

## Understanding the Report Menu

***Budget Status Detail Report***, shows the financial information for a cost center by Peoplesoft Account. It displays the Original, and Revised budgets, Year-to-Date Actuals, Encumbrances and Available Balance. The Budget Detail Report has a drill down feature, which allows you to see the detailed transactions that comprise an amount.

***Budget Status Summary & Detail Report***, is a two part report. The first part shows a summary of all activity for multiple cost centers. The format is identical to the Budget Status Detail Report. The second part is the same as the Budget Status Detail Report. The drill down feature is only on the detail section of this report. This report is used if viewing more than one cost center at a time.

***Actual/Encumbrance Activity Report***, allows departments to view all the transactions for expenses and encumbrances charged by, Peoplesoft *Account*. It includes monthly sub totals of all activity. It displays the vendor name and the activity descriptions. The Actual/Encumbrance Activity Report has a drill down feature which allows you to see the detail information for a voucher.

***Budget Activity Report***, displays all budget activity for a Peoplesoft Account. View this report to see original budgets entries, reallocations, and supplementals for selected Peoplesoft Accounts.

***Open Encumbrance Report***. You are able to view **open** purchase orders, amounts liquidated, vouchered amounts (payments), and the remaining balance of each **open** purchase order. You would also select the Open Encumbrance Report to view open travel encumbrances and their related paid expenses.

***Vendor Information Search***, displays vendor information. Selection is made by vendor ID or vendor name. Information can be accessed by entering the first three letters of the vendor's name and searching for the correct vendor. The vendor's ID, name and address is needed when processing quick pays.

***Purchase Order Activity Report***, displays the PO number, vendor ID, original PO amount, liquidated amount, vouchered amount and remaining balance.



# FINANCIAL REPORTS

## REPORT MENU

Select a Report from the List :

- Budget Status Detail Report
- Budget Status Detail Report**
- Budget Status Summary & Detail Report
- Grants Budget Status Report
- Actual/Encumbrance Activity Report
- Budget Activity Report
- Open Encumbrance Report
- GL Account Detail Report
- GL Account Summary Report
- Vendor Information Search
- Purchase Order Activity Report

[Change your password](#)