

General Fund Reports (PeopleSoft Financials)

School General Fund; Full Scope - Budget to Actual Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click on “Budget to Actual Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports!)

Report Selection: Budget to Actual Standard report (right side of screen)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Period: Current Month or Month just closed (e.g., 03-SEPT)

Fund: 101 (From & To)

Dept ID: Four-digit School ID Number (From & To)

Program: From 10000 - To 71100

Class: From 05000 - To 99999

Click “Save” and then “Run.” On the Process Scheduler Request screen, make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF. ***Please note:*** *this will bring up the “entire” General Fund budget for your school. If you simply want the Consolidated Budget or TAG, please see below!*

School General Fund; Full Scope - Combined Expenditure Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click “Combined Expenditure Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Periods: Current Month, Month just closed, or Range of Months (From & To)

Dept ID: Four-digit School ID Number (From & To)

Fund: 101 (From & To)

Program: From 10000 - To 71100

Class: From 05000 - To 99999

Account: From 511100 - To 569000

Click “Save” and then “Run.” On the Process Scheduler Request screen, check the box next to “Combined Expenditure Report” and make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF. ***Please note:*** *this will bring up the “entire” General Fund budget for your school. If you simply want the Consolidated Budget or TAG, please see below!*

School General Fund; Full Scope - Outstanding Encumbrance Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click “Outstanding Encumbrance Report.” (If the next window asks you to select a Run Control ID, click the “Search”

button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Dept ID: Four-digit School ID Number (From & To)

Fund: 101 (From & To)

Program: From 10000 - To 71100

Class: From 05000 - To 99999

Click "Save" and then "Run." On the Process Scheduler Request screen, check the box next to "Outstanding Encumbrances" and make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF. **Please note:** this will bring up the "entire" General Fund budget for your school. If you simply want the Consolidated Budget or TAG, please see below!

CONSOLIDATED - Budget to Actual Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Budget to Actual Report."

(If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name.

Remember, only one run control is needed for all reports!)

Report Selection: Budget to Actual Standard report (right side of screen)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Period: Current Month or Month just closed (e.g., 02-AUG)

Fund: 101 (From & To)

Dept ID: Four-digit School ID Number (From & To)

Program: (Elem or K-8) 11113, (MS) 11213, or (HS) 11313 - (From & To)

Class: 05000 (From & To)

Click "Save" and then "Run." On the Process Scheduler Request screen, make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

CONSOLIDATED - Combined Expenditure Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Combined Expenditure Report." (If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Periods: Current Month, Month just closed, or Range of Months (From & To)

Dept ID: Four-digit School ID Number (From & To)

Fund: 101 (From & To)

Program: (Elem or K-8) 11113, (MS) 11213, or (HS) 11313 - (From & To)

Class: 05000 (From & To)

Account: From 511100 - To 569000

Click "Save" and then "Run." On the Process Scheduler Request screen, check the box next to "Combined Expenditure Report" and make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

CONSOLIDATED - Outstanding Encumbrance Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Outstanding Encumbrance Report." (If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Dept ID: Four-digit School ID Number (From & To)

Fund: 101 (From & To)

Program: (Elem or K-8) 11113, (MS) 11213, or (HS) 11313 - (From & To)

Class: 05000 (From & To)

Click "Save" and then "Run." On the Process Scheduler Request screen, check the box next to "Outstanding Encumbrances" and make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

TAG - Budget to Actual Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Budget to Actual Report." (If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name. Remember, only one run control is needed for all reports!)

Report Selection: Budget to Actual Standard report (right side of screen)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Period: Current Month or Month just closed (e.g., 02-AUG)

Fund: 101 (From & To)

Dept ID: Four-digit School ID Number (From & To)

Program: 12100 (From & To)

Class: 99999 (From & To)

Click "Save" and then "Run." On the Process Scheduler Request screen, make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

TAG - Combined Expenditure Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Combined Expenditure Report." (If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Periods: Current Month, Month just closed, or Range of Months (From & To)

Dept ID: Four-digit School ID Number (From & To)

Fund: 101 (From & To)

Program: 12100 (From & To)

Class: 99999 (From & To)

Account: From 511100 - To 569000

Click "Save" and then "Run." On the Process Scheduler Request screen, check the box next to "Combined Expenditure Report" and make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

TAG - Outstanding Encumbrance Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Outstanding Encumbrance Report." (If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Dept ID: Four-digit School ID Number (From & To)

Fund: 101 (From & To)

Program: 12100 (From & To)

Class: 99999 (From & To)

Click "Save" and then "Run." On the Process Scheduler Request screen, check the box next to "Outstanding Encumbrances" and make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.