

PeopleSoft Budget to Actual Report

Navigator>General Ledger>General Ledger Center

The screenshot shows the PeopleSoft Navigator interface. At the top, there is a dark navigation bar with icons for home, search, flags, and a play button (highlighted with a red box). Below this is the 'NavBar: Navigator' section with a gear icon. The main area is divided into a left sidebar and a main content area. The sidebar has four sections: 'Recent Places' with a calendar icon, 'My Favorites' with a star icon, 'Navigator' with a document icon, and 'My Preferences' with a document and gear icon. The main content area shows a breadcrumb trail: 'General Ledger' (highlighted with a red box), followed by a list of menu items: 'Journals', 'GL Subsystem Reconciliation', 'Close Ledgers', 'Open Items', 'Review Financial Information', 'General Reports', and 'General Ledger Center' (highlighted with a red box). Each menu item has a right-pointing chevron.

General Ledger WorkCenter > Report/Queries Tab > Reports/Processes > Budget to Actual Report

The screenshot shows the General Ledger WorkCenter interface. The breadcrumb navigation at the top reads: "General Ledger WorkCenter > Report/Queries Tab > Reports/Processes > Budget to Actual Report". The left sidebar has a "Reports/Queries" tab selected, and the "Reports/Processes" section is expanded, with "Budget to Actuals Report" highlighted. The main content area is titled "Budget to Actuals Report" and contains a search form with buttons for "Find an Existing Value" and "Add a New Value". A search criteria dropdown is set to "Run Control ID begins with". A "Search" button is visible at the bottom of the search form.

Set up Run Control ID > click Add a New Value Tab

This screenshot shows the "Add a New Value" tab in the "Budget to Actuals Report" setup. The "Add a New Value" button is highlighted with a red box. Below it, the "Run Control ID" field contains the text "Budget_to_Actual_Report". A green "Add" button is positioned below the field. At the bottom, there are links for "Find an Existing Value" and "Add a New Value".

1. Create a run control ID
2. Click Add

Hint: The run control ID **can not** have any spaces in the name.

Fill out screen as shown below

New Wind

Budget to Actuals Report

Run Control ID Budget_to_Actual Report Manager Process Monitor **Run**

Report Request Parameters

*Business Unit *Ledger
*Fiscal Year *From Period *To Period
 Summary (Hide Totals) Totals Only (Hide Details)

ChartField Selection

ChartField Name	Include CF	Chartfield From	Chartfield To
DEPARTMEN	<input checked="" type="checkbox"/>	<input type="text" value="5550"/>	<input type="text" value="5550"/>
FUND CODE	<input checked="" type="checkbox"/>	<input type="text" value="21952"/>	<input type="text" value="21952"/>

3. Business Unit: UND01
4. Ledger: FNDDTL
5. Fiscal Year: 2021
6. From Period 1 to 12
7. Dept Number:
8. Fund:
9. Click **Run** at the top of the page

Hint: if you want a report with a **Project** the **Ledger** needs to be **PRJDTL**

Click on OK

Pag

Process Scheduler Request

User ID laura.m.nelson Run Control ID Budget_to_Actual

Server Name Run Date
Recurrence Run Time
Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budget to Actuals Report	NDUG3090	SQR Report	Web	PDF	Distribution

Project Chartfield Values



Click on Process Monitor

New Wind

Budget to Actuals Report

Run Control ID Budget_to_Actual

Report Manager

Process Monitor

Run

Report Request Parameters

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 Summary (Hide Totals) Totals Only (Hide Details)

ChartField Selection

ChartField Name	Include CF	Chartfield From	Chartfield To
DEPARTMEN	<input checked="" type="checkbox"/>	5550	5550
FUND CODE	<input checked="" type="checkbox"/>	21952	21952

Click on Details

new window | help | Personalize Page

Server List

Process Request For

laura.m.nelson Type Last 16 Days Refresh
 Name Instance From Instance To Report Manager
 Distribution Status Save On Refresh

List

1-19 of 19 | View A

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
13244577		SQR Report	NDUG3090	laura.m.nelson	11/17/2020 1:44:06PM CST	Success	Posted	Details
13244539		SQR Report	NDUG3090	laura.m.nelson	11/17/2020 1:28:17PM CST	Success	Posted	Details

Click on View Log/Trace

Process Detail

Run

Run Control ID Budget_to_Actual
Location Server
Server PSNT
Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On 11/17/2020 1:45:57PM CST
Run Anytime After 11/17/2020 1:44:06PM CST
Began Process At 11/17/2020 1:46:19PM CST
Ended Process At 11/17/2020 1:46:33PM CST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Click on PDF file to see the Budget to Actual Report

View Log/Trace

Run

Report ID 9542951 Process Instance 13244577 [Message Log](#)
Name NDUG3090 Process Type SQR Report
Run Status Success

Budget to Actuals Report

Distribution Details

Distribution Node NDUSXCOPY Expiration Date 02/24/2021

File List

Name	File Size (bytes)	Datetime Created
NDUG3090_13244577.PDF	9,695	11/17/2020 1:46:33.827000PM CST