The **Control Budget Summary Report** will provide the control budget for every department and project to which you are assigned.

SU Customizations > Reports > Control Budget Summary Report

Log in to Peoplesoft Financials using your normal GullNet username and password.

Link: finance.salisbury.edu

The navigation for this report is as follows:

Favorites -	Main Menu 🗸
ORACLE	Search Menu:
Top Menu Featu The menu is nov Highlights	SU Customizations Budgets Supplier Contracts Crosswalks Suppliers Purchasing Customizations Purchasing Reports Procurement State Interfaces Output State Interfaces Create Cash Balance Report
The followir	ng page will then appear:
Favorites Favorites A Favorites Favorites Find an Existing Search Criteria	Main Menu
Search by: Run (Control ID begins with
Search Advand	ced Search
Find an Existing Valu	ie Add a New Value

Select Search to select the appropriate Run Control ID. If you have never created a Run Control ID, please select the ADD A NEW VALUE tab (or link) and create one called "REPORTS".

Once you either select or create a Run Control ID, the following page appears:									
Favorites ✓ Main Menu ✓ > SU Customizations ✓ > Reports ✓ > Control Budget Summary Report									
All Search All Search Advanced Search Advanced Search Image: Control of the search All All Search Advanced Search Image: Control of the search Image: Control of the search									
Control Budget Summary Report									
Run Control ID REPORTS Report Manager Process Monitor Run									
Create Budget Summary Report									
*Business Unit SALIS Q Budget Period 2019 Budget Period is required. Regardless of what year is in Budget Period, project totals will always report life-to-date information.									
Exclude Budget Pool 01 (Acct 010001)									
Return to Search EN Notify Update/Display									

Enter the appropriate Business Unit (SALIS or SUFND) and the Budget Period (i.e., fiscal year) that you need. Note that if you have any projects assigned to your security, the project results will be reported since project inception.

If you would like to exclude the information for the 01 Budget Pool associated with PINs, click the box 'Exclude Budget Pool 01 (Acct 010001)'.

If you would like to exclude departments or projects to which you are assigned but have no control budget, click the box 'Exclude depts./projs without a control budget'.

Favorites	, → Mai	n Menu 👻	> SU Cu	stomizations	→ R	eports ▼ → Con	trol Budget Su	mmary Report	
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OK Cancel

Enter Email in the type field and a format of PDF.

Select $\frac{\circ \kappa}{\circ}$ and the system will return you to the prior page. The report will be emailed to you.

Below is an example of the report. Note that the department numbers and names has been deleted from this example.

		PeopleSoft		
Report ID: SUGL0018		BUDGET SUMMARY REPORT	Page No. Run Date Run Time	1 07/25/2018 08:41:13
OVERALL CONTROL BUDGET STATUS FOR UNIT:	SALIS DEPT:	LEDGER GROUP: CC_DEP:	BUDGET PERIOD: 2019	
ACCOUNT 020001 Object 02 Control Budget 030001 Objects 03-13 Control Budget	BUDGET \$40,239.00 \$3,517.00	<u>EXPENSE</u> \$0.00 \$0.00	ENCUMBRANCE \$0.00 \$0.00	REMAINING \$40,239.00 \$3,517.00
Grand Total:	\$43,756.00	\$0.00	\$0.00	\$43,756.00
OVERALL CONTROL BUDGET STATUS FOR UNIT:	SALIS DEPT:	LEDGER GROUP: CC_DEP	BUDGET PERIOD: 2019	
ACCOUNT 020001 Object 02 Control Budget 030001 Objects 03-13 Control Budget	BUDGET \$150,500.00 \$14,931.00	<u>EXPENSE</u> \$0.00 \$0.00	ENCUMBRANCE \$0.00 \$0.00	REMAINING \$150,500.00 \$14,931.00
Grand Total:	\$165,431.00	\$0.00	\$0.00	\$165,431.00