Budget Transaction Detail Report  
Two Versions?

The Budget Transaction Detail report is a PeopleSoft Financials Commitment Control Budget Report that is a standard report that comes with the PS Financials system. When MCG first went live with version 8.9, there were many reports that the Budget Transaction Detail report was very different from the BTD report in version 7.5. Some of the main differences were:

1. Two extra revenue columns were added to the report.
2. The reference document ID numbers were no longer listed, which made it hard to tell what PO an AP Voucher was paid against.
3. The expense account codes were not listed at the far right-hand column of the report.
4. The column headers no longer printed on all pages of the report.

Due to all of these differences, a ticket was put in with ITSS shortly after go-live to make the 8.9 version of the Budget Transaction Detail Report look like the 7.5 version. ITSS has been working on the re-programming of this report to make these corrections, and the report was completed recently, and changed in the PeopleSoft Financials 8.9 system.

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Entering Computer Quotes on Requisitions

For your requisition to pass approval from ITSS for the purchase of a computer, your requisition needs to include a copy of the quote that you received from the vendor. ITSS approvers look for your MC # and the copy of the quote in the Justification/Comments box on ‘Step #3 Review and Submit’ of your requisition.

This box looks small; HOWEVER, it will hold an entire computer quote. Just open your computer quote and highlight all the text, then right-mouse click and choose copy. Then click in the Justification/Comments box, and right-mouse button click and choose paste. Your entire quote will now be copied on the requisition. This will allow the ITSS approvers to make sure that your computer matches the campus standards.

Budget Transaction Detail Report

Since the “modified” version of the Budget Transaction Detail Report went live in PS Financials 8.9. ITSS and our office have been getting several phone calls from users that have been using the 8.9 version of the BTD report with the extra revenue columns.

Since this report was useful to some campus users, it has been decided that we will offer the campus both versions of the report. ITSS will restore the 8.9 version of the Budget Transaction Detail report (with the revenue columns) to the PS Fin system. Users will access this report via the Commitment Control > Budget Reports > Budget Transaction Detail hyperlink OR MCG Components > MCG Project Grant > Report > Budget Transaction Detail.

Then the “modified” version of the Budget Transaction Detail report will become a MCG custom report. It will be accessed through the MCG Components > MCG Interfaces Reports > Report > “modified report name” hyperlink. Users that currently have access to the Budget Transaction Detail Report will be given access to this new MCG custom report.

As soon as ITSS completes the changes to load both reports into the PS Financials 8.9 system, then all PS users will be notified via Email. We would like to apologize for any inconveniences that these report changes have caused.

Reminders and Tips
Requisition Budget Checking Status

Remember to Review and Submit, after you have clicked on the Check Budget button, click on Save & Preview Approval. At the top of this page your budget status will be displayed. A requisition must have a valid budget checking status to be approved and processed.
Recently, requisition users have been receiving AM Business Unit and Profile ID errors when entering requisitions into PS Financials. ITSS and our office are working together to have these errors corrected.

**NOTE:** These AM Business Unit Errors happen when you modify accounting/shipping lines to change a loaded default value like the delivery location or account code.

The first error occurs when a non-asset good or services is ordered. If you are ordering a non-asset good or service (i.e., chemicals, supplies, etc.), then follow these steps to correct the AM error:

1. Go to Step # 3 Review and Submit
2. Expand the requisition line(s) by click on the sideways triangle
3. Click on the Asset Information tab
4. Delete the AM Business Unit number

The other error occurs when an asset is ordered. If you are ordering an asset, then follow these steps to correct the AM error:

1. Go to Step # 3 Review and Submit
2. Expand the requisition line(s) by click on the sideways triangle
3. Click on the Asset Information tab
4. Enter the AM Business Unit number of 12000 into the AM Business Unit field
5. Enter the Asset Profile_ID into the Profile ID field.

You can then continue processing your requisition as normal.

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**TIPS AND TRICKS**

You can attach a document to your requisition line. At the end of your line number, you will see an icon for line comments. It looks like a white balloon. When you click on it, you will be taken to a screen called Line Comments. At the bottom of this screen is an Add Attachment button. If you click on this button, it will be prompted to search for a file. Click on the Browse button to find your file, and then click on Upload. Click OK to return to your requisition for processing.

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**Happy Valentine’s Day!**

*February 14, 2010*

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**Remember:** *Daylight Savings Time Starts*

*March 14, 2010*
Reviewing Voucher Information

If you have the AP Inquiry Security role, you can search on voucher information by Voucher ID, PO ID, Vendor ID, and Department ID.

Go to Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Search for a Voucher by Voucher ID: Enter the Voucher ID in the Voucher ID field and click on Search

Search for a Voucher by PO ID: Enter 12000 into the PO Business Unit field, and the PO ID into the Purchase Order field and click on Search

Search for a Voucher by Vendor ID: Enter 12000 into the Vendor SetID field and the Vendor ID or Short Name in the appropriate field and click on Search

Search for a Voucher by Department ID: Enter 12000 into the GL Business Unit, the Department ID into the Department field, a date range into the Entered Date From and To fields and click on Search

Once you have found a voucher, you can Drill Down to: Schedule Payment Detail to view the scheduled payment details for the voucher; Voucher Payment Detail to access the detail on the payment itself; Voucher Detail Lines Display to view invoice and distribution line detail.

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Fiscal Year-End is only 4 months away.