

Budget Status Report: Printable

This report allows the user to view the budget for a department or group of departments at the budget rollup level for the accounts.

Navigation: Commitment Control/Budget Reports/Budget Status



Notice the Navigation Breadcrumbs.

Depending on your level of security you may see more options on this page.

Ledger Group	Results
ORG	Appropriated/Local
REVEST	Revenue Estimate
APPROP	All Budgets

1. Enter Search Criteria.
Example ONE: **Appropriated/Local Departments**

Enter the Fiscal Year or Years

Report Request Parameters

'Unit': IDBSU Boise State University
'Ledger Group': ORG Organization Budget Ledger

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Budget Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2005	2005
2	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	904A102001	904A102002
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>	<input type="checkbox"/>		
	Product	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	9990	9990
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
	Activity ID	<input type="checkbox"/>	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	0001	0001

You may limit the search by Account, Department etc. If you leave a field blank, it will include all of the results within the other limits you have defined.

Click on the magnifying glass after a field to search for available options.

If you enter a range of department numbers be sure to include the fund code and class code to limit to only one type of department.

Appropriated
Class – 0001
Fund – 9990

Local
Class – 9999
Fund – 9990

Be sure to **save a run control** that has the “Sequence,” “Include Chartfields” and the “Subtotal” boxes checked **exactly as above**. This will ensure that your report will be formatted correctly.

2. Click on the 'Run' button at the top of the page.

Commitment Control Budget Status Report

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

Language: English

Report Request Parameters

'Unit: IDBSU Boise State University

'Ledger Group: ORG Organization Budget Ledger

Refresh

3. Set the Process Scheduler with the criteria below and then press the 'OK' button.

The 'Run' button opens the process scheduler page.

Server Name: PSNT
Type: Web
Format: PDF
Check the "Select" box.

Process Scheduler Request

User ID: SSACKERM Run Control ID: ORG

Server Name: PSNT Run Date: 02/10/2005

Recurrence: Run Time: 9:24:27AM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF

OK **Cancel**

4. Click the 'Process Monitor' link.

Commitment Control Budget Status Report

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

Language: English

Report Request Parameters

'Unit: IDBSU Boise State University

'Ledger Group: ORG Organization Budget Ledger

Refresh

- Click on the 'Refresh' button.

This is a list of all the reports you have recently run. The newest are at the top.

The 'Distribution Status' will change from N/A to Posted when your report is ready to view. And the 'Run Status' will change from Queued or Processing to Success.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5249		SQR Report	GLS8020	SSACKERM	02/10/2005 9:24:27AM MST	Queued	N/A	Details
<input type="checkbox"/>	5245		Crystal	GLC8571-	SSACKERM	02/10/2005 9:16:34AM MST	Cancelled	Posted	Details
<input type="checkbox"/>	5244		Crystal	GLC8570-	SSACKERM	02/10/2005 9:16:34AM MST	Cancelled	Posted	Details
<input type="checkbox"/>	5186		SQR Report	BSSGL317	SSACKERM	02/09/2005 5:22:46PM MST	Success	Posted	Details

- Once the report has been posted successfully, click on the "Details" link.
- Click the "View Log/Trace" link.

Process Detail

Process

Instance: 5249 Type: SQR Report
 Name: GLS8020 Description: Budget Status Report
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: ORG Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 02/10/2005 9:24:39AM MST [Parameters](#) Transfer
 Run Anytime After: 02/10/2005 9:24:27AM MST [Message Log](#)
 Began Process At: 02/10/2005 9:24:54AM MST Batch Timings
 Ended Process At: 02/10/2005 9:25:24AM MST [View Log/Trace](#)

If the 'View Log/Trace' link is not highlighted, go back to the prior page and wait a few seconds, then try again.

- Click on the link that begins with 'GLS8020.'

View Log/Trace

Report

Report ID: 4293 Process Instance: 5249 [Message Log](#)

Name: GLS8020 Process Type: SQR Report

Run Status: Success

Budget Status Report

Distribution Details

Distribution Node: bsu_http Expiration Date: 03/12/2005

File List

Name	File Size (bytes)	Datetime Created
GLS8020_5249.PDF	2,237	02/10/2005 9:25:24.000000AM MST
Trace File	19,525	02/10/2005 9:25:24.000000AM MST
Message Log	1,631	02/10/2005 9:25:24.000000AM MST

Distribute To

Distribution ID Type	Distribution ID
User	SSACKERM

- This is a PDF document. You can either save it to your computer, or print a hard copy.

Address: http://skjcamp.boisestate.edu:8010/psreports/158/4293/GLS8020_5249.PDF

Report ID: 4293 Process Instance: 5249 Page No: 1
Run Date: 02/10/2005 Run Time: 09:25:00

Organization: OSU Department: 004332001

Department	Department	Budget	Exp. Period	Prof/Faculty	Student	Adm	Other
004332001	00000	43,970.00	0.00	0.00	0.00	24.00	43,946.00
	00000	1,000.00	0.00	0.00	0.00	1.00	1,000.00
	00000	5,000.00	0.00	0.00	0.00	3.00	4,997.00
Subtotal for Department: 004332001		49,970.00	0.00	0.00	0.00	28.00	49,943.00
004332002	00000	10,000.00	0.00	0.00	0.00	0.00	10,000.00
	00000	100.00	0.00	0.00	0.00	0.00	100.00
	00000	5,000.00	0.00	0.00	0.00	0.00	4,999.99
Subtotal for Department: 004332002		15,100.00	0.00	0.00	0.00	0.00	15,099.99
Subtotal for Budget Period 2005		65,070.00	0.00	0.00	0.00	28.00	65,042.99
Grand Total:		65,070.00	0.00	0.00	0.00	28.00	65,042.99