


PeopleSoft

KUMC

**AM 90/91 Report
Procedural Reference**

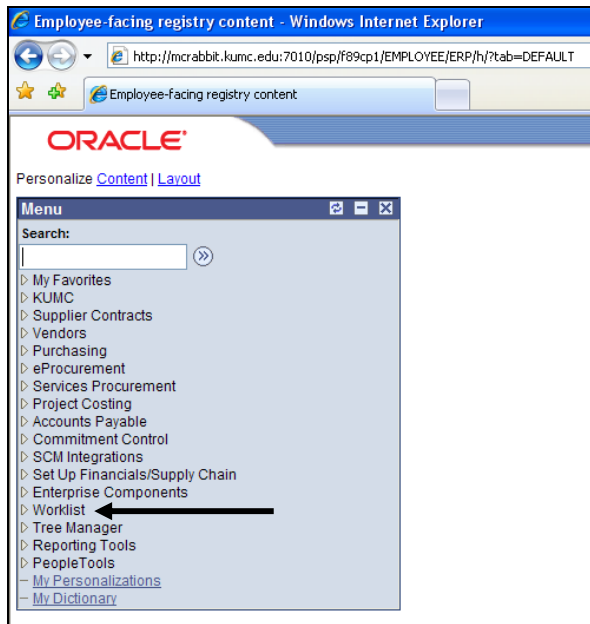
Table of Contents

	Page
Displaying the Navigation Icons.....	3
Running the AM 90/91 Report	4
Interpreting the AM 90/91 Report.....	10
Running the AM 90/91 Report in the Document Imaging System	14
Print Report.....	16
View Report.....	18
Possible Warning or Error Messages	20
Assistance.....	21

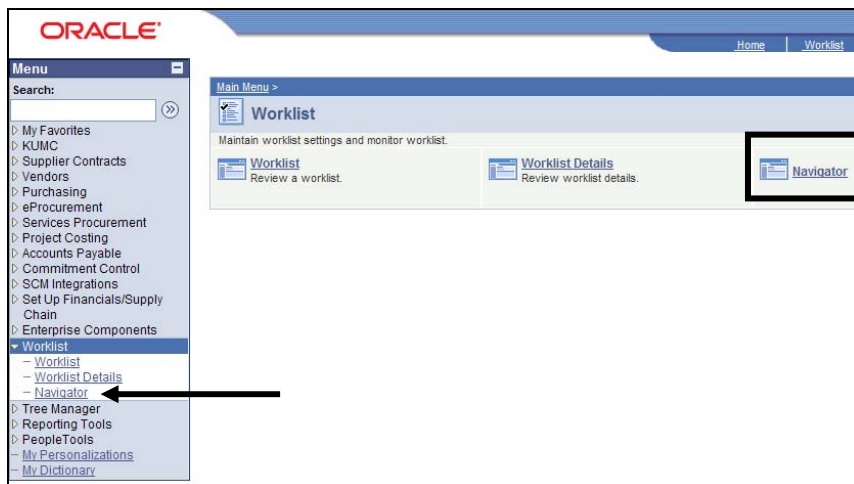
Throughout this manual, the  symbol indicates additional information on the left side of the page.

DISPLAYING THE NAVIGATION ICONS

Navigation



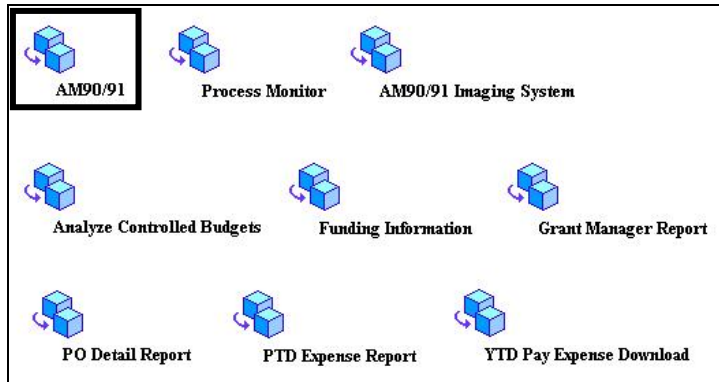
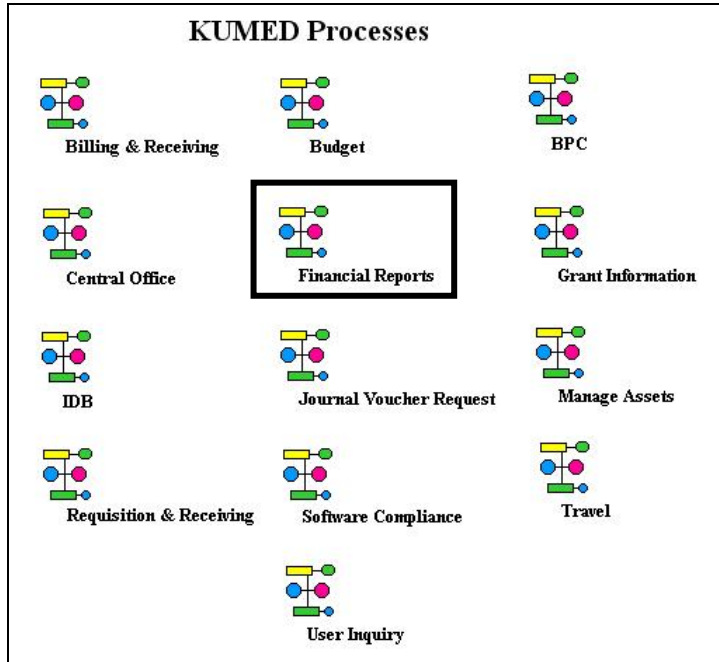
1. Click **Worklist** in the menu.



2. Click **Navigator** icon or menu item.

RUNNING THE AM90/91 REPORT

Navigation



1. Click **Financial Reports** icon.

2. Click **AM90/91** icon.

3. Click **AM90/91** icon.

RUNNING THE AM90/91 REPORT

Run Control

AM 90/91 Report

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

Find an Existing Value **Add a New Value** ←

Run Control ID: begins with

Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)


Search Results

View All First 1-2 of 2 Last

Run Control ID **Language Code**

[Office](#) [English](#)

[reports](#) [English](#)


 **Step 3** If only one Run Control is found, PeopleSoft displays the Selection Criteria page.

AM 90/91 Report

Find an Existing Value **Add a New Value**


Run Control ID:

Add

 **Step 4** Run Control IDs cannot contain spaces or special characters.

1. Have you previously created a Run Control for this report?
If **no**, click the **Add a New Value** tab and go to Step 4.
If **yes**, go to Step 2.

2. Click **Search**.

3. Click desired Run Control from the Search Results list and go to Step 1 of Selection Criteria. 

4. Complete **Run Control ID** field. 

5. Click **Add**.

RUNNING THE AM90/91 REPORT

Selection Criteria

Run AM 90/91

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

Run AM 90/91 Report The Report Will Be E-Mailed To You

'Business Unit: ?

'Report Date: BT

Set Process Scheduler Request As Follows:
 Server Name = PSUNX Type = FILE
 Format = PDF
 See Process Monitor For Run Status

Sort Report By

- SpeedType
- Mail/Distrib Code
- Department

Options

- AM90 Only
- Open Commitments Only
- Skip Mail Code 99999
- Show Budgets For Revenue Speedtypes (Revenue Not Shown)
- Skip Available Budget Page

Report Selection Options

- Select SpeedTypes From SpeedType: To SpeedType:
- Select Mail/Distrib Codes
- Select Departments/Orgs

Step 5 This option will produce a report for a revenue SpeedType which looks like one produced for a non-revenue SpeedType. A revenue SpeedType AM90/91 normally shows revenues generated and omits values in the Budget Amount column.

Step 7 Mail/Distrib Code is a group of SpeedTypes.

Step 8

Report Selection Options

- Select SpeedTypes
- Select Mail/Distrib Codes From Mail Code: To Mail Code:
- Select Departments/Orgs

Report Selection Options

- Select SpeedTypes
- Select Mail/Distrib Codes
- Select Departments/Orgs From Department: To Department:

1. Complete the following fields:

Business Unit

Report Date

For current month, use today's date.

For immediate previous month, use last day of month.

2. Choose a **Sort Report By** option.

3. Optional: Check **AM90 Only** to print only the summary page.

4. Optional: Check **Open Commitments Only** to print only the Open Commitments page.

5. Optional: Check **Show Budgets for Revenue SpeedTypes**.

6. Optional: Check **Skip Available Budget Page** to skip the final page of the report showing net available.

7. Choose a **Report Selection Option**.

8. Complete **From** and **To** fields, based on Report Selection Option.

9. Click [Run](#).

The Process Scheduler Request page appears.

RUNNING THE AM90/91 REPORT

Selection Criteria *(continued)*

Process Scheduler Request

User ID: LSCHROEDER Run Control ID: Report

Server Name: PSUNX Run Date: 04/06/2009

Recurrence: Run Time: 8:53:53AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Run User AM 90/91 Report	JGL038C	SQR Report	File	PDF

10. Click .

Step 10 Process Name for AM90/91 report is JGL038C.

Run AM 90/91

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

Process Instance: 762621

Run AM 90/91 Report The Report Will Be E-Mailed To You

'Business Unit: KUMEC ?

'Report Date: 08/28/2008

Set Process Scheduler Request As Follows:

Server Name = PSUNX Type = FILE

Format = PDF

See Process Monitor For Run Status

Sort Report By

SpeedType

Mail/Distrib Code

Department

Options

AM90 Only Show Budgets For Revenue Speedtypes
(Revenue Not Shown)

Open Commitments Only

Skip Mail Code 99999

Report Selection Options

Select SpeedTypes APP60201 From SpeedType:

APP60201 To SpeedType:

Select Mail/Distrib Codes

Select Departments/Orgs

PeopleSoft returns to the Criteria Page. You know that you have run the report because the **Process Instance** number displays below the button.

The report will be emailed when complete.

RUNNING THE AM90/91 REPORT

To check the progress of your report, you can launch the Process Monitor.

Process Monitor

1. Click **Process Monitor** link.

This will display the Process List which shows the progress of generating the report.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	760970		SQR Report	JGL038C	PSHETTLROE	05/05/2008 2:35:49PM CDT	Processing	N/A	Details

2. Note Status.

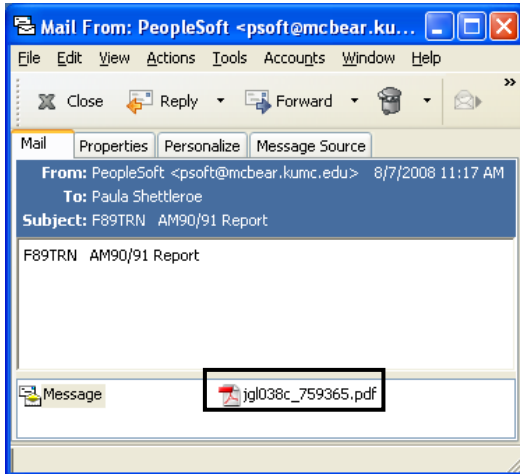
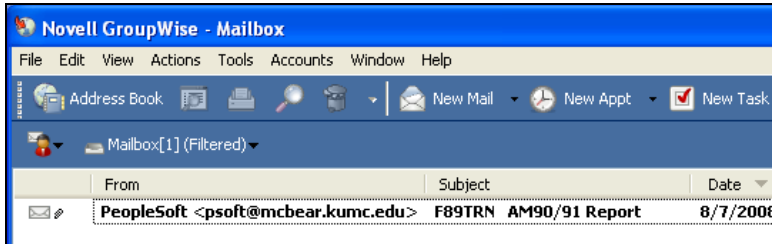
Run Status	Description
Queued	Report is in line to be processed
Initiated	Report has started
Processing	Report is in process
Posting	Report is being finalized
Success	Report is emailed
Error	Report failed


Step 2 Most recent report requested is at the top of the list.

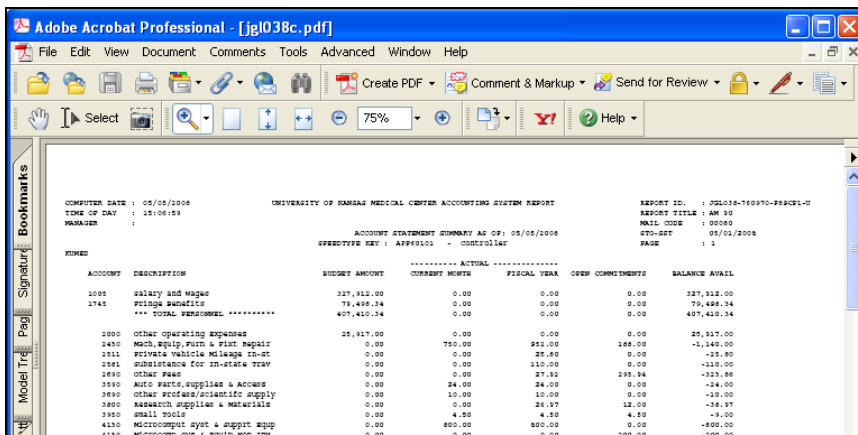
3. Click to show the current status.

RUNNING THE AM90/91 REPORT


View Report




 **Step 2** Right-click the attachment, choose Open from menu.



1. Open email containing report.

2. Open .pdf attachment. 

3. Click  (Print).

4. Click  to close Adobe Reader.

INTERPRETING THE AM90/91 REPORT

Interpreting the AM90/91 Report

The AM90/91 is composed of as many as seven reports:

The **AM90**, which is a summary of activity broken down by account code. There is a sub-total of each primary classification and a net balance at the bottom of the report.

The **AM91**, which shows the details of each transaction. There is a sub-total of each sub-account classification and a net balance at the bottom of the report.

The **Open Commitment** report, which lists activity on purchase orders. This includes current amounts committed (also referred to as encumbered), payments made to vendors (in the liquidated expenditures column) and adjustments (necessary when the amount paid out does not match the original encumbrance).

The **Unposted Voucher** report, which shows vouchers that are in the process of being paid. The money has been removed from the budget, but the amounts are not reflected on the AM90/91 yet.

The **Unencumbered Travel** report, which shows pre-approved travel expenses. These amounts are not encumbered, and so do not appear on the AM90, AM91 or Open Commitment reports.

The **Reqs With No PO** report, which shows requisitions that have not yet had a purchase order dispatched. These amounts are not encumbered, and so do not appear on the AM90, AM91 or Open Commitment reports.

The **Available Budget** report, which shows the net available budget balance by subtracting the totals for pending travel and requisitions from the net balance available on the AM90. This provides a more accurate idea of the net balance available for budget planning and monitoring purposes. This is an optional page, which can be omitted by using the skip checkbox.

If there is no activity for a particular report, that page will not be included.

The Report Header

COMPUTER DATE : 12/05/2005 ❶	UNIVERSITY OF KANSAS MEDICAL CENTER ACCOUNTING SYSTEM REPORT	❺ REPORT ID. : JGL038 - 718950 - FIN - C
TIME OF DAY : 08:39:07		❻ REPORT TITLE : AM 90
MANAGER : Stubblefield,Keith Dennis ❷		❼ MAIL CODE : 00080
	❸ ACCOUNT STATEMENT SUMMARY AS OF: 11/30/2005	❽ STO-3ST 11/01/2005
	❹ SPEEDTYPE KEY : APP60201 - PeopleSoft Admin Support	❾ PAGE : 1

- | | |
|--|---|
| ❶ Date and time report was run | ❺ Name of the report in PeopleSoft and process instance |
| ❷ Individual responsible for the SpeedType | ❻ Title of Report |
| ❸ Last date included in the report | ❼ Mail Code in which the SpeedType is included |
| ❹ SpeedType covered in the report | ❽ Earliest date included in the report (the first of the month requested) |
| | ❾ Page number |

INTERPRETING THE AM90/91 REPORT

The AM90 Report

ACCOUNT	DESCRIPTION	BUDGET AMOUNT	----- ACTUAL -----		OPEN COMMITMENTS	BALANCE AVAIL
			CURRENT MONTH	FISCAL YEAR		
1005	Salary and Wages	198,762.40	12,287.62	63,865.76	0.00	124,896.64
1745	Fringe Benefits	61,314.91	3,371.22	16,832.09	0.00	44,482.82
	*** TOTAL PERSONNEL *****	260,077.31	15,658.84	80,697.85	0.00	179,379.46
2000	Other Operating Expenses	23,389.00	0.00	0.00	0.00	23,389.00
2240	Advertising	0.00	423.42	423.42	0.00	-423.42
2310	Reprographic Equipment Rental	0.00	0.00	2,201.13	0.00	-2,201.13
2511	Private Vehicle Mileage In-St	0.00	0.00	264.40	0.00	-264.40
2531	Subsistence for In-State Trav	0.00	0.00	474.86	0.00	-474.86
2591	Non-subsistence Item for In-St	0.00	0.00	21.00	0.00	-21.00
2512	Private Car Mileage OutSt Trav	0.00	0.00	1,050.40	0.00	-1,050.40
2572	Public Convey Fares Out State	0.00	417.90	417.90	0.00	-417.90
2532	Subsistence for OutState Trav	0.00	0.00	2,891.28	0.00	-2,891.28
2592	Non-subsistence Item for OutSt	0.00	950.00	992.30	0.00	-992.30
3710	Stationery and Office Supplies	0.00	25.12	204.17	767.87	-972.04
3720	Data Processing Supplies	0.00	199.00	215.74	445.00	-760.74
3920	Household Supplies & Materials	0.00	57.26	57.26	0.00	-57.26
3999	Pending Credit-EPC Purchases	0.00	0.00	0.00	0.00	0.00
4139	Microcomp Sys & Equip-Non Inv	0.00	0.00	0.00	4,158.00	-4,158.00
2000	*** OTHER OPERATING EXPENSES *	23,389.00	2,072.70	9,413.86	5,270.87	8,604.27
	***** TOTAL EXPENDITURE *****	283,466.31	17,731.54	90,111.71	5,270.87	187,983.73
	***** NET BALANCE *****	283,466.31	17,731.54	90,111.71	5,270.87	187,983.73

Each account sub-account code is shown on a separate line.

The Fiscal Year column includes the values in the Current Month column.

The calculation for the Balance Available column is **Budget Amount – (Fiscal Year + Open Commitments) = Balance Available.**

Items not reflected until posted include:

Interdepartmental Billings (IDB)

Business Procurement Card (BPC) charges

Travel

Payroll related items: Additional Pay, Comp Time payout, Vacation payout on separation, Longevity pay

INTERPRETING THE AM90/91 REPORT

The AM91 Report

ACCOUNT	DESCRIPTION	TRANSACTION DATE	PO/REQ ID	VOUCHER ID	JOURNAL ID	BUDGET ENTRIES	CURRENT REV/EXP	COMMITMENTS	POSTED DATE	PAY-END or WARRANT DT
2240	IDB Expense	11/18/2005			IDB0256475	0.00	423.42	0.00	11/18/2005	
*** SUBTOTALS *** Account 2240 *** ADVERTISING *****						0.00	423.42	0.00		
3710	Corporate Express	11/07/2005	0000168120	00233640		0.00	25.12	-25.12	11/09/2005	11/09/2005
3710	Flinthills Services Inc	11/10/2005	0000168929			0.00	0.00	677.92	11/10/2005	
3710	Corporate Express	11/17/2005	0000169226			0.00	0.00	89.95	11/17/2005	
*** SUBTOTALS *** Account 3710 *** STATIONERY AND OFFICE SUPPLIES *****						0.00	25.12	742.75		
3720	BPC Expense	11/02/2005			BPC0354288	0.00	199.00	0.00	11/02/2005	
	KUMED Book Store				8000032103	10/28/2005	07-021	199.00		
3720	Software House International	11/17/2005	0000169227			0.00	0.00	445.00	11/17/2005	
*** SUBTOTALS *** Account 3720 *** DATA PROCESSING SUPPLIES *****						0.00	199.00	445.00		

Each transaction is shown in detail, in account code order.

Each transaction has the related tracking number in the form of a Purchase Order number ❶, BPC number ❷, IDB or Journal ID number ❸. Transactions which have been invoiced and paid include the Voucher number ❹.

Transactions which are related to travel contain two lines of information. The first line includes the Vendor Name (i.e. Traveler), Transaction Date, Voucher ID, and the Amount. The second line includes Travel ID, Travel Type, First Destination City, and Travel Purpose (if not a day trip).

ACCOUNT	DESCRIPTION	TRANSACTION DATE	PO/REQ ID	VOUCHER ID	JOURNAL ID	BUDGET ENTRIES	CURRENT REV/EXP	COMMITMENTS	POSTED DATE	PAY-END or WARRANT DT
2592	Arbuckle, Dan E	07/11/2006		00249516		0.00	10.00	0.00	07/11/2006	07/24/2006
	00006445 Out State Chicago				To attend Oracle/PeopleSoft Training for					

When a requisition is approved for purchase, a Purchase Order is created and the funds are encumbered. Encumbered funds display as a positive value in the Commitments column. Once the item is received, invoiced and paid, a voucher is issued. Vouchered amounts display as a negative value in the Commitments column and a positive value in the Current Rev/Exp column.

Abbreviations used in the Journal IDs:

BIO	Biochemistry	INV	Inventory	MYS	Telecommunications KC
FA	Facility & Admin - grant	IRB	Information Resource	MYW	Telecommunications Wichita
FM	Facility Management	ITA	Info Tech Admin	PAY	Payroll
IDB	Interdepartmental Billing	LIB	Library	RFA	Retroactive Funding Adjustment

Journal IDs that start with "S" are revenue.

INTERPRETING THE AM90/91 REPORT

The Open Commitment Report

ORG	ACCT	R E	REFERENCE	DATE	DESCRIPTION	ORIGINAL AMOUNT	LIQUIDATED EXPENDITURES	ADJUSTMENTS	CURRENT AMOUNT	STATUS
60201	2592	E	0000169063	11/14/2005	Conferon/FBO HEUG	950.00	950.00	0.00	0.00	Complete
60201	3710	E	0000165290	09/02/2005	Designed Business Interiors	19.66	19.66	0.00	0.00	Complete
60201	3710	E	0000168120	10/27/2005	Corporate Express	25.12	25.12	0.00	0.00	Complete
60201	3710	E	0000168939	11/10/2005	Flinthills Services Inc	677.92	0.00	0.00	677.92	Dispatched
60201	3710	E	0000169226	11/17/2005	Corporate Express	89.95	0.00	0.00	89.95	Dispatched
60201	3720	E	0000169227	11/17/2005	Software House International	445.00	0.00	0.00	445.00	Dispatched
60201	4139	E	0000168888	11/09/2005	Cytek Media Systems	4,158.00	0.00	0.00	4,158.00	Dispatched
REQUISITION TOTAL						0.00	0.00	0.00	0.00	
ENCUMBRANCE TOTAL						6,265.65	994.78	0.00	5,270.87	
***ACCOUNT TOTAL **						6,265.65	994.78	0.00	5,270.87	

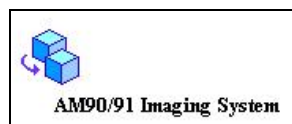
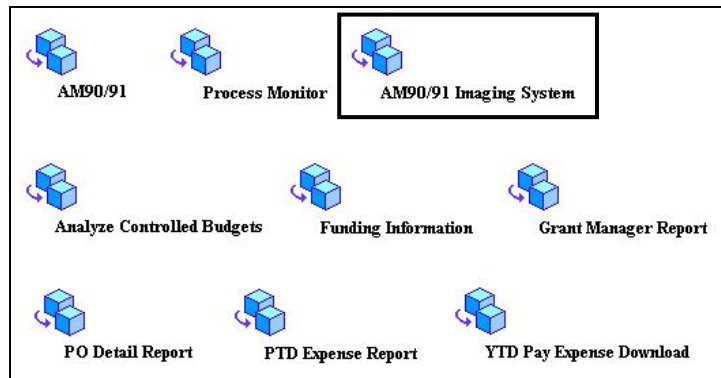
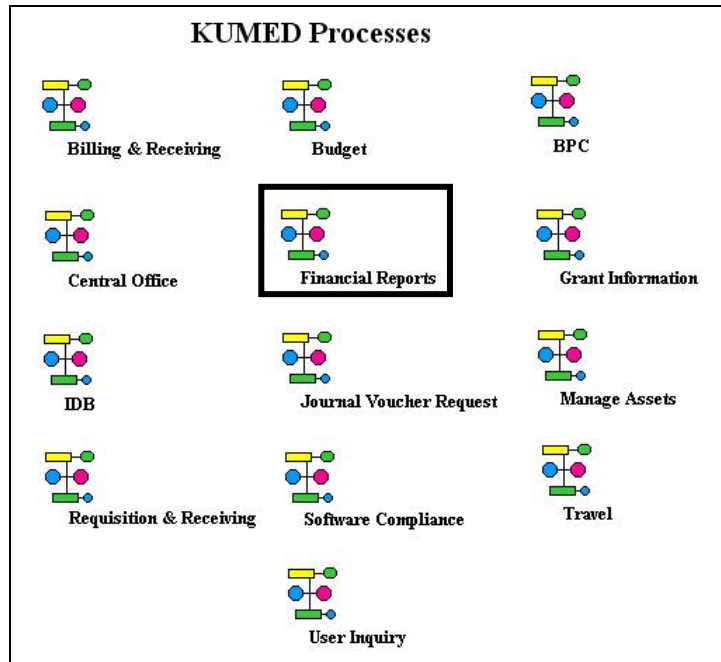
Purchase Orders currently moving through the payment process are shown in account code order. The Status column indicates where it is in the process. Dispatched means the Purchase Order has been created and the funds are encumbered. Complete means the purchase has been received, invoiced and paid.

Original Amount is the amount of money encumbered when the Purchase Order was issued (dispatched). Liquidated Expenditures is the amount paid. Current Amount is the amount currently encumbered. Adjustments are done when the original amount is higher or lower than the amount paid.

RUNNING THE AM90/91 REPORT IN THE DOCUMENT IMAGING SYSTEM

Use this process to view historical AM90/91 reports. AM90/91 reports for KUMED are imaged approximately on the third business day of the month, with RINST occurring about a day later. You will receive email notification when reports are available in Oracle I/PM.

Navigation



1. Click **Financial Reports** icon.

2. Click **AM90/91 Imaging System** icon.

3. Click **AM90/91 Imaging System** icon.

RUNNING THE AM90/91 REPORT IN THE DOCUMENT IMAGING SYSTEM

Selection Criteria

AM90/91 - Image

AM 90/91/Report From Document Imaging System

*Business Unit:

*Report Date:

Report Selection Options


Select SpeedTypes

Select Mail/Distrib Codes

From SpeedType:

To SpeedType:

AM90\91

 **Step 2** Mail/Distrib Code is a group of SpeedTypes.

 **Step 3**

Report Selection Options

Select SpeedTypes

Select Mail/Distrib Codes

From Mail/Distrib Code:

To Mail/Distrib Code:

AM90\91



Document Imaging Login

Network User Name:

Network Password:

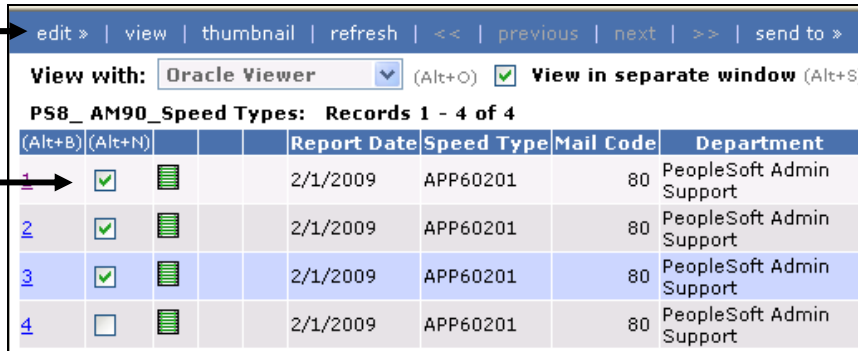
Login

Cancel

1. Complete the following fields:
Business Unit
Report Date
2. Choose a **Report Selection Option**. 
3. Complete **From** and **To** fields, based on Report Selection Option. 
4. Click **AM90\91**.
5. Enter your Novell username and password.
6. Click **Login**. The Document Imaging application will launch in a new browser window or tab.

RUNNING THE AM90/91 REPORT IN THE DOCUMENT IMAGING SYSTEM

Print Report



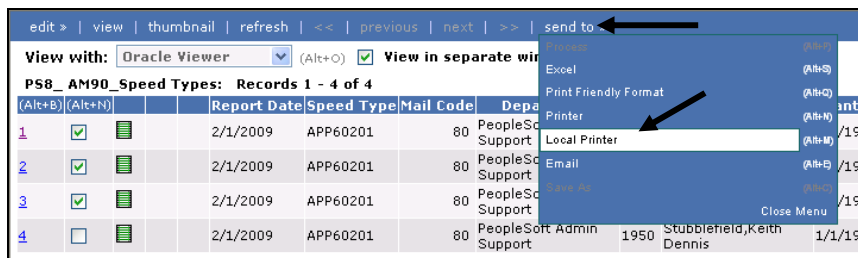
edit » | view | thumbnail | refresh | << | previous | next | >> | send to »

View with: Oracle Viewer (Alt+O) View in separate window (Alt+S)

PS8_AM90_Speed Types: Records 1 - 4 of 4

(Alt+B)	(Alt+N)		Report Date	Speed Type	Mail Code	Department
1	<input checked="" type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
2	<input checked="" type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
3	<input checked="" type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
4	<input type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support

Step 1 Use the Edit menu to choose select all.



edit » | view | thumbnail | refresh | << | previous | next | >> | send to »

View with: Oracle Viewer (Alt+O) View in separate window (Alt+S)

PS8_AM90_Speed Types: Records 1 - 4 of 4

(Alt+B)	(Alt+N)		Report Date	Speed Type	Mail Code	Department
1	<input checked="" type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
2	<input checked="" type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
3	<input checked="" type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
4	<input type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support



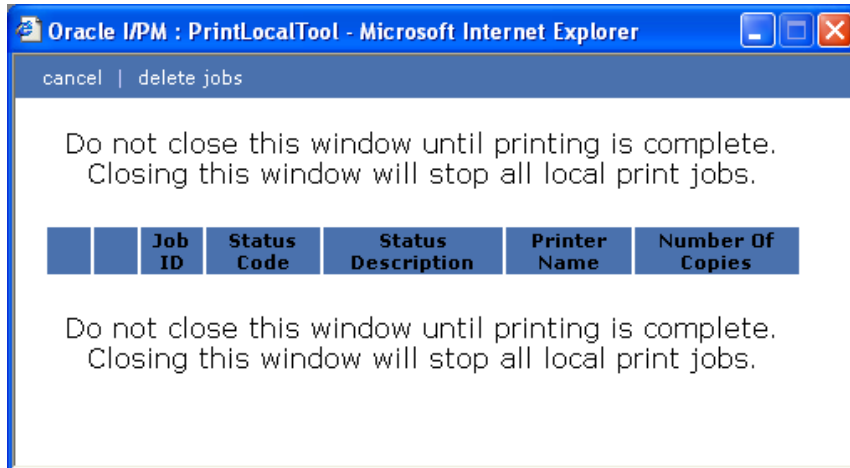
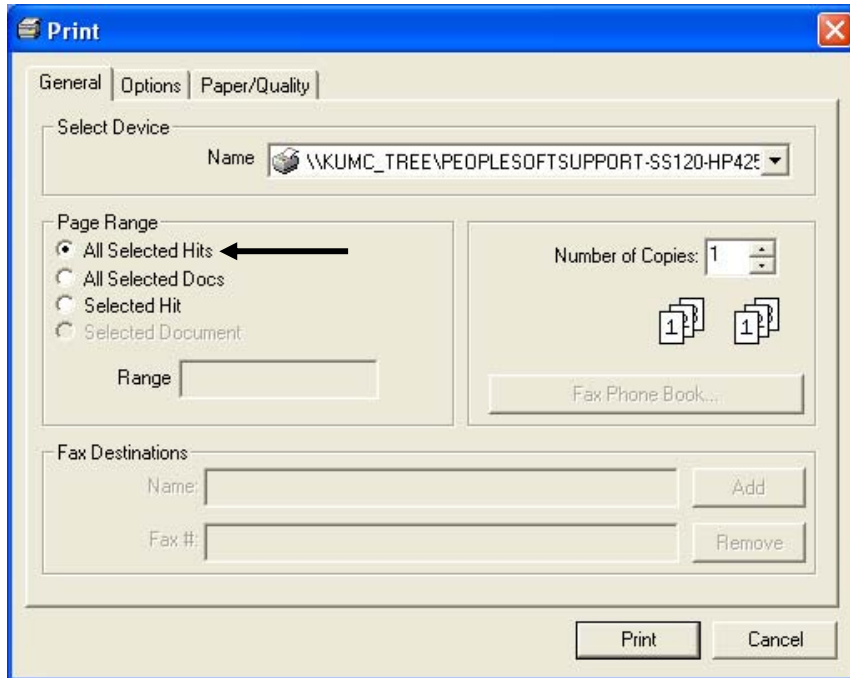
1. Check the box next the page(s) you wish to print.



2. In the **Send To** drop down menu, choose Local Printer.

3. A separate message window appears, followed quickly by a print dialog box.

RUNNING THE AM90/91 REPORT IN THE DOCUMENT IMAGING SYSTEM

Print Report (continued)



4. A print dialog box appears.
5. Click the **All Selected Hits** radio button if it is not already selected.
6. Click  .
7. The original message window is displayed with a new message.
8. Once the print job is complete, click  to close the message window.
9. Close the browser tab or window displaying the search results.
10. Click [KU_PROCESSES](#) in PeopleSoft to return to navigation icons.

RUNNING THE AM90/91 REPORT IN THE DOCUMENT IMAGING SYSTEM

View Report

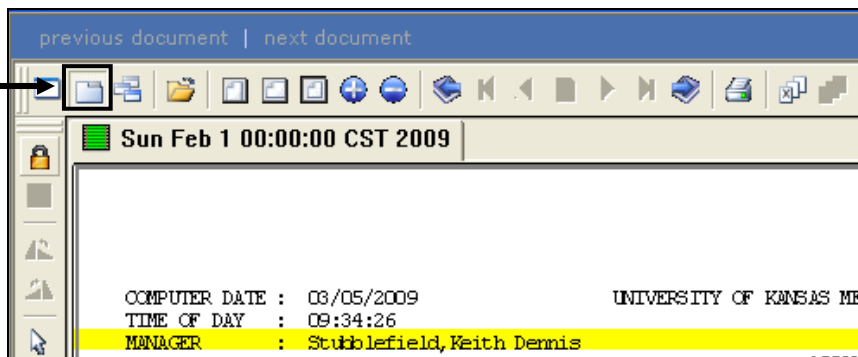
edit » | view | thumbnail | refresh | << | previous | next | >> | send to »

View with: **Oracle Viewer** (Alt+O) **View in separate window** (Alt+S)

PS8_AM90_Speed Types: Records 1 - 4 of 4

(Alt+B)	(Alt+N)		Report Date	Speed Type	Mail Code	Department
<u>1</u>	<input type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
<u>2</u>	<input type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
<u>3</u>	<input type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support
<u>4</u>	<input type="checkbox"/>		2/1/2009	APP60201	80	PeopleSoft Admin Support

Tab View icon



View pages icons

Print icon

ACCOUNT	DESCRIPTION	BUDGET AMOUNT	CURRENT MONTH	ACTUAL	I
1005	Salary and Wages	234,002.98	17,021.26		
1745	Fringe Benefits	71,258.89	4,866.16		

1. Click the underlined number next to the first page you wish to view.

Oracle I/PM launches a separate viewer window or tab.

2. Click to display document pages in a tab view. The first page of the document displays in a tab.

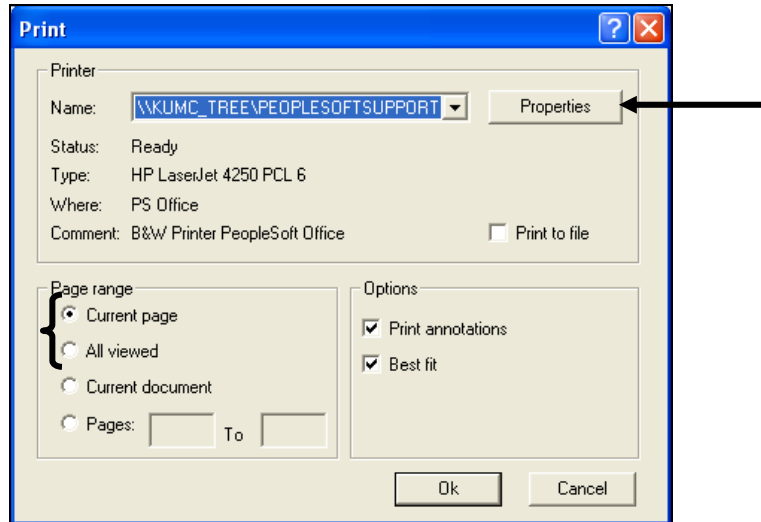
3. Click or to display remaining pages in tabs.

4. Click (Print).

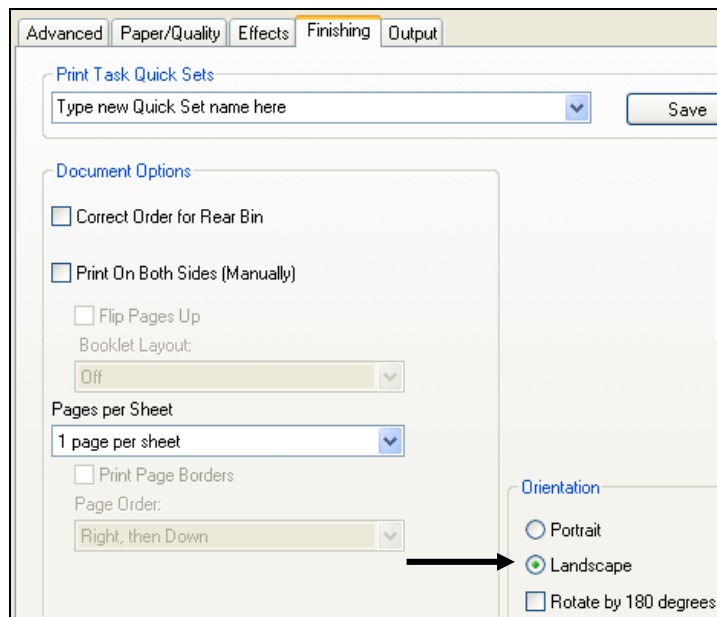
NOTE: You must use the icon. CTRL-P will not work.

RUNNING THE AM90/91 REPORT IN THE DOCUMENT IMAGING SYSTEM

View Report (continued)



Step 5 Printing a range of pages does not work.



5. Click either **Current page** or **All viewed** radio button to print desired pages.

6. To print in landscape orientation, click .

7. Locate the tab that contains the orientation setting and choose Landscape.

NOTE: Each printer properties dialog box is different. The orientation setting for your printer may not be located on the Finishing tab.

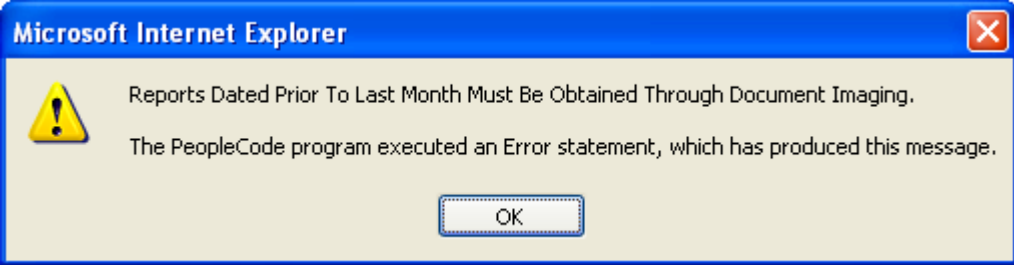

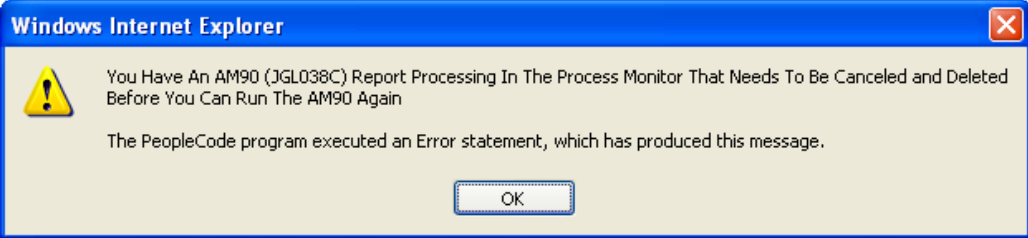
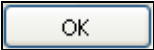
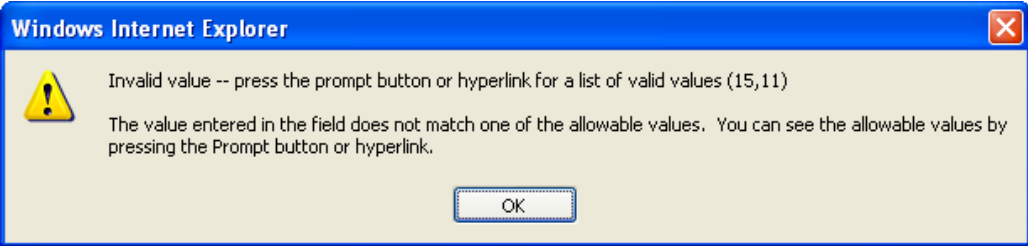

8. Close the browser tab or window displaying the documents.

9. Close the browser tab or window displaying the search results.

10. Click [KU_PROCESSES](#) in PeopleSoft to return to navigation icons.

APPENDIX

Possible Warnings and Error Messages

Display	Description	Action
	Report date entered is earlier than last month.	This is an Error. Click  . Enter a date no earlier than last month.
	Can only run one AM90/91 at a time.	This is an Error. Click  . Wait until first requested report is complete.
	Invalid SpeedType, Mail Code or Department number was entered.	This is an Error. Click  . Correct entry.

APPENDIX

Assistance

Questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system should be directed to PeopleSoft Support at ext **8-1121**.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.