

Running the SDCS Budget Transaction Detail Report

Step 1:

Navigation: *EPM Reports* → *SDCS Budget Transaction Detail* → *Add a New Value* or *Find an Existing Value*

SDCS Budget Transaction Detail

The screenshot displays the PeopleSoft EPM 8.8 interface for the SDCS Budget Transaction Detail report. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The left-hand menu is expanded to show 'EPM Reports' with sub-items like 'SDCS Budget Transaction Detail', 'Budget Status Report', and others. The main content area features two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the value 'BUDGET_TRANS_DETAIL'. An 'Add' button is positioned below the input field. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

(Note: It is recommended that you created a new Run Control ID the first time you run this new Fall '08 version of the Budget Transaction Detail in EPM.)

You can either add a new Run Control ID or click **Search** to get a list of existing Run Control IDs to select from. To add a new Run Control ID click on the “Add a New Value” tab and type in your Run Control ID (i.e. **BUDGET_TRANS_DETAIL**) and click **Add**.

Step 2:

SDCS Budget Transaction Detail criteria page

Commitment Control Budget Transaction Detail Report

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

Language:

Report Request Parameters

Unit: San Diego Unified School Dist Ledger Group:

Accounting Period From: Accounting Period To: Fiscal Year:

Order By:

ChartField Selection [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

| Sequence | ChartField Name | Include CF | Value | To Value |
|----------------------|----------------------|--------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Click the Refresh button to fill-in the list of ChartFields. A new Run Control ID will start with nothing in the ChartField Selection section of the screen.

Step 3:

SDCS Budget Transaction Detail criteria page

Commitment Control Budget Transaction Detail Report

Run Control ID: BUDGET_TRAN_DETAIL Report Manager Process Monitor Run

Language:

Report Request Parameters

Unit: San Diego Unified School Dist Ledger Group:

Accounting Period From: Accounting Period To: Fiscal Year:

Order By:












ChartField Selection Customize | Find | First 1-17 of 17 Last

| Sequence | ChartField Name | Include CF | Value | To Value |
|---------------------------------|--------------------|-------------------------------------|----------------------|----------------------|
| <input type="text" value="1"/> | Department | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="2"/> | Resource | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="3"/> | Budget Reference | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="4"/> | Account | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="5"/> | Program Code | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="6"/> | Class Field | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="7"/> | Fund Code | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="8"/> | Extended | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="9"/> | PC Business Unit | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="10"/> | Project | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="11"/> | Activity | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="12"/> | Source Type | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="13"/> | Resource Affiliate | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="14"/> | Fund Affiliate | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="15"/> | Affiliate | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="16"/> | Budget Period | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value="17"/> | Statistics Code | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Check the Include CF box for all the ChartFields you want to include on the report and SAVE the Run Control ID.

Step 4:

SDCS Budget Transaction Detail criteria page, ChartField Selection section

| ChartField Selection | | | | | |
|---|------------------|-------------------------------------|----------------------|---|----------------------|
| Customize Find  First 1-17 of 17 | | | | | |
| Sequence | ChartField Name | Include CF | Value | | To Value |
| <input type="text" value="1"/> | Department | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="2"/> | Resource | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="3"/> | Budget Reference | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="4"/> | Account | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="5"/> | Program Code | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="6"/> | Class Field | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="7"/> | Fund Code | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="8"/> | Extended | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text" value="9"/> | Budget Period | <input checked="" type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |
| <input type="text"/> | PC Business Unit | <input type="checkbox"/> | <input type="text"/> |  | <input type="text"/> |

Saving the Run Control ID will bring your selected ChartFields to the top of the screen, and will be ready for you to enter your criteria.

Step 5:

SDCS Budget Transaction Detail criteria page

Commitment Control Budget Transaction Detail Report

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

Language: ▼

Report Request Parameters

Unit: San Diego Unified School Dist Ledger Group:

Accounting Period From: Accounting Period To: Fiscal Year:

Order By: ▼ [Refresh](#)

ChartField Selection [Customize](#) | [Find](#) | First 1-17 of 17 Last

| Sequence | ChartField Name | Include CF | Value | To Value |
|--------------------------|--------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> | 1 Department | <input checked="" type="checkbox"/> | <input type="text" value="0003"/> | <input type="text" value="0003"/> |
| <input type="checkbox"/> | 2 Resource | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | 3 Budget Reference | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | 4 Account | <input checked="" type="checkbox"/> | <input type="text" value="4000"/> | <input type="text" value="5999"/> |
| <input type="checkbox"/> | 5 Program Code | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | 6 Class Field | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | 7 Fund Code | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | 8 Extended | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | 9 Budget Period | <input checked="" type="checkbox"/> | <input type="text" value="2006"/> | <input type="text" value="2006"/> |
| <input type="checkbox"/> | PC Business Unit | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Enter your criteria for the report. In this example,

Accounting Period From and To is set to **3** which is the month of September.

Fiscal Year is set to **2006**.

Department is set to **0003**.

Account is set to **4000 – 5999**.

Budget Period is set to **2006**.

This will show us all the expenses for DeptID 0003 in accounts 4000-5999 for September of 2006.

SAVE and RUN.

Step 6:

Process Scheduler Request page

Process Scheduler Request

User ID: 134146 Run Control ID: BUDGET_TRANS_DETAIL

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 Transaction by Dept | SDGL8005 | SQR Process | Web <input type="button" value="v"/> | PDF <input type="button" value="v"/> | Distribution |

Enter the following information:

| Field Name | Information to Enter |
|-----------------|--|
| Server Name | PSNT |
| Select Checkbox | Select checkbox for the report SDGLS8005 |
| Process Type | SQR Process |
| Type | Web |
| Format | PDF |

Enter your information, and then click **OK** to run the report. PeopleSoft runs the report and returns you to the Budget Transaction Detail criteria page.

Step 7:

To view status of the process while the report is running, click the [Process Monitor](#) link from the Budget Transaction Detail criteria page.

SDCS Budget Transaction Detail criteria page

SD USD EPM88DEV

Home | Worklist | MultiChannel Console | Add to Favorites

New Window | Help | Customize Page

Commitment Control Budget Transaction Detail Report

Run Control ID: BUDGET_TRAN_DETAIL Report Manager **Process Monitor** Run

Language: English

Report Request Parameters

Unit: SDUSD San Diego Unified School Dist Ledger Group: EXPENSE

Accounting Period From: 3 Accounting Period To: 3 Fiscal Year: 2006

Order By: Department

Process Monitor Process List page

Process List Server List

View Process Request For

User ID: 134146 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1-50 of 51 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|--------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 1499706 | | COBOL SQL | GLPPPOST | 134146 | 09/17/2007 3:30:00PM PDT | Queued | N/A | Details |
| <input type="checkbox"/> | 1499698 | | SQR Process | SDGL8005 | 134146 | 09/17/2007 3:11:38PM PDT | Processing | N/A | Details |
| <input type="checkbox"/> | 1499696 | | COBOL SQL | GLPPPOST | 134146 | 09/17/2007 3:20:00PM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 1499695 | | COBOL SQL | GLPPPOST | 134146 | 09/17/2007 3:10:00PM PDT | Success | Posted | Details |

Click the **Refresh** button to update this page with the latest system activity.

When the Run Status is **Success** and the Distribution Status is **Posted**, then report is done. Click on the [Details](#) link to open the Process Detail page.

Step 8:

Process Detail page

| Process Detail | |
|---|--|
| Process | |
| Instance: 1499698 | Type: SQR Process |
| Name: SDGL8005 | Description: Budget Transaction by Dept |
| Run Status: Success | Distribution Status: Posted |
| Run | |
| Run Control ID: BUDGET_TRANS_DETAIL | |
| Location: Server | |
| Server: PSNT | |
| Recurrence: | |
| Update Process | |
| <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request | |
| Date/Time | |
| Request Created On: 09/17/2007 3:17:19PM PDT | |
| Run Anytime After: 09/17/2007 3:11:38PM PDT | |
| Began Process At: 09/17/2007 3:17:26PM PDT | |
| Ended Process At: 09/17/2007 3:25:07PM PDT | |
| Actions | |
| Parameters | Transfer |
| Message Log | |
| Batch Timings | |
| View Log/Trace | |

Click the [View Log/Trace](#) link to open the View Log/Trace page.

View Log/Trace page

| View Log/Trace | |
|---|---|
| Report | |
| Report ID: 175285 | Process Instance: 175115 Message Log |
| Name: SDGL8005 | Process Type: SQR Process |
| Run Status: Success | |
| Budget Transaction by Dept | |
| Distribution Details | |
| Distribution Node: PSREPORTS | Expiration Date: 10/30/2008 |
| File List | |
| Name | File Size (bytes) Datetime Created |
| SDGL8005_175115.PDF | 56,059 10/23/2008 1:08:26.137000PM PDT |
| SDGL8005_175115.out | 748 10/23/2008 1:08:26.137000PM PDT |
| SQR_SDGL8005_175115.log | 1,695 10/23/2008 1:08:26.137000PM PDT |
| Distribute To | |
| Distribution ID Type | *Distribution ID |
| User | 134146 |


Click the [SDGL8005_175115.PDF](#) link to open the report.

Step 9:

The SDCS Budget Transaction Detail Report opens in Adobe Acrobat.

SDCS Budget Transaction Detail Report

| PeopleSoft GL | | | | | | | | | | | |
|--|----------------------|-------------|-----------------------|------------|--|----------------|----------------------|-----------------------|-----------------------------|---------------------|----------------------|
| BUDGET TRANSACTION DETAIL | | | | | | | | | | Page No. 1 | |
| Report ID: SDGL8005 - EPM8DEV | | | | | | | | | | Run Date 10/23/2008 | |
| Bus. Unit: SDUSD--San Diego Unified School Dist | | | | | | | | | | Run Time 13:08:11 | |
| Ledger Grp: EXPENSE -- EXPENSE Budget CC Ldgr Grp | | | | | | | | | | | |
| Tran Type: All Types | | | | | | | | | | | |
| and Dept = '0003' and Acct between '4000' and '5999' and Bud Per = '2006' and Acctg Per = 3 | | | | | | | | | | | |
| Post Date | Transaction | Document ID | Line | Reference | Description | Balance Amount | Budget Amount | Pre Encumbered Amount | Encumbered Amount | Expended Amount | |
| DeptID | Resource | Bud Ref | Account | Program | Class | Fund | Extended | Budget Period | | | |
| 0003 | 00000 | 00 | 4301 | 1000 | 1110 | 01000 | 0000 | 2006 | | | |
| DeptID 0003 - Adams Elementary Resource 00000 - Unrestricted Account 4301 - Instructional Supplies | | | | | | | | | | | |
| 09/14/2005 | REQ_PRENCH | 0000034020 | 1 | | 122930/polysee-thru string envelope #869-901 | | 0.00 | 79.90 | 0.00 | 0.00 | |
| 10/12/2007 | GL_BD_JRNL | CO00059814 | 1902 | | 09/19/2005/Transfer of appropriations for School S | | 1,840.00 | 0.00 | 0.00 | 0.00 | |
| Number of Transactions 2 | | | | | | Totals | 1,760.10 | 1,840.00 | 79.90 | 0.00 | |
| 0003 | 00000 | 00 | 4301 | 1000 | 1110 | 01000 | 1610 | 2006 | | | |
| DeptID 0003 - Adams Elementary Resource 00000 - Unrestricted Account 4301 - Instructional Supplies | | | | | | | | | | | |
| 10/12/2007 | GL_BD_JRNL | CO00059814 | 1901 | | 09/19/2005/Transfer of appropriations for School S | | -1,840.00 | 0.00 | 0.00 | 0.00 | |
| 10/12/2007 | GL_BD_JRNL | CO00059814 | 1900 | | 09/19/2005/Transfer of appropriations for School S | | 1,840.00 | 0.00 | 0.00 | 0.00 | |
| Number of Transactions 2 | | | | | | Totals | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0003 | 00000 | 00 | 4501 | 8100 | 1110 | 01000 | 0000 | 2006 | | | |
| DeptID 0003 - Adams Elementary Resource 00000 - Unrestricted Account 4501 - Custodial Supplies | | | | | | | | | | | |
| 09/07/2005 | AP_VOUCHER | 00152058 | 4 | No PO. | WAXIE-001/SAPESKIN LATEX LITE PWDR | | 0.00 | 0.00 | 0.00 | 60.99 | |
| 09/07/2005 | AP_VOUCHER | 00152058 | 3 | No PO. | WAXIE-001/SAPESKIN LATEX LITE PWDR | | 0.00 | 0.00 | 0.00 | 60.99 | |
| 09/07/2005 | AP_VOUCHER | 00152058 | 2 | No PO. | WAXIE-001/20755 ENVISION (CROWN) BROWN | | 0.00 | 0.00 | 0.00 | 77.84 | |
| 09/07/2005 | AP_VOUCHER | 00152058 | 1 | No PO. | WAXIE-001/33X39 1.3 MIL BLACK SUPER STAR | | 0.00 | 0.00 | 0.00 | 48.29 | |
| 09/07/2005 | AP_VOUCHER | 00152058 | 5 | No PO. | WAXIE-001/MICRO 45 MANGO / EX-6EA | | 0.00 | 0.00 | 0.00 | 162.27 | |
| 09/22/2005 | AP_VOUCHER | 00155210 | 1 | No PO. | WAXIE-001/92053 SANIFRESH GENTLE LTN | | 0.00 | 0.00 | 0.00 | 76.78 | |
| 09/22/2005 | AP_VOUCHER | 00155209 | 4 | No PO. | WAXIE-001/13280 PREFERENCE MULTI-LAYER | | 0.00 | 0.00 | 0.00 | 158.30 | |
| 09/22/2005 | AP_VOUCHER | 00155209 | 3 | No PO. | WAXIE-001/20755 ENVISION (CROWN) BROWN | | 0.00 | 0.00 | 0.00 | 64.87 | |
| 09/22/2005 | AP_VOUCHER | 00155209 | 2 | No PO. | WAXIE-001/041 WAXIE SEAT COVERS | | 0.00 | 0.00 | 0.00 | 32.27 | |
| 09/22/2005 | AP_VOUCHER | 00155209 | 1 | No PO. | WAXIE-001/33X39 1.3 MIL BLACK SUPER STAR | | 0.00 | 0.00 | 0.00 | 80.49 | |
| Number of Transactions 10 | | | | | | Totals | -823.09 | 0.00 | 0.00 | 823.09 | |
| 0003 | 00000 | 00 | 4517 | 3140 | 1110 | 01000 | 0000 | 2006 | | | |
| DeptID 0003 - Adams Elementary Resource 00000 - Unrestricted Account 4517 - Medical Supplies | | | | | | | | | | | |
| 09/02/2005 | CM_TRNXTN | 0000001982 | 36954 | | 000000000000001982 EMSR0708 HEALTH HISTORY | ENG 1 | 0.00 | 0.00 | 0.00 | 7.31 | |
| 09/02/2005 | CM_TRNXTN | 0000002751 | 36968 | | 000000000000002751 EMSR0708 STUDENT ENROLL | ENG 1 | 0.00 | 0.00 | 0.00 | 14.43 | |
| TRAN TYPE | DESCRIPTION | TRAN TYPE | DESCRIPTION | TRAN TYPE | DESCRIPTION | TRAN TYPE | DESCRIPTION | TRAN TYPE | DESCRIPTION | TRAN TYPE | DESCRIPTION |
| AP_ACGT_LN | Voucher Gain or Loss | AR_MISCPAY | Miscellaneous Payment | CM_TRNXTN | Cost Mgmt Tran | GL_JOURNAL | GL Journal | PO_RARNC | Receipt Accrual Encumbrance | GL_JOURNAL | GL Journal |
| AP_VCHR_NP | Voucher Non Prorated | AR_RVST | Revenue Estimate | KX_EXSHEET | Expense Sheet | PO_POENC | PO Encumbrance | PO_RARXP | Receipt Accrual Expenses | PO_POENCNP | PO Non Prorated Item |
| AP_VOUCHER | Voucher Expense | BD_JOURNAL | Budget | KX_TAUHT | Travel Authorization | PO_POENCNP | PO Non Prorated Item | REQ_PRENCH | Req Pre-Encumbrance | | |

If you want to print the report, click on the **Print** icon  from the Adobe menu, not the Internet Explorer menu. The report will print to the printer of your choice.