Bowie State University Department Expense Reports

Overview

BSU has developed two customized expense reports designed for departmental users

- Department Expense Summary
- Transaction Activity Log

The Department Expense Summary is used to review the balances for departments or projects at the class level. The Activity Log is used to view detail transactions for departments or projects at the class level.

Objectives

By the end of this session you will be familiar with

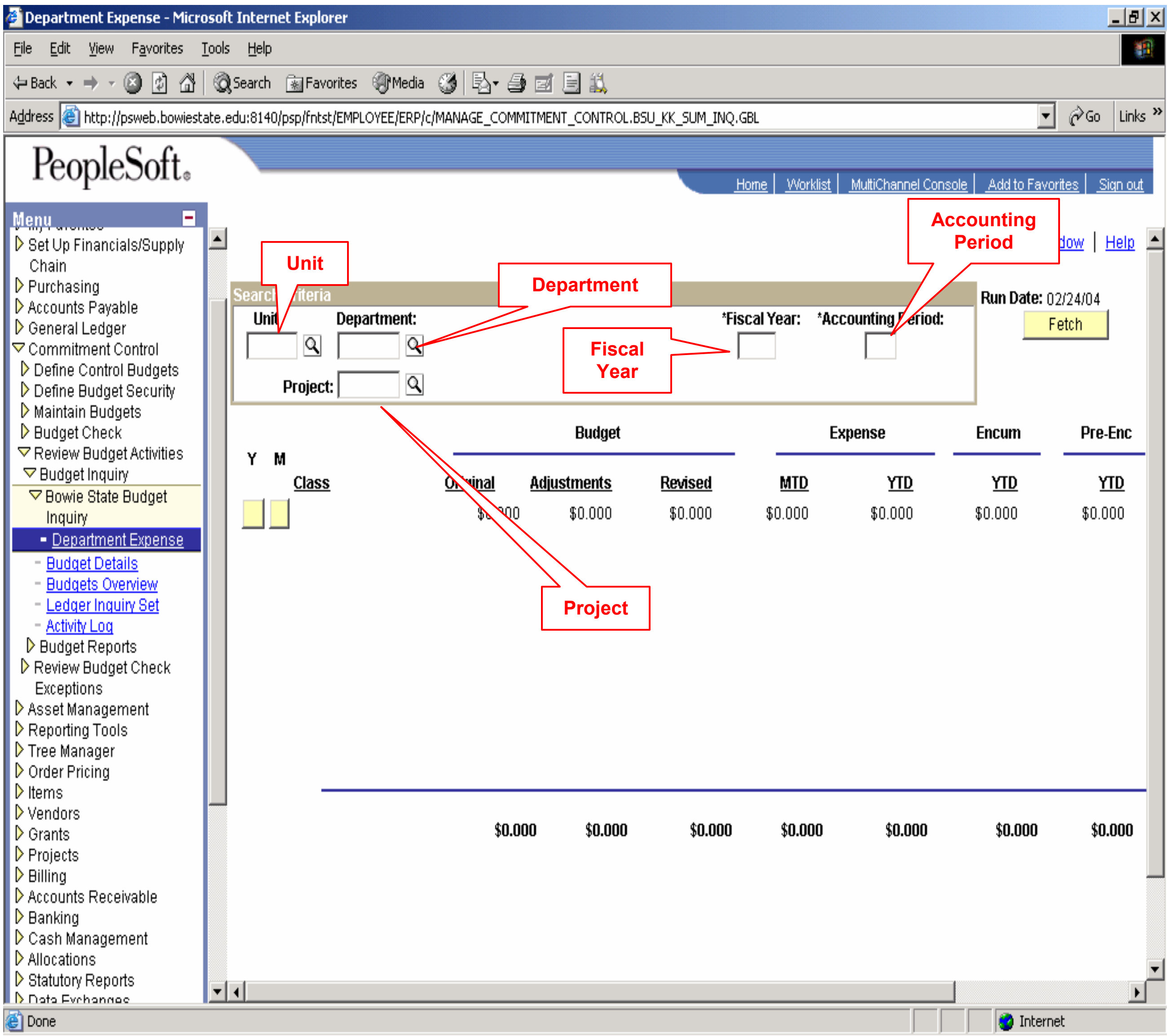
- How to run an Expense Summary for your Department or Project
- How to drill from the Expense Summary to the Activity Log
- How to customize the Activity Log
- Terms and definition used in the reports
- How to send your reports to a printer or to an Excel Spreadsheet

Doc Date 03/08/2004

Department Expense Summary

Below is the navigation for the Department Expense Summary.

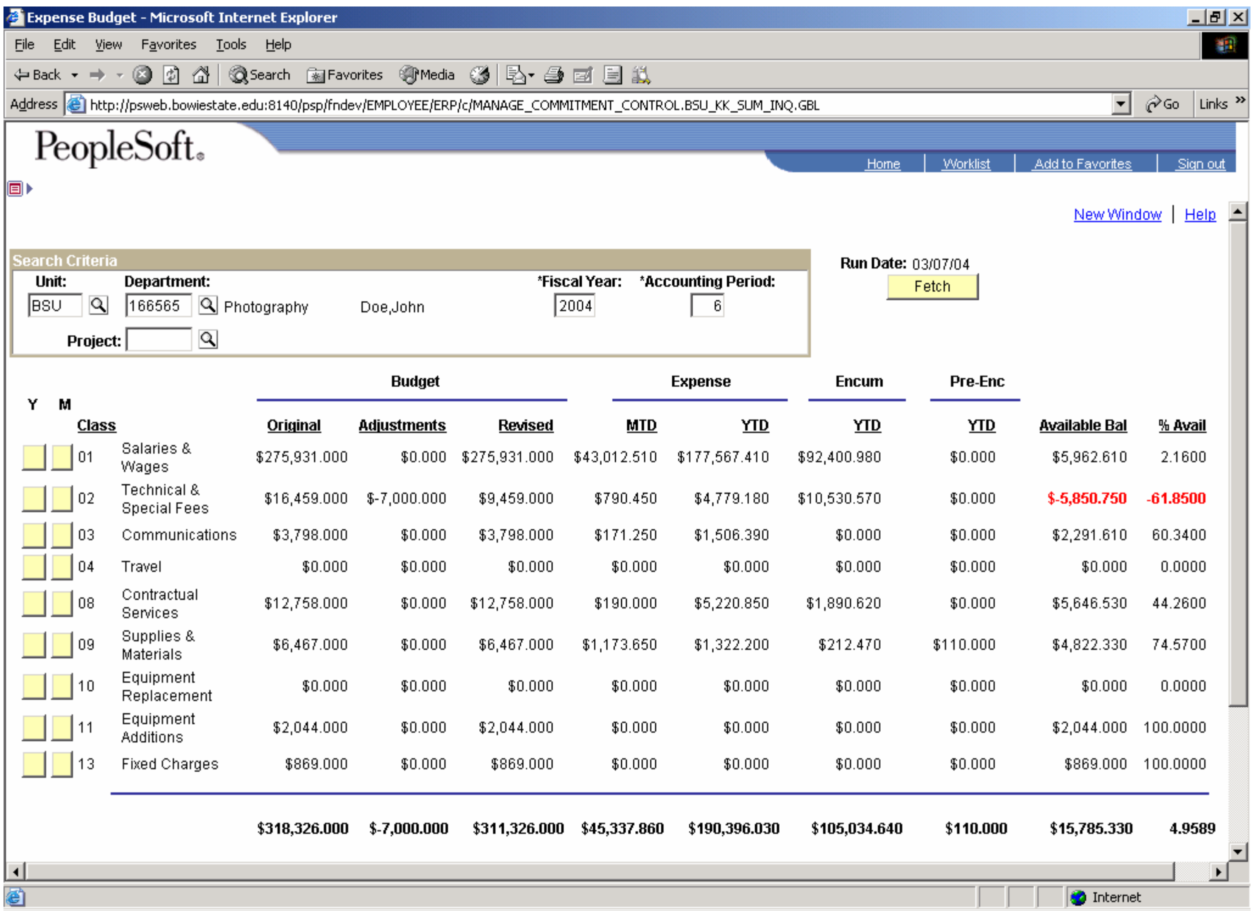
Navigation: Commitment Control → Review Budget Activities →Budget Inquiry →Bowie State Budget Inquiry→Expense Budget



To retrieve the Department Expense Summary enter the following data in the criteria fields:

- Unit = BSU
- Department = Your department number
- Fiscal Year = Desired fiscal year
- Accounting Period = 1 – 12 (use 12 to obtain a year to date summary)

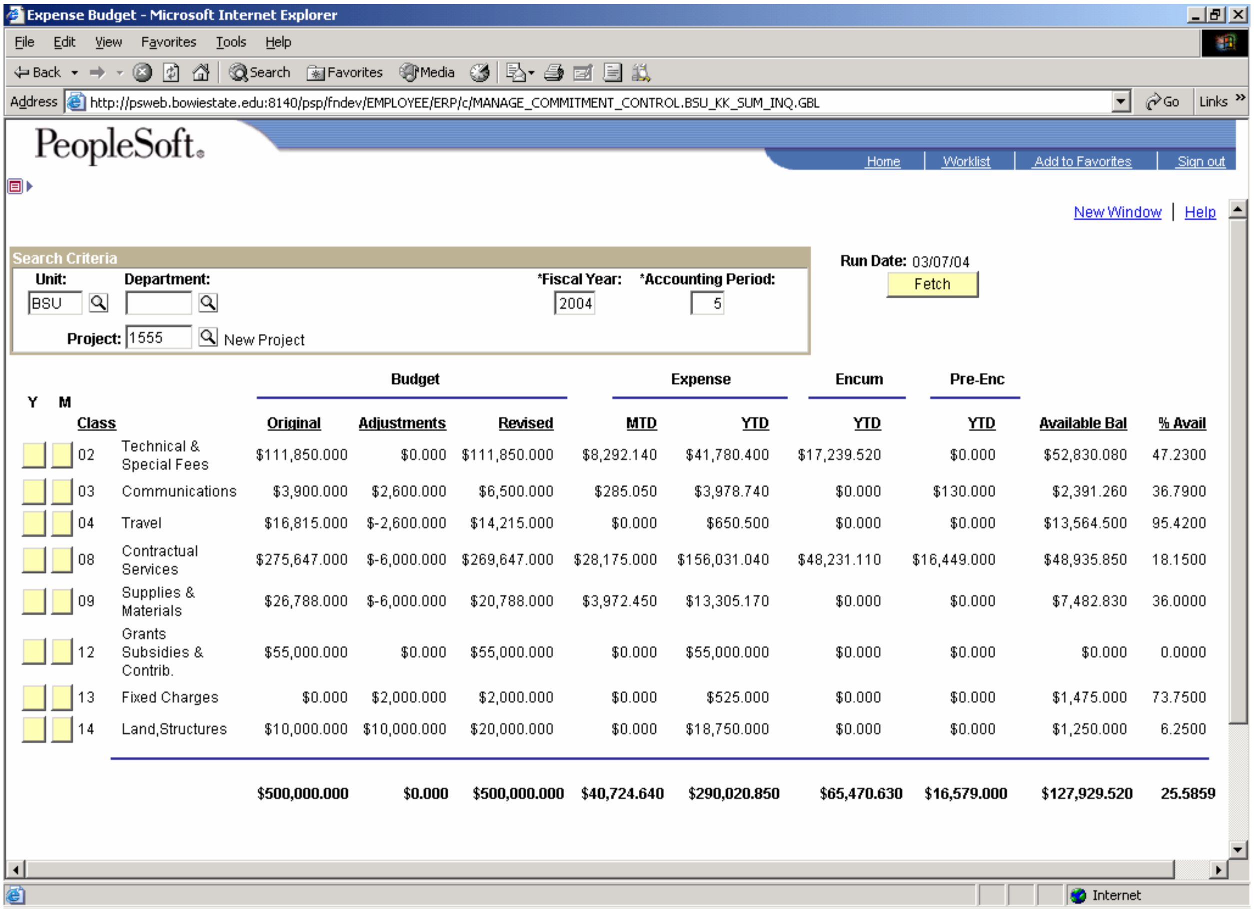
Click ***Fetch,*** to view the Department Expense Summary.



Y	M	Class		Budget Original	Budget Adjustments	Budget Revised	Expense MTD	Expense YTD	Encum YTD	Pre-Enc YTD	Available Bal	% Avail
		01	Salaries & Wages	$275,931.000	$0.000	$275,931.000	$43,012.510	$177,567.410	$92,400.980	$0.000	$5,962.610	2.1600
		02	Technical & Special Fees	$16,459.000	$-7,000.000	$9,459.000	$790.450	$4,779.180	$10,530.570	$0.000	$-5,850.750	-61.8500
		03	Communications	$3,798.000	$0.000	$3,798.000	$171.250	$1,506.390	$0.000	$0.000	$2,291.610	60.3400
		04	Travel	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	0.0000
		08	Contractual Services	$12,758.000	$0.000	$12,758.000	$190.000	$5,220.850	$1,890.620	$0.000	$5,646.530	44.2600
		09	Supplies & Materials	$6,467.000	$0.000	$6,467.000	$1,173.650	$1,322.200	$212.470	$110.000	$4,822.330	74.5700
		10	Equipment Replacement	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	0.0000
		11	Equipment Additions	$2,044.000	$0.000	$2,044.000	$0.000	$0.000	$0.000	$0.000	$2,044.000	100.0000
		13	Fixed Charges	$869.000	$0.000	$869.000	$0.000	$0.000	$0.000	$0.000	$869.000	100.0000
				$318,326.000	**$-7,000.000**	**$311,326.000**	**$45,337.860**	**$190,396.030**	**$105,034.640**	**$110.000**	**$15,785.330**	**4.9589**

Project Expense Summary

The Project Expense Summary may be obtained by entering a project number in the project field without a department.



Expense Budget - Microsoft Internet Explorer

Address http://psweb.bowiestate.edu:8140/psp/fndev/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.BSU_KK_SUM_INQ.GBL

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

New Window | Help

Search Criteria

Unit: BSU Department: *Fiscal Year: 2004 *Accounting Period: 5

Project: 1555 New Project

Run Date: 03/07/04 Fetch

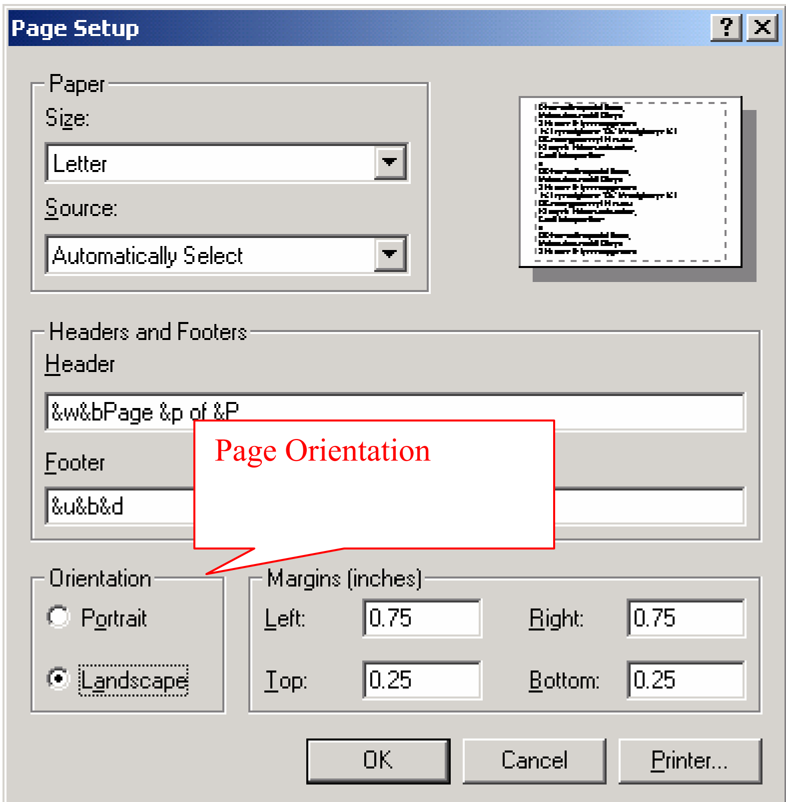
Class		Budget Original	Budget Adjustments	Budget Revised	Expense MTD	Expense YTD	Encum YTD	Pre-Enc YTD	Available Bal	% Avail
02	Technical & Special Fees	$111,850.000	$0.000	$111,850.000	$8,292.140	$41,780.400	$17,239.520	$0.000	$52,830.080	47.2300
03	Communications	$3,900.000	$2,600.000	$6,500.000	$285.050	$3,978.740	$0.000	$130.000	$2,391.260	36.7900
04	Travel	$16,815.000	$-2,600.000	$14,215.000	$0.000	$650.500	$0.000	$0.000	$13,564.500	95.4200
08	Contractual Services	$275,647.000	$-6,000.000	$269,647.000	$28,175.000	$156,031.040	$48,231.110	$16,449.000	$48,935.850	18.1500
09	Supplies & Materials	$26,788.000	$-6,000.000	$20,788.000	$3,972.450	$13,305.170	$0.000	$0.000	$7,482.830	36.0000
12	Grants Subsidies & Contrib.	$55,000.000	$0.000	$55,000.000	$0.000	$55,000.000	$0.000	$0.000	$0.000	0.0000
13	Fixed Charges	$0.000	$2,000.000	$2,000.000	$0.000	$525.000	$0.000	$0.000	$1,475.000	73.7500
14	Land,Structures	$10,000.000	$10,000.000	$20,000.000	$0.000	$18,750.000	$0.000	$0.000	$1,250.000	6.2500
		$500,000.000	**$0.000**	**$500,000.000**	**$40,724.640**	**$290,020.850**	**$65,470.630**	**$16,579.000**	**$127,929.520**	**25.5859**

Below is a list of items on the Department Expense Summary

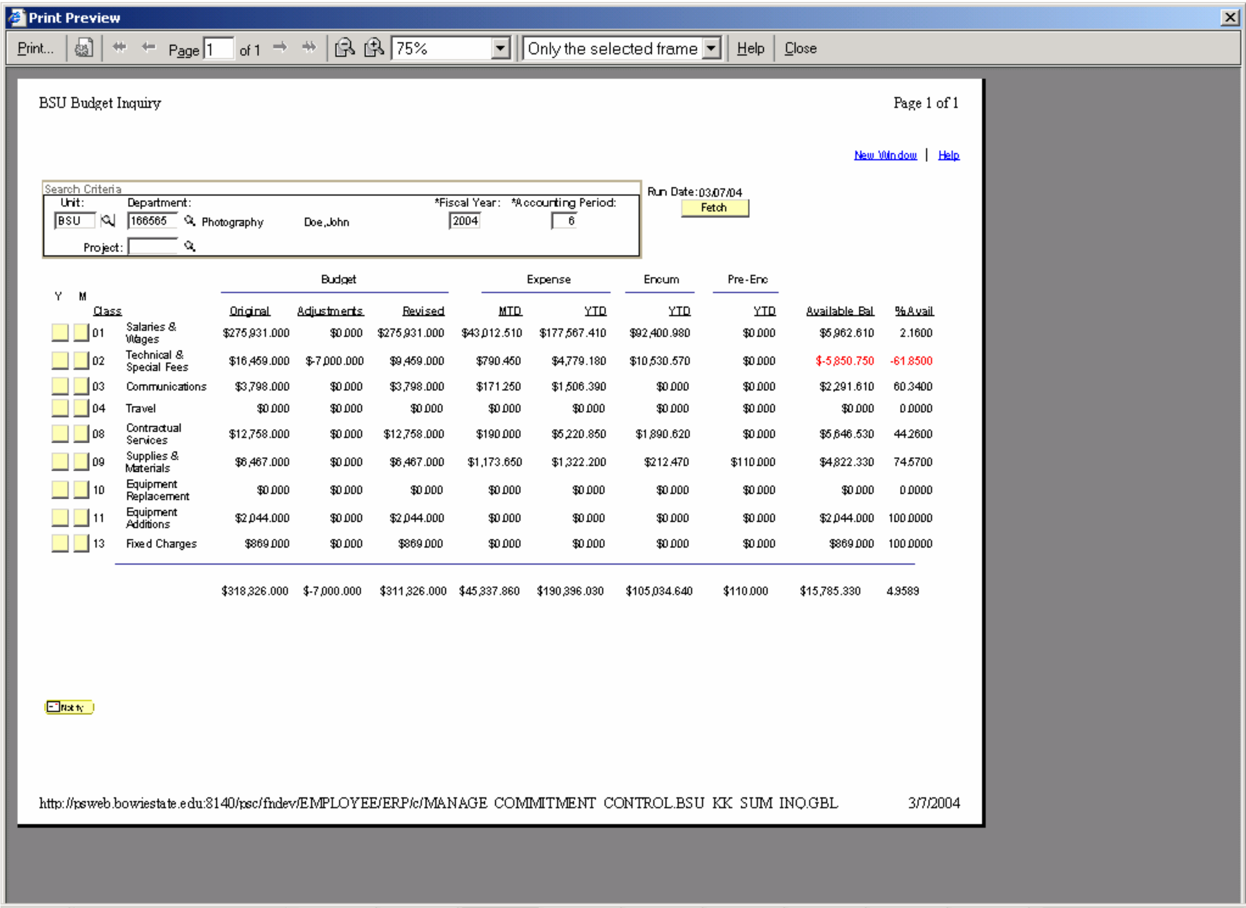
1. Unit	This refers to the Business Unit, which should always be BSU.
2. Department	6 digit Department code
3. Department Name	Department Name
4. Manager Name	Manager Name
5. Fiscal Year	The Fiscal year being searched.
6. Accounting Period	The Accounting period being searched, this is based on the fiscal year, i.e., July is period 1, June is period 12.
7. Run Date	This is the system generated date when your report is created.
8. Project	This is the 4 digit project, required for grants only.
9. Y (column)	These are the year-to-date drill buttons used to view all transactions for the Fiscal Year.
10. M (column)	These are the month-to-date drill buttons used to view transactions for the selected accounting period.
11. Class	Display of class numbers and class descriptions.
12. Budget Original	This column shows the total funds posted to your budget as Original.
13. Budget Adjustments	This column shows the total of transfers and adjustments to your Original budget.
14. Budget Revised	This column shows the Original budget plus Adjustments and Transfers.
15. Expense MTD	Month-to-date expense
16. Expense YTD	Year-to-date expense
17. Encumbrance YTD	This is the year-to-date Encumbrances.
18. Pre-encumb. YTD	This is the year-to-date Pre-encumbrances.
19. Available Balance	This is Revised Budget less YTD Expense, Encumbrance, and Pre-Encumbrance.
20. % Avail	This is Available Balance as a percentage of the total budget.
21. Totals	Row at bottom shows the totals of all columns.

Printing the Expense Summary

To print the Expense Summary from Internet Explorer select file then page setup from the menu. Change the page orientation to landscape.



Select file, print preview, (Change the option on the print frame drop box to either Only the selected Frame, or As laid out on screen) then select print. The entire document should print on one page.



BSU Budget Inquiry

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Search Criteria
Unit: BSU
Department: 166565 Photography Doe,John
*Fiscal Year: 2004
*Accounting Period: 6
Project:
Run Date:03/07/04
Fetch

Y	M	Class		Budget Original	Budget Adjustments	Budget Revised	Expense MTD	Expense YTD	Encum YTD	Pre-Enc YTD	Available Bal	%Avail
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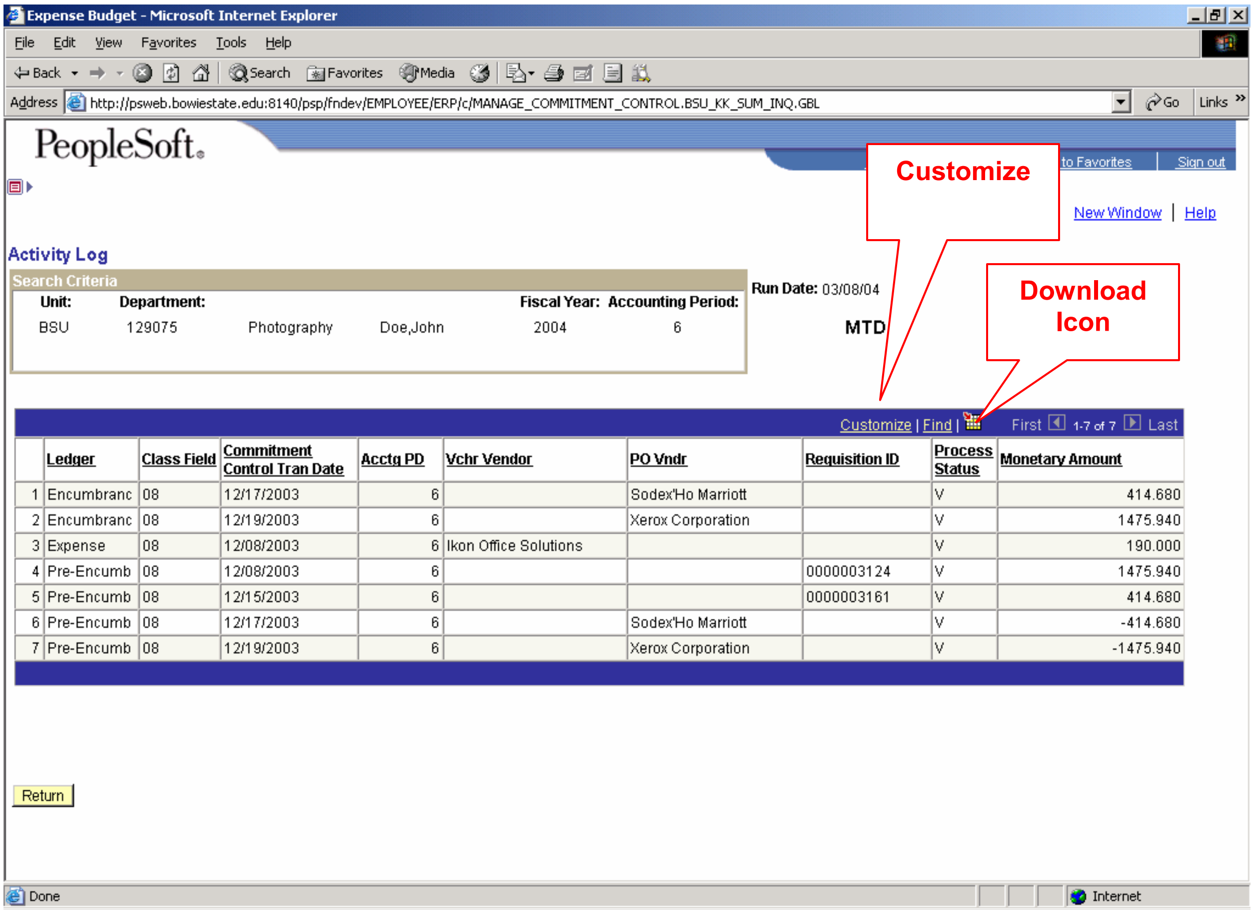
		11	Equipment Additions	$2,044.000	$0.000	$2,044.000	$0.000	$0.000	$0.000	$0.000	$2,044.000	100.0000
		13	Fixed Charges	$869.000	$0.000	$869.000	$0.000	$0.000	$0.000	$0.000	$869.000	100.0000
				$318,326.000	$-7,000.000	$311,326.000	$45,337.860	$190,396.030	$105,034.640	$110.000	$15,785.330	4.9589

Notify

http://psweb.bowiestate.edu:8140/psc/fndev/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.BSU_KK_SUM_INQ.GBL 3/7/2004

Activity Log

From the Expense Summary page (see page 3) you may click one of the MTD or YTD buttons to view the month-to-date or year-to-date transactions.

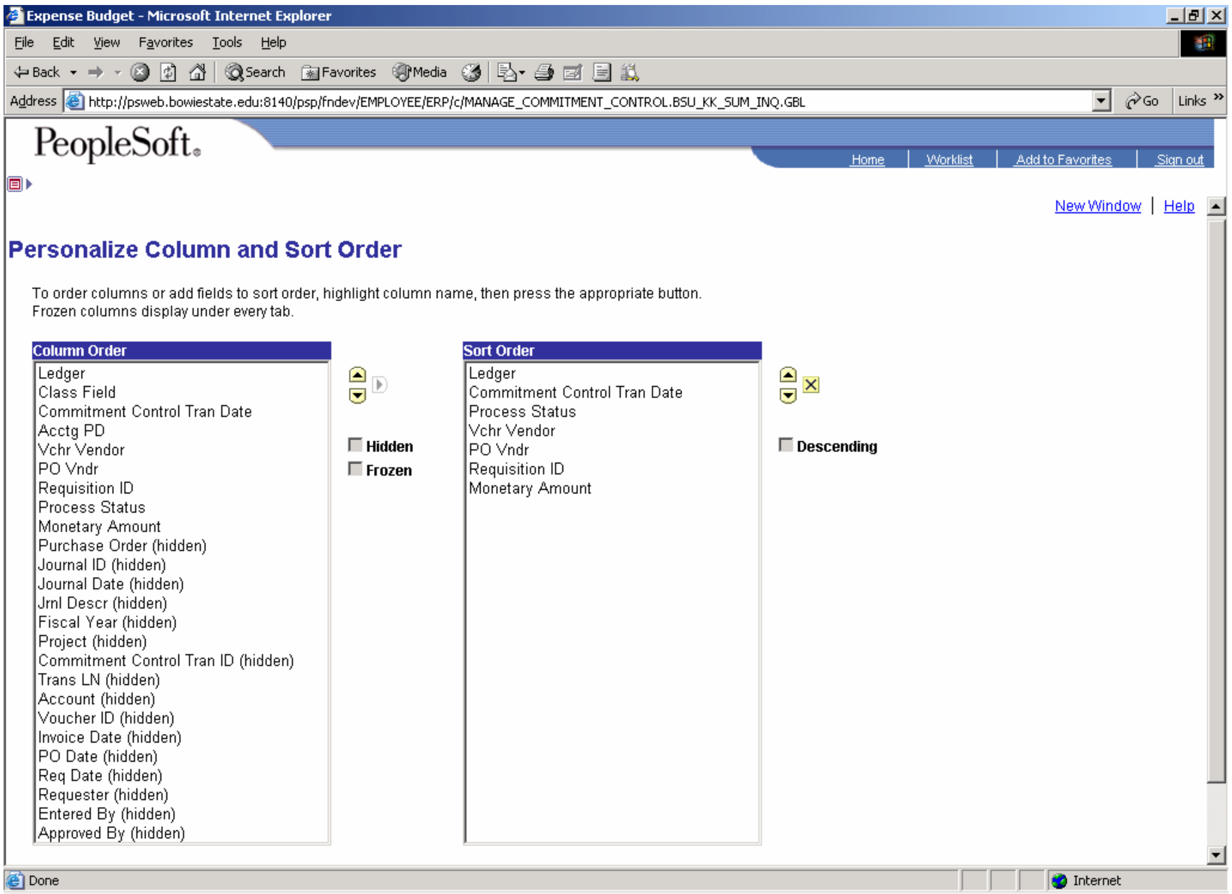


	Ledger	Class Field	Commitment Control Tran Date	Acctg PD	Vchr Vendor	PO Vndr	Requisition ID	Process Status	Monetary Amount
1	Encumbranc	08	12/17/2003	6		Sodex'Ho Marriott		V	414.680
2	Encumbranc	08	12/19/2003	6		Xerox Corporation		V	1475.940
3	Expense	08	12/08/2003	6	Ikon Office Solutions			V	190.000
4	Pre-Encumb	08	12/08/2003	6			0000003124	V	1475.940
5	Pre-Encumb	08	12/15/2003	6			0000003161	V	414.680
6	Pre-Encumb	08	12/17/2003	6		Sodex'Ho Marriott		V	-414.680
7	Pre-Encumb	08	12/19/2003	6		Xerox Corporation		V	-1475.940

For Grant projects the YTD drill will display transactions for the life of the project instead of the fiscal year. For example, a grant with a life cycle of 10/01/2003 – 09/30/2004, the system will display the transactions from 10/01/2003 – 09/30/2004 instead of July 1 – June 30 (Fiscal Year).

Customizing the Activity Log

You may customize the fields you want to display in the Activity Log by clicking the Customize hyper link located at far right of the Activity Log. See page 8. Fields may be moved left or right on the Activity Log by using the up and down arrows. Fields may also be hidden using the Hidden check box. The data in the Activity Log may be sorted in a selected field order by moving the fields to the panel on the right.



Below are some of the fields included in the Activity Log which may require further explanation.

Ledger There are four ledgers in the Expenditure Commitment Control System: Budget, Expense, Encumbrance, and Pre-encumbrance

Process Status: E = Error Exist, N = Process Unsuccessful, V = Valid Budget Check, W =Only Warning exist, X =Unrecorded Errors Exist

Down Load Activity Log to Excel

You may down load the transaction from the Activity Log into Excel by clicking the download icon from the Activity Log . See Page 8.