Human Capital Management : FR_HR_00956 - Budget Expenditure Reports User Guide

This page last changed on May 25, 2006 by ejones.

Process Description

Process ID	FR_HR_00956
Description	Budget/Expenditure Reports
Type	XML Spreadsheet
Functional Organization	Human Resources
Project Analyst	Ethan Jones
Prime Functional Contact	Linda Brase
Document Creation Date	03/21/2006
Job Number/Task Number	956

Revision History

Date Revised	Documentation Analysts Name	Description of Change
03/21/2006	Ethan Jones	Original Development
05/09/2006	Ethan Jones	Added detail to the Reports Portfolio section
05/23/2006	Ethan Jones	Added detail for saving spreadsheets to local drives from Citrix

Functional Specifications

Overview (Purpose - Business Impact)

VERSION 8.0 Process generates budget, expenditure, projection and adjustment reports. This process replaces the nVision reports in PeopleSoft 8

User Identification

HR Developers and PeopleSoft HRSA users whom currently have the "NVISION" or "NVSXXXX" roles.

Security Requirements

Row-level security is built into the process based on the Fast Security tables. Users who currently have the "NVISION" or "NVSXXXX" roles should have access to the page.

Reports Portfolio Requirements (Will go into Reports Portfolio Details)

<table>
<tr><th>Module</th><td>Human Resources</td></tr>
<tr><th>Area</th><td>Financial Budgets</td></tr>
<tr><th>Title</th><td>Budget/Expenditure Reports</td></tr>
<tr><th>Details</th><td>Process generates XML spreadsheets of budget, budget adjustment, expenditure, expenditure adjustment, projection and benefit information based on run control option selected.</td></tr>
<tr><th>Fields</th><td>

Level Report (totaled at Department Budget Level)

Fund
Org
Class
Account
Prior Year Charge?
Account Description
Level
Employee
Original Budget
Adjusted Budget
Current Budget (Original Budget + Adjusted Budget)
Projection Totals by Period
Total Projections
Actual Expendituresby Period
Total Expenditures
Expenditure Adjustments
Budget Balance

Chartfield Report (totaled at Chartfield Level)

Fund
Org
Class
Account
Prior Year Charges?
Account Description
Original Budget
Adjusted Budget
Current Budget
Projections
Expenditures
Expenditure Adjustments
Budget Balance

Expenditure Adjustments (totaled at Department Budget Level)

Fund

</td></tr>
</table>

	- Org - Class - Account - Prior Year Charges? - Project - Account Description - Level - Reference - Description - Adj Amount - Budget Adjustments (totaled at Department Budget Level) - Fund - Org - Class - Account - Prior Year Charges? - Project - Account Description - Level - Reference - Description - Adj Amount
Prompts	- Report Selection - Detail by Chartfield Level - Clicking this checkbox will generate a report that provides budget, budget adjustment, actuals, actual adjustments, projections and remaining budget totals at the department budget level. - Summary by Chartfield Level - Clicking this checkbox will generate a report that provides budget, budget adjustment, actuals, actual adjustments, projections and remaining budget totals at the chartfield level. - Expenditure Adjustments - Clicking this checkbox will generate a report that provides actual adjustments at the department budget level, along with adjustment reference number and adjustment description information. - Budget Adjustments - Clicking this checkbox will generate a report that provides budget adjustments at the

	department budget level, along with adjustment reference number and adjustment description information.
	• Required Parameters
	  ◦ Fiscal Year
	    - Enter the fiscal year you would like to generate the reports for
	  ◦ Fund Type
	    - Select the fund types you would like included on the report. Options include: All Funds, General Fund, General and Reimbursed Funds, Trust Funds, Reimbursed Funds.
	    - *Note:* This value is set to "All Funds" during SaveEdit PeopleCode event if the "Fund Charged" field in the "Optional Parameters" field is set.
	  ◦ "Hired In" Department
	    - Enter a department number into this field in order to run the report by the employees that are hired into that department.
	  ◦ "Charged To" Department
	    - Enter a department number into this field in order to run the report by charges to the department id, not necessarily by an employee hired into that department
	    - *Note:* Either the "Hired In" or "Charged To" department fields must be populated. A SaveEdit PeopleCode event when issue an error if both fields are left empty or if both fields are populated.
	  ◦ Include Rollup
	    - Clicking this box will cause the report to look through the DEPT_SECURITY tree to find all subordinate departments and include them in the reports.
	  ◦ Include Benefits Information
	    - Clicking this box will cause the report to include all employer-paid deductions and taxes into the reports.
	• Optional Parameters
	  ◦ Fund Charged
	    - The value entered into the field will be used to filter rows included on the report to only those where the fund charged matches the field

	value. - *Note:* Any value entered into this field will set the value of the "Fund Type" field to "All Funds" during SaveEdit PeopleCode event ◦ Class Charged - The value entered into the field will be used to filter rows included on the report to only those where the class charged matches the field value. ◦ Account Charged - The value entered into the field will be used to filter rows included on the report to only those where the account charged matches the field value.

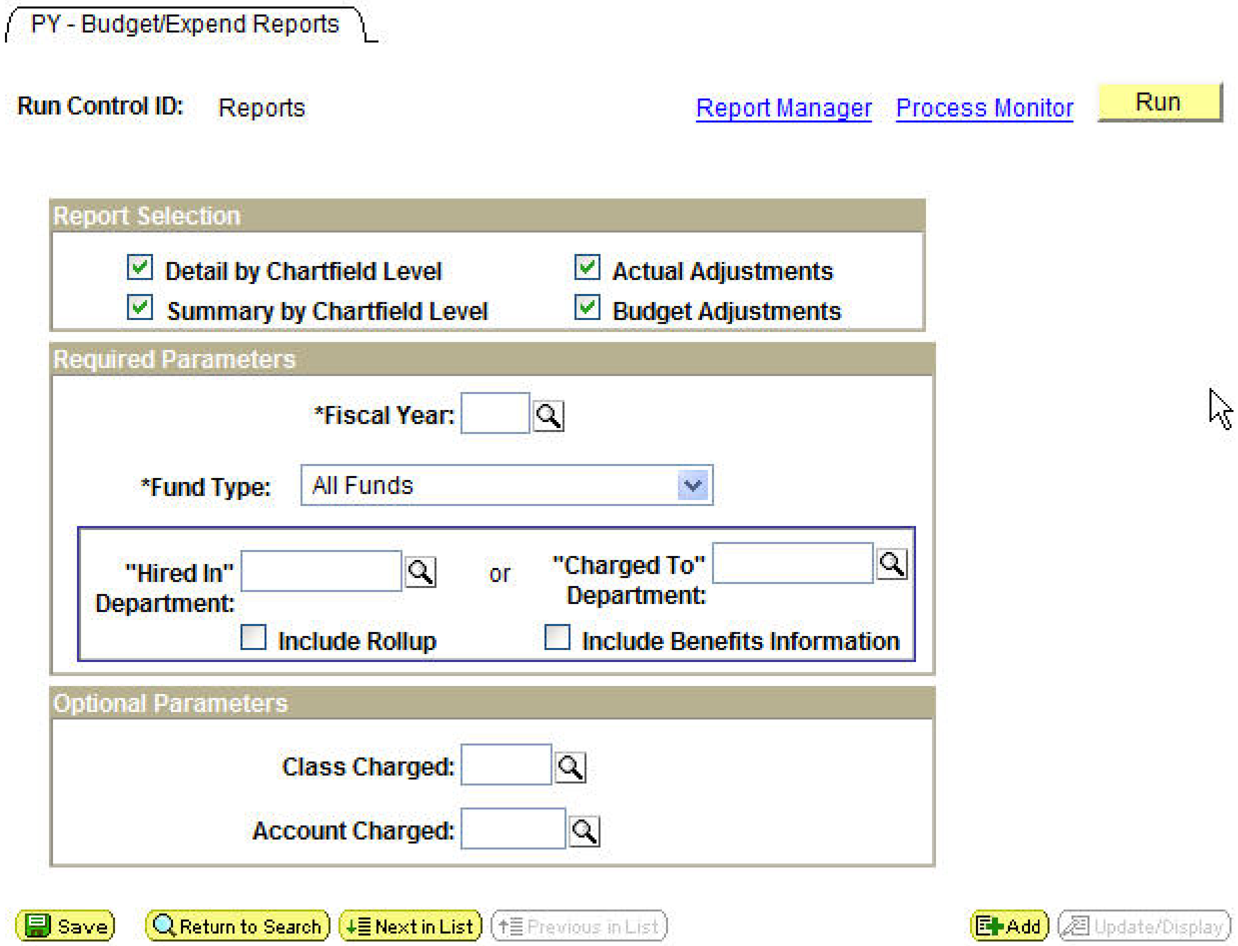
Process Frequency and relationship with other processes

Ad-Hoc

Job Request Procedure

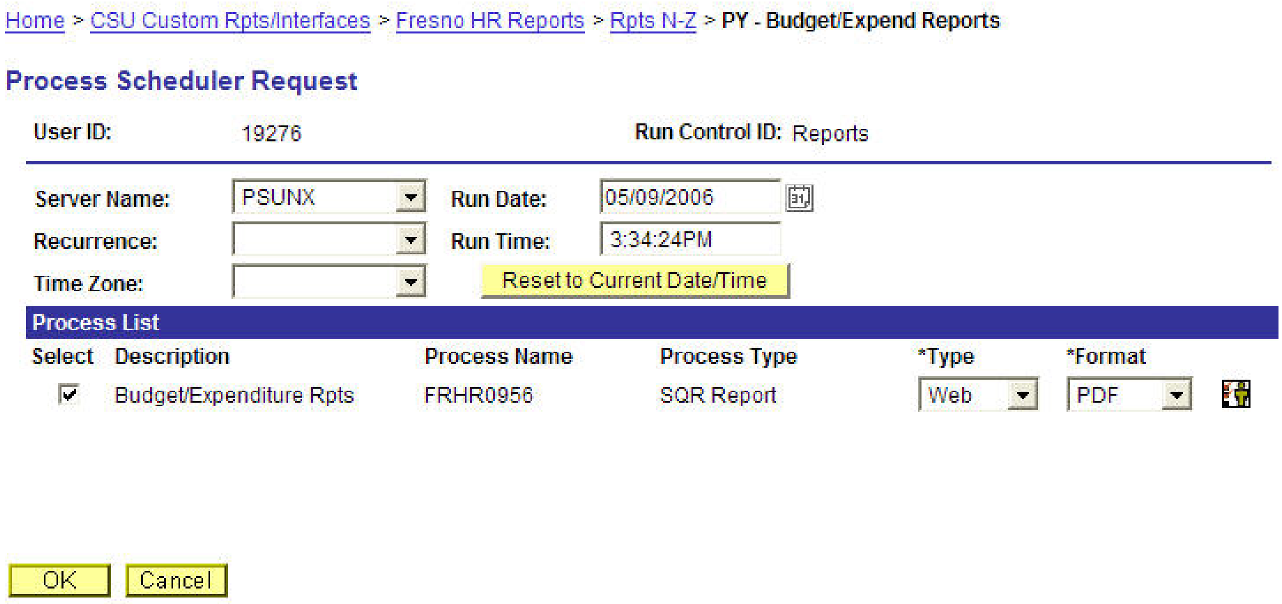
Home > CSU Custom Rpts/Interfaces > Fresno HR Reports > Rpts N-Z > PY - Budget/Expenditure Rpts

Set-Up Specifications



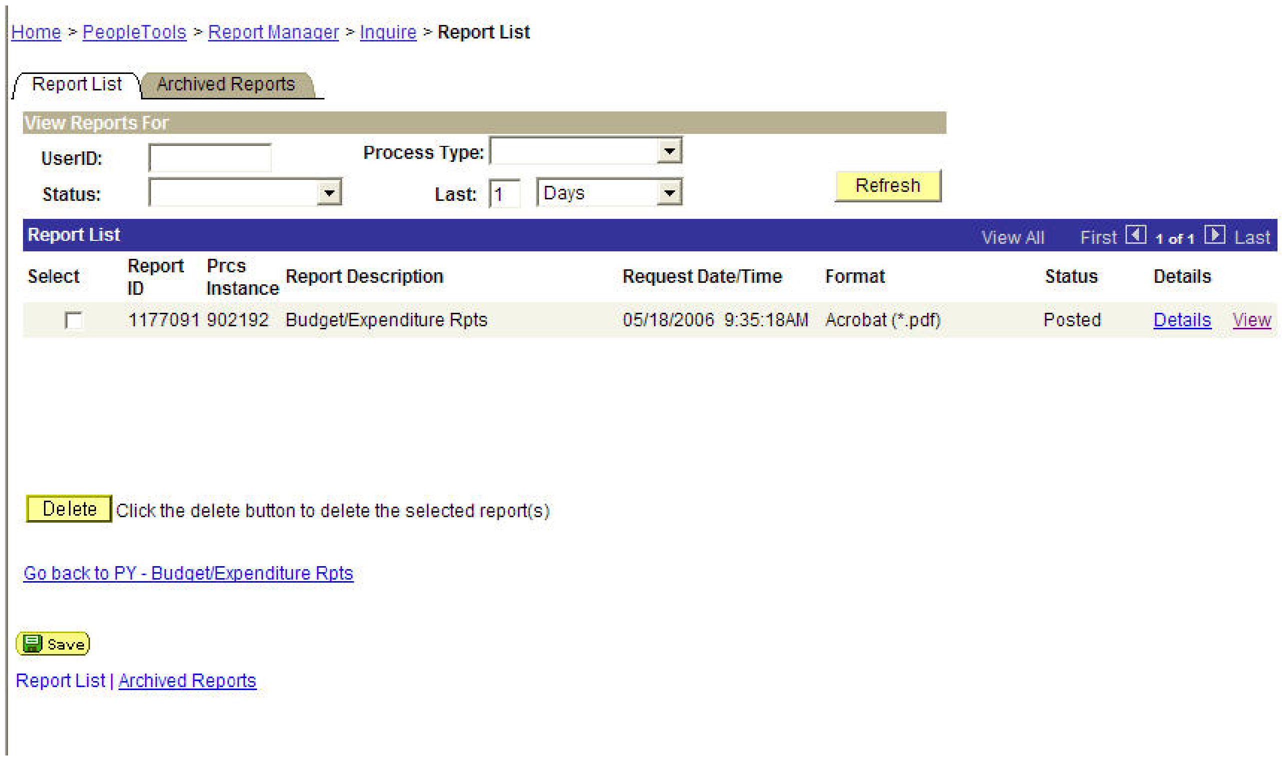
1. In the "Report Selection" box, check the reports that you would like included in the spreadsheet. Each report will display as a different worksheet in the spreadsheet. If you check "Detail by Chartfield Level", "Summary by Chartfield Level" and "Actual Adjustments", you will find three tabs in your spreadsheet, one for each of your worksheets.
2. In the "Required Parameters" box, enter the "Fiscal Year" that you would like to run the report for. Select the "Fund Type" you would like to run the report for. Options available are: "All Funds", "General Fund", "General and Reimbursed Funds", "Reimbursed Funds" and "Trust". Enter a value enter either the "Hired In" department or the "Charged To" department. If a value is entered into the "Hired In" department, the reports will include all records where the charge is tied to someone hired into the department. If a value is entered into the "Charged To" department, the reports will include all records where the charge is tied to the department, including employee charges for someone hired outside of the department. Checking the "Include Rollup" option will cause the report to look through the department security tree and include all subordinate departments to the department entered on the run control on the spreadsheet. Checking the "Include Benefits Information" box will cause the report to include all employer-paid benefit charges on the report.
3. In the "Optional Parameters" box, if desired, a Class and/or Account Charged value can be added, which will cause the spreadsheet to filter the charges to only include charges that meet these criteria.

After desired run control values are entered, press the "Run" button: 



1. Confirm that the "Type" is set to "Web" and the "Format" is set to "PDF" prior to running the process. Setting the "Format" field to values other than "PDF" could result in the Excel file not getting created.
2. Press the "Ok" button

When back at the run control page, press the "Report Manager" hyperlink to get to the Report Manager (see initial screenshot)



Press the "Refresh" button until the report status is set to "Posted". Press the "View" hyperlink to get to the "Report/Log Viewer":

Report/Log Viewer

Instance:	902192	**Type:**	SQR Report
Name:	FRHR0956	**Run Cntl ID:**	Reports
Status:	Success	**Submitted By:**	19276
Server:	PSUNX	**Recurrence:**	

Budget/Expenditure Rpts

Name	File Size	File Creation Date
Message Log	1258 bytes	2006-05-18 09:36:04
Trace File	552888 bytes	2006-05-18 09:36:04
34278R (Hired In)_FY2005_902192.xls	390015 bytes	2006-05-18 09:36:04

Click the hyperlink for the ".xls" file. This will open your Budget/Expenditure reports.

Please see the "Reports Portfolio" section of this report for a detailed listing of columns on each report. The report is color-coded, displaying all projections in black, expenditures in blue and negative values in red. The report also has multiple worksheets, one for each type of report, in a single spreadsheet:

Detail by Chartfield Level / Summary by Chartfield Level / Expenditure Adjustments / Budget Adjustments / Run Cntl Values /

If saving spreadsheet from Citrix to a local drive:

Windows PC: Right-Click on the ".xls" file and select the "Save Target As..." option.

Macintosh Users: Hold the "Alt" key and click the mouse button on the ".xls" file. Select the "Save Target As..." option.

If you would like to save the file from Excel once you have opened it opened inside of Internet Explorer, select "File" and "Save As...". A box will appear asking where you would like to save the file. The lower drop-down box on the "Save As..." window, "Save As Type", should default to "XML Spreadsheet (.xml)". You will need to change this to "Microsoft Excel Workbook (.xls)" if you would like to file to open in Microsoft Excel on your desktop. If you save the file with the "XML Spreadsheet (.xml)" option, the file will look like computer code when you attempt to open the spreadsheet. If you accidently save the file with the incorrect extension, rename the file extension from ".xml" to ".xls" and the file should open correctly in Microsoft Excel on your desktop.

Additional Processing Notes

In order for XML formatting to render properly the XLS files created need to be viewed in Excel XP (included in Office XP) or Excel 2003 (included in Office 2003).