


**PeopleSoft**

**KUMC**

**Analyze Controlled Budgets  
Procedural Reference**

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

## **ANALYZE CONTROLLED BUDGETS**

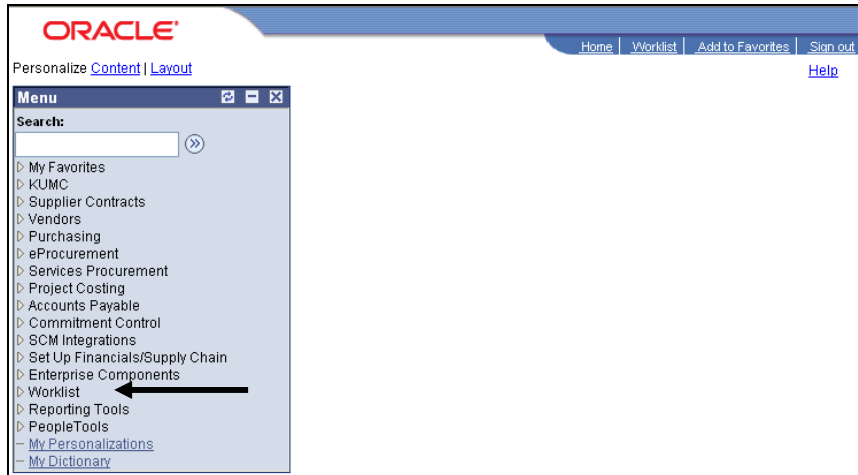
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### **Overview**

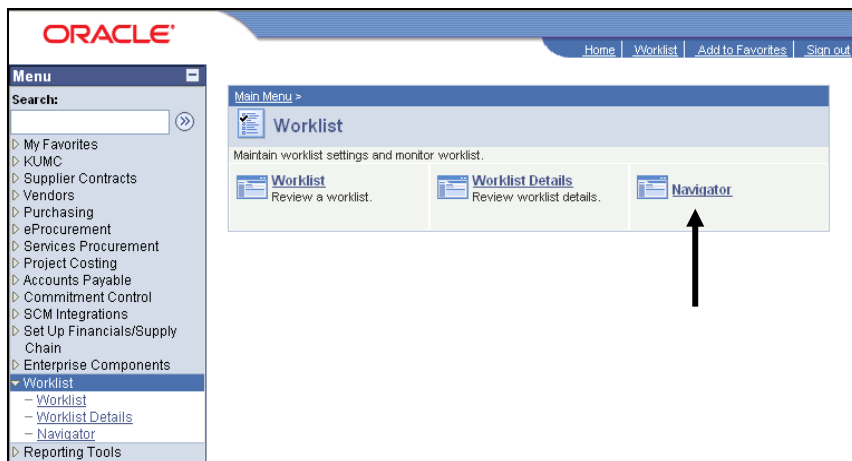
The Analyze Controlled Budgets module allows the user to view SpeedType data similar to what is found on the AM90/91 report. One advantage of this module is that the data is "up to the minute", whereas the data presented on the AM90/91 report can be delayed by a day or more. Another advantage is the ability to view and export line item information related to budget adjustments, encumbrances and expenditures.

## DISPLAYING THE NAVIGATION ICONS

### Displaying Navigation Icons



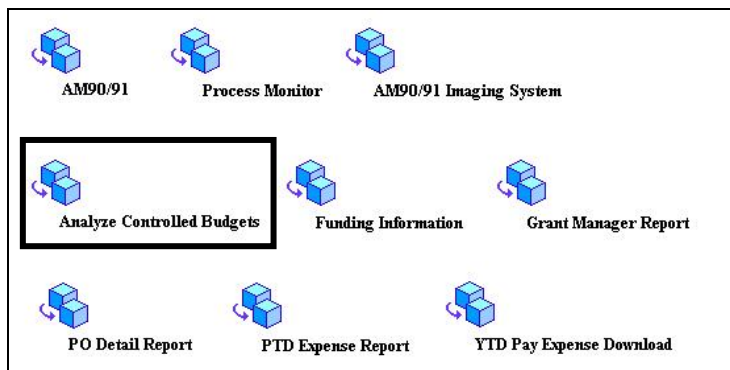
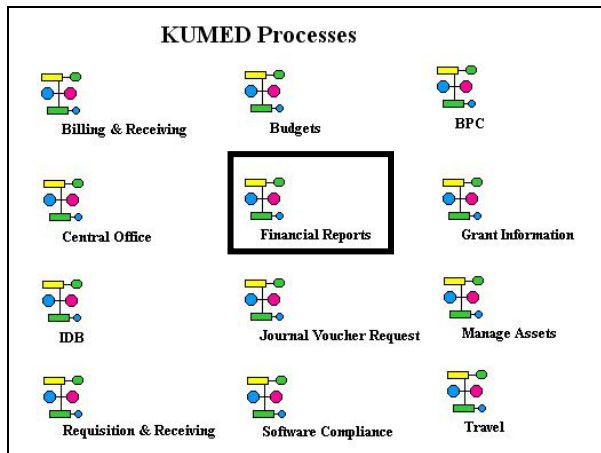
1. Click the **Worklist** menu.



2. Click the **Navigator** link.

# NAVIGATION

## Navigation



1. Click the **Financial Reports** icon.

2. Click the **Analyze Controlled Budgets** icon.

3. Click the **Analyze Controlled Budgets** icon.

## INQUIRY NAME


### Create Inquiry Name

#### Budgets Overview


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](#)

Inquiry Name: begins with

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

 **Step 2** If only one inquiry is found, system displays Budget Inquiry Criteria page.

#### Search Results

View All First  1-2 of 2  Last


Inquiry Name	Description
<a href="#">ORG</a>	(blank)
<a href="#">PROJECT</a>	(blank)

#### Budgets Overview

[Find an Existing Value](#) [Add a New Value](#)

Inquiry Name:

1. Have you previously created an Inquiry Name?  
If **no**, click [Add a New Value](#) and go to Step 4.  
If **yes**, go to Step 2.

2. Click  

3. Select Inquiry name and go to step 6.

4. For KUMED speedtypes, enter ORG for **Inquiry Name**.  
For RINST speedtypes, enter PROJECT for **Inquiry Name**

5. Click .

6. For ORG Inquiry, go to Step 1 on page 7.  
For PROJECT Inquiry, go to Step 1 on page 8.

# ORG CRITERIA PAGE

## ORG Criteria Page

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: ORG      Description:

Amount Criteria    Search    Clear    Reset

**Budget Type**

'Business Unit: KUMEC    Ledger Group/Set: Ledger Group    Ledger Group:

View Stat Code Budgets  
 Display Chart

**TimeSpan**

'Type of Calendar: Detail Budget Period

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

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add

**Budget Status**

Open  
 Closed  
 Hold

Save    Notify    Refresh    Add    Update/Display

1. The following fields default correctly:  
**Business Unit = KUMED**  
**Ledger Group Set = Ledger Group**  
**Type of Calendar = Detail Budget Period**
2. In the **Ledger Group** field, enter ORG.
3. Press **TAB**.

Once the screen refreshes, the budget period fields will default to the current fiscal year.

**Step 2** May also use to select ORG from the list.

**Budget Overview**

Inquiry: ORG      Description:

Amount Criteria    Search    Clear    Reset

**Budget Type**

'Business Unit: KUMEC    Ledger Group/Set: Ledger Group    Ledger Group: ORG  
Organization Budget Ledger

View Stat Code Budgets  
 Display Chart

**TimeSpan**

'Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	YE	2007	2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add
Dept	60101	<input type="text"/>	<input type="text"/>	Update/Add
Fund	0503	<input type="text"/>	<input type="text"/>	Update/Add
Program	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add
Bud Ref	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add

**Budget Status**

Open  
 Closed  
 Hold

4. Complete the **ChartField From Value** field for desired data.  
**Dept ID**  
**Fund**   
Optional: **Account** (object code)
5. Click **Search**.

PeopleSoft displays an inquiry results panel. Go to page 9.

**Step 4 - Fund** See Appendix for table of Fund codes.

# PROJECT CRITERIA PAGE

## PROJECT Criteria Page

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: PROJECT      Description:

Amount Criteria      Search      Clear      Reset

**Budget Type**

'Business Unit: RINST      Ledger Group/Set: Ledger Group      Ledger Group:

View Stat Code Budgets  
 Display Chart

**TimeSpan**

'Type of Calendar: Detail Budget Period

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

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add	Budget Status
	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input checked="" type="checkbox"/> Hold

Save      Notify      Refresh      Add      Update/Display

Step 2

Step 2 May also use  to select PROJ\_GRT from the list.

Step 5

Amount Criteria      Search      Clear      Reset

**Budget Type**

'Business Unit: RINST      Ledger Group/Set: Ledger Group      Ledger Group: PROJ\_GRT

View Stat Code Budgets      Project/Grant Budget Ledger  
 Display Chart

**TimeSpan**

'Type of Calendar: Detail Budget Period

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

**ChartField Criteria**


ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add	Budget Status
Account	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input checked="" type="checkbox"/> Hold
Dept	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add	
Fund	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add	
Program	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add	
Bud Ref	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add	
Project	QP001003	<input type="text"/>	<input type="text"/>	Update/Add	

Step 4

1. The following fields default correctly:  
**Ledger Group Set** = Ledger Group  
**Type of Calendar** = Detail Budget Period

2. Complete the following fields:

**Business Unit** = RINST

**Ledger Group** = PROJ\_GRT. 

3. Press **TAB**.

Once the screen refreshes, the budget period fields will default to ALL\_PER (all periods).

4. Complete the **ChartField From Value** field for desired data.

**Project**

Optional: **Account** (object code)

5. Click **Search**.

PeopleSoft displays an inquiry results panel. Go to page 9.

# VIEW DATA

## View Data

**Inquiry Results**  
**Budget Overview**

Business Unit: KUMED  
 Ledger Group: ORG Org Budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated

[Return to Criteria](#) Max Rows:  [Display Options](#)

**Ledger Totals (4 Rows)**

<b>Budget:</b>	10,424,022.58	<b>Net Transfers:</b>	0.00
<b>Expense:</b>	3,716.40		
<b>Encumbrance:</b>	1,257.00		
<b>Pre-Encumbrance:</b>	0.00		
<b>Budget Balance:</b>	10,419,049.18		
<b>Associate Revenue:</b>	0.00		
<b>Available Budget:</b>	10,419,049.18		

**Budget Overview Results** [Customize](#) | [Find](#) | [View All](#) |

PeopleSoft displays a summary of budget information for the SpeedType. (Pre-encumbrance and Associate Revenue are not used.)

The max rows value controls how much detail data will be returned. For speedtypes with a lot of activity, change the value to 10000, which is the maximum.

[Return to Criteria](#) Max Rows:  [Display Options](#)

**Ledger Totals (4 Rows)**

<b>Budget:</b>	10,424,022.58	<b>Net Transfers:</b>	0.00
<b>Expense:</b>	3,716.40		
<b>Encumbrance:</b>	1,257.00		
<b>Pre-Encumbrance:</b>	0.00		
<b>Budget Balance:</b>	10,419,049.18		
<b>Associate Revenue:</b>	0.00		
<b>Available Budget:</b>	10,419,049.18		

**Budget Overview Results** [Customize](#) | [Find](#) | [View All](#) | Find

	Ledger Group	Account	Fund	Dept	Program	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
1	ORG	1005	0503	60101	51620	2007	2007	313,995.00	0.00	0.00	0.00	313,995.00
2	ORG	1745	0503	60101	51620	2007	2007	79,203.59	0.00	0.00	0.00	79,203.59
3	ORG	2000	0503	60101	51620	2007	2007	10,030,582.00	3,716.40	1,257.00	0.00	10,025,608.60
4	ORG	2005	0503	60101	51620	2007	2007	252.00	0.00	0.00	0.00	252.00

[Return to Criteria](#) \*Notes

Scroll down to see budget lines by Account Code.

1. Click as desired:

To...	Click...	Go to ...
View line detail for a value	Underlined amount	Page 10
Return to criteria to view a different SpeedType	<a href="#">Return to Criteria</a>	Page 7 (org) Page 8 (project)
Return to Navigation Icons	<a href="#">KU_PROCESSES</a>	—
Exit PeopleSoft	<input type="button" value="Sign out"/>	—

## VIEW DATA

### View Data (continued)

The activity log for each budget category displays line item entries. You may need to scroll up and/or to the right to see all data and the navigation bar.



Download to Excel button

**Activity Log**  
Ledger: ORG\_BD

Tran Line	Document Label	Document ID	Ref Bldg?	Account	Fund	Dept	Program	Bud Ref	Budget Period	Year
10	Journal ID:	0000474629	N	2000	0503	60101	51620	2009	2009	2009
1	Journal ID:	0000474816	N	2000	0503	60101	51620	2009	2009	2009

OK

**Activity Log**  
Ledger: ORG\_EX

Tran Line	Document Label	Document ID	Ref Bldg?	Account	Fund	Dept	Program	Bud Ref	Budget Period	Year	Period	Foreign Amount
1	Voucher ID:	00288753	N	2000	0503	60101	51620	2009	2009	2009	2	-10.00 U
1	Voucher ID:	00288754	N	2000	0503	60101	51620	2009	2009	2009	2	-7.65 U
1	Voucher ID:	00288744	N	2000	0503	60101	51620	2009	2009	2009	2	94.00 U
3	Voucher ID:	00288744	N	2000	0503	60101	51620	2009	2009	2009	2	3.48 U
4	Voucher ID:	00288744	N	2000	0503	60101	51620	2009	2009	2009	2	51.00 U
7	Voucher ID:	00288744	N	2000	0503	60101	51620	2009	2009	2009	2	82.50 U
8	Voucher ID:	00288744	N	2000	0503	60101	51620	2009	2009	2009	2	112.50 U
9	Voucher ID:	00288744	N	2000	0503	60101	51620	2009	2009	2009	2	116.00 U

**Activity Log**

Tran Line	Document Label	Document ID	Ref Bldg?	Account	Fund	Dept	Program	Bud Ref	Budget Period	Year	Period	Foreign Amount
13	Voucher ID:	00288821	Y	2000	0503	60101	51620	2009	2009	2009	3	-1.00 USD
1	Voucher ID:	00288829	Y	2000	0503	60101	51620	2009	2009	2009	3	-10.00 USD
1	Voucher ID:	00288831	Y	2000	0503	60101	51620	2009	2009	2009	3	-40.00 USD
1	Purchase Order:	0000210294	N	2000	0503	60101	51620	2009	2009	2009	1	47.52 USD
1	Purchase Order:	0000210299	N	2000	0503	60101	51620	2009	2009	2009	2	12.00 USD

2. Click as desired:

To...	Click...	Go to ...
Download data to Excel	(download)	Page 11
Return to Summary panel	OK	Page 9
Return to Navigation Icons	<a href="#">KU_PROCESSES</a>	—
Exit PeopleSoft	Sign out	—

Budget Activity Log page displays all budget adjustments related to the account code.

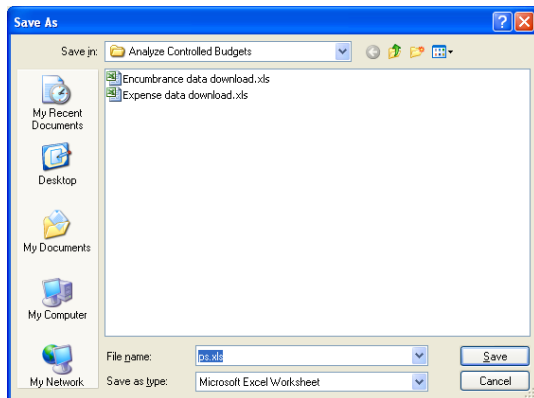
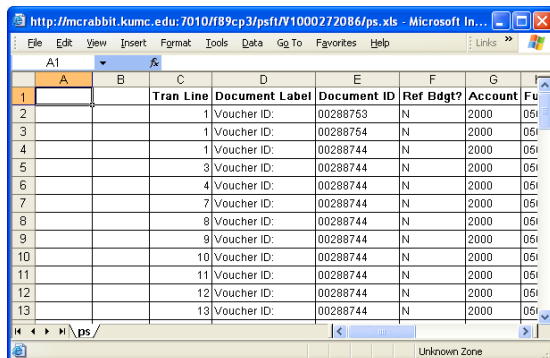
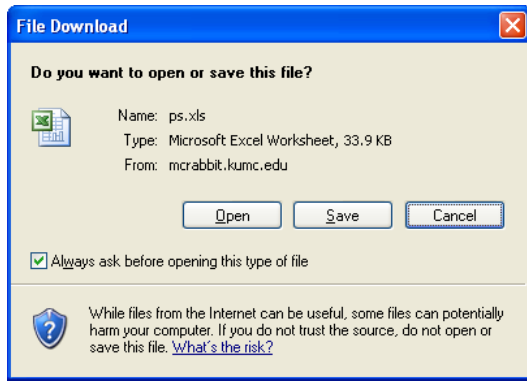
Expense Activity Log page displays vouchers, BPC and IDB expenses related to the account code.

Encumbrance Activity Log page displays both vouchers (“released” encumbrances) and Purchase Orders (open encumbrances).

Click **Display open encumbrances only** checkbox at the top of the page to limit the list to Purchase Orders.

## VIEW DATA

### Download to Excel



1. Click as desired:

To ...	Click...	Go to Step...
View the report in a web version of Excel		2
Save the report as an Excel file		4
Cancel the export		—

The report is displayed in a browser window using a web version of Excel.

2. Click the **File** menu, then **Save As** to save the file.

3. Click to close the spreadsheet window.

A **Save As** dialog box is displayed.

4. Navigate to the target folder.

5. Modify the filename.

6. Click

If a download complete dialog box appears, click . Display of the download complete dialog box is controlled by the Internet Explorer options setting "Notify when downloads complete" on the Advanced tab.

## APPENDIX

### SpeedType Prefixes and Fund Number Equivalents

Description	SpeedType Prefix	Fund Number
Appropriation	APP	0503
Cancer Center Fund	CCF	0700
Children's Initiative	CIT	2010
Direct Medical Education	DME	3000
Faculty of Distinction	FDF	2400
Student Fee	FEE	2500
Hospital Medical Education	HME	5650
KUPI Reimbursable	KUP	2625
Parking Garage	PRG	5550
Parking Lots	PRL	5590
Restricted Fee Fund	RFF	2600
Research Overhead	ROV	2800
Service Clearing Fund	SCF	65nn
Service to Hospital Authority	SHA	2900

## APPENDIX

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### Assistance

#### **Using PeopleSoft**

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.

#### **Budget Data**

Questions regarding budget data should be directed to your assigned Budget Analyst in the Budget Office, either Richard Murrell at ext. 8-5269 or Karen Avey at ext. 8-2001. If you are unable to reach your assigned Budget Analyst, you may call ext. 8-5225 to leave a message.

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 they will return your call.