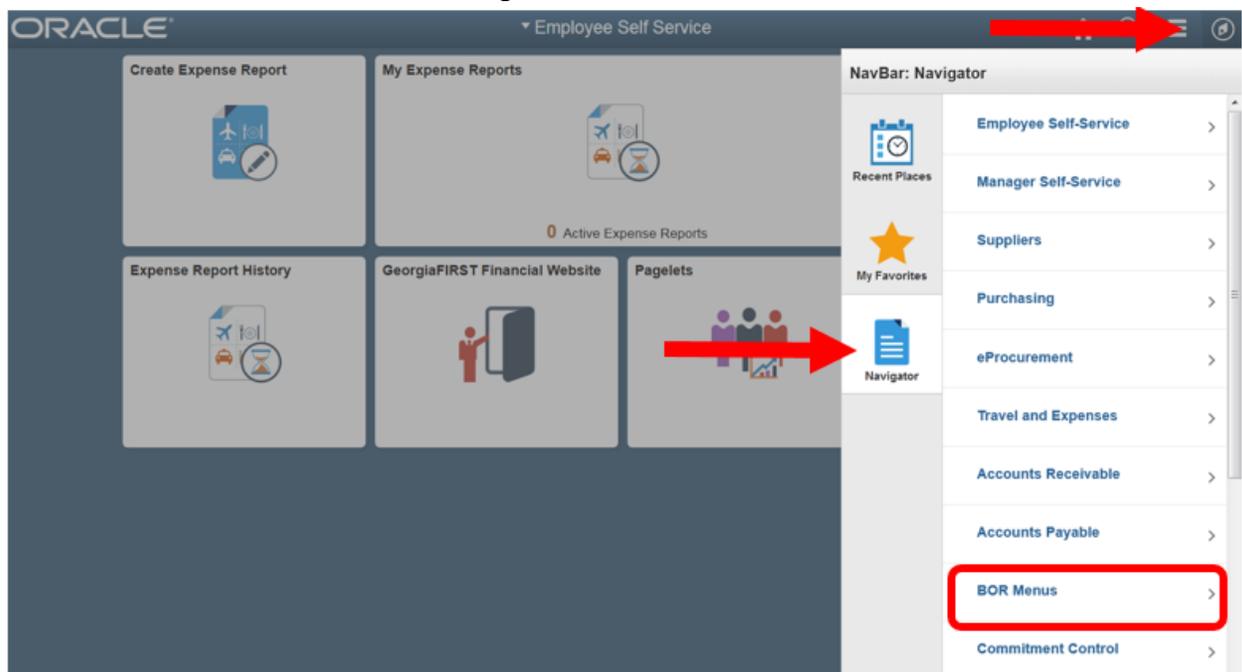


Budget Transaction Review Setup Instructions

This report will give you a detailed listing of all budget amendments that have been posted to a particular Fund/Department ID.

1. Navigate to the [GeorgiaFIRST Financials webpage](https://www.usg.edu/gafirst-fin/) (<https://www.usg.edu/gafirst-fin/>)
2. Select the **GeorgiaFIRST Financials** button (for Core Users)
3. If prompted, select the **GoWest** shield logo.
4. Login using your **UWG Username** and **Password**.
5. You will be prompted to dual authenticate using the Duo authentication method previously established.
6. From the PeopleSoft Financials homepage, select the **NavBar** (compass) icon.
7. Click the **Navigator** icon.
8. Click **BOR Menus** from the menu listing.



9. Click **BOR General Ledger**.
10. Click **BOR GL Reports**.
11. Click **Budget Transaction Review**.

12. First time users of this report will need to set up a **Run Control ID** that will be used each time you run the report. Click on the **Add a New Value** tab.

Budget Transaction Review

The screenshot shows the 'Budget Transaction Review' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red rectangular box. Below the tabs is a text input field labeled 'Run Control ID' which is currently empty. At the bottom of the interface is an orange 'Add' button.

13. Type in a name for the report, underscoring between words, as shown in the screenshot below. Click the **Add** button. For future reports, you will click on the **Find an Existing Value** tab to select the run control and run the report. You will not need to create it again for future reports.

Budget Transaction Review

The screenshot shows the 'Budget Transaction Review' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a text input field labeled 'Run Control ID' which contains the text 'Budget_Transaction_Review'. This field is highlighted with a red rectangular box. At the bottom of the interface is an orange 'Add' button.

14. The screen for the Budget Transaction Review will appear. Complete the fields using the **Look Up** tool (magnifying glass) if needed. Tab to navigate between fields or click into each box. In PeopleSoft, the percent sign (%) is a wildcard and generally means *all*.
- Business Unit: **54000**
 - Ledger: Select **APPROP_BD** for non-personal services, **ORG_BD** for personal services or **PROJ_GRT_BD** for projects and grants.
 - Account: Enter the **percent (%)** sign
 - Fund Code: You can enter a single **fund code** or percent (%) for all applicable fund codes.
 - From Department/To Department: Enter your department's 7 digit **department ID** in both fields.

- f. Project: Enter the **percent (%)** sign
 - g. Budget Reference: Current or previous **budget year**
 - h. Program Code: Enter the **percent (%)** sign
 - i. Class Field: Enter the **percent (%)** sign
15. Click the **Save** button if you are creating the run control for the first time.
16. Once all values are entered click the **Run** button.

Budget Transaction Review

Run Control ID Budget_Trans_Review [Report Manager](#) [Process Monitor](#) **Run**

Business Unit: 54000 University of West Georgia

Ledger: APPROP_BD

Account: % Fund Code: % From Department: To Department:

Project: % Budget Ref: 2018 Program Code: % Class Field: %

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

17. The **Process Scheduler Request** screen will appear. The identified format should be a PDF. This can be changed by using the dropdown to select a CSV file, if an Excel file is desired. Click the **OK** button to return to the Budget Transaction Review screen.

Process Scheduler Request

User ID pdurroug Run Control ID Budget_Trans_Review

Server Name Run Date 01/05/2018

Recurrence Run Time 4:19:13PM [Reset to Current Date/Time](#)

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction Review	BORRG011	SQR Report	Web	PDF	Distribution

OK [Cancel](#)

18. Click on the **Process Monitor** link.

Budget Transaction Review

Run Control ID Budget_Trans_Review Report Manager **Process Monitor** Run

Business Unit: 54000 University of West Georgia

Ledger: APPROP_BD

Account: % Fund Code: % From Department: To Department: %

Project: % Budget Ref: 2018 Program Code: % Class Field: %

Save Return to Search Previous in List Next in List Add Update/Display

19. This will take you to a window showing all reports you have run for a period of time. Click on the **Refresh** button until the Run Status reflects *Success* and the Distribution Status reflects *Posted*.

Process List Server List

View Process Request For

User ID pdurroug Type Last 3 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10844406		SQR Report	BORRG011	pdurroug	01/05/2018 4:27:28PM EST	Success	Posted	Details
<input type="checkbox"/>	10844389		SQR Report	BORRG011	pdurroug	01/05/2018 4:19:13PM EST	Success	Posted	Details
<input type="checkbox"/>	10838315		SQR Report	BORRG045	pdurroug	01/04/2018 10:59:19AM EST	Success	Posted	Details

[Go back to Budget Transaction Review](#)

20. Click the **Details** link. Do not select specifics for server, run status, type, name or distribution status.

Process List | Server List

View Process Request For

User ID: pdurroug | Type: [] | Last: [] | 3 Days | Refresh

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

Run Status: [] | Distribution Status: [] | Save On Refresh

Process List | Personalize | Find | View All | First | 1-3 of 3 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10844406		SQR Report	BORRG011	pdurroug	01/05/2018 4:27:28PM EST	Success	Posted	Details
<input type="checkbox"/>	10844389		SQR Report	BORRG011	pdurroug	01/05/2018 4:19:13PM EST	Success	Posted	Details
<input type="checkbox"/>	10838315		SQR Report	BORRG045	pdurroug	01/04/2018 10:59:19AM EST	Success	Posted	Details

[Go back to Budget Transaction Review](#)

21. Click the **View/Log Trace** link.

Process Detail

Process

Instance: 10844406 | Type: SQR Report
 Name: BORRG011 | Description: Budget Transaction Review
 Run Status: Success | Distribution Status: Posted

Run | **Update Process**

Run Control ID: Budget_Trans_Review | Hold Request
 Location: Server | Queue Request
 Server: PSUNX3 | Cancel Request
 Recurrence: | Delete Request
 | Re-send Content | Restart Request

Date/Time | **Actions**

Request Created On: 01/05/2018 4:27:30PM EST | Parameters | Transfer
 Run Anytime After: 01/05/2018 4:27:28PM EST | Message Log
 Began Process At: 01/05/2018 4:27:47PM EST | Batch Timings
 Ended Process At: 01/05/2018 4:28:01PM EST | [View Log/Trace](#)

OK | Cancel

22. Under the **File List**, click the file name with the **PDF** extension.

View Log/Trace

Report			
Report ID	9687877	Process Instance	10844406
Name	BORRG011	Process Type	SQR Report
Run Status	Success		
Budget Transaction Review			
Distribution Details			
Distribution Node	DNODE	Expiration Date	04/05/2018
File List			
Name	File Size (bytes)	Datetime Created	
SQR_BORRG011_10844406.log	1,819	01/05/2018 4:28:01.235525PM EST	
borrg011_10844406.PDF	6,566	01/05/2018 4:28:01.235525PM EST	
borrg011_10844406.out	100	01/05/2018 4:28:01.235525PM EST	
Distribute To			
Distribution ID Type	*Distribution ID		
User	pdurroug		
Return			

23. This will take you to a PDF file with the requested report. Click the printer icon to print or the PDF file can be saved.

24. Once the report is reviewed, printed or saved locally, you can close the PDF window, and you'll be back at the **View/Log Trace** window. You can click the **Return** button to return to the process detail page, and click the **OK** button to return to the Process List.