

# DEPARTMENT EXPENSE REPORTS

## AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

### CHAPTER 10

**ORACLE**

PEOPLESFT ENTERPRISE

**Bowie State University**  
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Chapter 10



# DEPARTMENT EXPENSE REPORTS

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## 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.

### Navigation

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

Y	Class	Original	Adjustments	Revised	MTD	YTD	YTD	YTD	Available Bal	% Avail
		\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	0.0000
		\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	0.0000

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:

<i>Unit</i>	This will be <b>BSU</b> , the only business unit used.
<i>Department</i>	Your Department number.
<i>Fiscal Year</i>	The fiscal year you want to examine.
<i>Accounting Period</i>	1-12 (use 12 to obtain a year-to-date summary)
<i>Project</i>	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**

Y	M	Class	Original	Adjustments	Revised	MTD	YTD	Encum	Pre-Enc	Available Bal	% Avail
		01	\$1,776,643,000	\$0,000	\$1,776,643,000	\$53,988,900	\$53,988,900	\$1,597,782,100	\$0,000	\$124,892,000	7.0300
		02	\$526,643,000	\$0,000	\$526,643,000	\$0,000	\$0,000	\$0,000	\$0,000	\$526,643,000	100.0000
		03	\$7,410,000	\$0,000	\$7,410,000	\$358,246	\$358,246	\$0,000	\$0,000	\$7,051,754	95.1700
		04	\$10,450,000	\$0,000	\$10,450,000	\$0,000	\$0,000	\$0,000	\$0,000	\$10,450,000	100.0000
		06	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	0.0000
		07	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	0.0000
		08	\$13,690,000	\$0,000	\$13,690,000	\$1,848,000	\$1,848,000	\$5,458,740	\$90,840	\$6,282,420	45.9200
		09	\$2,850,000	\$0,000	\$2,850,000	\$841,000	\$841,000	\$0,000	\$0,000	\$2,009,000	70.1900
		10	\$2,945,000	\$0,000	\$2,945,000	\$0,000	\$0,000	\$0,000	\$0,000	\$2,945,000	100.0000
		11	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	0.0000
		12	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	0.0000
		13	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	0.0000
		14	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	0.0000
			\$2,340,641,000	\$0,000	\$2,340,641,000	\$57,036,146	\$57,036,146	\$1,603,240,840	\$90,840	\$680,273,174	26.0635

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

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

Line Item	Project	Class	Account	Process Status	Fiscal Year	Acctg PD	Monetary Amount	Journal ID	Journal Date	Acctg Descr	Commitment Control Trans ID	Commitment Control Trans Date
1	Org Budget	01			2010	1	1776663.000	0000033355	07/01/2009		Original	

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.

### Navigation

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

		Budget			Expense		Encum	Re Enc		
Y	M	Original	Adjustments	Revised	MTD	YTD	YTD	YTD	Available Bal	% Avail
	02	\$41,580,000	\$13,000,000	\$54,580,000	\$0,000	\$21,092,500	\$-14,990,000	\$0,000	\$40,477,500	74.1800
	04	\$1,500,000	\$0,000	\$1,500,000	\$0,000	\$0,000	\$0,000	\$0,000	\$1,500,000	100.0000
	08	\$80,393,000	\$-13,000,000	\$67,393,000	\$0,000	\$21,951,100	\$15,390,920	\$0,000	\$22,050,980	32.7200
	09	\$28,785,000	\$-4,000,000	\$24,785,000	\$0,000	\$1,479,680	\$0,000	\$0,000	\$15,305,320	61.7500
	11	\$0,000	\$4,000,000	\$4,000,000	\$0,000	\$1,029,980	\$0,000	\$0,000	\$2,970,020	74.2500
	12	\$39,325,000	\$0,000	\$39,325,000	\$0,000	\$21,911,000	\$0,000	\$0,000	\$12,524,000	31.8400
		\$191,593,000	\$0,000	\$191,593,000	\$0,000	\$16,364,260	\$400,920	\$0,000	\$94,827,820	49.4944

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