

Instructions for the Appropriation Status Report

This is a quick summary report that gives you free balances but no detail.

- 1) log in to PeopleSoft
- 2) Go→ Process Financial Information→ Analyze Controlled budgets
- 3) Report→Appropriation Status Report
- 4) The first time you run this report, you will enter via Add and create a run control (usually your initials). The next time you run this report, you will enter via update and either type in the run control you created previously or search for it.
- 5) You will get a parameters screen as shown below. Enter in the unit of 27000, your fund code, and the department id you want. Leave the other fields blank with the % sign (this is the wildcard). Scenario should be final and also enter the appropriate budget period.

Analyze Controlled Budgets - Report - Appropriation Status

File Edit View Go Favorites Inquire Report Help

Parameters

Operator ID: BUSAHL
Run Control ID: 1

Parameters

Unit: 27000 Augusta State University

Fund: 13000 DeptID: 1359910% Program: % Class: % Project/Grant: % Account: %

Scenario: FINAL% Budget Period: 2005%

- 6) Click on the first traffic light (the one without the ! mark)
- 7) The process scheduler request box will appear (as shown below), select window and then click ok and the report will appear on your screen.

Process Scheduler Request

Operator ID: BUSAHL Run Control ID: 1

Run Location: Client Server
Server: (dropdown)

Output Destination: File Printer Window
File/Printer: (text field)

Run Date/Time: Date: 06/09/2005 Time: 09:26:00 AM
Reset to current Date/Time

Run Recurrence: Once
Name: (text field)
New Update Delete

OK Cancel

Description	Name	Process Type Descr
Appropriation Status	GLC8000-	Crystal

8) Your report should look similar to the one shown below. You can then view it on your computer or print it out using the printer icon

Report ID: GLC2000 PeopleSoft General Ledger Page No. 1
 APPROPRIATION STATUS Run Date 05 Jun 2005
 Run Time 9:18:48 AM

Business Unit 27000
 Scenario: FINAL

Fund	Department	Proj	Class	Project ID	Account	Budget Period	Spending Authority Amount	Encumbered Amount	Ex-enc'd Amount	Remaining Amount			
13000	1359910	15930	11000		500000	2005	77,105.00	0.00	4,472.57	74,274.69			
<i>Total for Account</i>							500000	Personal Services	77,105.00	0.00	4,472.57	74,274.69	-2,142.26
13000	1359910	15930	11000		600000	2005	5,500.00	89.68	0.00	3,284.28	2,126.04		
<i>Total for Account</i>							600000	Travel	5,500.00	89.68	0.00	3,284.28	2,126.04
13000	1359910	15930	11000		700000	2005	65,500.00	17,528.00	599.24	44,050.11	3,322.65		
<i>Total for Account</i>							700000	Operating Supplies & Expenses	65,500.00	17,528.00	599.24	44,050.11	3,322.65
13000	1359910	15930	11000		800000	2005	0.00	0.00	0.00	0.00			
<i>Total for Account</i>							800000	Equip Purch/Capital Outlay	0.00	0.00	0.00	0.00	0.00
<i>Total for Fund:</i>							13000	Student Activities	148,105.00	17,617.68	5,071.81	122,109.08	3,306.43
<i>Total for Period:</i>							2005		148,105.00	17,617.68	5,071.81	122,109.08	3,306.43
<i>Total for Business Unit 27000</i>									148,105.00	17,617.68	5,071.81	122,109.08	3,306.43

End of Report