

# Tips & Tricks in PeopleSoft

# Points covered in this workshop



- How to determine your fund balance
- Existing PeopleSoft Reports
- Helpful PeopleSoft Finance Queries

# Why is your fund balance necessary?

- Track not Control budget process as of 07-01-16
- No daily check run
- Payroll and other payables

# Determining Fund Balance



- Types of funds
  - 1xxxx – auxiliary fund
  - 2xxxx – local fund
  - 5xxxx – scholarship fund
  - 79xxx – restricted fund
- Fund balance = assets minus liabilities
  - 1xxxxx – Asset accounts
  - 2xxxxx – Liability accounts

# Determining Fund Balance



Steps to determine your fund balance

- Run a trial balance
- Subtract credits from debits
- Positive number GREAT!
- Negative indicates a deficit.

# Running a Trial Balance

- Navigation
  - Main Menu
  - General Ledger
  - General Reports
  - Trial Balance
- A run control will need to be set up

The screenshot shows a software interface with a breadcrumb trail at the top: Main Menu > General Ledger > General Reports > Trial Balance. A red arrow points from the 'Main Menu' text in the list to the 'Main Menu' dropdown in the interface. Below the breadcrumb is a 'Search Menu:' field with a search icon. A list of menu items follows, with 'General Ledger' highlighted. A sub-menu is open for 'General Ledger', showing 'General Reports' highlighted. A further sub-menu is open for 'General Reports', listing various reports including 'Trial Balance'.

Main Menu > General Ledger > General Reports > Trial Balance

Search Menu:

- Manager Self-Service
- Supplier Contracts
- Customer Contracts
- Suppliers
- Purchasing
- Services Procurement
- Grants
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger**
  - Journals
  - Open Items
  - Review Financial Information
  - General Reports**
    - Ledger Activity
    - Ledger Activity with Attribute
    - Journal Entry Detail
    - Ledger vs Journal Integrity
    - InterUnit Activity
    - Trial Balance**
    - Ledger Summary
    - Journal Entry with Attributes
  - General Ledger Center
  - GL WorkCenter
- Real Time Bottom Line
- Set Up Financials/Supp
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- ND Utilities & Interfaces
- ND HE Applications
- Change My Password

# Running a Trial Balance

- Entry criteria
  - Fiscal Year
  - Period
  - Fund
  - Account

## Report Request Parameters

Unit

**Fiscal Year**

Currency Option

Display Full Numeric Field

\*Ledger

**Period**

Currency

Date Code

**Include Adjustment Periods**

Adjustment Period		
1	<input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

## ChartField Selection

Personalize | Find | | | First 1-12 of 12 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="22122"/>	<input type="text" value="22122"/>
<input type="text" value="2"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="101001"/>	<input type="text" value="230005"/>
<input type="text" value=""/>	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>

# Running a Trial Balance

- Additional info
  - Sequence
    - 1 – Fund Code
    - 2 – Account
  - Check boxes
    - Include CF
    - Descr
    - Subtotal

## Report Request Parameters

Unit

\*Ledger

Fiscal Year

Period

Currency Option

Currency

Display Full Numeric Field

Date Code

## Include Adjustment Periods

Adjustment Period		
1	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Refresh

## ChartField Selection

Personalize | Find | First 1-12 of 12 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="22122"/>	<input type="text" value="22122"/>
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="101001"/>	<input type="text" value="230005"/>
	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



# Running a Trial Balance

- Don't forget
- Click Save
- Click Run

Trial Balance Report

Run Control ID: Trial\_Balance      Report Manager      Process Monitor      **Run**

Language: **English**

**Report Request Parameters**

Unit: UNDD01      \*Ledger: ACTUALS      **Include Adjustment Periods**

Fiscal Year: 2017      Period: 12      Adjustment Period: 1

Currency Option: Base      Currency:       Display Full Numeric Field      Date Code: All

**ChartField Selection**

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22122	22122
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	101001	230005
	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Save**      **Return to Search**      **Notify**      **Refresh**

# Running a Trial Balance

- Select output format
  - CSV for excel
  - PDF

Process Scheduler Request

User ID eileen.l.johnson Run Control ID Trial\_Balance

Server Name PSNT Run Date 11/09/2016  
Recurrence Recurrence Run Time 8:45:22AM  
Time Zone Time Zone

Reset to Current Date/Time

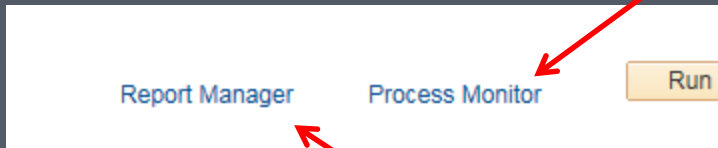
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	CSV	Distribution

Click OK

OK Cancel

# Running a Trial Balance

- Monitor progress in Process Monitor



Date/Time	Run Status	Distribution Status	Details
9/2016 8:45:22AM CST	Success	Posted	<a href="#">Details</a>

[Go back to Trial Balance](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

- Select Report Manager to retrieve report

**View Reports For**

Folder  Instance  to  Refresh

Name  Created On  Last  1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 GLS7012	TRIAL BALANCE REPORT	General	11/09/16 8:57AM	7408252	9767192
APX2050 -	APX2050 - APX2050 - PPE		11/08/16		

# Running a Trial Balance

- Debits minus Credits = Fund Balance

<u>Account</u>	<u>Cur</u>	<u>Transaction Debit</u>	<u>Transaction Credit</u>
105251 Cash - in BND	USD	55,308.89	0.00
124001 Accounts Receivable - Current	USD	1,157.10	0.00
124201 Accounts Receivable-Allowances	USD	0.00	182.64
		<u>56,465.99</u>	<u>182.64</u>
	USD	56,465.99	182.64

56,465.99  
- 182.64  
56,283.35

A positive number is a positive balance  
Negative number means deficit to be covered

# Local Fund Summary



- Provides a summary of all local funds (2XXXX) for a department
- Details (column headings) include:
  - Beginning Net Position
  - Revenue
  - Transfers In
  - Expenses
  - Transfers Out
  - Other FNA etc.
  - Ending Net Position

# Local Fund Summary

- Navigation
  - Main Menu
  - ND HE Applications
  - GL
  - HE Local Fund Summary
- A run control will need to be set up

Main Menu > ND HE Applications > GL > HE Local Fund Summary

Search Menu:

- Manager Self-Service
- Supplier Contracts
- Customer Contracts
- Suppliers
- Purchasing
- Services Procurement
- Grants
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Real Time Bottom Line
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- ND Utilities & Interfaces
- ND HE Applications**
  - AM
  - AP
  - AR
  - GL**
    - Budget to Actuals Report
    - HE Local Fund Summary
    - HE Project Transaction Details
  - GM
  - KK
  - PC
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

# Local Fund Summary



- Selection Criteria
  - Business unit – UND01
  - Fiscal year – 2017
  - Period – 12
  - Department – 4 digit number (lookup available)
- Click Save
- Click Run

# Local Fund Summary

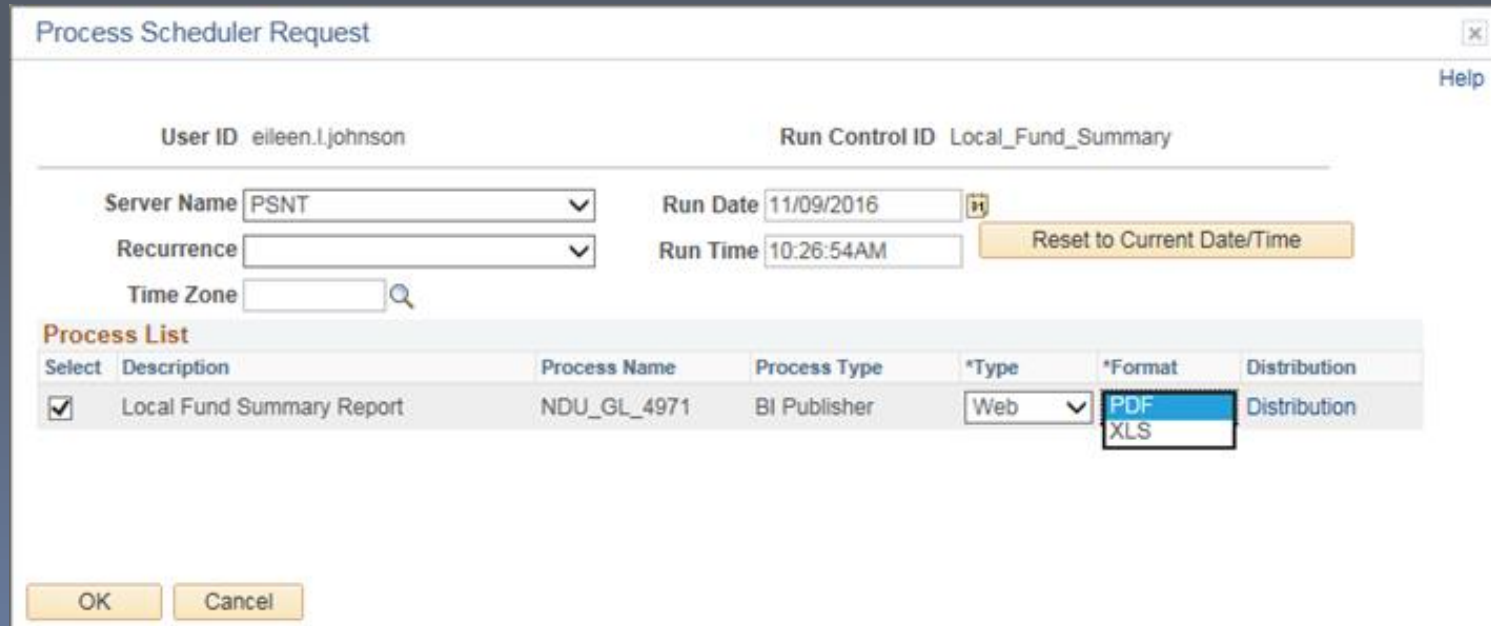
- Process Monitor to monitor the progress
- Report Manager for output

Local Fund Summary									
University of North Dakota									
Summary Only: N									
Department(s): 2345 Geography									
Run Date & Time: 11/9/2016 9:55 AM									
Fiscal Year: 2017 / Periods: 0 ~ 12									
Include Projects: N									
Fund	Department	Project	Beginning Net Position	Revenue	Transfers In	Expenses	Transfers Out	Other FNA etc.	Ending Net Position
20100 GIS Graduate Certificate			10,999.44	0.00	0.00	0.00	0.00	0.00	10,999.44
	2345 Geography		0.00	1,937.50	0.00	9,434.87	0.00	0.00	(7,497.37)
<b>Fund 20100 GIS Graduate Certificate Total</b>			<b>10,999.44</b>	<b>1,937.50</b>	<b>0.00</b>	<b>9,434.87</b>	<b>0.00</b>	<b>0.00</b>	<b>3,502.07</b>
20232 Geography 300			(785.90)	0.00	0.00	0.00	0.00	0.00	(785.90)
	2345 Geography		1,665.30	135.00	0.00	49.86	0.00	0.00	1,750.44
<b>Fund 20232 Geography 300 Total</b>			<b>879.40</b>	<b>135.00</b>	<b>0.00</b>	<b>49.86</b>	<b>0.00</b>	<b>0.00</b>	<b>964.54</b>
20233 Lake Alice Research			0.25	0.00	0.00	0.00	0.00	0.00	0.25
<b>Fund 20233 Lake Alice Research Total</b>			<b>0.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.25</b>
20342 F&A Distribution-Geog			5,160.96	0.00	0.00	0.00	0.00	0.00	5,160.96
	2345 Geography		2,074.03	0.00	0.00	701.06	0.00	0.00	1,372.97
<b>Fund 20342 F&amp;A Distribution-Geog Total</b>			<b>7,234.99</b>	<b>0.00</b>	<b>0.00</b>	<b>701.06</b>	<b>0.00</b>	<b>0.00</b>	<b>6,533.93</b>
20628 Geography 900			(149.52)	0.00	0.00	0.00	0.00	0.00	(149.52)
	2345 Geography		206.42	0.00	0.00	0.00	0.00	0.00	206.42
<b>Fund 20628 Geography 900 Total</b>			<b>56.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56.90</b>
20814 F&A Distribution-Rundquist			1,175.19	0.00	0.00	0.00	0.00	0.00	1,175.19
	2345 Geography		0.00	0.00	0.00	1,030.48	0.00	0.00	(1,030.48)
<b>Fund 20814 F&amp;A Distribution-Rundquist Total</b>			<b>1,175.19</b>	<b>0.00</b>	<b>0.00</b>	<b>1,030.48</b>	<b>0.00</b>	<b>0.00</b>	<b>144.71</b>
20816 F&A Distribution-Vandeberg			47.76	0.00	0.00	0.00	0.00	0.00	47.76
<b>Fund 20816 F&amp;A Distribution-Vandeberg Total</b>			<b>47.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47.76</b>
21439 Golden Eagle Nest Monitoring			274.29	0.00	0.00	0.00	0.00	0.00	274.29
<b>Fund 21439 Golden Eagle Nest Monitoring Total</b>			<b>274.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>274.29</b>
22461 Geographic ARS Lab			(5.45)	0.00	0.00	0.00	0.00	0.00	(5.45)
<b>Fund 22461 Geographic ARS Lab Total</b>			<b>(5.45)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(5.45)</b>
<b>Report Total</b>			<b>20,662.77</b>	<b>2,072.50</b>	<b>0.00</b>	<b>11,216.27</b>	<b>0.00</b>	<b>0.00</b>	<b>11,519.00</b>



# Local Fund Summary

- Output options
  - PDF
  - XLS
  - Excel format – all data, no formulas



The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: elleen.l.johnson' and 'Run Control ID: Local\_Fund\_Summary'. Below this, there are fields for 'Server Name' (PSNT), 'Run Date' (11/09/2016), 'Recurrence', 'Run Time' (10:26:54AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is located next to the Run Time field. The 'Process List' section contains a table with columns for 'Select', 'Description', 'Process Name', 'Process Type', '\*Type', '\*Format', and 'Distribution'. The first row is selected, and the '\*Format' dropdown menu is open, showing 'PDF' and 'XLS' options.

Process Scheduler Request

User ID: elleen.l.johnson      Run Control ID: Local\_Fund\_Summary

Server Name: PSNT      Run Date: 11/09/2016

Recurrence:      Run Time: 10:26:54AM      Reset to Current Date/Time

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Local Fund Summary Report	NDU_GL_4971	BI Publisher	Web	PDF XLS	Distribution

OK      Cancel

# Biennial Budget Summary



- Provides a snapshot of previous year's budget
  - Budget
  - Actuals
- Current year's budget:
  - Beginning Budget
  - Budget Adjustments
  - Current Year Budget
  - YTD Actuals
  - Encumbrances
  - Available Budget
  - Percent Remaining

# Biennial Budget Summary

- Navigation
  - Main Menu
  - ND HE Applications
  - KK
  - HE Biennial Budget Summary
- A run control will need to be set up

Main Menu > ND HE Applications > KK > HE Biennial Budget Summary

Search Menu:

- Manager Self-Service
- Supplier Contracts
- Customer Contracts
- Suppliers
- Purchasing
- Services Procurement
- Grants
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Real Time Bottom Line
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- ND Utilities & Interfaces
- ND HE Applications
  - AM
  - AP
  - AR
  - GL
  - GM
  - KK
  - PC
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Budget Journal Adjustment Type  
HE Biennial Budget Summary

# Biennial Budget Summary



- Selection Criteria
  - Business unit – UND01
  - Fiscal year – 2017
  - Period – From & To
  - Division – (lookup available)
  - Fund – From & To
  - Project – Y or N (If Y, select desired project)
- Click Save
- Click Run

# Biennial Budget Summary

- Process Monitor to monitor the progress
- Report Manager for output

2016 - 2017 Budget to Actuals Summary  
University of North Dakota

Page 1 of 2

Run Date: 11-09-2016 Run Time: 11:33 AM

Budget Year: 2017

Period: 1 to 12

Division: Athletic Total

Fund Codes: 00000 - 29999

Account	Account Description	Previous Year Budget	Previous Year Actuals	Beginning Budget	Budget Adjustments	Current Year Budget	Year To Date Actuals	Encumbrances	Available Budget	Percent Remaining
<b>Department: 1040 Athletic Total</b>		<b>Fund: 17501 Athletics</b>		<b>Project: UNDA000275 VOLLEYBALL-WOMEN</b>			<b>Division: 1040C Athletic Total</b>			
<b>Operating Expenses</b>										
521000	Travel	\$133,000.00	\$117,906.85	\$135,000.00	\$0.00	\$135,000.00	\$84,680.40	\$0.00	\$50,319.60	37.27%
532000	Supply/Material - Professional	\$17,000.00	\$31,564.52	\$16,660.00	\$0.00	\$16,660.00	\$19,168.86	\$0.00	(\$2,508.86)	-15.06%
533000	Food and Clothing	\$8,500.00	\$7,032.71	\$8,330.00	\$0.00	\$8,330.00	\$1,580.40	\$0.00	\$6,749.60	81.03%
535000	Miscellaneous Supplies	\$1,500.00	\$998.90	\$1,500.00	\$0.00	\$1,500.00	\$43.00	\$0.00	\$1,457.00	97.13%
541000	Postage	\$500.00	\$54.56	\$500.00	\$0.00	\$500.00	\$7.78	\$0.00	\$492.22	98.44%
542000	Printing	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
551000	IT Equipment under \$5,000	\$0.00	\$1,899.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
591000	Repairs	\$150.00	\$125.55	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	100.00%
602000	IT - Communications	\$2,750.00	\$2,501.88	\$2,695.00	\$0.00	\$2,695.00	\$713.97	\$0.00	\$1,981.03	73.51%
611000	Professional Development	\$4,525.00	\$0.00	\$4,025.00	\$0.00	\$4,025.00	\$0.00	\$0.00	\$4,025.00	100.00%
621000	Operating Fees and Services	\$1,500.00	\$7,162.00	\$1,470.00	\$0.00	\$1,470.00	\$0.00	\$0.00	\$1,470.00	100.00%
623000	Professional Fees and Services	\$0.00	\$39.81	\$0.00	\$0.00	\$0.00	\$46.66	\$0.00	(\$46.66)	0.00%
631000	Miscellaneous Expenses	\$1,100.00	\$468.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00%
Operating Expenses Subtotal		\$171,025.00	\$169,753.78	\$171,930.00	\$0.00	\$171,930.00	\$106,241.07	\$0.00	\$65,688.93	38.21%
Project Total - VOLLEYBALL-WOMEN		\$171,025.00	\$169,753.78	\$171,930.00	\$0.00	\$171,930.00	\$106,241.07	\$0.00	\$65,688.93	38.21%
Fund Total - Athletics		\$171,025.00	\$169,753.78	\$171,930.00	\$0.00	\$171,930.00	\$106,241.07	\$0.00	\$65,688.93	38.21%

<b>Department: 1040 Athletic Total</b>		<b>Fund: 17505 Recruiting</b>		<b>Project: UNDA000275 VOLLEYBALL-WOMEN</b>			<b>Division: 1040C Athletic Total</b>			
<b>Operating Expenses</b>										
521000	Travel	\$7,500.00	\$13,632.41	\$9,500.00	\$0.00	\$9,500.00	\$521.58	\$0.00	\$8,978.42	94.51%
531000	Supplies - IT Software	\$2,550.00	\$0.00	\$2,350.00	\$0.00	\$2,350.00	\$0.00	\$0.00	\$2,350.00	100.00%
532000	Supply/Material - Professional	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	100.00%
534000	Bldg, Grounds, Vehicle Supply	\$3,000.00	\$0.00	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$0.00	\$2,800.00	100.00%
602000	IT - Communications	\$2,750.00	\$2,249.94	\$2,550.00	\$0.00	\$2,550.00	\$629.97	\$0.00	\$1,920.03	75.30%

# Budget to Actuals Report

Instructions for the Budget to Actuals report can be located on the Connect UND web page

Finance Operations > Connect UND > Finance Tip Sheets

## Connect UND

- Contacts
- Training
- Help
- Finance
  - Finance Home
  - Forms
  - Links
  - Access
  - Tip Sheets
  - Job Aids
  - Asset Management
- HRMS
- Campus Solutions
- Ancillary Systems
- Campus Advisory Committee
- Log on to People Soft

### Finance Tip Sheets

Finance Tip Sheets detail the steps involved in running common processes within UND Financials. The Tip Sheets are grouped by category below. Click the links below to see the Tip Sheets applicable to the category.

Many of the files are in Adobe PDF format. You must have Adobe Reader installed to download these documents.

[Download Adobe Acrobat Reader](#)

#### General Tip Sheets

- Clear Cache and Cookies
- Opening A File In Its Associated Program
- Setting Favorites
- Turn off Pop-up Blocker
- Using the Query Download Feature
- Utilizing the "Download to Excel" Feature in PeopleSoft

#### Inquiry Tip Sheets

- Finance Inquiry Navigations
- Budget to Actuals**
  - [Download](#) (Adobe PDF, 05.08.12)
  - Description: This tip sheet will outline how to run the Budget to Actuals Report on the PeopleSoft Finance system.

# Budget to Actuals Report

Path for the Budget to Actuals Report:

- Main Menu
- ND HE Applications
- GL
- Budget to Actuals Report

You will need to set up a run control to run the report.

The screenshot shows a software application interface with a breadcrumb trail at the top: Main Menu > ND HE Applications > GL > Budget to Actuals Report. A search menu is open, displaying a list of folders. The 'ND HE Applications' folder is highlighted, and its sub-menu is visible, showing 'GL' highlighted. The 'GL' sub-menu is further expanded, showing 'Budget to Actuals Report' as the selected option. Other options in the 'GL' sub-menu include 'HE Local Fund Summary' and 'HE Project Transaction Details'. The search menu also includes a search bar and a list of other folders such as 'Manager Self-Service', 'Supplier Contracts', 'Customer Contracts', 'Suppliers', 'Purchasing', 'Services Procurement', 'Grants', 'Project Costing', 'Billing', 'Accounts Receivable', 'Accounts Payable', 'Asset Management', 'Commitment Control', 'General Ledger', 'Real Time Bottom Line', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', and 'ND Utilities & Interfaces'.

# Budget to Actuals Report

## Report Criteria:

- Business Unit  
**UND01**
- Ledger (Choose from list)
- Fiscal Year
- From & to Periods:  
one or more financial months
- Department
- Fund Code
- Project (optional)

Budget to Actuals Report

Run Control ID Budget\_To\_Actuals Report Manager

**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
<input type="text" value="DEPARTMEN"/>	<input checked="" type="checkbox"/>	<input type="text" value="3130"/>	<input type="text"/>
<input type="text" value="FUND CODE"/>	<input checked="" type="checkbox"/>	<input type="text" value="31400"/>	<input type="text"/>

**Project Chartfield Values** Personalize | Find | First 1 of 1 Last

	Include CF	Project	
1	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>



# Budget to Actuals Report

- Process Monitor to monitor the progress
- Report Manager for output

## Budget to Actuals Report

Page No. 1  
Run Date 11/09/2016  
Run Time 14:53:45

BU:UN001 FY:2017 Period:4 To 4 Ledger:FNDDTL Fund From:31400 Fund To:31400 Dept From:3130 Dept To:3130

Budget		Account		Transaction		Reference		Budget	Year to Date	Current	Year to Date	Current	Available	Percent
Code	Date	Code	Type	Document ID	Reference	Budget	Expenses	Expenses	Encumbrance	Encumbrance	Budget	Available		
FUND CODE:31400 DEPT ID:3130 PROJ ID:														
<b>Personnel Expenses</b>														
Salaries-Regular - Benefitted	511000	06/09/2016		GL_BD_JRNL	0001442454			332,661.00						
Salaries - Regular -Benefitted		10/11/2016	511002	GL_JOURNAL	PAY1463444	10/14/2016/PPE	09/30/16			13,860.87				
Salaries - Regular -Benefitted		10/26/2016	511002	GL_JOURNAL	PAY1465789	10/31/2016/PPE	10/15/16			12,373.37				
Total - Salaries-Regular - Benefitted								332,661.00	95,538.59	26,234.24	0.00	0.00	237,122.41	71.28
Salaries - Other	512000	06/09/2016		GL_BD_JRNL	0001442454			22,655.00						
Salaries - Other		10/11/2016	512005	GL_JOURNAL	PAY1463444	10/14/2016/PPE	09/30/16			685.48				
Salaries - Other		10/26/2016	512005	GL_JOURNAL	PAY1465789	10/31/2016/PPE	10/15/16			582.83				
Total - Salaries - Other								22,655.00	7,306.26	1,268.31	0.00	0.00	15,348.74	67.75
Overtime	514000	08/26/2016		GL_BD_JRNL				0.00						
Total - Overtime								0.00	1.50	0.00	0.00	0.00	(1.50)	0.00
Fringe Benefits	516000	07/13/2016		GL_BD_JRNL				0.00						
Fringe Benefits	516000	07/26/2016		GL_BD_JRNL				0.00						
Fringe Benefits	516000	08/10/2016		GL_BD_JRNL				0.00						
Fringe Benefits	516000	08/26/2016		GL_BD_JRNL				0.00						
Fringe Benefits	516000	09/14/2016		GL_BD_JRNL				0.00						
Fringe Benefits	516000	09/28/2016		GL_BD_JRNL				0.00						
Fringe Benefits	516000	10/17/2016		GL_BD_JRNL	0001464254			87,500.00						
Disability Insurance		10/11/2016	516005	GL_JOURNAL	PAY1463444	10/14/2016/PPE	09/30/16			22.21				
Disability Insurance		10/26/2016	516005	GL_JOURNAL	PAY1465789	10/31/2016/PPE	10/15/16			22.21				
Employee Assist Program		10/11/2016	516015	GL_JOURNAL	PAY1463444	10/14/2016/PPE	09/30/16			5.39				
Employee Assist Program		10/26/2016	516015	GL_JOURNAL	PAY1465789	10/31/2016/PPE	10/15/16			4.62				
Health Insurance		10/11/2016	516055	GL_JOURNAL	PAY1463444	10/14/2016/PPE	09/30/16			3,390.66				
Health Insurance		10/26/2016	516055	GL_JOURNAL	PAY1465789	10/31/2016/PPE	10/15/16			2,825.55				
Life Insurance		10/11/2016	516075	GL_JOURNAL	PAY1463444	10/14/2016/PPE	09/30/16			1.89				
Life Insurance		10/26/2016	516075	GL_JOURNAL	PAY1465789	10/31/2016/PPE	10/15/16			1.62				
Medicare		10/11/2016	516080	GL_JOURNAL	PAY1463444	10/14/2016/PPE	09/30/16			194.09				
Medicare		10/26/2016	516080	GL_JOURNAL	PAY1465789	10/31/2016/PPE	10/15/16			173.43				

# Queries in PeopleSoft



## **What is a query?**

A query is a request for information.

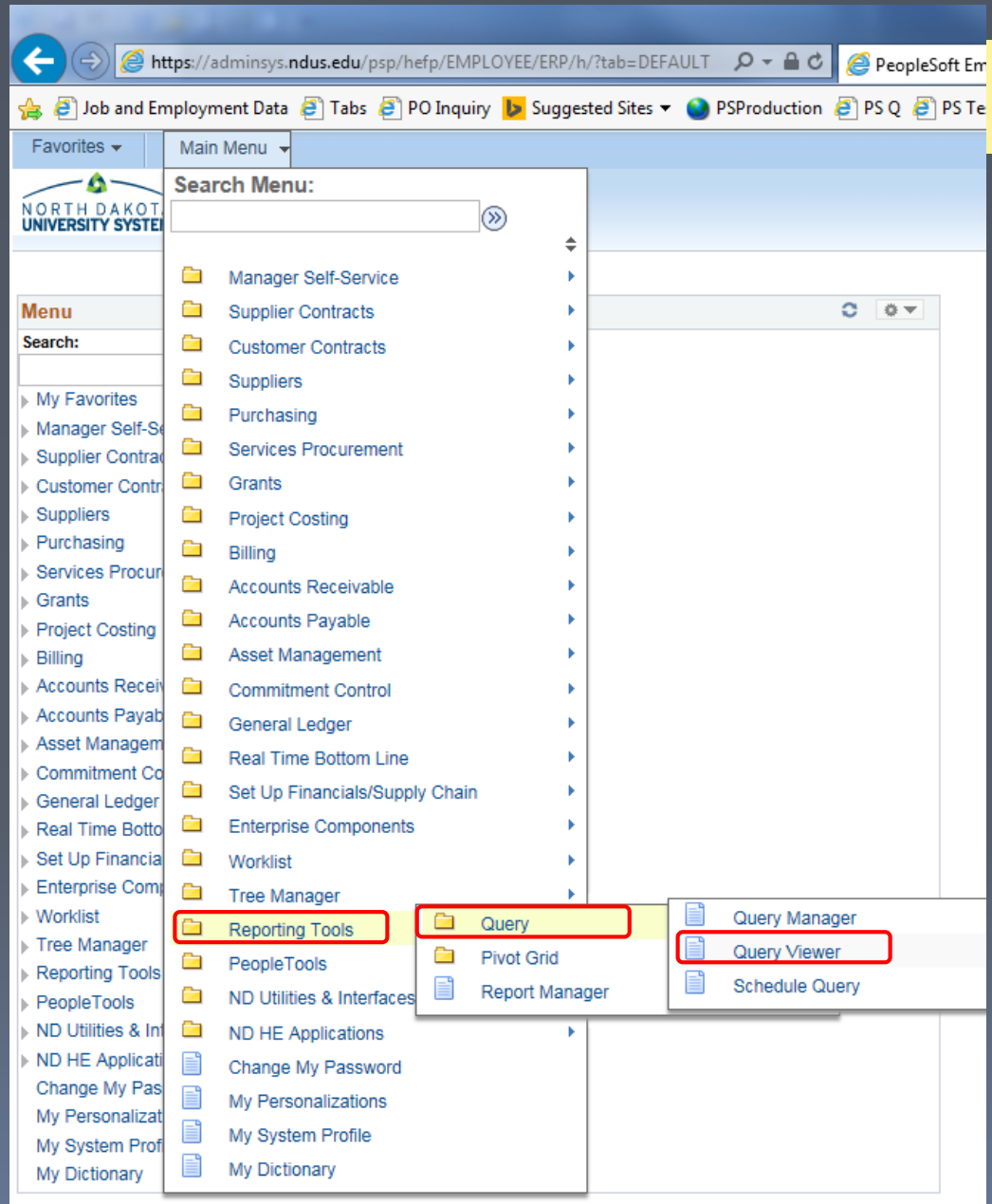
## **What does a query in PeopleSoft do?**

By using a query in the PeopleSoft environment, you can extract information from PeopleSoft and export it to a user friendly format – usually Microsoft Excel.

Everyone with access to PeopleSoft (PS) Finance has access to view data in queries.

Path:

- Main Menu
- Reporting Tools
- Query
- Query Viewer



North Dakota University System

You are on Database: HEFP

All Search >> Advanced Search | Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

### Query Viewer

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

\*Search By  begins with

[Advanced Search](#)

Save the query viewer to your favorites list for easy access.

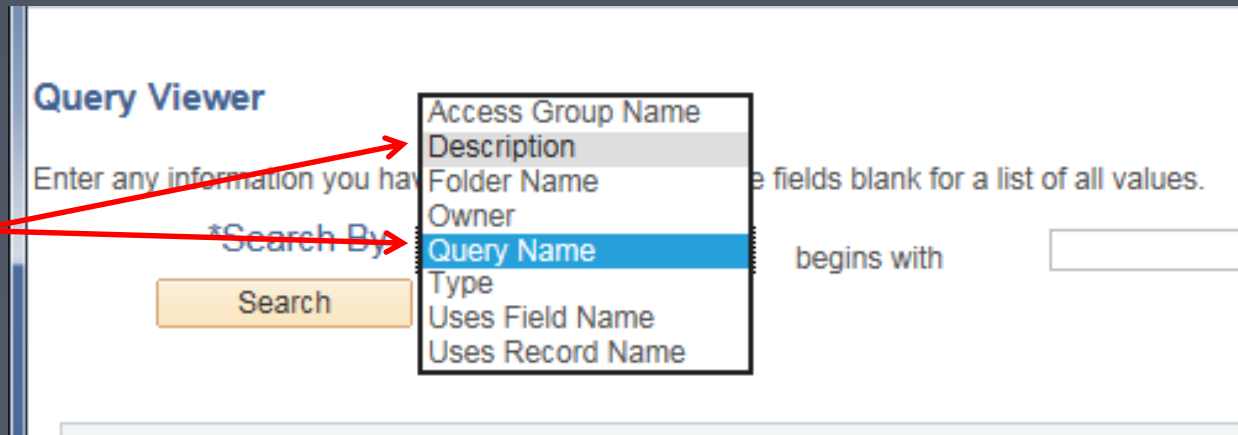
Use the default name of Query Viewer or key a unique name of your own.

Add to Favorites

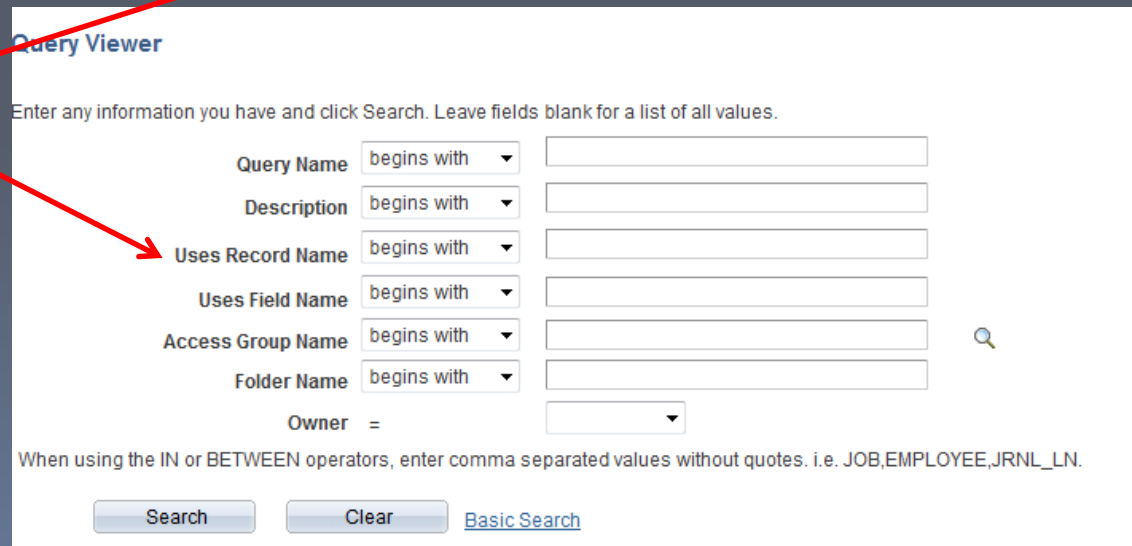
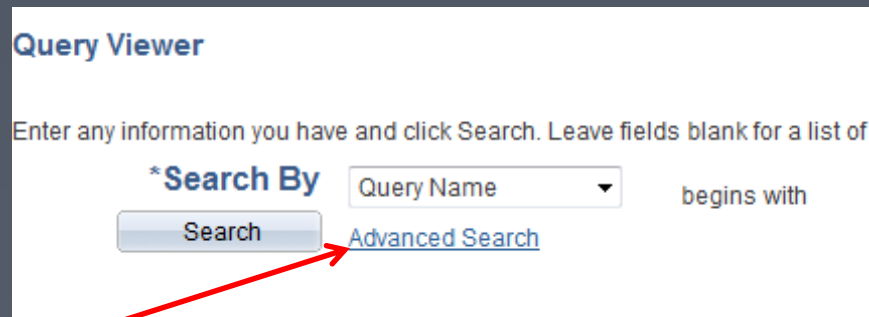
Please Enter a Unique Description for this Favorite

\*Description

Most common search options



Additional search options under Advanced search.



PS queries are shared by the North Dakota University System (NDUS).

All NDUS query names begin with NDU\_ and are most often followed by two letters signifying the financial area pertaining to the query. The most common letters for your use:

- AM – Asset Management
- AP – Accounts Payable
- GL – General Ledger
- PO – Purchase Order

Tip: % is a wildcard

When looking at a list of queries, clicking on the “Excel” next to the query will show you the entry criteria fields as well as the output columns.

**Click**

Search Results

\*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	Query Download
NDU_AP01_PAY_VCHR_EXCEPTIONS	Payroll Vouchers Not Budg Chkd	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download
NDU_AP02_VOUCHERS_NOT_POSTED	AP Vouchers not posted	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download
NDU_AP03_VOUCHERS_NOT_MATCHED	AP Vouchers Not Matched	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download

**Entry Criteria**

NDU\_AP67\_VCHR\_BY\_VNDR\_CF - AP Vouchers by Vendor and CF

\*Business Unit

Like Vendor (% or blank = All)

\*From Fund

\*Through Fund

From Dept (blank=All)

Through Dept (blank = All)

\*From Acctg Date

\*Through Acctg Date

\*From Account

\*Through Account

Supplier ID	Name	Location	PO No.	Voucher Description	Voucher ID	Vchr Ln	Distrib Line Nbr	Distrib Ln Amount	Account	Account Description	Fund
-------------	------	----------	--------	---------------------	------------	---------	------------------	-------------------	---------	---------------------	------

**Result Columns**

# Save to “My Favorite Queries”

On the line of the selected query, click the **Favorite**

**Click**

**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	Query Download
NDU_AP67_VCHR_BY_VNDR_CF	AP Vouchers by Vendor and CF	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>	<a href="#">Query Download</a>

**My Favorite Queries**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
NDU_0125_SEC_EMPL_ROLE_LIST	List Users with Roles	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>
NDU_0125_SEC_ROLES_FOR_USER	List Roles for a User	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>
NDU_AP01_PAY_VCHR_EXCEPTIONS	Payroll Vouchers Not Budg Chkd	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>
NDU_AP05_VCHR_EXCEPTIONS	AP Vouchers Not Budget Checked	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>





# NDU\_AP67\_VCHR\_BY\_VNDR\_CF


Provides a list of vouchers by vendor and chart field.


Required criteria – all fields must be completed


NDU\_AP67\_VCHR\_BY\_VNDR\_CF - AP Vouchers by Vendor and CF


\*Business Unit  


Like Vendor (% or blank = All)  


\*From Fund  


\*Through Fund  


From Dept (blank=All)  

Through Dept (blank = All)  

\*From Acctg Date  

\*Through Acctg Date  



\*From Account  

\*Through Account  

Supplier	Name	Location	PO	Voucher	Voucher	Vchr	Distrib Line	Dist
----------	------	----------	----	---------	---------	------	--------------	------


All criteria fields need to be completed for the AP67 query.


Tips:


-  is a “lookup” icon
- Business Unit – UND01
- Fund range 00000-89999
- Dept range 0000-9999
-  Calendar prompt
- Account range
  - 101001 – 730020


Accounting dates may cross fiscal years


NDU\_AP67\_VCHR\_BY\_VNDR\_CF - AP V


\*Business Unit  


Like Vendor (% or blank = All)  


\*From Fund  


\*Through Fund  


From Dept (blank=All)  

Through Dept (blank = All)  

\*From Acctg Date  

\*Through Acctg Date  

\*From Account  

\*Through Account  

[View Results](#)

Supplier	Name	Location	PO	Voucher
----------	------	----------	----	---------



\*Business Unit

Like Vendor (% or blank = All)

\*From Fund

\*Through Fund

From Dept (blank=All)

Through Dept (blank = All)

\*From Acctg Date

\*Through Acctg Date

\*From Account

\*Through Account

[View Results](#)

- Completed criteria
- Click “View Results”
- Provides excel spreadsheet.

Voucher #	Supplier Name	Location	PO No.	Voucher Description	Voucher	Vchr I	Distrib Line Nb	Distrib Ln Amount	Account	Account Description	Fund	Fund Description	Dept
53													
11157	JPMORGAN CHASE BANK, NA	MAIN		OFFICE DEPOT #1090	00214416	136	1	32.280	536015	Office Supplies	31400	Institutional Support	3130
11157	JPMORGAN CHASE BANK, NA	MAIN		OFFICE DEPOT #1090	00214416	137	1	5.620	552005	Office Equipment under \$5000	31400	Institutional Support	3130
13325	TIAA-CREF/ROTH	MAIN			P0340357	69	1	25.000	223026	Payroll withholdings	31400	Institutional Support	3130
00816	TICKETS CHESTER FRITZ AUDITORIUM	MAIN			P0340364	2	1	60.670	223026	Payroll withholdings	31400	Institutional Support	3130
00000	PERS GROUP INSURANCE, ND	MAIN			P0340367	659	1	3390.660	223051	Health Insurance Payable	31400	Institutional Support	3130
00000	PERS GROUP INSURANCE, ND	MAIN			P0340367	660	1	6.370	223076	Accrued Fringes Payable	31400	Institutional Support	3130
00000	PERS GROUP INSURANCE, ND	MAIN			P0340367	661	1	302.250	223026	Payroll withholdings	31400	Institutional Support	3130
00970	UND PARKING OFFICE	MAIN			P0340370	182	1	62.500	223026	Payroll withholdings	31400	Institutional Support	3130
00055	TIAA-CREF/401	MAIN			P0340372	405	1	306.170	223026	Payroll withholdings	31400	Institutional Support	3130

Examples that AP 67 can be very helpful for:

- All payments to a vendor for a specific period of time
- All payments issued from your department for a certain timeframe
- All payments applied to a specific fund or range of funds for specified timeframe
- Identify voucher # & account # for P-card transactions
  - JP Morgan vendor ID - 0000111577

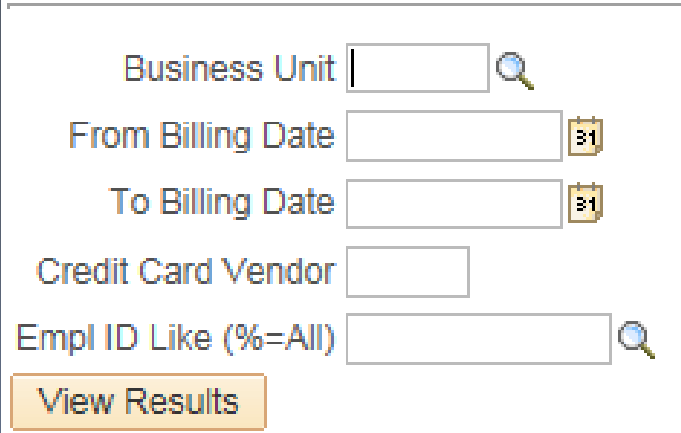
# NDU\_PCARD2\_REALLOCATION

Provides purchasing card detail including:

- Cardholder name
- Merchant
- Funding source (chart field) posted to in PS
- Dollar amount

Required criteria:

- Business unit - **UND01**
- Billing dates – from & to
- Credit Card Vendor - **JP**
- Empl ID - one individual or % for everyone.



A screenshot of a search interface for purchasing card details. The form contains the following fields and controls:

- Business Unit**: A text input field with a magnifying glass icon to its right.
- From Billing Date**: A date input field with a calendar icon to its right.
- To Billing Date**: A date input field with a calendar icon to its right.
- Credit Card Vendor**: A text input field.
- Empl ID Like (%=All)**: A text input field with a magnifying glass icon to its right.
- View Results**: A button located below the input fields.






## Helpful General Ledger Queries:

NDU\_GL48\_BUD\_FUND\_DEPT\_PROJ  
Budgets Fund/Dept/Proj Combos

NDU\_GL73\_JOURNALS\_FEWS\_CHTFLDS  
Journals including Proj Field

Query NDU\_GL48\_BUD\_FUND\_DEPT\_PROJ will show all funds for a specific budget period along with their department number, department name, any affiliated projects, and the ledger group it belongs to.

Business Unit:  

Budget Period:

Fund
------

The query criteria is shown on the right.

- Business unit is **UND01**
- Budget Period is 4 digit fiscal year i.e. **2017**

Budgets F	2845				
10362	Telecomm-3rd Party Serv-Exempt	2054	Telecommunications		FUND_BUD
10363	Event Parking	3440	Parking Services		FUND_BUD
10365	Parking Enforcement	3440	Parking Services		FUND_BUD
10378	Bookstore Commissions	3320	University Bookstore		FUND_BUD
10379	Bookstore/Follett SFA Charging	3320	University Bookstore		FUND_BUD
10380	Follett One Time Payment	3000	VP Finance & Operations		FUND_BUD
10505	Concession Sales @ Golf Course	3420	Golf Course		FUND_BUD
10506	Ray Richards Golf Course	3420	Golf Course		FUND_BUD
14005	Athletics	1040	Athletic Total	UNDA000250	BASKETBALL - MEN
14005	Athletics	1040	Athletic Total	UNDA000261	TRACK & CROSS COUNTRY (M)
14005	Athletics	1040	Athletic Total	UNDA000274	TRACK & CROSS COUNTRY (W)
14010	Recruiting	1040	Athletic Total	UNDA000256	FOOTBALL



# Query NDU\_GL73\_JOURNALS\_FEW\_CHTFLDS

will show Journal Entry detail.

Some data results include:

- Journal ID
- Journal Date
- Journal Description
- Funding Chart Fields

Business Unit:

Journal ID Like:

Journal Date From:

Journal Date Through:

Fund From:


Fund Through:

Project Like:


## Criteria:


- Business Unit **UND01**
- Journal ID Like **%**
- Journal Date (from and through)
- Fund (from and through)
- Project Like


# An example of completed criteria and the resulting output is shown below


Business Unit  


Journal ID Like

Journal Date From  

Journal Date Through  

Fund From  

Fund Through  

Project Like  

**View Results**

	A	B	C	D	E	F	G	H	I	J
1	Journals including	1005								
2	Journal ID	Journal Date	Jrnl Line Number	Journal Description	Account	Dept	Fund	Project	Amount	PC Status
3	608828SSI	10/28/2016	11	Liability clean up 10-27	223051		31400		1.680	N
4	608828SSI	10/28/2016	57	Liability clean up 10-27	223076		31400		2.290	N
5	608828SSI	10/28/2016	161	Liability clean up 10-27	223026		31400		16.860	N
6	608828SSI	10/28/2016	285	Liability clean up 10-27	105251		31400		-20.830	N
7	621502SSI	10/11/2016	28	Graphics 09/16	621405	1000	31400		56.000	N
8	621502SSI	10/11/2016	69	Graphics 09/16	105251		31400		-56.000	N
9	622609	10/12/2016	1	UND Police	521045	3450	31400		-42.550	N
10	622609	10/12/2016	3	UND Police	105251		31400		42.550	N

## Other Helpful Queries:

- **NDU\_GL61\_TRIALBAL\_SUMS\_ACCTG**

Result columns include:

Ledger	Fund
Project	Dept
Account	Acct Description
Fiscal Year	Amount

- **NDU\_PO12\_SUM\_BY\_DEPT**

This query is a list of all purchase orders for a department for a specific period of time and the status of each purchase order.

## Other Helpful Queries:

- **NDU\_PO23\_DETAIL\_BY\_PROJECT**

This query also lists purchase orders and their status, but allows you to narrow your search by fund and/or project number as well.

Questions ????????????????



Thanks for coming!!!!

