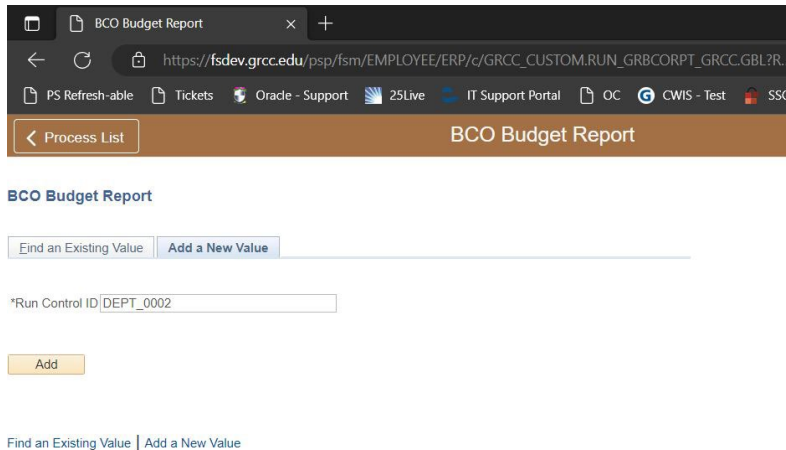


## **BCO Budget Report**

- FSPROD Navigation – Menu > GRCC Custom > Reports > BCO Budget Report
- Click on Add a New Value Tab and add a Run Control ID (this can be anything you want but it cannot contain spaces)



The screenshot shows a web browser window with the title "BCO Budget Report". The address bar contains the URL: [https://fsdev.grcc.edu/psp/fsm/EMPLOYEE/ERP/c/GRCC\\_CUSTOM.RUN\\_GRBCORPT\\_GRCC.GBL?R...](https://fsdev.grcc.edu/psp/fsm/EMPLOYEE/ERP/c/GRCC_CUSTOM.RUN_GRBCORPT_GRCC.GBL?R...). The browser's tab bar shows several open tabs: "PS Refresh-able", "Tickets", "Oracle - Support", "25Live", "IT Support Portal", "OC", "CWIS - Test", and "SSO". The page header includes a "Process List" button and the text "BCO Budget Report". Below the header, there are two tabs: "Find an Existing Value" and "Add a New Value". A text input field labeled "\*Run Control ID" contains the value "DEPT\_0002". Below the input field is an "Add" button. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".


- You have the following options with this report:
  - If you enter a Department or Project ID and no Accounts, you will receive summary data for all accounts in that Unit (see first report example below at end of document).
  - If you enter a Department or Project ID along with an account range, you will receive ALL detail for selected accounts. This detail will include journal detail, Accounts Payable and Purchase Order information in one consolidated report (see second report example below at end of document).
- Fill in your selections (Web and PDF or CSV) and Click Save - This will save the report parameters you entered so the next time you run this report you can select your saved Run Control ID and get these same parameters.
- Click Run


**BCO Budget Report**

BCO Budget Report


Run Control ID DEPT\_0002 Report Manager Process Monitor   
Language English

**Report Request Parameters**

Budget Period: 2023  Budget Period is a required parameter. 

Department: 00002  You must enter your Department or a Project ID 

Project:

From Account: 2311  If left blank, summary totals are generated.  
To Account: 2311  If line item detail is required, enter both 'From' and 'Thru' accounts.   
Accounts must be in the range of 2000 - 2999.  
A comma delimited file is created, as well as the report.

- Click OK to run the report

Process Scheduler Request Help

User ID \_\_\_\_\_ Run Control ID DEPT\_0002


Server Name  Run Date 02/06/2023

Recurrence  Run Time 12:32:13PM

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BCO Budget Report	GRBCORPT	SQR Report	Web	PDF	Distribution



- Click on the Process Monitor Link

# BCO Budget Report

Run Control ID DEPT\_0002

Report Manager Process Monitor



Run

Language English

## Report Request Parameters

Budget Period: 2023 Budget Period is a required parameter.

Department: 00002 You must enter your Department or a Project ID

Project:

From Account: 2311 If left blank, summary totals are generated.  
To Account: 2311 If line item detail is required, enter both 'From' and 'Thru' accounts.  
Accounts must be in the range of 2000 - 2999.  
A comma delimited file is created, as well as the report.

- Click the Refresh button until status changes from Queued to Success. Once it changes, click on the Details link.

BCO Budget Report Process Monitor

Process List Server List

View Process Request For

User ID: [ ] Type: [ ] Last: [ ] 1 Days [ ] Refresh [ ]

Server: [ ] Name: [ ] Instance From: [ ] Instance To: [ ] Clear [ ]

Run Status: [ ] Distribution Status: [ ] Save On Refresh [x] Report Manager Reset [ ]

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	611458		SQR Report	GRBCORPT		02/06/2023 12:17:22PM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	611457		SQR Report	GRBCORPT		02/06/2023 12:08:53PM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	611456		SQR Report	GRBCORPT		02/06/2023 12:06:06PM EST	Success	Posted	Details	Actions

Go back to BCO Budget Report

Save Notify

Process List | Server List

- Click on the View Log/Trace link.

**Process Detail** x

[Help](#)

**Process**

Instance	611458	Type	SQR Report
Name	GRBCORPT	Description	BCO Budget Report
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	DEPT_0002
Location	Server
Server	PSNT
Recurrence	

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content

Restart Request

**Date/Time**

Request Created On	02/06/2023 12:20:02PM EST
Run Anytime After	02/06/2023 12:17:22PM EST
Began Process At	02/06/2023 12:20:19PM EST
Ended Process At	02/06/2023 12:20:33PM EST

**Actions**

[Parameters](#)      [Transfer](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

- Click on the link for the GRBCORPT\_XXXXXX.PDF (Where the Xs are numbers)

**View Log/Trace** x

[Help](#)

**Report**

Report ID	402388	Process Instance	611458	<a href="#">Message Log</a>
Name	GRBCORPT	Process Type	SQR Report	
Run Status	Success			

BCO Budget Report

**Distribution Details**

Distribution Node	psreports	Expiration Date	03/09/2023
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">GRBCORPT_611458.PDF</a>	4,090	02/06/2023 12:20:33.380494PM EST
<a href="#">GRBCORPT_611458.out</a>	198	02/06/2023 12:20:33.380494PM EST
<a href="#">SQR_GRBCORPT_611458.log</a>	1,665	02/06/2023 12:20:33.380494PM EST

**Distribute To**

Distribution ID Type	Distribution ID

User

## BCO Budget Report – Summary Report

Report ID: GRBCORPT		PeopleSoft Dept Budget Report - 2023					Page No. 1 Run Date 02/06/2023 Run Time 12:09:03
Dept	Acct Description	Budget	Encumbrance	Actual Expense	(Over)Under Budget	% Spent	
0002	2103 FULL TIME FACULTY	2,177,030.00	0.00	609,218.44	1,567,811.56	27.98	
0002	2104 OVERLOAD	419,213.00	0.00	128,443.40	290,769.60	30.64	
0002	2105 PART TIME INSTRUCTION	919,908.00	0.00	282,058.81	637,849.19	30.66	
0002	2107 EXTRA COMPENSATION	19,000.00	0.00	11,226.87	7,773.13	59.09	
0002	2141 OFFICE PERSONNEL	50,306.00	0.00	20,065.48	30,240.52	39.89	
0002	2149 STUDENT ASSISTANTS	5,772.00	0.00	999.84	4,772.16	17.32	
0002	2271 CONTRACTED SERVICES	4,512.00	0.00	1,100.00	3,412.00	24.38	
0002	2311 CLASSROOM SUPPLIES	6,300.00	0.00	850.33	5,449.67	13.50	
0002	2343 EQUIPMENT REPAIRS	200.00	0.00	0.00	200.00	0.00	
0002	2352 OFFICE SUPPLIES	2,025.00	0.00	94.74	1,930.26	4.68	
0002	2353 POSTAGE	200.00	0.00	20.80	179.20	10.40	
0002	2359 MISCELLANEOUS EXPENSE	9,848.07	5,236.14	2,333.67	2,278.26	76.87	
0002	2362 PRINTING SERVICE	16,200.00	0.00	4,704.54	11,495.46	29.04	
0002	2511 MEMBERSHIP FEES	423.00	0.00	100.00	323.00	23.64	
0002	2512 TRAVEL	200.00	0.00	0.00	200.00	0.00	
<b>Total Expenses</b>		<b>3,631,137.07</b>	<b>5,236.14</b>	<b>1,061,216.92</b>	<b>2,564,684.01</b>	<b>29.37</b>	

## BCO Budget Report – Detail Report

Report ID: GRBCORPT		PeopleSoft Dept Account Line Item Detail - 2023					Page No. 1 Run Date 02/06/2023 Run Time 12:06:38		
Dept	Acct Description	Journal ID	Vendor	PO ID	Voucher ID	Invoice ID	Acctg Period	Encumbrance	Actual Expense
0002	2311 23206363		ODP Business Solutions, LLC		00567681	23206363	2	0.00	269.16
0002	2311 AMAZON.COM N74E39VY3 A-0805	PC00205407					2	0.00	62.08
0002	2311 AMEN MKTF US CL51B8FW3-0808	PC00205407					2	0.00	8.04
0002	2311 THE LIBRARY STORE INC--0812	PC00205407					2	0.00	181.37
0002	2311 AMEN MKTF US WU8UN7J53-0819	PC00205407					2	0.00	214.40
0002	2311 AMEN MKTF US 340SL74Q3-0804	PC00205407					2	0.00	16.13
0002	2311 AMEN.COM 1V98K7QM1-0831	PC00205996					3	0.00	15.79
0002	2311 AMEN MKTF US 1M85V12K0-0919	PC00205996					3	0.00	35.05
0002	2311 AMEN MKTF US 1V9967DU0-0905	PC00205996					3	0.00	48.31
<b>Totals</b>								<b>0.00</b>	<b>850.33</b>

- You can save or print the reports by clicking one of the icons located in the upper right hand of the report page.

