DEPARTMENT EXPENSE REPORTS

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 10



PEOPLESOFT ENTERPRISE

Bowie State University September 2010

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DEPARTMENT EXPENSE REPORTS

Overview

BSU has developed two customized expense reports designed for departmental users

- Department Expense Summary
- Transaction Activity Log

The Department Expense Summary is used to review the balances for departments or projects at the class level. The Activity Log is used to view detail transactions for departments or projects at the class level.

Objectives

By the end of this session you will be familiar with

- How to run an Expense Summary for your Department or Project
- How to drill from the Expense Summary to the Activity Log
- How to customize the Activity Log
- Terms and definition used in the reports
- How to send your reports to a printer or to an Excel Spreadsheet

Department Expense Summary

Navigate to the BSU Expense Summary component. From here you will be able review the expenses for your department.

Unit: Department Project:		*Fisca Budget Peri	odt	r: *Accounting Period:		Fetch			
Y 11	Budge	0	Eq	pense	Encum	Pri-Enc			
Class	Ociainal Aduatment 50.000 \$0.00	a Revised 0 \$0.000	MTD 50.000	910 50.000	90000 ¥TD	91000	Available: Bal 50.000	5. Avni 0.0000	
	\$0.000 \$0.00	0 \$0.000	\$0.000	\$0.000	\$0.000	\$2.000	\$0.000	0.0000	
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Navigation

- Bowie FIN
 Customizations
- Commitment
 Control
- BSU Expense
 Budget Inquiry

The top section provides a place to specify the search criteria to look up your budget detail. The fields provided allow you to search for specific accounting period. These fields include the following:

Unit	This will be BSU , the only business unit used.
Department	Your Department number.
Fiscal Year	The fiscal year you want to examine.
Accounting Period	1-12 (use 12 to obtain a year-to-date summary)
Project	Use this to report for a specific project/grant.

Click *Fetch*, to view the Department Expense Summary.

Note: when you enter the Department number, the Fiscal Year option is not available.

The department summary will be displayed.

Navigation

- Bowie FIN Customizations
- Commitment Control
- BSU Expense **Budget Inquiry**
- Enter search Criteria
- Click Fetch

ean	h Criteria							Run Date: 0	9/08/10	1921 14	ew Window	(2) Help	Customize Page	100
Uni อรเ		epartment: 11710 Q Dept (Of Teaching 015g	nith Barbara J		*Account	ding Period:		elch					
	Project	4			Budget Perior	d: 2010								
				Budget		Ð	(pense	Encum	Pre-Enc					
Y	Class		Original	Adjustments	Revised	MTD	YID	YID	YTD	Available Bal	Si Avail			
	01	Salaries & Waters	\$1,776,663.000	\$0.000	\$1,776,663.000	\$53,988.900	\$53,988,900	\$1,597,782,100	\$0,000	\$124,892,000	7.0300			
	02	Technical & Special Fees	\$525,643,000	\$0.000	\$526,643,000	\$0.000	\$0.000	\$0.000	\$0,000	\$526,643,000	100.0000			
	03	Communications	\$7,410.000	\$0.000	\$7,410.000	\$358.246	\$358.246	\$0.000	50.000	\$7,051.754	95.1700			
	04	Travel	\$10,450.000	\$0.000	\$10,450,000	\$0.000	\$0.000	\$0.000	\$0.000	\$10,450,000	100.0000			
	06	Fuel & Utilities	\$0.000	\$0.000	50.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0,000	0.0000			
	07	Vehicles	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	0.0000			
	08	Contractual Senices	\$13,680.000	\$0.000	\$13,680.000	\$1,848.000	\$1,848.000	\$5,458,740	\$90,840	\$6,282,420	45,9200			
	09	Supplies & Materials	\$2,850.000	\$0.000	\$2,850.000	\$841.000	\$841.000	\$0.000	\$0.000	\$2,009.000	70.4900			
	10	Equipment Replacement	\$2,945.000	\$0,000	\$2,945.000	\$0,000	\$0.000	\$0,000	\$0,000	\$2,945.000	100.0000			
	11	Equipment Additions	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	0.0000			
	12	Grants Subsidies & Contrib.	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	50.000	\$0.000	0.0000			
	13	Fixed Charges	\$0.000	50.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0,000	0.0000			
	14	Land.Structures	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0,000	\$0.000	\$0.000	0.0000			
		\$	2 340 541 000	\$0.000 \$	2.340.641.000	\$57,036,146	\$57,036,146	\$1,603,240,840	\$90.840	\$680,273,174	29.0635			

The report is organized by class.

Click the box in the Y column to see the activity log for Year-to-Date transactions.

Click the box in the M column to see the activity log for Month-to-Date transactions.

Navigation	ORACLE
J	Favortes Man Nenu > Bowe FBI Customizations > Commitment Control > BSU Expense Budgit Injury
• Bowie FIN	Activity Log
Customizations	Big 111710 Dept Treaching Smith, Barban, J 1 MTD BSU 111710 Dept Of Teaching Smith, Barban, J 1 MTD
• Commitment	utagist sense: 2010
Control	Ledicar Project Gass Land Account Trocksis Land Commitment Control Train Direct Journal Direct Journal Direct Commitment Control Train Direct 1 Org Budget 01 2010 1 1728653.000 0000033355 07/012009 Org/pinal
• BSU Expense	
Budget Inquiry	
• Enter search	
Criteria	Return
• Click Fetch	
• Click M box	

Click **Return** to display the main page after you have reviewed the information.

Project Expense Summary

The Project Expense Summary may be obtained by entering a project number in the project field without a department.

										1	New Window	() Help	Customize Page
		epartment			*Fiscal 201	Year: *Acco	ounting Period:	Run Date: 0	etch				
tions	Project	1574 🛰 DO	OE-Principal'sInstitute530155 Budget			Expense		Encum	Fre-Enc				
nt	Ciana	Technical 8	Original	Adjuatmenta	Bavised	MTD	YID	YID	YID	Available flat	Si Avail		
11	02	Special Fees	\$41,580.000	\$13,000.000	\$54,580.000	\$0,000	\$21,092,500	\$-14,990,000	\$0.000	\$40,477.500	74.1600		
	04	Contractual	\$80,393.000	\$-13,000.000	\$67,393.000	\$0.000	\$29,951,100	\$15,390.920	\$0.000	\$22,050,980	32.7200		
	09	Supplies &	\$28,785.000	\$-4.000.000	\$24,785.000	\$0.000	\$1,479.680	\$0,000	\$0.000	\$15,305,320	61.7500		
se	11	Equipment	\$0.000	\$4,000.000	\$4,000.000	\$0.000	\$1.029.960	\$0.000	\$0.000	\$2,970.020	74.2500		
uiry	12	Grants Subsidies & Contrib	\$29,335.000	\$0.000	\$29,335,000	\$0.000	\$21,811.000	\$0.000	\$0.000	\$12,524,000	31.8400		
1			\$191,593.000	\$0.000	\$191,593.000	\$0.000	\$16,364.260	\$400.920	\$0.000	\$94,827.820	49,4944		
l	Notify												

The Year-to-Date and Year-to-Date activity logs can be viewed by clicking the Y or \mathbf{M} button in front of each *Class* line.

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- Bowie FIN
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- Enter search Criteria
- Click Fetch