

# Managing your Budget!





## Procedure

To run the Budget Activity Report from the beginning of the fiscal year in the Budget Period.

Access Georgia FIRST Financials:

https://www.usg.edu/gafirst-fin/

**Core User(s)** – click this button to run Budget Activity Reports.

# Active GeorgiaFIRST Financials User

Self-Service Users

Enter Travel, Approve ePro Requisitions and other Worklist Items.

GeorgiaFIRST Self-Service

Core Users

Enter and process financial transactions, run reports or queries, analyze financial data.

**GeorgiaFIRST Financials** 



#### 1. Select institution:



#### 2. Enter Username and Password:

Login
g the mypassword self-service portal.
questions and support.



- 3. Navigation Access: Navigation Bar>Navigator>BOR Menus>BOR General Ledgers> BOR GL Reports>Budget Activity Reports
- 4. Click Navigation Bar (NavBar):

	.edu/psc/fprod/EMPLOYEE/ERP/c/NUL_FRAMEWOR	KPT_LANDINGPAGE.GBL				ц,	2 1
ups 🖪 Suggested Sites 📒 Imported From II 🗅 I RACLE	pro 💿 Login 💋 Sell Service Portal 💆 Works - Log	n 🔒 Business Procedures   🗋 ASU Banner Web for * Employee Se	11 Service				Ø
	Create Expense Report	My Expense Reports	_	Travel Authorizations	NavBar: Navig	jator	
	<b>1</b>	7 10		*	i	Employee Self-Service	>
		<b>~</b> (3			Recent Places	Manager Self-Service	>
		0 Active Exper	nse Reports		*	Purchasing	,
	Cash Advances	Expense Report History	My Travel Authorizations	GeorgiaFIRST Financial Website	My Favorites	eProcurement	>
	<b>i</b>			ý 🖌	Nuíodor	Travel and Expenses	>
						Accounts Receivable	>
	Pagelets	GFM Shopper Access				Accounts Payable	>
						BOR Menus	>
						Commitment Control	>
						General Ledger	>
						Set Up Financials/Supply Chain	>
						Enterprise Components	>
						Worklist	>
						Reporting Tools	>
iptPTNavBar.OpenInContentArea(%27https://core.fprod.ga	irst.usg.edu/psc/fprod_newwin/EMPLOYEE/ER9/c/N					PeopleTools	>

5. Click Navigator:

My Homepage X					-	(A) (c)	0 2
← → C  Secure   https://core.fprod.gafirst.usg.edu/psc/fpro	d/EMPLOYEE/ERP/c/NUL_FRAMEWORK.PT	LANDINGPAGE.GBL					ά÷
🔢 Apps 🖪 Suggested Sites 🦲 Imported From II 🗋 Epro 👄 Login	🛷 Self Service Portal 🔤 Works - Login 👔	Business Procedures   🛅 ASU Banner Web	for 🛛 🎨 Welcome to MyScho:				
ORACLE		▼ Employee :	Service			🏫 ୍ 🗉	
	Create Expense Report	My Expense Reports		Travel Authorizations	NavBar: Navig	gator	
	<u> </u>	<b>X</b> 1		*	10	Employee Self-Service	>
		e (	۷		Recent Places	Manager Self-Service	>
		0 Active Exp	ense Reports		*	Purchasing	>
	Cash Advances	Expense Report History	My Travel Authorizations	GeorgiaFIRST Financial Website	My Favorites	eProcurement	>
	۵	× 101		Ý.	Navipator	Travel and Expenses	>
						Accounts Receivable	>
	Pagelets	GFM Shopper Access				Accounts Payable	>
	ê û û					BOR Menus	>
		5				Commitment Control	>
						General Ledger	>
						Set Up Financials/Supply Cha	in >
						Enterprise Components	>
						Worklist	>
						Reporting Tools	>
javascriptPTNavBar.OpenInContentArea(%27https://core.fprod.gafirst.usg.edu/psc	/fprod_newwin/EMPLOYEE/ERP/c/N					PeopleTools	>
📀 🥥 🎑 💶						- N 10 10 12	8 PM 5/2018



6. Click BOR Menu:



7. Click BOR General Ledger:





8. Click BOR GL Reports:



9. Click Budget Activity Report:





I

10. Click the "Add a New Value" tab for establishing the "New" Run Control ID.

Enter "BUD\_ACTIVITY\_RPT" name in the Run Control ID field.

Edit View Favorites Tools Help	NP Entermine HR VS I no 🗧 My Homenane 🖉 Self Senire Portal 🖪 Summertad Sites (3) 💌 🖪 Summertad Sites (4)	× The Support of Sites A Web Site Gallery ▼
Employee Self Service	Budget Activity Reports	
Iget Activity Reports		New Window   Help   詞
id an Existing Value Add a New Value		
Control ID MBR_BUD_ACTIVITY ×		
Add		

	1	
11.		
	a.	Click Budget Activity Detail Report and/or Budget Activity Summary Report.
	b.	Enter Business Unit " <b>22000</b> "
	C.	Enter Year in the Budget Reference field.
	d.	Enter Year From and To Fiscal Year.
	e.	Enter "1" in the From Accounting Period field. (1 = July)
	f.	Enter "12" in the To Accounting Period field. (12 = June)
	g.	Enter Fund Code
	h.	Enter Department Number in the "From and To" Department Section.
	i.	Enter Account Code in the From (600000) and To (870100) in the Account Code Section.
	j.	Click Save

k. Click the **Run** button.

Note: i.e. Year 2019, 2020, 2021 etc.



### **Business Process Document**

Running Budget Activity Report-Summary (BORRG040)



#### 12. Click Ok:

Budget Activity Report X	/		800 8
← → C	od.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERP/c/BOR_GENERAL_LEDGER.RUN_BORRG	5045_BOR.gBL?PORTALPARAM_PTCNAV=RUN_BORRG045_BOR_GBL&EOPP.SCNode=ERP&EOPP.SCPortal=EMPLOYEE&EOPP.SCName	=BOR_MENUS&EOPP.SCLabel=BOR 🟠 🚦
🗰 Apps 🔥 Suggested Sites 📒 Impo	From IE 🍸 Epro 💿 Login 📨 Self Service Portal 📑 Works - Login 🛔 Business Proce	edures   📋 ASU Banner Web for	
< Home		Budget Activity Reports	A ⊂ ≡ Ø
Process Scheduler Reques			New Window   Help   Personalize Page
User ID trdavis	Run Control ID BUD_ACT		
Server Name	Run Date 12/21/2017		
Recurrence	Run Time 822.09AM     Reset to Current Date/Time		
Time Zone			
Process List Select Description	Process Name Process Type *Type *Format Distribution		
Budge Activity Reports	BORROUS SOR Report ( <u>Web + PDF +</u> )Distribution		
OK Cancel			

🚯 🚺 🚺

- ► 🛱 🔥 8:22 AM



13. Click Process Monitor:

Λ				
🗲 🕒 🔏 https://core.fprod.gafirst.usg.edu/psp/fprod/EMPLO_VERP/c/	IOR_GENERAL_LEDGER.RUN ,D = 🔒 C 🍯 Budget Activity Report 🛛 🗴			n 🖈 🗈
File Edit View Favorites Tools Help				× 📆 Convert 🔹 🛃 Select
🖕 🗿 Enter Budget Journals 🦉 Albany State University H 🚺 MSN.col - F	Aotmail, OutL. 👔 ADP Enterprise HR VS Log 🧧 My Homepage 🗢 Self Service P	ortal 🐌 Suggested Sites (3) 🔹 🌗 Suggested Sites (3) 🔹 🌗 Sug	eeted Sites 🦉 Web Sice Gallery 🖛 🙋 Yahoo!	
C Employee Self Service		Budget Activity Reports		A < ≡ ∅
Budget Activity Reports				New Window   Help   Personalize Page   🗃
Run Control ID MER_BUD_ACTIVITY Report Manag	per Process Monitor Run			
Budget Activity Detail Report: 🗹 Budget Acti	inity Summary Report: 🐱			
Business Unit: 22000 Q, Budge	t Reference: 2018			
All Fiscal Periods:				
From Fiscal Year: 2018 Q. From Acctg Period:	From Project: 56 Q. To Project: 56 Q.			
From Fund Code:         10000         Q,         From Department:         0000           To Fund Code:         10000         Q,         To Department:         0000	000 Q. From Account: 000000 Q.			
Save 😰 Return to Search 🍵 Previous in List 🕡 Next in List	Add E Update/Display			

14. Click Refresh until Success and Posted



🚯 🚺 🔯 💷	<ul> <li>(5) (6) (1) (2000)</li> <li>(5) (6) (2000)</li> </ul>



16. Click View Log Trace:

1		
Process Monitor X		8008
← → C   Secure https://core.fproc	d.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERP/c/BOR_GENERAL_LEDGER.RUN	JORRG045 80R.GBL?Action=U8/RUN_CNTL_ID=Bud_Act_Rep&TargetFrameName=None&PortalActualURL=https://core.fprod.gafirst.usg.edu/psp/fprod/EMPLOYEE/ERP/c/80R 🛕 🚦
🗄 Apps 👂 Suggested Sites 📒 Imported Fro	om IE 🌓 Epro 💿 Login 🚙 Self Service Portal 💽 Works - Login 🏦 Busine	ss Procedures   🚹 ASU Banner Web for 👒 Welcome to MyScho
C Process List		
C TROUGH CIA		H
Desease Datail		new window   rep   resonance ra;
Process Detail		
Process		
Instance 10950469	Type SQR Report	
Name BORRG045	Description Budget Activity Reports	
Run Status Success	Distribution Status Posted	
Run	Update Process	
Run Control ID Bud Act Rep	Hold Request	
Location Server	Queue Request	
Server PSUNX3	Cancel Request	
Recurrence	Delete Request	
	Kestart kequest	
Date/Time	Actions	
Request Created On 02/08/2018 2:50	0.08PM EST Parameters Transfer	
Run Anytime After 02/08/2018 2:50	0:00PM EST Message Log	
Began Process At 02/08/2018 2:50	0:14PM EST Batch Timings	
Ended Process At 02/08/2018 2:50	0.27PM EST View Log/Trace	
OK Cancel		
🗿 📀 🔯 💷		- (* 12) (* 354 PM 28 205

#### 17. Click Name of Report from File List [Enter] (BORRG040 – Summary or BORRG045 - Detail)



jonscriptsubmitliction win0jdocumentarin0, PMU

- 🖻 🔁 🍓 846 AM



	BIDDET ACTIVITY & Allany State	BPORT - Detail University					
Dodget Manager: Ničke, Staer Department: 100300 VP-Fincal Affairs Fund Code: 10000 Tuition	Nodget Ref: 2018 All Fiscal Periods: No	Free	m Fiscal Tear: at Period From:	2018 3 (2012017)	To Fiscal Year: Appt Period To:	2008 12 (J2822028)	
Recount Fridram Inte Die Bouwerlif Line Description	AFFROF Pedgeted Theolog	ons Bodgeted Check	Pra-Rocum	facusicasca	Tepended	Mensioning	
500000 Traval 14100 / 11	8,000.00						
441000 Travel - Replayee 14100 / 11 441103 Travel-Supjayees-Smale 18/42/17 Supp 0000602806 7	Noles, Davi	0.10 1.246	2.30	0.00	27.00		
18/40/17 Exept 0000602806 10 18/40/17 Exept 0000602806 11 11/21/17 Exept 000060914 3	Nclee, Shaw Nclee, Shaw Nclee, Shaw	812486 812486 812779	0.90 0.90 0.90	0.00	6.75 15.00 27.00		
11/23/12 Rodp. 0000109114 4 641140 Travel-Smplayees-Lodging 10/02/17 Rodp. 000000205 3 10/02/17 Rodp. 000000205 4	Holes, Shave Noise, Shave	112779 112466 112466	0.00 0.00 0.00	0.00	189.04		
14/31/17 Kakga 000506/397 3 11/94/17 Kakga 000507066 1 11/95/17 Kakga 000507061 1	Nclee, Dave Nclee, Dave Nclee, Dave	812538 812698 812586	0.00 0.00 0.00	0.00 0.00 0.00	182.62 134.60 105.58		
11/27/17 Extps: 0000609604 1 11/27/17 Extps: 0000609604 1 641170 Travel-Employme-Facking	Holer, Davi Holer, Davi	1 \$12779 112779	0.00 0.00	0.00	322.44		
19/22/17 Exept 000002/806 14 19/22/17 Exept 0000502/806 15 11/22/17 Exept 0000502/814 2 61510 Travel - Englywe Milesop	Noisee, Shawn Noisee, Shawn	11246	0.00 0.00 0.00	0.00	26.25 35.00		
10/02/17 8x8ps 0000502806 12 10/02/17 8x8ps 0000502806 13 10/02/17 8x8ps 0000502806 13	NcSee, Shaw NcSee, Shaw NcSee, Shaw	112496 112496 112528	0.90 0.90 0.90	0.00 0.00 0.00	30.94 30.94 14.96		
13/31/17 Exdge: 0300/00/397 2 11/05/17 Exdge: 0000/07011 2 11/05/17 Exdge: 0000/07011 3 11/03/17 Exdge: 0000/07011 3	NoSee, Daard HoSee, Shaw NoSee, Shaw	112528 112586 112586 112586	0.00 0.00 0.00	0.00 0.00 0.00	14.96 14.96 14.96 19.74		
11/27/17 Kulps 0000109004 6 11/27/17 Kulps 0000109014 5 11/27/17 Kulps 0000109014 6	Nolee, Shaw Nolee, Shaw Nolee, Shaw	812779 812779 812779	0.00 0.00 0.00	0.00 0.00 0.00	29.24 30.77 30.77		
Tetals Travel Total	8,000.00	6.69	0.00	0.00	1,703.31	-1,703.31 6,296.69	
Report ID: 2020046 Data: 12/12/2017 0 09:08:34 Re-	1960 Veniari S	.24			Page: 3		

#### 18. Congratulations! You have just completed Running Budget Activity Report.