

PeopleSoft Financials Frequently Asked Questions

Is there a report I can run to find out about open encumbrances?

- For a specific PO, run the **PAL_OPEN_ENC_BY_PO** query, which will prompt you for a PO number.
- To see all open POs for a department (or departments), run the **PAL_OPEN_ENC_BY_DEPT** query, which will prompt you for Dept number. If you have several departments that all start with the same digits, put in those digits followed by %.

Is there a report I can run to find out about CAL-Card expenditures?

To see CAL-Card information for a department (or departments), run the **PAL_CALCARD_EXPENSES** query, which will prompt you for Dept number and statement dates. If you have several departments that all start with the same digits, put in those digits followed by %.

How do I run a query?

Reporting Tools > Query > Query Viewer

1. Type in the first few letters of the query name (for example, **PAL_CAL**)
2. Click Search or press Enter on the keyboard
3. When you find the query you want to use, click on the Excel link (if you want the results to go to Excel) or the HTML link (if you want the results to show on the screen).
4. The query will probably prompt you for some values, such as Dept number or dates. Enter these into the boxes.
5. Click the View Results button.

Is there some way to enter a PO or Purchase Req number and pull up account strings?

Purchasing > Purchase Orders > Reports > Palomar PO Details Report

1. Use a Run Control ID of REPORT (if it doesn't already exist, click Add a New Value, then Add).
2. Enter either a PO number or a Req number. If you enter a Req number, you need to put % before and after the number (example: %43225%).
3. Click Run, then OK.
4. You can retrieve the report from either the Process Monitor or the Report Manager.

Is there a way to track or look at Budget Adjustments?

Commitment Control > Budget Reports > Palomar Budget History Report

1. Use a Run Control ID of REPORT (if it doesn't already exist, click Add a New Value, then Add).
2. Enter chartfield values or partial values with a % as a wildcard (for example Department 36% will give you all departments that start with 36).
3. Click Run, then OK.
4. You can retrieve the report from either the Process Monitor or the Report Manager.

Is there a report that shows monthly and year-to-date budget/expenditure comparison information?

Yes, there's an nVision report that will give you this information.

In your Report Request, use the layout called **MONTHLY VARIANCE** rather than ACCOUNT_REPORT.

Is there a report that shows a summary of spending by month?

Yes, there's an nVision report that will give you this information.

In your Report Request, use the layout called **MONTHLY EXP&REV** rather than ACCOUNT_REPORT.

How do I convert the Budget Overview results to an Excel file?

Click on the  icon. (Make sure that your internet is set up to allow pop-ups from palomar.edu web pages.)

How can I find out more information about a Journal ID?

General Ledger > Journals > Review Journal Status

Enter the Journal ID and press Enter or click Search.

How can I get a detailed transaction report showing all activity: POs, payments, transfers, etc.?

Commitment Control > Budget Reports > Budget Transaction Detail Report

Commitment Control Budget Transaction Detail Report

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

Language: English

Report Request Parameters

Unit: PALMR Palomar Community College Dist

Ledger Group: PROJ_GRT ☐ User Budget Overrides

Transaction Type Option: All Type:

Commit Control Date Option: All Date From: 09/10/2007 Date To: 09/10/2007

Ledger Type Option: All

Commitment Control Ledger Type

Commitment Control Ledger Type

[Refresh](#)

ChartField Selection [Customize](#) | [Find](#) | First 1-14 of 14 Last

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	11	11
3	Department	<input checked="" type="checkbox"/>	431100	431100
4	Program Code	<input checked="" type="checkbox"/>		
5	Class Field	<input checked="" type="checkbox"/>		
6	Project/Grant	<input checked="" type="checkbox"/>	0000000	0000000
7	Budget Period	<input checked="" type="checkbox"/>	2009	2009

1. Use a Run Control ID of REPORT (if it doesn't already exist, click Add a New Value, then Add)
2. Enter:
 - Unit = PALMR
 - Ledger Group = PROJ_GRT
 - User Budget Overrides = uncheck this box
3. Click the [Refresh](#) button if the Chartfield Selection area is not showing.
4. Enter the desired chartfield values
5. Click Run, then OK.
6. You can retrieve the report from either the Process Monitor or the Report Manager.

Can I export the Transaction Detail Report to Excel?

Yes.

After clicking the Run button, change the Format to CSV. Then click OK.
Retrieve the report in the usual manner. It will open in Excel.

Process Scheduler Request

User ID:	TSICKINGER		Run Control ID:	REPORT		
*Server Name:	<input type="text" value="PALF8PRD"/>	Run Date:	<input type="text" value="05/07/2009"/>	<input type="button" value="BT"/>		
Recurrence:	<input type="text"/>	Run Time:	<input type="text" value="11:27:14AM"/>	<input type="button" value="Reset to Current Date/Time"/>		
Time Zone:	<input type="text"/>					
Process List						
<u>Select</u>	<u>Description</u>	<u>Process Name</u>	<u>Process Type</u>	<u>*Type</u>	<u>*Format</u>	<u>Distribution</u>
<input checked="" type="checkbox"/>	Budget Transaction Detail Rep	GLS8005	SQR Report	Web	CSV	Distribution

Is there another way to look up expenditures other than the Transaction Detail Report?

You can run an nVision report using the ACCOUNT_REPORT layout.

I don't like the nVision report because it has all those salaries and benefits on it. I have no control over those so I don't want them on my report.

There are two ways to deal with this issue:

1. Collapse the rows you don't want to see. That way the totals will be there, but they won't take up so much room on your report. To collapse the rows, use the button in the far left margin of the Excel spreadsheet.
2. In your Report Request, use the layout called **DISCRETIONARY** rather than ACCOUNT_REPORT. This will create a report that shows only the 23's, 24's, 4's, 5's, and 6's.