

General Fund Reports (PeopleSoft Financials)

SCHOOL CONSOLIDATED BUDGET - Budget to Actual Parameters:

Main Menu (top right NavBar) - Click PPS Reports and Processes: Click “Budget to Actual Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name.

Remember, only one run control is needed for all reports).

Report Selection: Budget to Actual Standard Report (right side of screen)

Fiscal Year: 2023 (for the current 2022-23 school year)

Accounting Period: Current month or month just closed (e.g., 03-SEPT)

Fund: 101 (From & To)

Function: (Elem or K-8) 11113, (MS) 11213, or (HS) 11313 - (From & To)

Area: 05000 (From & To)

Dept ID: Four-digit School / Department ID Number (From & To)

Click “Save” and then “Run.” On the Process Scheduler Request screen, make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

SCHOOL CONSOLIDATED BUDGET - Combined Expenditure Parameters:

Main Menu (top right NavBar) - Click PPS Reports and Processes: Click “Combined Expenditure Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports).

Fiscal Year: 2023 (for the current 2022-23 school year)

Accounting Periods: Current month, month just closed, or range of months (From & To)

Fund: 101 (From & To)

Function: (Elem or K-8) 11113, (MS) 11213, or (HS) 11313 - (From & To)

Object: From 511100 - To 569000

Area: 05000 (From & To)

Dept ID: Four-digit School / Department ID Number (From & To)

Click “Save” and then “Run.” On the Process Scheduler Request screen, check the box next to “Combined Expenditure Report” and make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

SCHOOL CONSOLIDATED BUDGET - Outstanding Encumbrance Parameters:

Main Menu (top right NavBar) - Click PPS Reports and Processes: Click “Outstanding Encumbrance Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports).

Fiscal Year: 2023 (for the current 2022-23 school year)

Dept ID: Four-digit School / Department ID Number (From & To)

Fund: 101 (From & To)

Program (Function): (Elem or K-8) 11113, (MS) 11213, or (HS) 11313 - (From & To)

Class (Area): 05000 (From & To)

Click “Save” and then “Run.” On the Process Scheduler Request screen, check the box next to “Outstanding Encumbrances” and make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

SCHOOL TAG BUDGET

School budgets for Talented and Gifted (TAG) are allocated and monitored within the Office of Academic Programs. Please call (503) 916-3358 or (503) 916-3494 for questions about the use of these funds and assistance in accessing your allotment for the year.

FULL SCOPE BUDGET - School General Fund Budget to Actual Parameters:

Main Menu (top right NavBar) - Click PPS Reports and Processes: Click on “Budget to Actual Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports).

Report Selection: Budget to Actual Standard report (right side of screen)

Fiscal Year: 2023 (for the current 2022-23 school year)

Accounting Period: Current month or month just closed (e.g., 03-SEPT)

Fund: 101 (From & To)

Function: From 10000 - To 71100

Area: From 05000 - To 99999

Dept ID: Four-digit School / Department ID Number (From & To)

Click “Save” and then “Run.” On the Process Scheduler Request screen, make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

Please note: This will bring up the “entire” General Fund budget for your school/department, most of which are FTE positions used for staffing. If you simply want the Consolidated Budget, please see above.

FULL SCOPE BUDGET - School General Fund Combined Expenditure Parameters:

Main Menu (top right NavBar) - Click PPS Reports and Processes: Click “Combined Expenditure Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports).

Fiscal Year: 2023 (for the current 2022-23 school year)

Accounting Periods: Current month, month just closed, or range of months (From & To)

Fund: 101 (From & To)

Function: From 10000 - To 71100

Object: From 511100 - To 569000

Area: From 05000 - To 99999

Dept ID: Four-digit School / Department ID Number (From & To)

Click “Save” and then “Run.” On the Process Scheduler Request screen, check the box next to “Combined Expenditure Report” and make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

Please note: This will bring up the “entire” General Fund budget for your school/department, most of which are FTE positions used for staffing. If you simply want the Consolidated Budget, please see above.

FULL SCOPE BUDGET - School General Fund Outstanding Encumbrance Parameters:

Main Menu (top right NavBar) - Click PPS Reports and Processes: Click “Outstanding Encumbrance Report.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports).

Fiscal Year: 2023 (for the current 2022-23 school year)

Dept ID: Four-digit School / Department ID Number (From & To)

Fund: 101 (From & To)

Program (Function): From 10000 - To 71100

Class (Area): From 05000 - To 99999

Click “Save” and then “Run.” On the Process Scheduler Request screen, check the box next to “Outstanding Encumbrances” and make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

Please note: This will bring up the “entire” General Fund budget for your school/department, most of which are FTE positions used for staffing. If you simply want the Consolidated Budget, please see above.