 9.0: Budget Overview



THE UNIVERSITY *of*  
NEW ORLEANS




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## Login

1. Open a web browser.
2. Turn off all pop up blockers. Refer to:  
<http://pstrain.uno.edu/docs/psHowTo.cfm#financials>
3. Type the **Peoplesoft URL address** into the browser address field and press <Enter>  
<https://finserv.uno.edu/finprd/signon.html> or select the browser from your list of favorites if you saved it to your list. *The PeopleSoft Sign in page appears as shown below.*
4. Type the assigned User ID and Password. **\*Note: The Financials password is the same as your user name and password used to login to your computer, email and WebSTAR account.** If you have problems accessing Financials contact the Helpdesk at (504) 280- HELP (4357).
5. Click Sign In 



**ORACLE**  
**PEOPLESOFT ENTERPRISE**

User ID:

Password:

To set trace flags, click [here](#)

**Select a Language:**

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Maqyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>

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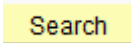
## Review Budget Details

Budget inquiry will allow users who have security to view budgets to:

- Confirm status of departments budgets
  - Determine if funds are available before requesting budget transfers
  - Verify if funds were moved
- **Navigation: Commitment Control>Review Budget Activities>Budget Details**
1. Click on Budget Details.


















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2. Enter the desired information on the Budget Details search page:
  - Business Unit: Default to UNOLF (Required)
  - Chose one of the following Ledger Groups: (Required)  
 ORG (General Fund Budget)  
 Ledger Group: ORG2  
 Ledger Group: PRG Grant
  - Department-You can select a department by using the  lookup button next to the field.
  - Program:
  - Project:
  - Budget Period: Select the budget period you desire to view.
  
3. Click the  button.

**Budget Details**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>Business Unit:</b>	= ▾	UNOLF	
<b>Ledger Group:</b>	= ▾	ORG	
<b>Account:</b>	begins with ▾		
<b>Department:</b>	begins with ▾	1300650000	
<b>Fund Code:</b>	begins with ▾		
<b>Program Code:</b>	begins with ▾		
<b>Affiliate:</b>	begins with ▾		
<b>Fund Affiliate:</b>	begins with ▾		
<b>PC Business Unit:</b>	begins with ▾		
<b>Project:</b>	begins with ▾		
<b>Activity:</b>	begins with ▾		
<b>Source Type:</b>	begins with ▾		
<b>Budget Period:</b>	begins with ▾	2008-09	
<b>Statistics Code:</b>	begins with ▾		

Search
Clear
[Basic Search](#)

[Save Search Criteria](#)

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4. Based on your search criteria the following may occur:
  - The page will display the details for the specified values.
  - Multiple budgets will appear in the Search Results requiring a selection.
  - A message will appear “No match Values were found” meaning no budget exist or the search criteria entered are incorrect.
5. Select the desired account by clicking on the account hyperlink.

Search Results															
View All													First	1-12 of 12	Last
Business Unit	Ledger Group	Account	Department	Fund Code	Program Code	Affiliate	Fund Affiliate	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code		
UNOLF	ORG	<a href="#">601000</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		
UNOLF	ORG	<a href="#">601300</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		
UNOLF	ORG	<a href="#">602000</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		
UNOLF	ORG	<a href="#">604000</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		
UNOLF	ORG	<a href="#">606000</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		
UNOLF	ORG	<a href="#">620100</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		
UNOLF	ORG	<a href="#">630100</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		
UNOLF	ORG	<a href="#">640100</a>	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)		

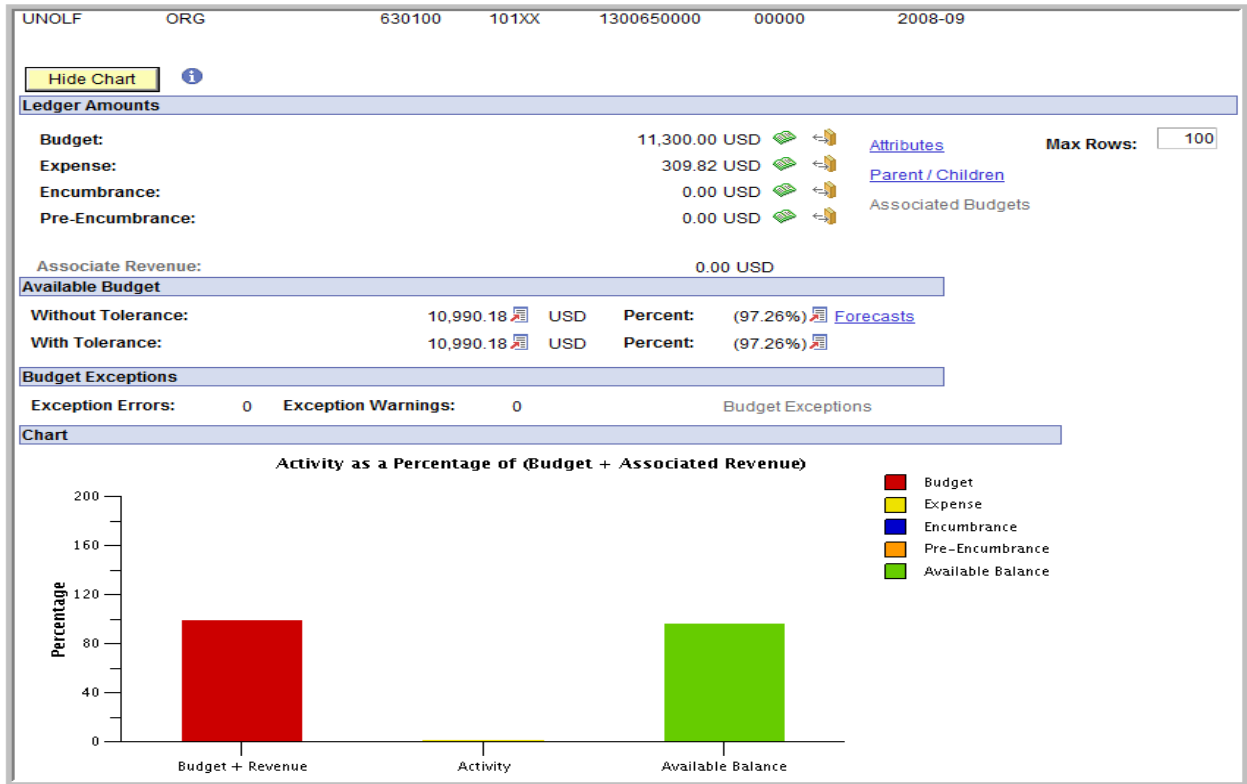
6. View Commitment Control Budget Details Page

Commitment Control Budget Details						
Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
UNOLF	ORG	630100	101XX	1300650000	00000	2008-09
<a href="#">Display Chart</a> ⓘ						
<b>Ledger Amounts</b>						
<b>Budget:</b>	11,300.00 USD				<a href="#">Attributes</a>	<b>Max Rows:</b> <input type="text" value="100"/>
<b>Expense:</b>	309.82 USD				<a href="#">Parent / Children</a>	
<b>Encumbrance:</b>	0.00 USD				<a href="#">Associated Budgets</a>	
<b>Pre-Encumbrance:</b>	0.00 USD					
<b>Associate Revenue:</b>	0.00 USD					
<b>Available Budget</b>						
<b>Without Tolerance:</b>	10,990.18	USD	<b>Percent:</b>	(97.26%)	<a href="#">Forecasts</a>	
<b>With Tolerance:</b>	10,990.18	USD	<b>Percent:</b>	(97.26%)		
<b>Budget Exceptions</b>						
<b>Exception Errors:</b>	0	<b>Exception Warnings:</b>	0	<a href="#">Budget Exceptions</a>		

Ledger Amount Type	Description
<b>Budget</b>	Total budgeted amount, including transfers
<b>Expense</b>	Total amount of expenses, or expenditures, for this budget
<b>Encumbrance</b>	Total amount of encumbrances (open purchase requisitions) for this budget
<b>Pre-Encumbrance</b>	Total amount of pre-encumbrances (open purchase requisitions) for this budget
<b>Budget Balance</b>	Budget Amount minus encumbrances, pre-encumbrances and expenses (Remaining Balance.) You define the ledgers included to be included

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7. To view a chart of the budget select the **Display Chart** button.



8. To view the activity log of what make up the expenses click the activity log icon.





9. View results

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10. Select the Drill down icon  to view the actual transaction

Activity Log

Ledger: ORG\_EX

Tran Line	Document Label	Document ID	Rel Bdat?	Account	Fund	Dept	Program	Budget Period	Year	Period	Foreign Amount	Monetary Amount
	3 Voucher ID:	00334289	N	630100	101XX	1300650000	00000	2008-09	2009	3	245.00 USD	245.00
	1 Voucher ID:	00332168	N	630100	101XX	1300650000	00000	2008-09	2009	2	64.82 USD	64.82

OK




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11. Select the source entry icon to view the payables voucher Line drill down.

**Payables Voucher Line Drill Down**

**Transaction Line Identifiers**

Business Unit: UNOLF      Voucher ID: 00347647   
Voucher Line: 1      Distribution Line: 1

**Additional Source Information**

Invoice Number: 13500  
Vendor ID: 0000015923

**Transaction Line Details**

Account	Fund Code	Department	Program Code
646700	101XX	1300650000	00000

Line Status: Valid  
Budget Date: 02/06/2009  
Line Amount: 40.00      USD

OK

12. Select Go to Source Entry.

Please select one of the following links:

[Go to Source Entry](#)  
[Go to Source Inquiry](#)

Cancel

13. A summary of the transaction will appear in a separate window.

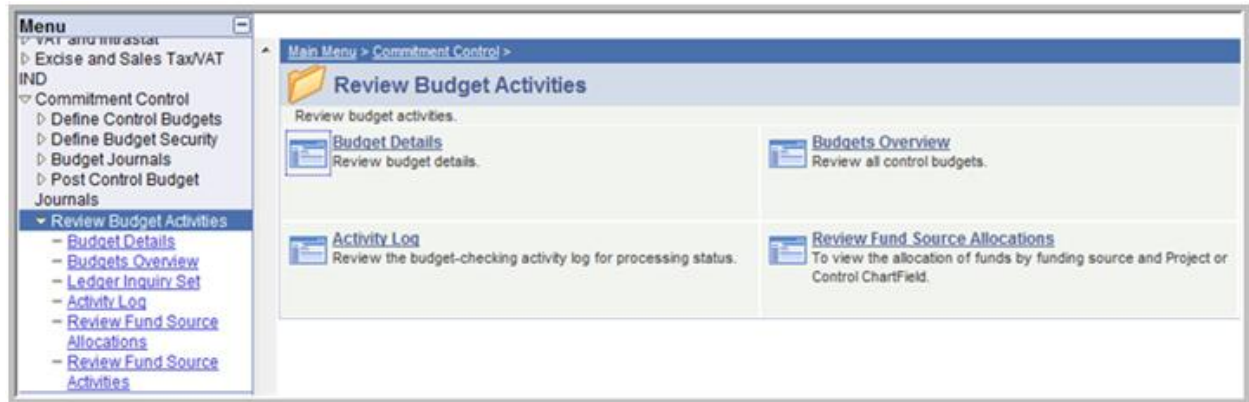
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**Budgets Overview Page**

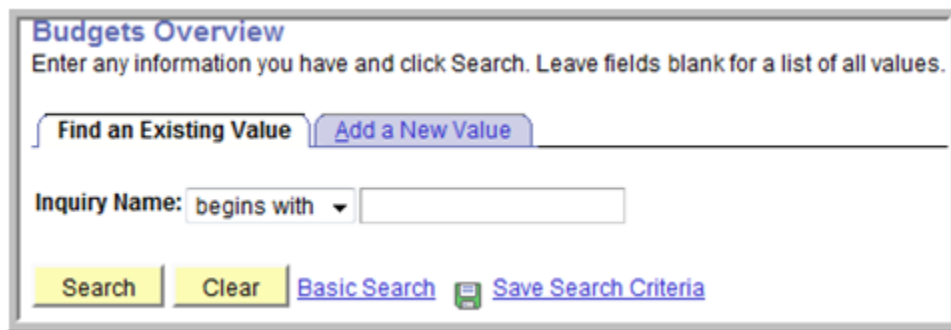
Navigation: Commitment Control>Review Budget Activities>Budgets Overview

The budgets overview page will allow you to view budget activities.

1. Click the budgets overview link.

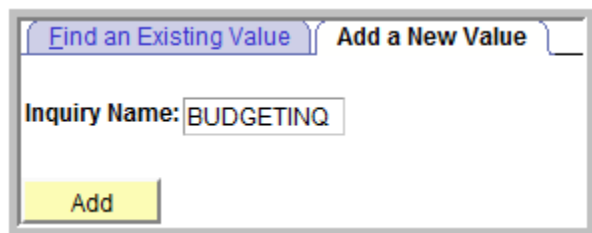


2. Select an existing inquiry name or add a new inquiry name by clicking the Add a New Value tab.




Adding an inquiry name


- 2a) Enter a meaningful inquiry name. (Example: BUDGETINQUIRY)



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3. Enter values in the following fields:

- Description
- Ledger Group: ORG- Organizational Budget Ledger  
ORG 2- Org Budget- Gen Fund  
PROJ GRT- Project/Grant Budget Ledger
- Budget Period: The budget period will default to current period to select previous periods select the look up prompt .
- Ledger Group: ORG- Organizational Budget Ledger  
ORG 2- Org Budget- Gen Fund  
PROJ GRT- Project/Grant Budget Ledger
- Account Chartfield from and to value
- Dept: Charfield from and to Value (Example. 1300001000) If you do not know your department number select the magnifying glass next to the Dept field and key your Department name in the Description field.

**Note: When building your search criteria use the look up button  when available next to any field. Refer to basic Navigation Document page 19.**

<http://pstrain.uno.edu/docs/psHowTo.cfm#financials>

4. Click the Search button to view results.

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**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: BUSN      Description: BUSNOVR

[Amount Criteria](#)    **Search**    Clear    Reset

**Budget Type**

\*Business Unit: UNOLF    Ledger Group/Set: Ledger Group    Ledger Group: ORG  
 View Stat Code Budgets    Organization Budget Ledger  
 Display Chart

**TimeSpan**

\*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	YE	2008-09	2008-09	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Customize | Find | View All | First 1 of 1 Last

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	601000	699999		Update/Add
Dept	1300650000	1300650000		Update/Add
Fund	%	%		Update/Add
Program	%	%		Update/Add

**Budget Status**

Open  
 Closed  
 Hold

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

- The Budget overview page displays the budget overview results.
- Select the desired budget account.

Note: You may also select the Expense amount to view activity logs.

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**Inquiry Results**  
**Budget Overview**

Business Unit: UNOLF  
 Ledger Group: ORG Org budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated

[Return to Criteria](#) [Display Options](#) [Search](#)


**Ledger Totals (11 Rows)**

<b>Budget:</b>	831,885.00	<b>Net Transfers:</b>	0.00
<b>Expense:</b>	8,216.11		
<b>Encumbrance:</b>	0.00		
<b>Pre-Encumbrance:</b>	0.00		
<b>Budget Balance:</b>	823,668.89		
<b>Associate Revenue:</b>	0.00		
<b>Available Budget:</b>	823,668.89		

**Budget Overview Results**

	Ledger Group	Account	Fund	Dept	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available
1	ORG	601000	101XX	1300650000	00000	2008-09	741,843.00	0.00	0.00	0.00	741,843.00 100.00
2	ORG	601300	101XX	1300650000	00000	2008-09	0.00	0.00	0.00	0.00	0.00 0.00 0.00
3	ORG	602000	101XX	1300650000	00000	2008-09	35,352.00	0.00	0.00	0.00	35,352.00 100.00
4	ORG	604000	101XX	1300650000	00000	2008-09	12,000.00	0.00	0.00	0.00	12,000.00 100.00
5	ORG	606000	101XX	1300650000	00000	2008-09	3,055.00	0.00	0.00	0.00	3,055.00 100.00
6	ORG	620100	101XX	1300650000	00000	2008-09	4,000.00	7,147.29	0.00	0.00	-3,147.29 -78.68


Select the expense amount to view activity log.

7. Click the  (show details) button to open the budget details page for the row.

**Budget Details**

[Display Chart](#) 

**Ledger Amounts**

<b>Budget:</b>	4,000.00 USD			<a href="#">Attributes</a>
<b>Expense:</b>	7,147.29 USD			<a href="#">Parent / Children</a>
<b>Encumbrance:</b>	0.00 USD			<a href="#">Associated Budgets</a>
<b>Pre-Encumbrance:</b>	0.00 USD			
<b>Associate Revenue:</b>	0.00 USD			

**Available Budget**

<b>Without Tolerance:</b>	-3,147.29 USD		<b>Percent:</b>	(-78.68%) 	<a href="#">Forecasts</a>
<b>With Tolerance:</b>	-3,147.29 USD		<b>Percent:</b>	(-78.68%) 	

**Budget Exceptions**

Exception Errors: 0    Exception Warnings: 3



8. Click the  (show budget Activity Log) button to access Transactions Types page.

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9. Select the Drill down icon  to view the actual transaction.

Activity Log

Ledger: ORG\_EX

Activity Log														Customize	Find	View All	First
	Tran Line	Document Label	Document ID	Ref Bdat?	Account	Fund	Dept	Program	Budget Period	Year	Period	Foreign Amount		Monetary Amount			
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OK



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