

Budget Overview Report

The Budget Overview Report is a query that lists the valid open budget strings which can be used for eProcurement requisitions, travel authorizations, etc. The report tells you how much was originally allocated into a given budget for the fiscal year; how much has already been expensed (*spent*); how much is currently encumbered to purchase orders (*about to be spent*); and how much is currently pre-encumbered to eProcurement requisitions (*about to generate purchase orders*).

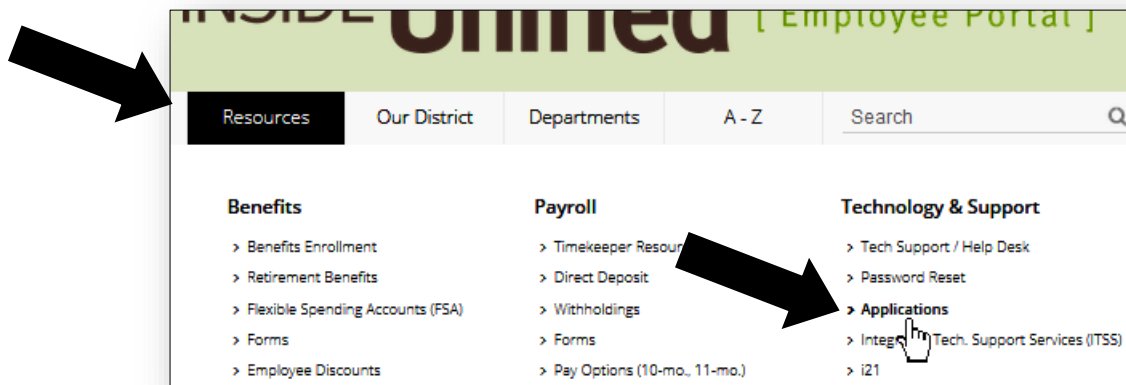
You can adjust the criteria and filter the query in order to display results for any of your site's budgets. You can run a report for a single budget, or for multiple budgets, including all the budgets for your site.

1. First, launch Microsoft Internet Explorer (or Firefox, Chrome, or Safari) and go to **www.sandi.net**.

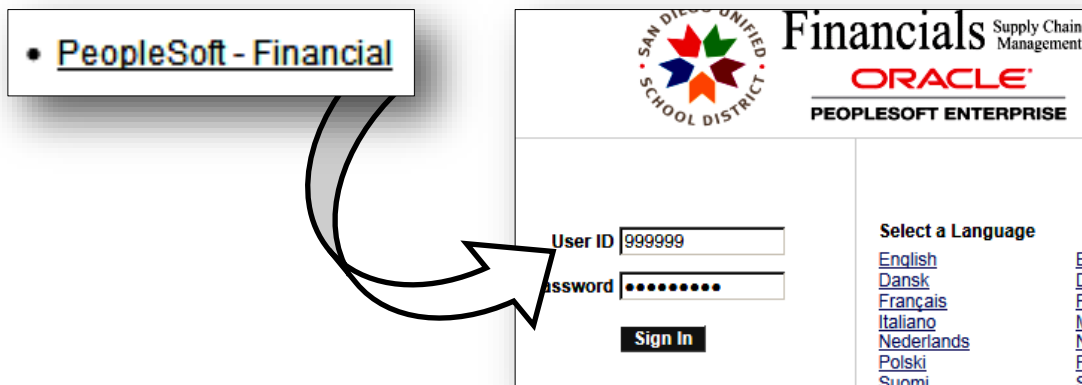
Then sign into the Employee Portal.



2. Hover over **Resources**, and on the right side under Technology & Support, click **Applications**:



3. Click **PeopleSoft - Financial** on the list of applications, and sign in with your User (Employee) ID.



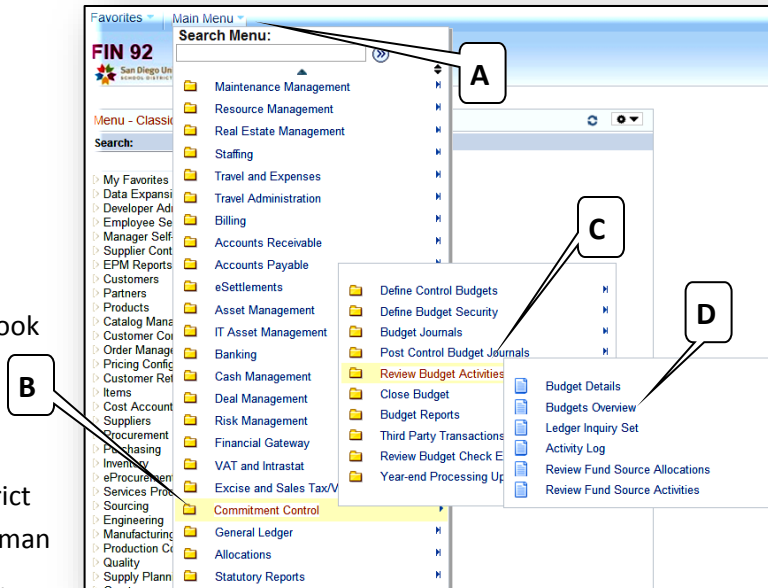
PeopleSoft Financials

Budget Overview Report

4. To access this report click:

- A. Main Menu
- B. Commitment Control
- C. Review Budget Activities
- D. Budgets Overview.

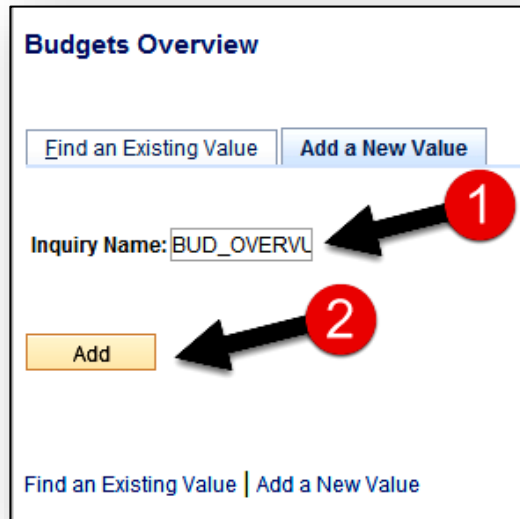
Note: Your menu choices might look different from the ones here; however, you should see these links there. If you don't, then you were not given access by the district to run this report. Contact the Human Resources Department about this.



5. Click the **Add a New Value** tab and type a short name in the **Inquiry Name** textbox. People often type an abbreviated name (*maximum 10 characters*).

Then, click the **Add** button.

NOTE: In the future, to run this same report again for fresh data, click the **Find an Existing Value** tab, click **Search**, and select the report name from the list.

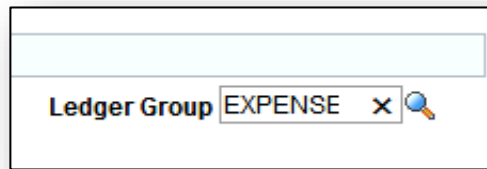


6. Type a brief description for this report, as shown in the example below.

Budget Inquiry Criteria	
Budget Overview	
Inquiry BUD_OVERVL	Description Budget Overview for a Resource
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Reset"/>	

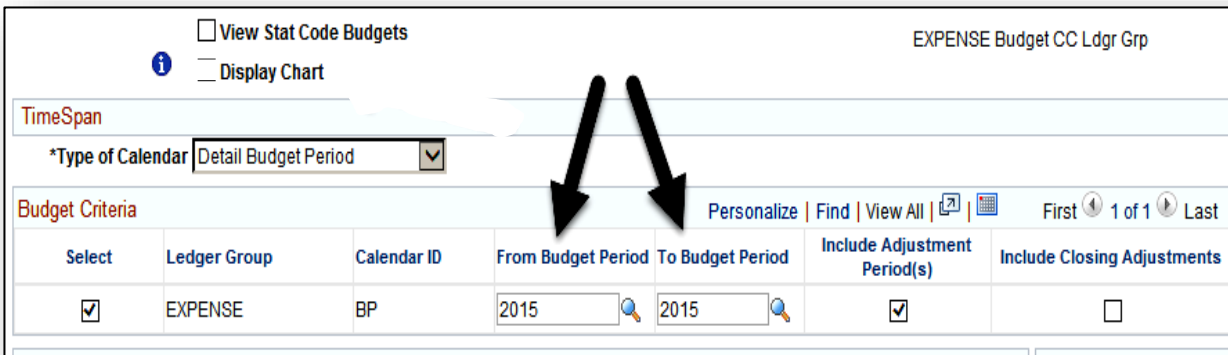
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7. Type **EXPENSE** into the **Ledger Group** field on the upper far right side.



Ledger Group

8. Then, click into the **From Budget Period** field. It should automatically populate with the current fiscal year, as should the **To Budget Period** field. You can also type the current fiscal year into those fields. If you want to run this report on historical data, type prior fiscal years into these fields.



EXPENSE Budget CC Ldgr Grp

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

*Type of Calendar

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	EXPENSE	BP	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

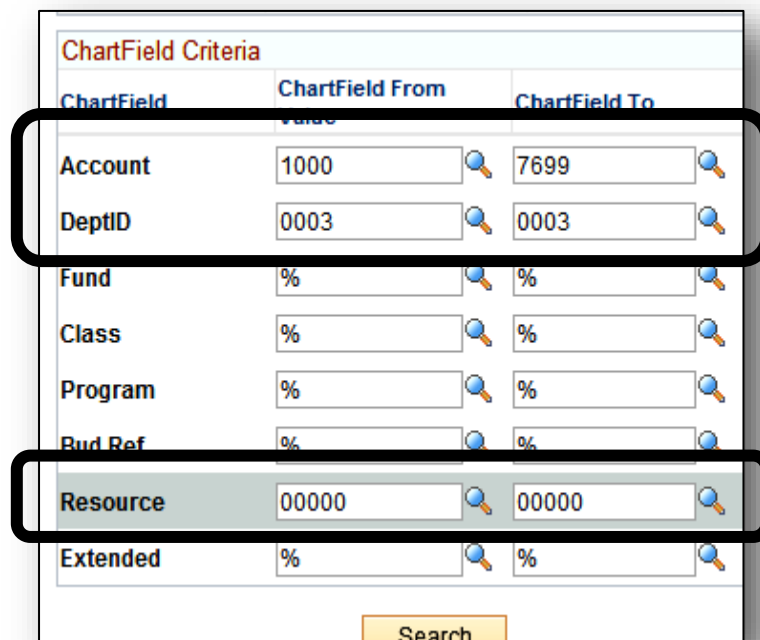
9. Below the budget period fields, enter the following budget codes into the **Chartfields**:

Type **1000** in the **Account** “Chartfield From” and type **7699** in the “Chartfield To”, in place of the % signs.

Type your **Dept.** code number in place of the % sign in the **DEPTID** Chartfield. (*In this example we’re using Adams Elementary School’s Department code.*)

Type **00000** or any Resource you desire to look up into the **Resource** Chartfield.

The more Chartfields you fill in, the narrower and more focused your inquiry results will be. The fewer Chartfields you use, the broader your results.



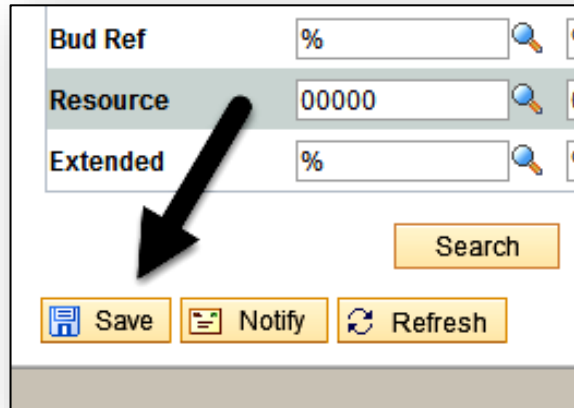
ChartField Criteria

ChartField	ChartField From	ChartField To
Account	1000	7699
DeptID	0003	0003
Fund	%	%
Class	%	%
Program	%	%
Bud Ref	%	%
Resource	00000	00000
Extended	%	%

Search

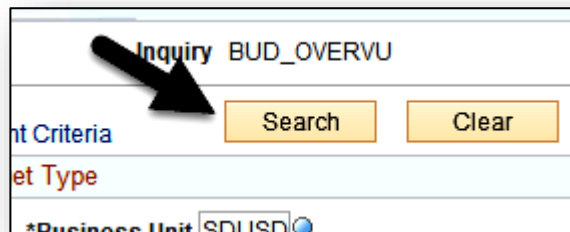
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10. Click the **Save** button in the lower left corner of the screen to save this report (query) for future use. You can run it anytime to retrieve fresh, current data. Always keep the values in the **Account** and **DeptID** Chartfields the same. To query other Resource codes, just type the desired Resource code into the **Resource** Chartfield.



Bud Ref %
Resource 00000
Extended %
Search
Save Notify Refresh

11. Click any **Search** button (*at the top or bottom of the page*) to run the report. Please be patient, as it might take several moments for the results to display.



Inquiry BUD_OVERVU
Search Clear
*Business Unit SDUSD

12. When the results display, you'll see general information at the top left of the page. The available balance for the Resource will indicate whether that Resource has enough funds to cover an eProcurement requisition or other transaction.

Ledger Totals (22 Rows)	
Budget	14,030,504.00
Expense	5,742.30
Encumbrance	9,550.37
Pre-Encumbrance	1,665.61
Budget Balance	14,013,545.72
Associate Revenue	0.00
Available Budget	14,013,545.72

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13. Scroll down and to the left to view the individual accounts. Click any link to display more details. Each horizontal row represents one Account (*Chartfield string*).

Budget Overview Results

		Ledger Group	DeptID	Resource	Bud Ref	Account	Program	Class	Fund	Extended	Budget Period	Budget
1		EXPENSE	0003	00000	00	1192	1000	1110	01000	0000	2015	0.000
2		EXPENSE	0003	00000	00	3101	1000	1110	01000	0000	2015	0.000
3		EXPENSE	0003	00000	00	3301	1000	1110	01000	0000	2015	0.000
4		EXPENSE	0003	00000	00	3501	1000	1110	01000	0000	2015	0.000
5		EXPENSE	0003	00000	00	3601	1000	1110	01000	0000	2015	0.000
6		EXPENSE	0003	00000	00	4201	1000	1110	01000	0000	2015	1,000,000.000
7		EXPENSE	0003	00000	00	4301	1000	1110	01000	0000	2015	1,015,504.000

Click a linked icon to view Budget Details or Budget Transaction Types .

14. Scroll down and to the right to view more details about the individual accounts. Click any link to display more details. Each horizontal row represents one Account (*Chartfield string*).

The grid icon will download results into an Excel worksheet.

Personalize Find View All							
First 1-22 of 22 Last							
Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available		
15	0.000	432.600	0.000	0.000	-432.600	0.00	
15	0.000	38.410	0.000	0.000	-38.410	0.00	
15	0.000	0.640	0.000	0.000	-0.640	0.00	
15	0.000	0.000	0.000	0.000	-0.210	0.00	
15	0.000	0.000	0.000	0.000	-12.790	0.00	
15	1,000,000.000	0.000	0.000	1,000,000.000	100.00	100.00	
15	1,015,504.000	0.000	1,665.610	1,010,972.960	99.55	99.55	

Click any linked dollar amount to view its details.

15. When you're finished, you can navigate elsewhere, or sign out and close the window.