2009

The University of New Orleans

PeopleSoft 9.0: Budget Overview

Training Group

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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 

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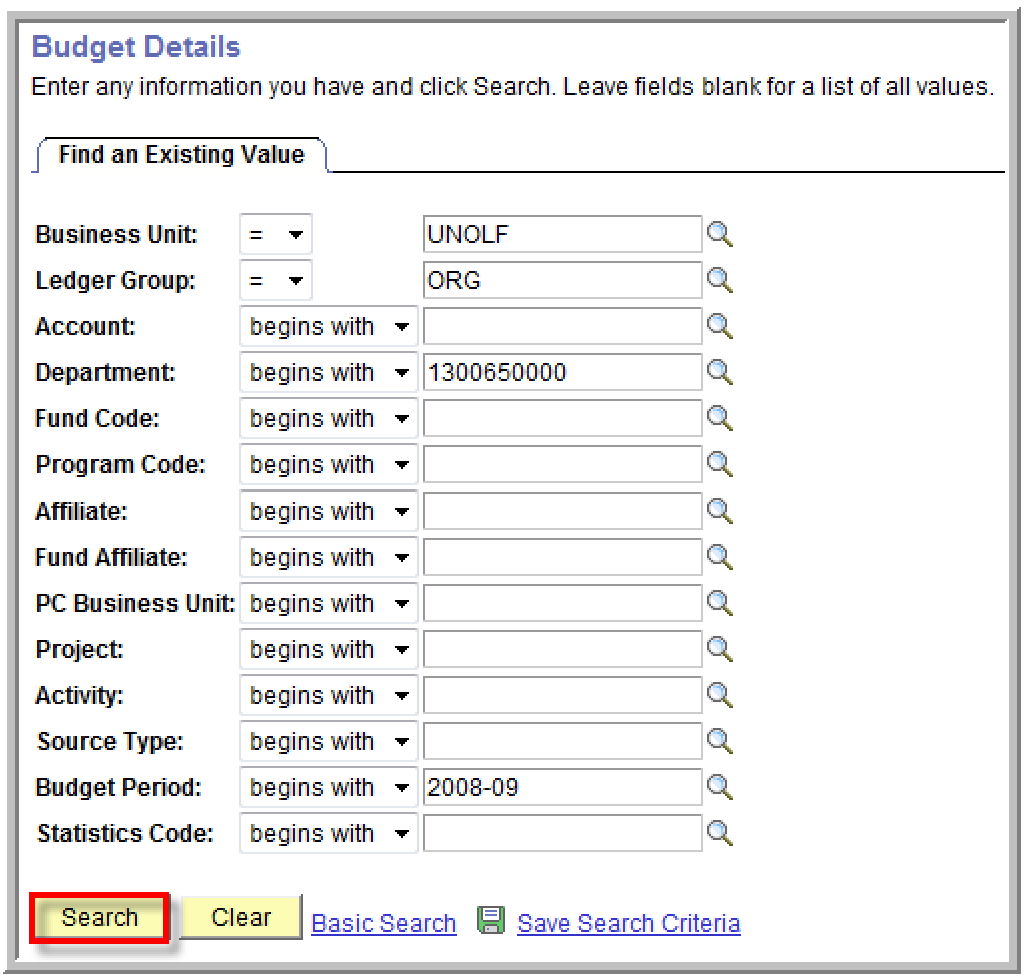
2. Enter the desired information on the Budget Details search page:
   - Business Unit: Default to UNOLF (Required)
   - Chose one of the following Ledger Groups: (Required)
     ORG (General Fund Budget)
     Ledger Group: ORG2
     Ledger Group: PRG Grant
   - Department-You can select a department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

3. Click the Search button.



Budget Details

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

Find an Existing Value

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

Search Clear Basic Search Save Search Criteria

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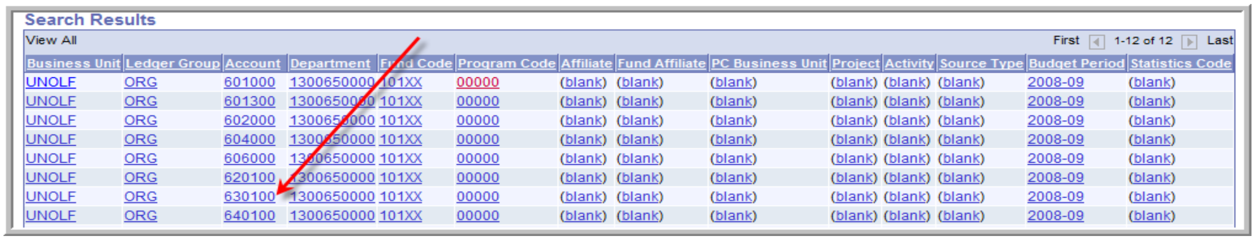
4. Based on your search criteria the following may occur:
   - The page will display the details for the specified values.
   - Multiple budgets will appear in the Search Results requiring a selection.
   - A message will appear "No match Values were found" meaning no budget exist or the search criteria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

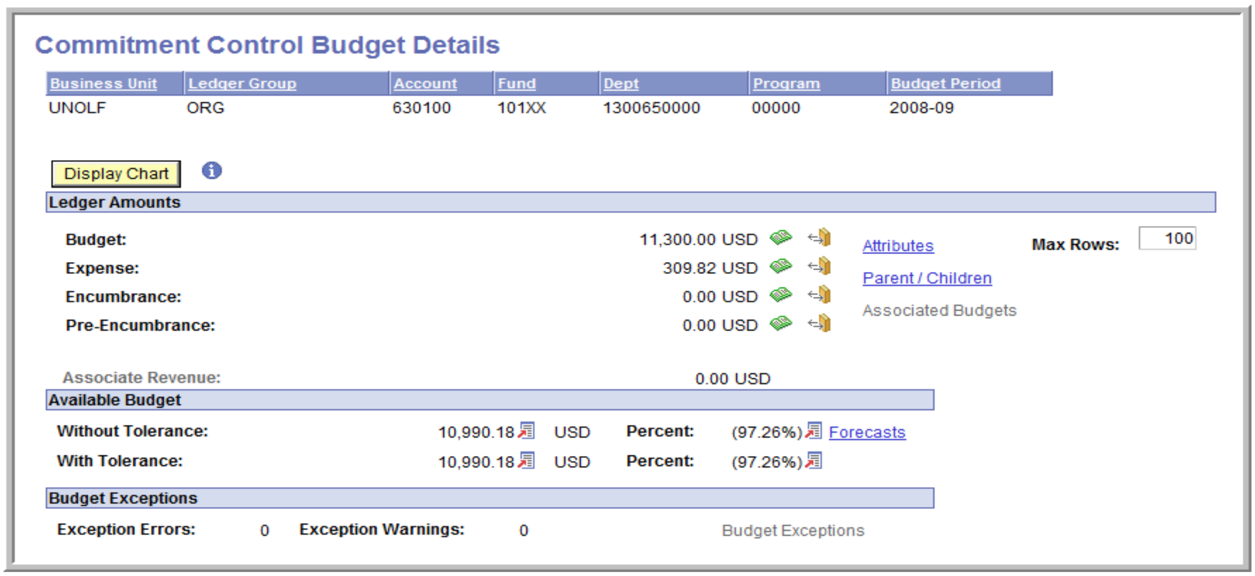


Search Results

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	601000	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)
UNOLF	ORG	601300	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)
UNOLF	ORG	602000	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)
UNOLF	ORG	604000	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)
UNOLF	ORG	606000	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)
UNOLF	ORG	620100	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)
UNOLF	ORG	630100	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)
UNOLF	ORG	640100	1300650000	101XX	00000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008-09	(blank)

6. View Commitment Control Budget Details Page



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

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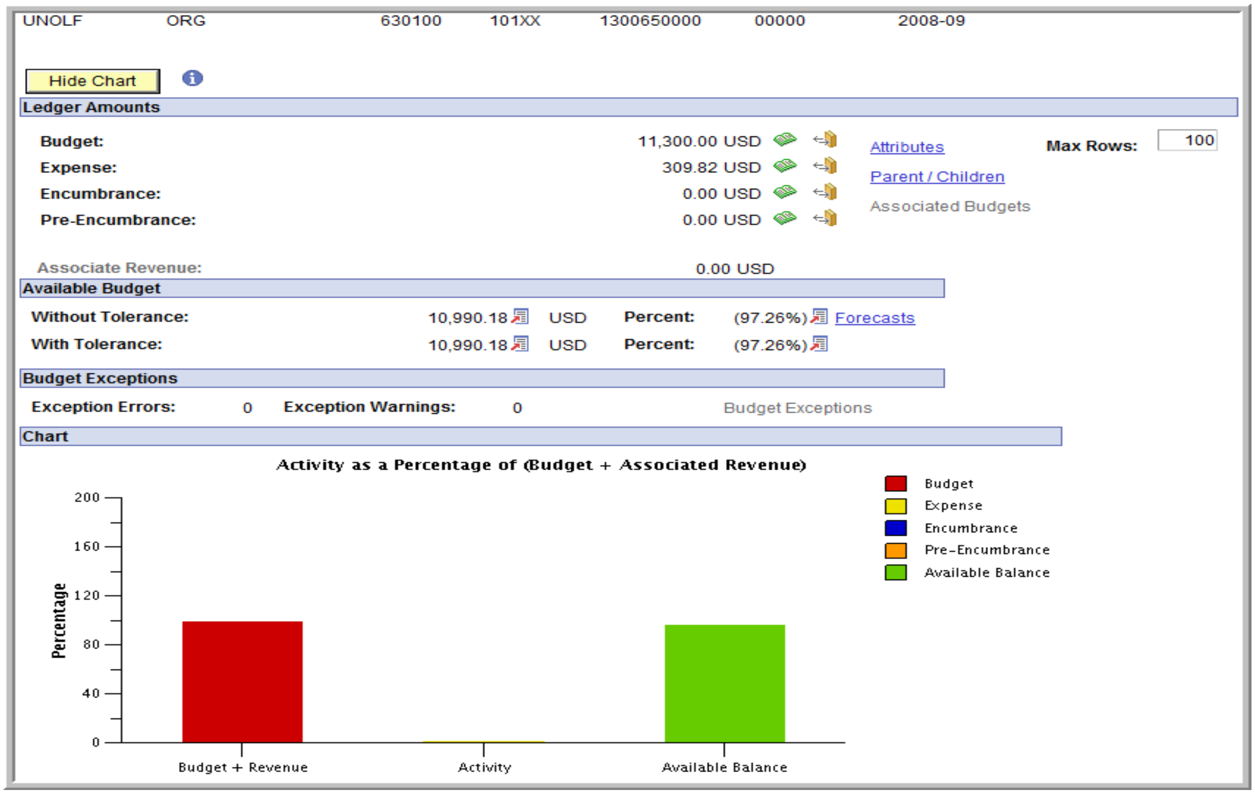
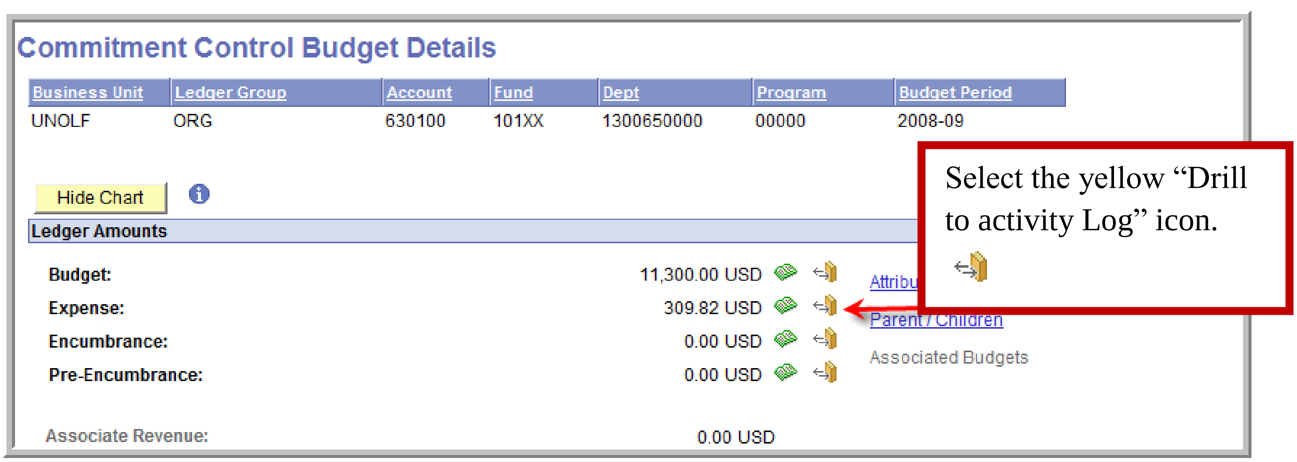
7. To view a chart of the budget select the Display Chart button.



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



9. View results

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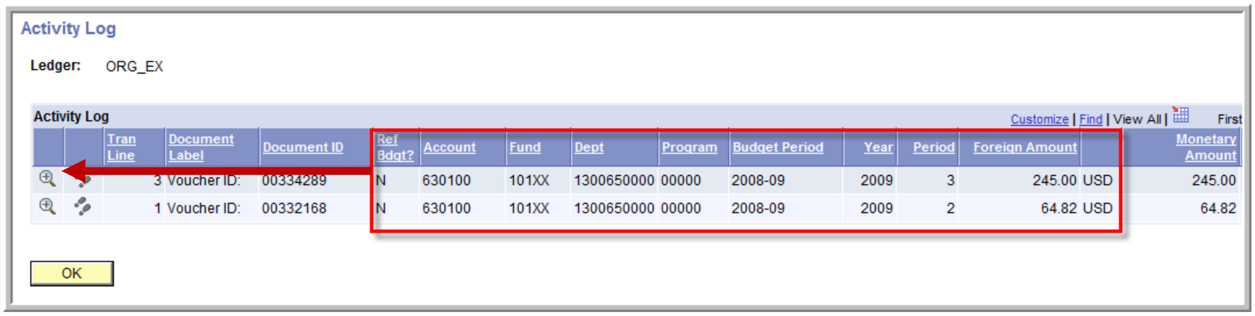
10. Select the Drill down icon  to view the actual transaction



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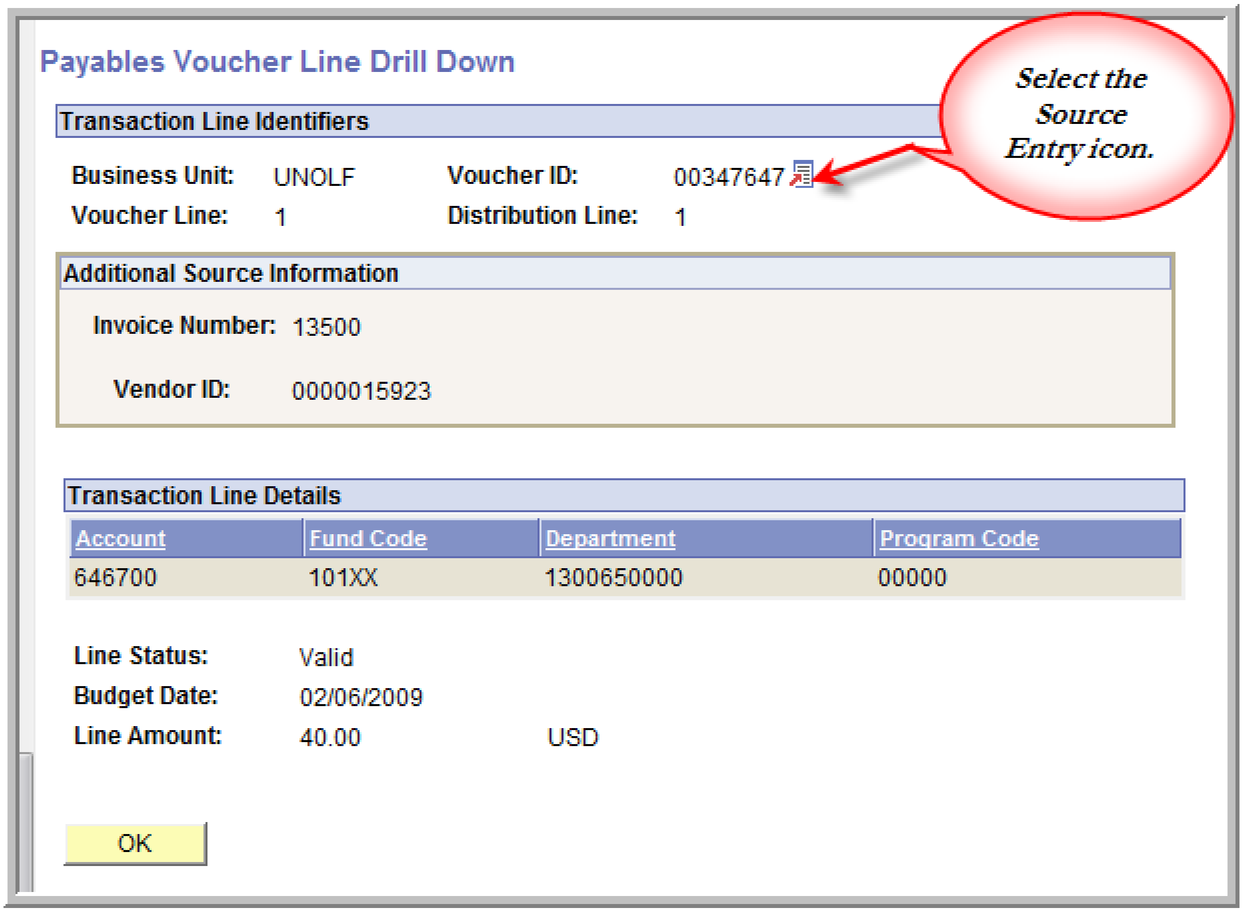
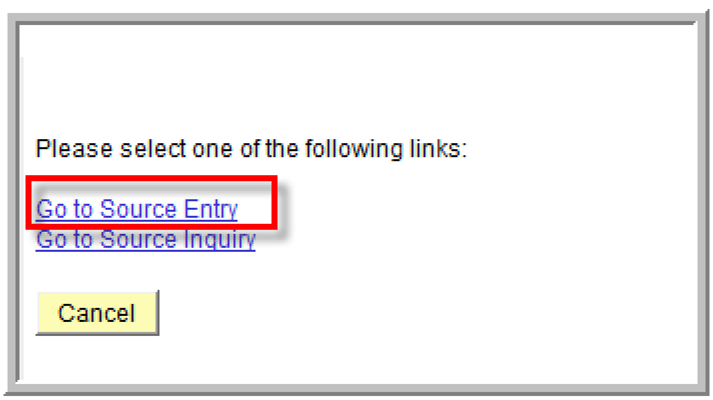
11. Select the source entry icon to view the payables voucher Line drill down.



12. Select Go to Source Entry.



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

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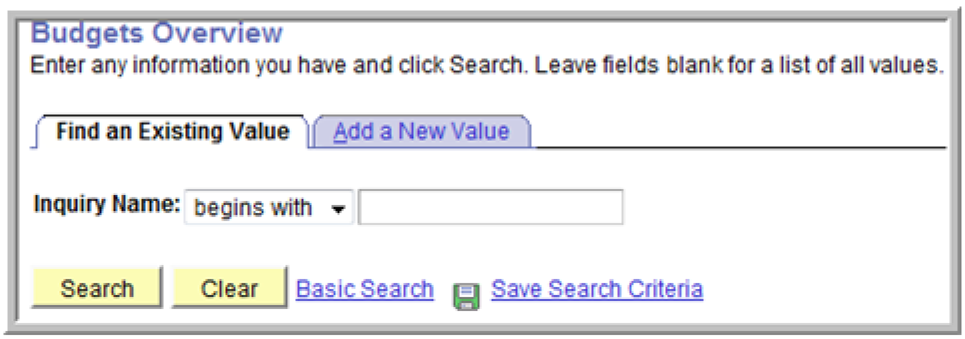
Budgets Overview Page

Navigation: Commitment Control>Review Budget Activities>Budgets Overview

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

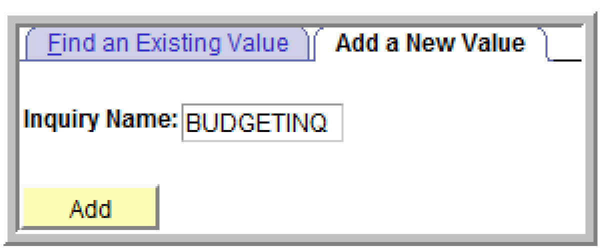
1. Click the budgets overview link.

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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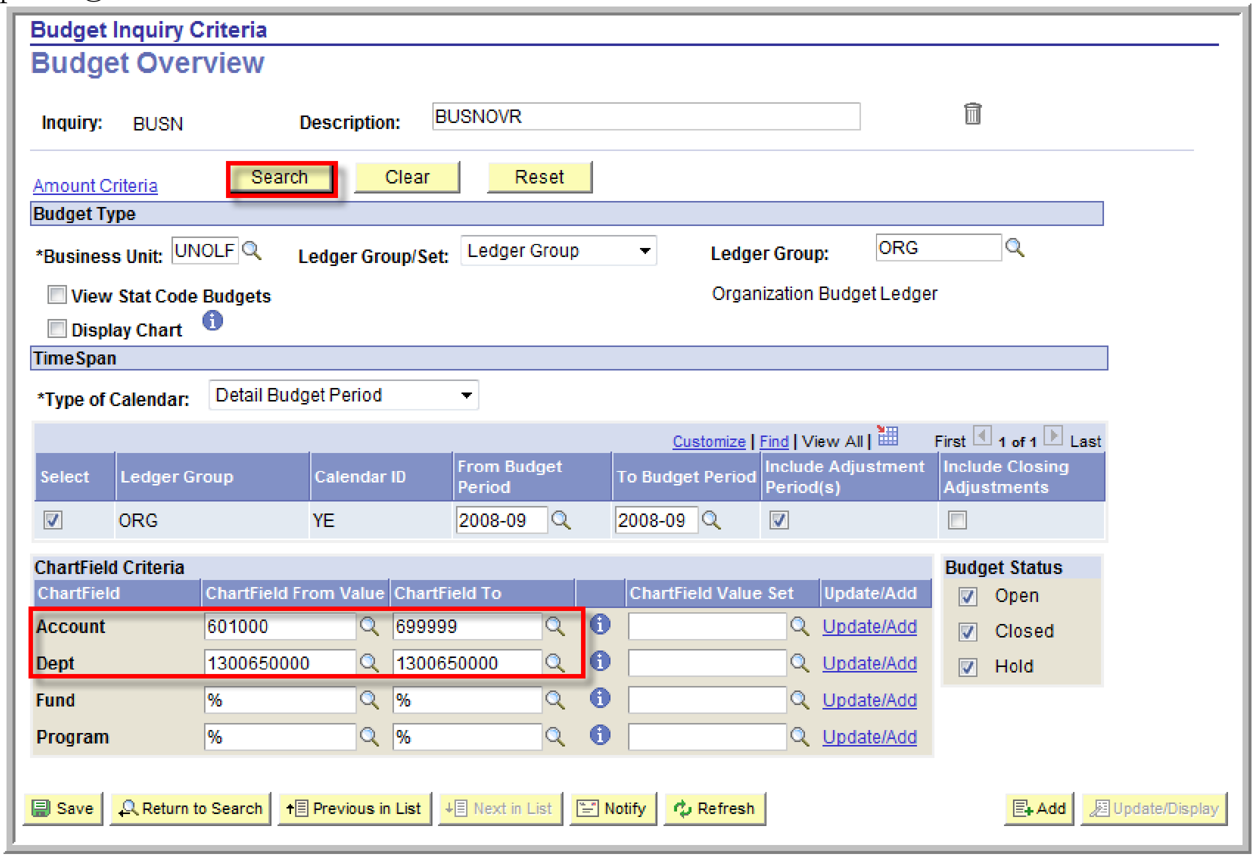

5. The Budget overview page displays the budget overview results.
6. Select the desired budget account.

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

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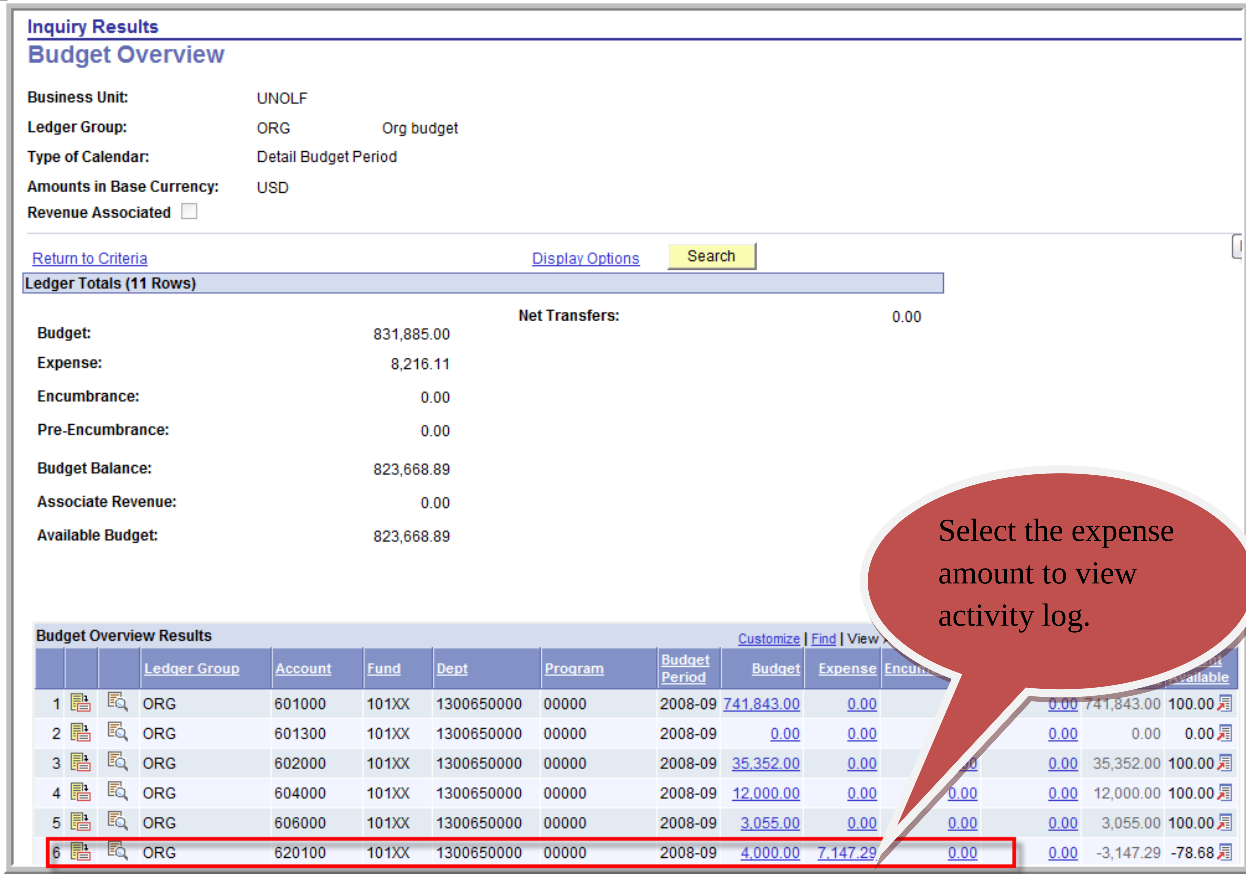
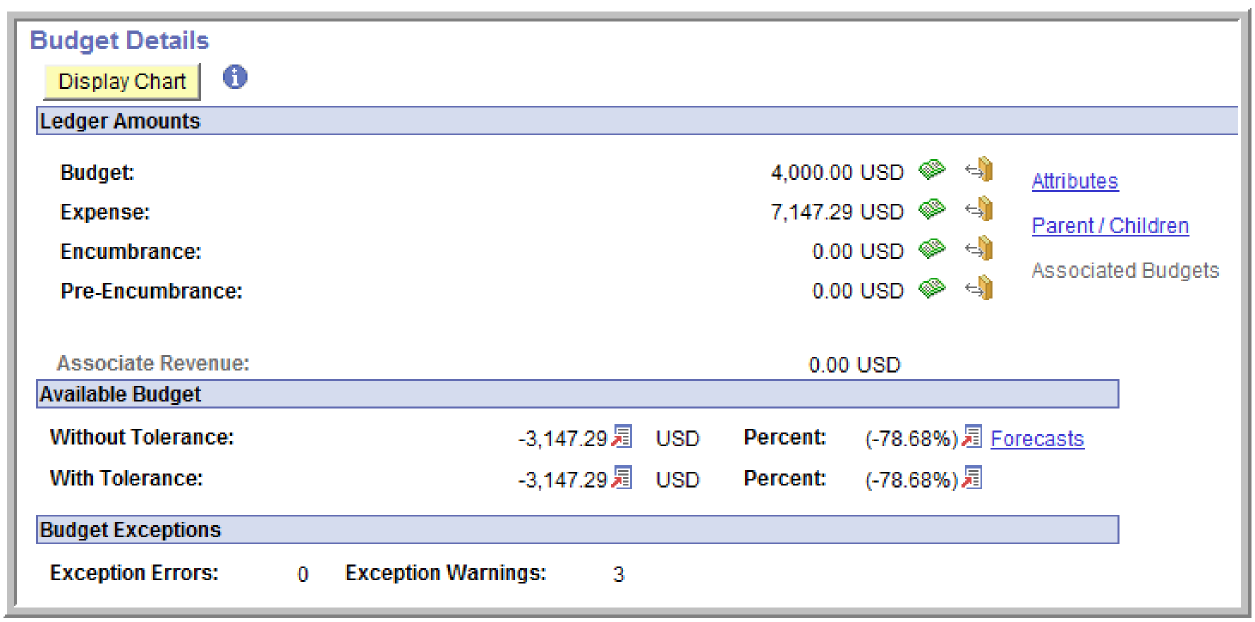


7. Click the (show details) button to open the budget details page for the row.



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

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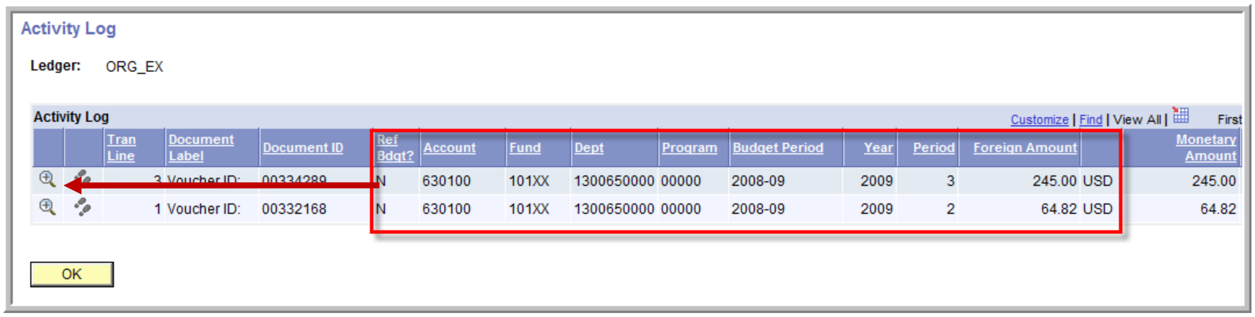
9. Select the Drill down icon  to view the actual transaction.



Activity Log

Ledger: ORG_EX

Activity Log — Customize | Find | View All | First

		Tran Line	Document Label	Document ID	Ref Bdgt?	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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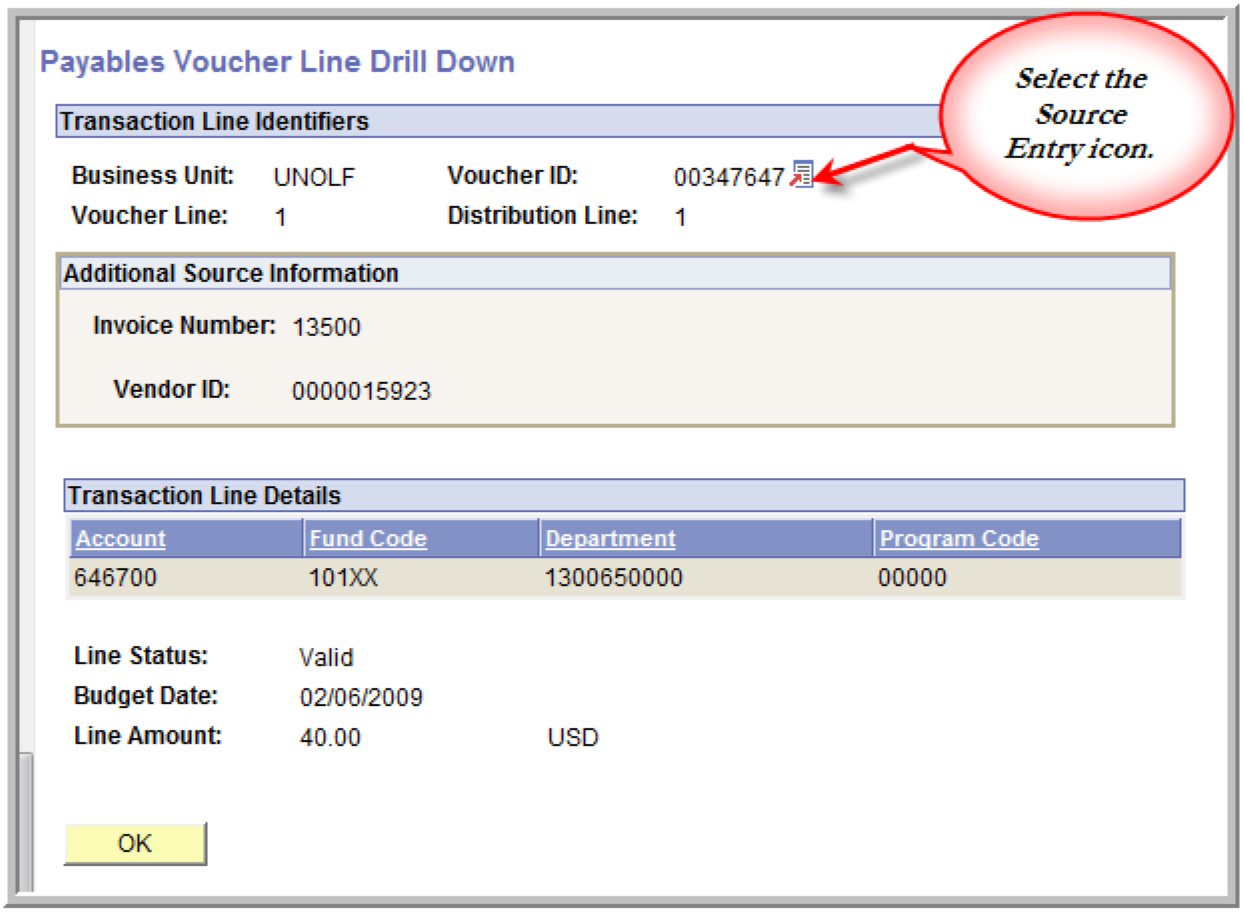
10. Select the source entry icon to view the payables voucher Line drill down.



Payables Voucher Line Drill Down

Select the Source Entry icon.

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

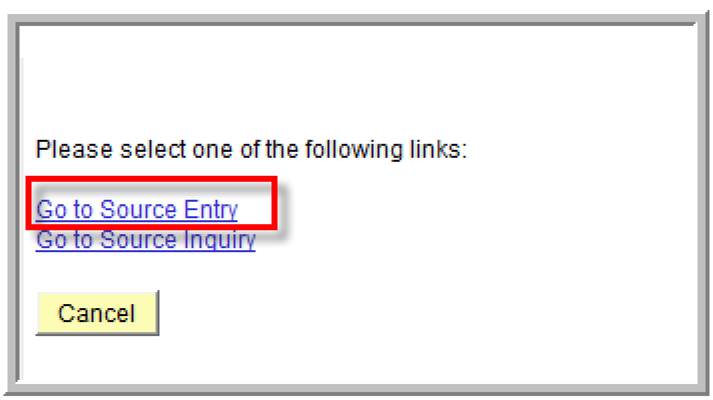
Line Status: Valid

Budget Date: 02/06/2009

Line Amount: 40.00 USD

OK

11. Select Go to Source Entry



Please select one of the following links:

Go to Source Entry

Go to Source Inquiry

Cancel

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