



Reporting



PeopleSoft Financials Reporting Workshop



Reporting

AGENDA

1. Reports
2. Inquiries
3. Queries



Reporting

Reports

- ACR
 - ❖ Setting up a new Run Control ID
 - ❖ How to run a report to Excel instead of a PDF
- TDR
- P.O. Balance Report
- Grants

Inquiries

- Activity Summary – P.O.
- Transactional Detail Inquiry
- Transactional Detail Inquiry - PG

Queries

- BC_GL_ACR_STDNT_SLRY
- BC GM BUD ACCTD GRANTS



Reporting

ACR Report

- Provides budgeted and expended summary data with balance available.

Navigation: BC Report > Commitment Control > ACR Report

Step 1: First time in set up a new Run Control by clicking [Add a New Value](#)

Step 2: Enter a Run Control ID name that contains no dashes or spaces (underscores are fine).

The screenshot shows the Boston College web application interface. At the top left is the Boston College logo and name. A navigation menu on the left lists various categories, with 'Commitment Control' expanded to show 'ACR-Report' selected. The main content area is titled 'ACR' and contains instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A search field is present with the text 'Search by: Run Control ID begins with ACR'. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search area are 'Search' and 'Advanced Search' buttons, and a footer with 'Find an Existing Value | Add a New Value' links. The top right of the page has navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'New Window'.



Reporting

Step 3: Enter Budget Period, Accounting Period and Department.

Business Unit: EAGLE (will default)

Department: xxxxxx

Budget Period: Enter Budget Year i.e. 2010

Account Period – Enter Period i.e. 4 (**September**)

Fund Code Range – Select **ALL** or appropriate Fund code (2xx, 6xx or 9xx)

Salary Data will default based on your role.

Step 4: Click Run

The screenshot shows the ACR-Report web interface. On the left is a 'Menu' sidebar with a search box and a list of report options, including 'ACR Report', 'Budget Override Report', and 'TDR Report - Student Salary'. The main area is titled 'ACR-New' and contains the following fields:

- Run Control ID:** ACRREPORT
- Language:** English
- ACR Run Parameters:**
 - Business Unit:** EAGLE
 - Budget Period:** 2010
 - Accounting Period (Month):** Accounting Period: 4
 - Fund Code Range:** Fund Code Range: ALL
 - Salary Data:** All Salaries Student Salaries
- Chart of Accounts - Optional:**
 - Department:** 022207
 - Fund Code:** [Empty]
 - Fund Source:** [Empty]
 - Program Code:** [Empty]
 - Function:** [Empty]
 - Property:** [Empty]

At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Add'. Navigation links for 'Report Manager' and 'Process Monitor' are also visible.



Reporting

Step 5: Enter the following:

1. Verify Server Name: PSUNX
2. Select ACR Funds 1xx, 2xx, 3xx, 6xx, 900 or ACR Associated Budgets which include Funds 110, 111, 910, 920.
3. Click

**If you prefer to run the report to Excel instead of a PDF, select CSV from the drop down list under *Format.*

Process Scheduler Request

User ID: POHLMAMA Run Control ID: ACRREPORT

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	ACR Funds 100,2xx,3xx,6xx,900	BCGLR004	SQR Process	Web	PDF	Distribution
<input type="checkbox"/>	ACR Associated Budgets	BCGLR005	SQR Process	Web	PDF	Distribution



Reporting

Note: You will return to the ACR Run Control page. A Process Instance # will be assigned.
Step 6: Click on [Process Monitor](#) hyperlink, which will bring you back to the Process Monitor page.

ACR-New

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

Language: English Process Instance:2205049

ACR Run Parameters

Business Unit: <input type="text" value="EAGLE"/>	Chart of Accounts - Optional
Budget Period: <input type="text" value="2010"/>	Department: <input type="text" value="022207"/>
Accounting Period (Month)	Fund Code: <input type="text"/>
Accounting Period: <input type="text" value="4"/>	Fund Source: <input type="text"/>
Fund Code Range	Program Code: <input type="text"/>
Fund Code Range: <input type="text" value="ALL"/>	Function: <input type="text"/>
Salary Data	Property: <input type="text"/>
<input type="radio"/> All Salaries <input checked="" type="radio"/> Student Salaries	



Reporting

Step 7: Once the report has finished processing, Run Status should = Success and Distribution Status = Posted.

Step 8: Click on the [Details](#) hyperlink.

BOSTON COLLEGE Home Worklist Add to Favorites

[New Window](#) | [Customize P](#)

Menu

Search:

- My Favorites
- BC Custom
- BC Reports
- Interface Reports
- Commitment Control
 - ACR-Report
 - TDI - PG
 - TDI STDNT SLRY
- Purchasing
- Employee Self-Service
- Manager Self-Service
- Purchasing
- eProcurement
- Travel and Expenses
- Accounts Payable
- Commitment Control
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations

Process List Server List

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	481500		SQR Report	BCGLR004	USER NAME	09/23/2005 9:20:22AM EDT	Success	Posted	Details

[Go back to ACR-NEW](#)



Reporting

Step 9: Click on the [View Log/Trace](#) hyperlink.

Menu

Search:

- ▷ My Favorites
- ▷ BC Custom
- ▷ BC Reports
 - ▷ Interface Reports
 - ▽ Commitment Control
 - ACR-Report
 - TDI - PG
 - TDI STDNT SLRY
- ▷ Purchasing
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Purchasing
- ▷ eProcurement
- ▷ Travel and Expenses
- ▷ Accounts Payable
- ▷ Commitment Control
- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools
- [My Personalizations](#)

Process Detail

Process	
Instance:	481500
Name:	BCGLR004
Run Status:	Success
Type:	SQR Report
Description:	ACR Funds 1xx,2xx,3xx,6xx,9xx
Distribution Status:	Posted

Run	Update Process
Run Control ID: ACR	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/23/2005 9:20:40AM EDT	Parameters Transfer
Run Anytime After: 09/23/2005 9:20:22AM EDT	Message Log
Began Process At: 09/23/2005 9:20:50AM EDT	Batch Timings
Ended Process At: 09/23/2005 9:21:33AM EDT	View Log/Trace



Reporting

Step 10: Click on the [bcqlr004.xxxxx.PDF](#) hyperlink.

BOSTON COLLEGE Home Work

Menu

Search:

- My Favorites
- BC Custom
- BC Reports
 - Interface Reports
 - Commitment Control
 - ACR-Report
 - TDI - PG
 - TDI STDNT SLRY
 - Purchasing
 - Employee Self-Service
 - Manager Self-Service
 - Purchasing
 - eProcurement
 - Travel and Expenses
 - Accounts Payable
 - Commitment Control
 - Worklist
 - Reporting Tools
 - PeopleTools
 - My Personalizations

View Log/Trace

Report

Report ID: 84245 **Process Instance:** 481500 [Message Log](#)

Name: BCGLR004 **Process Type:** SQR Report

Run Status: Success

ACR Funds 1xx,2xx,3xx,6xx,9xx

Distribution Details

Distribution Node: ps-prcs **Expiration Date:** 12/22/2005

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,772	09/23/2005 9:21:33.000000AM EDT
bcqlr004_481500.PDF	22,444	09/23/2005 9:21:33.000000AM EDT
Trace File	767	09/23/2005 9:21:33.000000AM EDT



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This will open up the ACR Report. Note: Once you open the PDF, you can save it by selecting File > Save As > ...

Boston College										
Report ID: ACR-NEW (BCGLR004AN)		ACR - BUDGET/ACCOUNTED COMPARISON REPORT (WITH STUDENT SALARY ACCTS)						Page No. 1		
Dist: Budget Actual Compare Gen Univ:SEP-2005		Upto Month: SEP Budget Period:2006						Run Date 09/23/2005		
Run Time 11:27:33										
<u>FUND</u>	100	Operating								
<u>DEPT</u>										
<u>F SRC</u>	10000	General Tuition Supported								
<u>PROC</u>	00000	No Program								
<u>FUNCT</u>	101	Instruction								
<u>PROP</u>	00000	No Property								
		Original	Temp	Perm	Revised	Curr Period	YTD			Budget
		Budget	Xfers/Adjs	Xfers/Adjs	Budget	Actuals	Actuals	Pre Encumbr	Encumbrance	Bal Avail
<u>Expenses</u>										
Salary Student ^	53310	2,922	1,600	0	4,522	150	2,614	0	1,875	33
Salary BC Students	53311	0	0	0	0	150	854	0	1,875	0
Salary NonBC Students	53312	0	0	0	0	0	1,760	0	0	0
Salary Grad Assistant	53320	33,844	0	0	33,844	1,105	1,605	0	5,355	26,884
Salary Teaching Assistant	53350	112,569	50,000	0	162,569	16,250	16,250	0	121,250	25,069
Salary Teaching Fellows	53360	44,883	41,000	0	85,883	10,513	10,513	0	73,591	1,780
Aid Grad NonService Stipe	62010	815,243	-196,000	0	619,243	291,955	291,955	0	283,005	44,283
General ^	64001	44,245	-5,983	0	38,262	3,787	8,625	0	0	29,637
Dues and Memberships	65020	0	0	0	0	0	1,000	0	0	0
Equipment Repair Maint	65210	0	0	0	0	0	2,763	0	0	0
Gifts Memorials	65510	0	0	0	0	0	181	0	0	0
Mailing Postage Freight	68010	0	0	0	0	0	403	0	0	0
Meetings and Meals	68150	0	0	0	0	3,677	4,275	0	0	0
Supplies General	68730	0	0	0	0	110	3	0	0	0
Advertising	64010	3,724	-1,600	0	2,124	0	0	0	0	2,124
Medical Expenses External	68110	0	35	0	35	0	35	0	0	0
Printing ^	68300	5,860	0	0	5,860	0	161	0	0	5,700
Print and Reproduction	68301	0	0	0	0	0	161	0	0	0
PCard	68370	2,000	5,000	0	7,000	934	4,065	0	0	2,935
Travel ^	68900	0	10,212	0	10,212	0	10,036	0	0	176
Travel Domestic	68902	0	0	0	0	0	5,105	0	0	0
Travel Foreign	68903	0	0	0	0	0	4,931	0	0	0
Alloc Dept Benefits Exp	70014	983,023	310	-9,777	973,556	0	0	0	0	973,556
Total:		2,048,313	-95,426	-9,777	1,943,110	324,694	345,858	0	485,076	1,112,176



Reporting

TDR Report

- Provides detail activity. Contains individual transactional detail for budget transfers, requisitions, purchase orders, vouchers, expense reports and journal entries for standard charges (PCard and BOC).

Navigation: BC Report > Commitment Control > TDR Report –Student Salary

Step 1: Click **Find an Existing Value**

TDR Report - Student Salary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

Search Results
View All First 1-2 of 2 Last

Run Control ID
TDRGENNS
TDRREPORT

Step 2: Click **Search**

Step 3: Click the **blue** hyperlink on the Run Control ID you want to run.



Reporting

Bcglr008

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

Language: English

TDR Run Parameters

Business Unit: EAGLE

Budget Period: 2010

Accounting Period (Month)

Accounting Period: 10

Fund Code Range

Fund Code Range: ALL

Salary Data

All Salaries Student Salaries

Chart of Accounts - Optional

Department: 022207

Fund Code:

Fund Source:

Program Code:

Function:

Property:

Save Return to Search Previous in List Next in List Notify Add

Step 4: No required fields. At a minimum input Budget Period, Account Period and Department. Click **Run**

Step 5: Server Name = PSNT. Click **OK**

Process Scheduler Request

User ID: POHLMAMA Run Control ID: TDRREPORT

Server Name: PSNT Run Date: 04/14/2010

Recurrence: Run Time: 3:34:08PM **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TDR -Transaction Detail New	BCGLR008	Crystal	Web	PDF	Distribution

OK **Cancel**



Reporting

Step 6: Click [Process Monitor](#)

Bcglr008

Run Control ID: TDRREPORT [Report Manager](#) [Process Monitor](#)

Language: English Process Instance: 2149261

TDR Run Parameters

Business Unit: EAGLE

Budget Period: 2010

Accounting Period (Month)

Accounting Period: 10

Fund Code Range

Fund Code Range: ALL

Salary Data

All Salaries Student Salaries

Chart of Accounts - Optional

Department: 022207

Fund Code:

Fund Source:

Program Code:

Function:

Property:

Step 7: Once the report has finished processing, Run Status should = Success and Distribution Status = Posted.

Step 8: Click on the [Details](#) hyperlink

Process List [Server List](#)

View Process Request For

User ID: POHLMAMA Type: Last: 1 Days

Server: Name: 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"/>	2149261		Crystal	BCGLR008	POHLMAMA	04/15/2010 2:17:58PM EDT	Success	Posted	Details

Customize | Find | View All | First 1-2 of 2 Last



Reporting

Step 9: Click on the [View Log/Trace](#) hyperlink

Process Detail	
Process	
Instance:	2149261
Name:	BCGLR008
Run Status:	Success
Type:	Crystal
Description:	TDR -Transaction Detail New
Distribution Status:	Posted
Run	
Run Control ID:	TDRREPORT
Location:	Server
Server:	PSNT
Recurrence:	
Date/Time	
Request Created On:	04/15/2010 2:18:01PM EDT
Run Anytime After:	04/15/2010 2:17:58PM EDT
Began Process At:	04/15/2010 2:18:23PM EDT
Ended Process At:	04/15/2010 2:24:45PM EDT
Update Process	
<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request	
Actions	
Parameters Transfer Message Log Batch Timings View Log/Trace	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Step 10: Click on the [BCGLR008.XXXXXXX.PDF](#) hyperlink.

View Log/Trace		
Report		
Report ID:	543763	
Name:	BCGLR008	
Run Status:	Success	
Process Instance:	2149261	
Process Type:	Crystal	
Message Log TDR -Transaction Detail New		
Distribution Details		
Distribution Node:	ps-prcs	
Expiration Date:	<input type="text" value="07/14/2010"/>	
File List		
Name	File Size (bytes)	Datetime Created
BCGLR008_2149261.PDF	62,178	04/15/2010 2:24:45.000000PM EDT
CRW_BCGLR008_2149261.log	0	04/15/2010 2:24:45.000000PM EDT
psqltrace.trc	505	04/15/2010 2:24:45.000000PM EDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	POHLMAMA	
<input type="button" value="Return"/>		



Reporting

Report ID : TDR (BCGLR008)
Dist:Transaction Detail Gen Univ-Jun-2010

Boston College
Transaction Detail Report (WITH SALARY ACCTS)
Jun-2010

Page No. 2
Run Date:22 Apr.2010
Run Time 10:16 AM

Dept	022207:Financial Systems	Fund Source	10000:General Tuition Supported	Function	601:General Administrative
Fund	100:Operating	Program	00000:No Program	Property	00000:No Property

Journal or Transaction Information			<u>Req ID</u>	<u>Voucher/</u>	<u>Invoice#</u>	<u>Vendor/Header Descr</u>	<u>Line Descr</u>	<u>Paid Amount/</u>
<u>Source</u>	<u>Date</u>	<u>PreEnc/Enc/Actual/BudAmt</u>	<u>Journal ID</u>	<u>Expense ID/</u>	<u>Budget Type</u>	<u>Empl Name</u>		<u>Jrnl_Ln_Ref</u>
			<u>Check #</u>	<u>Travel Auth ID</u>	<u>Emplid</u>			
Account Type	Expense							
Account	68370	PCard						
Transaction								
GL_JOURNAL	6/4/2009	4.58	PCD0277320			PCard	DS WATERS-noonans	0605-347
GL_JOURNAL	6/15/2009	8.07	PCD0278814			PCard	CVS PHARMACY #0055 Q-pohlmama	0616-545
GL_JOURNAL	6/15/2009	16.75	PCD0278814			PCard	W.B. MASON CO INC.-noonans	0616-543
GL_JOURNAL	6/26/2009	179.53	PCD0280659			PCard	BOSTONBEAN COFFEE CO-noonans	0629-395
Total for PreEnc	0.00		Total for Actuals	208.93				
Total for Enc	0.00		Total for Budget	0.00				
Account	68900	Travel*						
Transaction								
Total for PreEnc	0.00		Total for Actuals	17.50				
Total for Enc	0.00		Total for Budget	0.00				
Account	68902	Travel Domestic						
Transaction								
EX_EXSHEET	6/29/2009	17.50	320574	0000107483	10211602	Condon,James	TY mtg	17.50
Total for PreEnc	0.00		Total for Actuals	17.50				
Total for Enc	0.00		Total for Budget	0.00				
Account	70014	Alloc Dept Benefits Exp						
Transaction								
GL_JOURNAL	6/30/2009	13,984.00	ALL1500				offset FT fringe @ 37.5% alloc FT fringe @37.5%	
Total for PreEnc	0.00		Total for Actuals	13,984.00				
Total for Enc	0.00		Total for Budget	0.00				
Expense	Total for Chartfield String -		022207	100	10000	00000	601	00000
Total Amounts PreEnc	0.00	Total Amounts Enc	0.00	Total Amounts Actuals	14,210.43	Total Budget Activity	Amounts	0.00

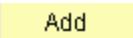
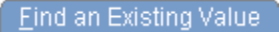
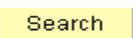


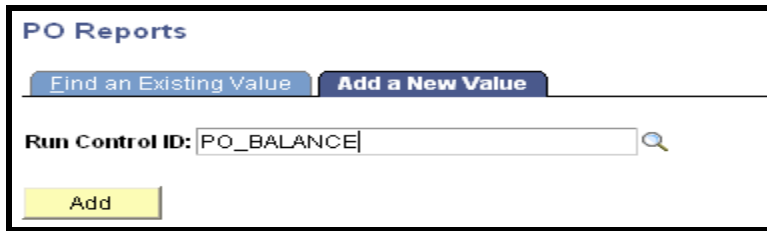
Reporting

PO Balance Report

*The purpose of this report is to provide information about open Purchase Orders. This report should be used by departments to review balances remaining on a regular purchase order or blanket. It can also be used to reconcile outstanding encumbrances. **This report will only list open balance Purchase Orders.** If a purchase order has been fully matched and paid, it is not included on this report. This report is also used to clean up old or invalid requisitions or purchase orders for Fiscal Year End. The data displayed is current day (real time). Please contact 2-3055 in Procurement Services for closing requisitions or purchase order questions.*

Navigation: BC Report > Purchasing > PO Balance

Step 1: First time running, enter PO_BALANCE (no dashes or spaces) in Run Control Field. Click  . (Next time you will select  and click  and select PO_BALANCE).



The screenshot shows a web interface titled "PO Reports". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a text input field labeled "Run Control ID:" containing the text "PO_BALANCE". To the right of the input field is a magnifying glass icon. Below the input field is a yellow "Add" button.



Reporting

PO Balances

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

Language: English

PO Run Parameters

Business Unit: EAGLE

Chartfield Values (Optional)	PO Information (Optional)
Department: 053321	PO ID:
Project/Grant:	PO From Dt: 06/01/2009
Fund Code: 100	PO To Dt: 07/25/2009
Program:	Buyer:
Account:	

Save Return to Search Previous in List Next in List Notify

Step 2: Select parameters using the eye glass icon  or typing directly in a field.

At a minimum, enter the department. You can also select a specific Project/Grant Purchase Order From and To Date range. This reports selects on PO date and not Budget date. (If you are selecting by date range, remember agreements and long lead purchase orders may have been created starting in mid-April so the “from date” should begin with “04/14/xx) to include a full fiscal year’s orders. If you are selecting a department, also select a Fund Code to limit your search.

Step 3: Click **Run**



Reporting

Process Scheduler Request

User ID: QUIN Run Control ID: PO_BALANCE

Server Name: PSUNX Run Date: 07/23/2009

Recurrence: Run Time: 2:06:29PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PO Balances	BCPOR003	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Step 4: Check print parameters and click [OK](#)

Page will return to previous page and list process instance number.

[Process Monitor](#) [Run](#)

Process Instance:1798611

Step 5: Click [Process Monitor](#)

Process List **Server List**

View Process Request For

User ID: QUIN Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seg.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1798611		SQR Report	BCPOR003	QUIN	07/23/2009 2:06:29PM EDT	Success	Posted	Details

Step 6: When Run Status is "Success" and Distribution Status is "Posted" click [Details](#) hyperlink.



Reporting

Process Detail

Process	
Instance: 1798611	Type: SQR Report
Name: BCPOR003	Description: PO Balances
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: PO_BALANCE	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 07/23/2009 2:10:13PM EDT	Parameters Transfer
Run Anytime After: 07/23/2009 2:06:29PM EDT	Message Log
Began Process At: 07/23/2009 2:10:31PM EDT	Batch Timings
Ended Process At: 07/23/2009 2:10:42PM EDT	View Log/Trace

OK Cancel

Step 7: Click [View Log/Trace](#)



Reporting

View Log/Trace

Report

Report ID: 411019 **Process Instance:** 1798611 [Message Log](#)
Name: BCPOR003 **Process Type:** SQR Report
Run Status: Success

PO Balances

Distribution Details

Distribution Node: ps-prcs **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
SQR_BCPOR003_1798611.log	1,782	07/23/2009 2:10:42.000000PM EDT
bcpor003_1798611.PDF	1,889	07/23/2009 2:10:42.000000PM EDT
bcpor003_1798611.out	939	07/23/2009 2:10:42.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	QUIN

Step 8: Click [bcpor003_1798611.PDF](#) hyperlink.

Req #	Req Line #	PO #	PO Line #	PO DT	Match Status	PO Line Amt	Vendor Name	Vchr #	Vchr DT	Invoice #	Invoice DT	Pymnt Ref	Vchr Line Amt	Balance Amt/Line	Line Descr
<p>Report ID: BCPOR003 Boston College Page No. 1 Dept ID: 053321 Fund :100 PO BALANCES Run Date 07/23/2009 PO From Dt 01-JUN-2009 PO To Dt 25-JUL-2009 Run Time 14:10:37</p>															
DEPT 053321 Chemistry															
0000043155	1	0000043297	1	07/23/09		10000.00	FISHER SCIENTIFIC CO						0.00	10000.00	BLANKET



Reporting

Grant Reports

For instructions on how to run the below reports, please go to OSP's website: <http://www.bc.edu/research/osp/assistdoc.html>.

- [Grant Balance Available Summary Report](#) - A timely formatted summary balance available report with subtotals and totals.
- [Grant Online ACR](#) - Provides budgeted and expended summary data with balance available.
- [Grant Online TDR](#) - Provides detail activity. It contains individual transactional detail for the budget transfers, requisitions, purchase orders, vouchers, expense reports, salary encumbrances, salary actuals, and journal entries for standard charges (PCard, Pitney Bowes, BOC) and allocations (Fringe Benefits, Plant Maintenance, F&A)



Reporting

Purchase Order Activity Summary Inquiry

Navigation: *Purchasing* > *Purchase Orders* > *Review P.O. Info* > *Activity Summary*

Step 1: Type in the Purchase Order and/or Vendor ID and click Search

PO Activity Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

Purchase Order: begins with

Purchase Order Date: =

Purchase Order Reference: begins with

Vendor ID: begins with

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to re

[View All](#) First Last

Business Unit	Purchase Order	Purchase Order Date	Purchase Order Reference	Vendor ID
EAGLE	C1535402	05/31/2003	(blank)	0000000007
EAGLE	C1526410	05/31/2003	(blank)	0000000017
EAGLE	C1528059	05/31/2003	(blank)	0000000029
EAGLE	C1526166	07/24/2003	(blank)	0000000041
EAGLE	C1532461	05/31/2003	(blank)	0000000049
EAGLE	C1526025	05/31/2003	(blank)	0000000121
EAGLE	C1529567	05/31/2003	(blank)	0000000121

Step 2: Click on the **blue hyperlink** for Purchase Order you would like to see.



Reporting

Step 3: Click on [blue hyperlink](#) for full Item Description.

Activity summary

Unit: EAGLE PO: C1528059 Vendor: ACE GLASS INC PO Status: Compl

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input checked="" type="checkbox"/>	1	PHOTOKIT,PHOTOCHEMICAL LOW TEM	EA	1.0000	1219.310	<input checked="" type="checkbox"/>

Receipt		Invoice		Matched	
Amt Rcvd:	0.000	Qty Invcd:	1.00	Qty Mtchd:	0.0000
		Amt Invcd:	1219.310	Amt Mtchd:	1219.310

Receipt [Invoice](#) [Matching](#) Open Qty: 0.0000 Open Amt: 0.000

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step 4: Click on [Invoice](#) ([blue hyperlink](#)) at bottom for Voucher information.

Unit: EAGLE PO: C1528059 Line 1 Item ID

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Sched Num	AP Unit	Voucher ID	Line	Quantity Invoiced	Amount Invoiced
<input type="checkbox"/>	1 EAGLE	00005595	1	1.00	1219.310 + -

NOTE: If there is more than one line on the P.O., click on each individual line item.



Reporting

Transaction Detail Inquiry

The purpose of this inquiry is to provide information about each transaction that makes up a total amount budgeted, pre-encumbered, encumbered and expensed to an account within a fiscal year. If a parent/child relationship exists for an account, this inquiry only displays budget data with the parent account and actual data with the child account. Project/Grant data is not included.

Navigation: BC Report > Commitment Control > Transaction Dtl Inquiry

Step 1: Enter appropriate values

Menu

Search:

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 - **TDI STDNT SLRY**
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 - ▷ eSettlements
 - ▷ Commitment Control
 - ▷ Worklist
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - My Personalizations

TDI STDNT SLRY
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with

Department: =

Fund Code: begins with

Fund Source: begins with

Program Code: begins with

Function: begins with

Property: begins with

Account: begins with

Budget Period: begins with

[Basic Search](#) [Save Search Criteria](#)

Step 2: Click



Reporting

Step 3: Click on *blue hyperlink (Account)* you want to see in detail.

- Menu**
- Search:
- ▷ My Favorites
 - ▷ Vista Plus Interface
 - ▷ BC Custom
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 - ▷ Supply Planning
 - ▷ Customers
 - ▷ Partners
 - ▷ Partners
 - ▷ Products
 - ▷ Catalog Management

TDI STDNT SLRY

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with

Department: =

Fund Code: begins with

Fund Source: begins with

Program Code: begins with

Function: begins with

Property: begins with

Account: begins with

Budget Period: begins with

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First 1-9 of 9 Last

Business Unit	Department	Fund Code	Fund Source	Program Code	Function	Property	Account	Budget Period
EAGLE	022207	100	10000	00000	601	00000	53310	2010
EAGLE	022207	100	10000	00000	601	00000	64001	2010
EAGLE	022207	100	10000	00000	601	00000	65510	2010
EAGLE	022207	100	10000	00000	601	00000	68300	2010
EAGLE	022207	100	10000	00000	601	00000	68370	2010
EAGLE	022207	100	10000	00000	601	00000	68810	2010
EAGLE	022207	100	10000	00000	601	00000	68900	2010
EAGLE	022207	100	10000	00000	601	00000	68902	2010
EAGLE	022207	100	10000	00000	601	00000	70014	2010



Reporting

Trans Dtl Inquiry STDNT SLRY 2

Chart of Accounts

Unit: EAGLE Boston College 2010 Program: 00000 No Program
 Dept: 022207 Financial Systems Function: 601 General Administrative
 Fund: 100 Operating Property: 00000 No Property
 Srce: 10000 General Tuition Supported Account: 68370 PCard

Budgets

Customize | Find | View All | First 1 of 2 Last

	Source	Tran ID	Entered By	Tran Date	Summary Amount	ID	Budget Entry Type	Header Desc	Line Desc
1	BDL	9884816	0000000000	04/15/2009	3,020.00		Original Budget		
2	PNL	0000306567	NOONANS	02/11/2010	5,000.00	0000306567	Temp Trans		TO PCARD

Original Limit: \$3,020.00 Summary Amount: \$8,020.00 Available Budget: \$4,186.01

Pre-Encumbrance

Customize | Find | View All | First 1 of 1 Last

	ID	open/available	Line desc
1			

Encumbrance

Customize | Find | View All | First 1 of 1 Last

	Line Desc	Exp Check/PO Sched
1		

Actuals

Customize | Find | View All | First 1 of 1-5

	Source	Tran ID	Entered By	Tran Date	Acctg Date	Monetary Amount	ID	Invoice/Jrnl Hdr Desc	Vendor/Person/Hdr Desc	Line Desc	Check Number / Line Desc / Sheet Name	Jrnl Line Ref
1	PCD	0001081027	TWS	05/27/2010	05/26/2010	497.540	PCD0321447	PCard	PCard		BOSTONBEAN COFFEE CO-noonans	0527-727
2	PCD	0001075876	TWS	05/18/2010	05/17/2010	4.580	PCD0319314	PCard	PCard		DS WATERS-noonans	0518-1003
3	PCD	0001072715	TWS	05/11/2010	05/10/2010	6.360	PCD0318125	PCard	PCard		CVS PHARMACY #0055 Q-pohl mama	0511-1299
4	PCD	0001072005	TWS	05/10/2010	05/07/2010	84.000	PCD0317874	PCard	PCard		BOSTONBEAN COFFEE CO-noonans	0510-697
5	PCD	0001063831	TWS	04/20/2010	04/19/2010	4.990	PCD0314617	PCard	PCard		DS WATERS-noonans	0420-1071

Summary Amount: \$3,833.99



Reporting

Transaction Detail Inquiry

Navigation: BC Report > Commitment Control > TDI - PG

Step 1: Enter appropriate values, PC Business Unit = GRANT

TDI - PG - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www11.bc.edu/psp/FN84PROD/EMPLOYEE/ERP/c/BC_REPORTS.BCPGP001.GBL

BC PeopleSoft TSA General

BOSTON COLLEGE Home Worklist Add to

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 - Projects

TDI - Projects Grants

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with

PC Business Unit: begins with

Project/Grant: =

Department: begins with

Fund Code: begins with

Program Code: begins with

Fund Source: begins with

Property: begins with

Function: begins with

Account: begins with

Resource Type: begins with

[Basic Search](#) [Save Search Criteria](#)



Reporting

Navigation: Reporting Tools > Query > Query Viewer > BC_GL_ACR_STDNT_SLRY

You must enter values in the following fields: Department, Fund Code, Fund Source, Program Code, Property and Budget Period. You can use the %, which is a wildcard that will bring back results for all Functions and Accounts.

BC_GL_ACR_STDNT_SLRY - Bud & Acctd w/student SLRY

Department:

Fund Code:

Fund Source:

Program Code:

Function:

Property:

Account:

Budget Period:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (18 kb)

[View All](#)

First 1-28 of 28 Last

	Descr	Budget Account	Actual Account	Account Descr	Function	Original Budget	Temp Xfers & Adjs	Perm Xfers & Adjs	Revised Budget	Actuals	Total Pre Encumbered	Total Encumbered	Budget Bal Available
1		53310	53310	Salary Student^	101	2922	3600	0	6522	4459.00	0.00	1920.00	143
2		53310	53311	Salary BC Students	101	0	0	0	0	2699.00	0.00	1920.00	0
3		53310	53312	Salary NonBC Students	101	0	0	0	0	1760.00	0.00	0.00	0



Reporting

Navigation: Reporting Tools > Query > Query Viewer > BC_GM_BUD_ACCTD_GRANTS

You must enter values in the following fields: Department, Fund Code, Fund Source, Program Code, Function, Property, Account and Project/Grant. You can use the %, which is a wildcard for all fields and just enter the Project ID.

BC_GM_BUD_ACCTD_GRANTS - Bud & Acctd Grants (Proj ID)

Department: %

Fund Code: %

Fund Source: %

Program Code: %

Function: %

Property: %

Account: %

Project/Grant: 5999999

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (6 kb)

View All First 1-10 of 10 Last

	Unit	Project/Grant	Parent Node	Account	Descr	Function	Original Budget	TEMP_REV	PERM	Revised Budget	Actual	Pre Encumbered	Encumbered	Available
1	EAGLE	5999999	50010	50010	Salary Faculty FT OSP^	301	0.00	0.00	38614.00	38614.00	0.00	0.00	0.00	38614.00
2	EAGLE	5999999	51300	51300	Salary Rsh Assoc FT Exempt	301	0.00	0.00	10000.00	10000.00	0.00	0.00	0.00	10000.00
3	EAGLE	5999999	53330	53330	Salary Grad Research Assist	301	0.00	0.00	180000.00	180000.00	2633.34	0.00	15217.00	162149.66
4	EAGLE	5999999	68370	68370	PCard	301	0.00	0.00	5000.00	5000.00	0.00	0.00	0.00	5000.00
5	EAGLE	5999999	68390	68390	Professional Independent Svcs	301	0.00	0.00	18400.00	18400.00	0.00	0.00	0.00	18400.00
6	EAGLE	5999999	68730	68730	Supplies General	301	0.00	0.00	16800.00	16800.00	0.00	0.00	0.00	16800.00
7	EAGLE	5999999	68902	68902	Travel Domestic	301	0.00	0.00	3000.00	3000.00	0.00	0.00	0.00	3000.00
8	EAGLE	5999999	68903	68903	Travel Foreign	301	0.00	0.00	3000.00	3000.00	0.00	0.00	0.00	3000.00
9	EAGLE	5999999	70011	70011	Alloc Benefits Exempt	301	0.00	0.00	12446.00	12446.00	0.00	0.00	0.00	12446.00
10	EAGLE	5999999	70130	70130	Alloc FA Cost	301	0.00	0.00	161934.00	161934.00	1474.68	0.00	0.00	160459.32



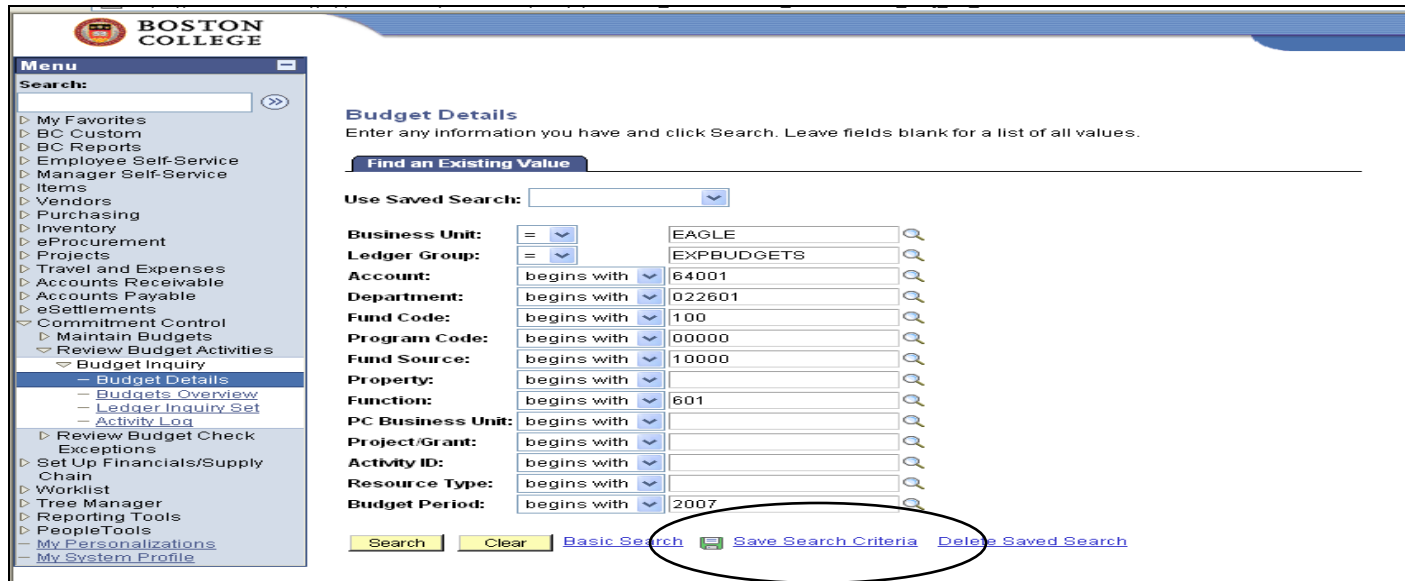
Reporting

Helpful Hints

To save your query click [Add to Favorites](#) located in the far right in the search results 

To do additional research without losing your results click on [New Window](#) located in the top right corner below worklist [New Window](#) .

To save your chartstring information to avoid entering each time, click Save Search Criteria.



BOSTON COLLEGE

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- My System Profile

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Use Saved Search:

Business Unit:

Ledger Group:

Account:

Department:

Fund Code:

Program Code:

Fund Source:

Property:

Function:

PC Business Unit:

Project/Grant:

Activity ID:

Resource Type:

Budget Period:

[Basic Search](#) [Delete Saved Search](#)