TRAX Reporting

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The Budget Detail Statement:

Purpose of the Budget Detail Statement:

The budget pages display most of the information about a Department ID. However, the Budget Detail Statement will be useful in the following situations:

- Viewing activity in Department IDs that are not budgeted in TRAX. Agency Funds (099XXXX) belong to other organizations and will not show up on the budget pages.
- Viewing activity in an account that is not a revenue (5XXX) or expense (9XXX) account.
- Viewing account balances for a Department ID for a specific month.
- Viewing accounting information for a range of Department IDs.
- Determining cash available to spend in certain Department IDs.

The accounts below will not be printed on the Budget Detail Statement.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Cash</td>
<td>Is included in Cash Balance</td>
</tr>
<tr>
<td>1688</td>
<td>Temporary Investments - Contra</td>
<td>Is included in Cash Balance</td>
</tr>
<tr>
<td>1689</td>
<td>Long Term Investments - Contra</td>
<td>Is included in Cash Balance</td>
</tr>
<tr>
<td>2110</td>
<td>Vouchers Payable</td>
<td>Too many transactions</td>
</tr>
</tbody>
</table>
Creating a Report Request

The Report Request pages determine which the Department ID(s) will show up on the report or in the *Combined Budget Pages*. A user can have as many report requests as needed. Add or update a report request one of the following ways:

- Reporting
  - Report Requests

- Click Add New Value

- Enter the Request ID

- Click Add
Enter a Department number.

(Optional) Click Look up Department to see a list of available departments. Press the Tab key to see the description.

To add additional Department ID numbers click the Add New Row button

To delete Department ID numbers click the Delete Row button

Once all the Department IDs have been added, click on the Save button to save the Request
Updating a Report Request

- Reporting
- Report Requests

Click Search to see a list of available report requests

Click on the Request ID to update
- To add additional Department ID numbers click the Add New Row button

- Enter a Department number.

- (Optional) Click Look up Department to see a list of available departments.

  Press the Tab key to see the description.

- To delete Department ID numbers click the Delete Row button

- Once all the Department IDs have been added, click on the Save button to save the Request
Submitting the Budget Detail Statement

Users typically only need one *Run Control* to submit Budget Detail Statement reports.

- Reporting
  - Budget Reports
  - Detail Budget Report

![Detail Report Submit](image)

- Enter the *Run Control ID*. *(Detail_Report)*
- Click *Search*

Or

- Click *Add a New Value* if *Run Control ID* does not exist.
- Enter the *Run Control* *(Detail_Report)*
- Click *Add*
The Business Unit will always be Bears

Click Look up Request ID, to get a list of available report requests

Enter the Begin Date
(Do not display transactions before this date)
Must be the first day of the month

Enter the End Date
(Do not display transactions after this date)
- It cannot be before the Begin Date
- It must not overlap two fiscal years
- It does not have to be the end of the month

Review the Period Closed indicator. If the flag is N, transactions for that period could still be charged against the department.

Click Run to create the report
➢ Make sure the Server Name is set to **PSNT**

➢ Make sure the Type is set to **Window**

➢ When adding the Run Control, set the Format to **PDF**. After the first submission, this field is protected.

➢ Click **OK**

➢ Wait while the following window is displayed

---

**Processing**
**Preparing output for viewing**

<table>
<thead>
<tr>
<th>Process Name:</th>
<th>BB_USRBD</th>
<th>User - Budget Detail Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Instance:</td>
<td>2182</td>
<td>Process Type: Crystal</td>
</tr>
</tbody>
</table>
Click the **Beginning of Report** button to go to the first page.

Click the **Previous Page** button to go to the previous page.

Click the **Next Page** button to go to the next page.

Click the **End of Report** button to go to the last page.

Click the **Print** button to print the report.

Select a setting from the **Zoom** drop down list to change the size of the report on the screen.

Click Exit to Close the window.
Interpreting the results

**Budget Detail Statement Header**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department ID</td>
<td>The <em>Department ID</em> selected on the <em>Report Request Page</em> during <em>Step One</em></td>
</tr>
<tr>
<td>Manager Name</td>
<td>Name of the person responsible for the <em>Department ID</em></td>
</tr>
<tr>
<td>Description</td>
<td>Description of the <em>Department ID</em></td>
</tr>
<tr>
<td>From</td>
<td>The <em>Begin Date</em> selected on the <em>Detail Budget Report</em> page during <em>Step Two</em></td>
</tr>
<tr>
<td>To</td>
<td>The <em>End Date</em> selected on the <em>Detail Budget Report</em> page during <em>Step Two</em></td>
</tr>
<tr>
<td>Period Flag</td>
<td>Describes whether the period selected is open or closed</td>
</tr>
<tr>
<td>Date</td>
<td>Account</td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>08/18/04</td>
<td>9340</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>08/18/04</td>
<td>937095</td>
</tr>
<tr>
<td>08/30/04</td>
<td></td>
</tr>
<tr>
<td>09/03/04</td>
<td></td>
</tr>
<tr>
<td>09/03/04</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|          |         |                      |        |                 |                     |        | NET          |                 | (25,000) | (38.43) | 25,038.70"
Budget Detail Statement Columns

Date       Date of the transaction

Account    Account within the Department ID. Accounts are listed by type of account, in the following order: Revenue, Expense, Fund Balance, Assets and Liabilities.

Description Description of the transaction

Vendor     Person or Organization which received payment. This displays for Purchase Orders and Accounts Payable Vouchers

Program    (Optional) The project which received the charge for an item.

Reference  Reference point for the transaction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Transaction Type</th>
<th>Code</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Accounts Payable Voucher</td>
<td>JVGR</td>
<td>Graduate Payroll</td>
</tr>
<tr>
<td>Bal Forward</td>
<td>Balance Forward</td>
<td>JVML</td>
<td>Feed from LMS</td>
</tr>
<tr>
<td>BD</td>
<td>Budget Journal</td>
<td>JVMO</td>
<td>Monthly Payroll</td>
</tr>
<tr>
<td>JV</td>
<td>Journal Voucher</td>
<td>JVPC</td>
<td>Purchasing Card</td>
</tr>
<tr>
<td>JVAD</td>
<td>Feed from Alumni Development</td>
<td>JVSI</td>
<td>Feed from SIS</td>
</tr>
<tr>
<td>JVBW</td>
<td>Biweekly Payroll</td>
<td>JVSP</td>
<td>Special Disbursements</td>
</tr>
<tr>
<td>JVCB</td>
<td>COBRA Benefits</td>
<td>JVST</td>
<td>Student Payroll</td>
</tr>
<tr>
<td>JVCW</td>
<td>Baylor Copy Services</td>
<td>JVTRF</td>
<td>Transfer</td>
</tr>
<tr>
<td>JVCD</td>
<td>College Work Study Distribution</td>
<td>Orig Budget</td>
<td>Original Budget</td>
</tr>
<tr>
<td>JVD</td>
<td>Department Deposit Receipts</td>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>JVFED</td>
<td>Federal Programs Automated</td>
<td>RQ</td>
<td>Requisition</td>
</tr>
<tr>
<td>JVIDC</td>
<td>Indirect Cost Distribution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget       The amount budgeted for the account. Budget transactions are listed first.

Requisitions  Requisitions and Purchase Orders which are outstanding. Requisitions transactions are listed third and Purchase Order transactions are listed fourth.

Actual       The amount expended. "Actual" transactions are listed second.

Balance      Budget less Outstanding Requisitions, Outstanding Purchase Orders and Actual amounts

%            Actual, Outstanding Requisition, and Outstanding Purchase Order amounts divided by the Budget amount. (Will not appear if budget amount is zero.)
**Budget Detail Statement Totals**

*Account*  
Summarizes transactions by account

*Type of Account*  
Summarizes transactions by type of account:  
- Assets  
  (1000 - 1999)  
- Liabilities  
  (2000 - 2999)  
- Fund Balance  
  (3000 - 3999)  
- Revenues  
  (5000 - 5999)  
- Expenses  
  (9000 - 9999)

*Net Total*  
Total *Revenues* less *Expenses*

*Cash Balance*  
*Net Balance, Fund Balance, and Liabilities* less *Assets*

*Funds Available*  
*Cash Balance* less *Liabilities, Outstanding Requisitions*  
and *Outstanding Purchase Orders*

*Fund Deficit*  
*Cash Balance* less *Liabilities*  
and *Outstanding Purchase Orders*

**Note:** All amounts are shown in a positive manner. For accountants,  
Revenues, Liabilities and Fund Balances are normally credits  
(negative numbers). However, signs on these entries are reversed for  
report purposes.
Budget Summary Report (Multiple Departments)

Select the following from the Menu
- Reporting
  - Budget Reports
    - Bdgt Summary Rpt by Request ID

- Enter the Run Control ID. (Budget_Summary or 1)

- Click Search

Or

- Click Add a New Value if Run Control ID does not exist.

- Enter the Run Control (Budget_Summary)

- Click Add
The Business Unit will always be Bears

Click Look up Request ID, to get a list of available report requests

Enter the Budget Period. This will be the fiscal year (2007) or ALLPER (All Periods) if the fiscal year of the department is different from Baylor’s.

Click Run to create the report
- Make sure the Server Name is set to PSNT
- Make sure the Type is set to Window
- Make sure the Format is set to PDF.
- Click OK
- Wait while the following window is displayed

### Processing

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Process Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB_BDIQR</td>
<td>Crystal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process Instance</th>
<th>Bdgt Summary Rpt by Request ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>469390</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>9120</td>
<td>Full Time Regular Employee</td>
</tr>
<tr>
<td>9100</td>
<td>Social Security</td>
</tr>
<tr>
<td>9105</td>
<td>Group Insurance Plans Due</td>
</tr>
<tr>
<td>9107</td>
<td>Retirement</td>
</tr>
<tr>
<td>9109</td>
<td>Other Fringe Benefits</td>
</tr>
<tr>
<td>9300</td>
<td>Student Wages Rollup Account</td>
</tr>
<tr>
<td>9298</td>
<td>Social Security</td>
</tr>
<tr>
<td>9318</td>
<td>Contract Services</td>
</tr>
<tr>
<td>9342</td>
<td>Meals &amp; Entertainment</td>
</tr>
<tr>
<td>9350</td>
<td>Membership</td>
</tr>
<tr>
<td>9359</td>
<td>Postage</td>
</tr>
<tr>
<td>9390</td>
<td>Repairs &amp; Maintenance</td>
</tr>
<tr>
<td>9370</td>
<td>Supplies</td>
</tr>
<tr>
<td>9371</td>
<td>Dual copying/secret services</td>
</tr>
<tr>
<td>9372</td>
<td>Printing</td>
</tr>
<tr>
<td>9376</td>
<td>Telephone Expense</td>
</tr>
<tr>
<td>9380</td>
<td>Vehicle Costs</td>
</tr>
<tr>
<td>9382</td>
<td>Travel - Individual</td>
</tr>
<tr>
<td>93XX Subtotal</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
</tr>
</tbody>
</table>

**Account** Type of revenue or expense
5XXX accounts are revenue
9XXX accounts are expense

**Description** Description of revenue or expense account

**Budget Amt.** Total amount budgeted for the account.

**Requisitions** Requisitions that have not yet been turned into Purchase Orders (Expenses only).

**Purchase Orders** Requisitions which have been turned into Purchase Orders but have not been invoiced (Expenses only)

**Actual Amt.** Actual year to date expenses or revenue recorded.

**Balance** Revenues – Amount not yet received
Expenses – Amount which can still be spent
Department Actual Balance Report

The Department Actual Balance Report lists a beginning balance for a department, and then all the transactions from the beginning date to the ending date.

Select the following from the Menu
➢ Reporting
➢ Budget Reports
➢ Dept Actual Balance Report

➢ Enter the Run Control ID. (Department_Balance or 1)

➢ Click Search

Or

➢ Click Add a New Value if Run Control ID does not exist.

➢ Enter the Run Control (Department_Balance or 1)
➢ Click **Add**

The **Business Unit** will always be **Bears**

➢ Enter the desired **Department**

➢ Enter the **Begin Date**
(Do not display transactions before this date)
Must be the first day of the month

➢ Enter the **End Date**
(Do not display transactions after this date)

- It cannot be before the **Begin Date**
- It must not overlap two fiscal years
- It does not have to be the end of the month

➢ Review the **Period Closed** indicator. If the flag is **N**, transactions for that period could still be charged against the department.

➢ Click **Run** to create the report
➤ Make sure the **Server Name** is set to **PSNT**

➤ Make sure the **Type** is set to **Window**

➤ Make sure the **Format** is set to **PDF**.

➤ Click **OK**

➤ Wait while the following window is displayed
Date | Item Description | Vendor Name | Received | Payment | Balance
--- | --- | --- | --- | --- | ---
7/31/2006 | 62528 CEN DIP 21-JUL-06 | 21 | 21.42 | -1,162,060.26
 | 21 MODEL 2006 SG W/MAG JULY | | 315.00 | -1,162,375.26
 | 4 MODEL 1994 JULY | | 100.00 | -1,162,475.26
 | 4 SINGLE LINE BU JULY | | 44.00 | -1,162,519.26
 | 5 LINES W/O INSTRUMENT JULY | | 50.00 | -1,162,569.26
 | 6 MODEL 3902 JULY | | 120.00 | -1,162,689.26
 | BU LONG DISTANCE CHGS JULY 95 | | 14.47 | -1,162,703.73
 | GASOLINE#17239 | | 73.10 | -1,162,776.85

**Date** | Date of transaction
--- | ---
**Item Description** | Description of transaction
**Vendor Name** | Vendor who received money
**Received** | Income into the Department (5XXX accounts)
**Payment** | Expenditures from the Department (9XXX accounts)
**Balance** | Beginning balance plus revenues to date, less expenses to date
**Budget Comparison Report**

The Budget Comparison Report compares the latest closed period on TRAX to the data from the same period last fiscal year.

- Reporting
  - Budget Reports
    - Budget Comparison Report

- Enter the *Run Control ID*  
  (Budget_Comparison or 1)

- Click *Search*

Or

- Click *Add a New Value* if *Run Control ID* does not exist.

- Enter the *Run Control ID*  
  (Budget_Comparison)

- Click *Add*

- Click *Look up Request ID*, to get a list of available report requests

- Click *Run* to create the report
- Make sure the Server Name on the Process Scheduler Window is set to PSNT

- Make sure the Type is set to Window

- Click OK

- Wait while the Processing window is displayed

<table>
<thead>
<tr>
<th>Report ID: BB_BDecom</th>
<th>Baylor University</th>
<th>Comparative Departmental Operating Budget Report</th>
<th>Page No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Barzum Institute - Lions</td>
<td>11/23/04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:30:22 PM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>31-AUG-04</th>
<th>31-AUG-03</th>
<th>Year-To-Date Net Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Budget Year-To-Date</td>
<td>%</td>
<td>Prior Year</td>
<td>Prior YTD</td>
</tr>
<tr>
<td>9376 Telephone Expense</td>
<td>3,899</td>
<td>781</td>
<td>19.6%</td>
</tr>
<tr>
<td>9380 Vehicle Costs</td>
<td>1,458</td>
<td>169</td>
<td>11.6%</td>
</tr>
<tr>
<td>9382 Travel - Individual</td>
<td>5,685</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>937020 Supplies - Books</td>
<td>0</td>
<td>2</td>
<td>0.0%</td>
</tr>
<tr>
<td>937030 Supplies - Copying</td>
<td>0</td>
<td>654</td>
<td>0.0%</td>
</tr>
<tr>
<td>937035 Supplies - Departmental Copi</td>
<td>0</td>
<td>1,147</td>
<td>0.0%</td>
</tr>
<tr>
<td>937095 Supplies-Purchasing Card</td>
<td>0</td>
<td>1,231</td>
<td>0.0%</td>
</tr>
<tr>
<td>93XX Subtotal</td>
<td>25,820</td>
<td>4,130</td>
<td>14.0%</td>
</tr>
<tr>
<td>9705 Equipment</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>9706 Technology</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>9754 Minor Equipment</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>9756 Technology less than $5,000</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>97XX Subtotal</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Expenditures/Transfers</td>
<td>197,594</td>
<td>58,547</td>
<td>30.0%</td>
</tr>
<tr>
<td>Comparative Departmental Total</td>
<td>(197,594)</td>
<td>(58,547)</td>
<td></td>
</tr>
</tbody>
</table>
## Budget Comparison Report Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department ID</td>
<td>The department selected by the report request</td>
</tr>
<tr>
<td>Account Type</td>
<td>Budget information is grouped by Revenue and Expense</td>
</tr>
<tr>
<td>Account</td>
<td>Type of Revenue or Expense within the Department ID.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the account</td>
</tr>
<tr>
<td>Current Budget</td>
<td>Amount budgeted for the current fiscal year</td>
</tr>
<tr>
<td>Year-to-Date Actual</td>
<td>The amount expended (or received) from the beginning of this fiscal year to today’s date</td>
</tr>
<tr>
<td>%</td>
<td>The Year-to-Date Actual amount divided by the Current Budget amount. (Will not display if Current Budget is zero.)</td>
</tr>
<tr>
<td>Prior Year Actual</td>
<td>Total amount expended or received for the entire previous fiscal year (June 1 to May 31)</td>
</tr>
<tr>
<td>Prior YTD Actual</td>
<td>The amount expended from the beginning of the previous fiscal year to one year prior to today’s date</td>
</tr>
<tr>
<td>%</td>
<td>The Prior YTD Actual amount divided by the Prior Year Actual amount.</td>
</tr>
<tr>
<td>Year-to-Date Net Difference</td>
<td>Year-to-Date Actual (current fiscal year) less Prior YTD Actual (previous fiscal year)</td>
</tr>
</tbody>
</table>
Department Vendor Activity Report

The Department Vendor Activity Report lists all of a Vendor’s Requisitions, Purchase Orders and Vouchers that were charged to a particular department.

- Reporting
  - Budget Reports
  - Department Vendor Activity Rpt

Department Vendor Activity Rpt

Enter any information you have and click Search. Leave fields blank for a list.

- Find an Existing Value
- Add a New Value

Search Criteria

- Search by: Run Control ID begins with [ ]
- Case Sensitive

- Enter the Run Control ID. (Vendor Activity or 1)
- Click Search

Or

- Click Add a New Value if this is the first time done this.

- Enter the Run Control ID. (Vendor_Activity or 1)
- Click Add
Click Look up Request ID, to get a list of available report requests.

Enter the Vendor Short Name or click Look up Vendor Name to see a list of Vendors. Then click Advanced Lookup for even more search options.

Enter the From Date (Do not display Transactions before this date.)

Enter the To Date (Do not display Transactions after this date.)

Click Run to create the report.
➢ Make sure the Server Name is set to PSNT

➢ Make sure Type is set to Window and Format is set to PDF.

➢ Click OK

➢ Wait while the following window is displayed

Note: This will take a few minutes to run. Please be patient
### Department Vendor Activity Report Data

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Account Description</th>
<th>Invoice ID</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/06/2006</td>
<td>9340</td>
<td>Honorarium &amp; Professional Fees</td>
<td>Test Data Consulting Associates</td>
<td>On-site consultation and demon</td>
<td>2,640.00</td>
</tr>
<tr>
<td>01/24/2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22,000.00</td>
</tr>
<tr>
<td><strong>Total Purchase Order Amount:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>24,640.00</strong></td>
</tr>
<tr>
<td>10/04/2006</td>
<td>9340</td>
<td>Honorarium &amp; Professional Fees</td>
<td>Test Data Consulting Associates</td>
<td>On-site consultation and demon</td>
<td>2,640.00</td>
</tr>
<tr>
<td>01/23/2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22,000.00</td>
</tr>
<tr>
<td><strong>Total Requisition Amount:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>24,640.00</strong></td>
</tr>
<tr>
<td>05/01/2006</td>
<td>9318</td>
<td>Contract Services</td>
<td>56139</td>
<td>Annual software maintenance</td>
<td>35,711.00</td>
</tr>
<tr>
<td>12/12/2006</td>
<td>9340</td>
<td>Honorarium &amp; Professional Fees</td>
<td>Test Data Consulting Associates</td>
<td>On-site consultation and demon</td>
<td>2,640.00</td>
</tr>
<tr>
<td>03/29/2007</td>
<td>72021</td>
<td></td>
<td></td>
<td></td>
<td>7,920.00</td>
</tr>
<tr>
<td>03/29/2007</td>
<td>72022</td>
<td></td>
<td></td>
<td></td>
<td>440.00</td>
</tr>
<tr>
<td>04/17/2007</td>
<td>73875</td>
<td></td>
<td></td>
<td></td>
<td>1,638.21</td>
</tr>
<tr>
<td><strong>Total Voucher Amount:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>48,347.21</strong></td>
</tr>
</tbody>
</table>

**Vendor Number**
The number of the vendor selected

**Vendor Name**
The name of the Vendor selected

**From Date**
Date after which transactions will show up on report

**To Date**
Date after which transactions will not show up on report

**Department ID**
The department selected by the report request

**Department Description**
Text description of department

**Purchase Orders**
Purchase Order number associated with the transaction

**Requisitions**
Requisition number associated with the transaction

**Vouchers**
Voucher number associated with the transaction

**Date**
Date associated with the transaction

**Account**
Account within the department that will be charged by the transaction

**Account Description**
Description of account within the department that will be charged by the transaction

**Status**
Status of Purchase Order, Requisition or Voucher

<table>
<thead>
<tr>
<th>Status</th>
<th>Pending Approval</th>
<th>Not yet approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Has been approved</td>
<td></td>
</tr>
</tbody>
</table>

**Purchase Order**
Pending Approval

<table>
<thead>
<tr>
<th>Status</th>
<th>Pending Approval</th>
<th>Not yet approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Purchasing is processing PO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Pending Approval</th>
<th>Not yet approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Purchasing is processing PO</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------</td>
<td></td>
</tr>
<tr>
<td>Dispatched</td>
<td>Sent to vendor</td>
<td></td>
</tr>
<tr>
<td>Closed</td>
<td>Liquidated by a Voucher</td>
<td></td>
</tr>
<tr>
<td>Cancelled</td>
<td>Cancelled</td>
<td></td>
</tr>
<tr>
<td>Voucher</td>
<td>Postable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has not yet been posted</td>
<td></td>
</tr>
</tbody>
</table>

**Description**  Transaction Description

**Amount**  Amount of Transaction

**Note:** The Amount will be totaled by Purchase Order, Requisition, and Voucher and a Grand Total for the Department will be displayed.
The Restricted Funds Available Report

Restricted Funds are funds from a gift or grant a department can spend under certain conditions. For example, if Van Cliburn gives $10,000 to the music department to buy a grand piano, the funds will be held in a Restricted Department ID until the piano can be purchased.

**The Department Head must make sure the department spends Restricted Funds according to the wishes of the donor or Department ID providing the grant.**

The Restricted Funds Available report will show the funds available to spend for a range of Restricted Department IDs. The Available Funds amount is on the Department Detail Report, but this report lets you see the restricted funds available for several Department IDs at a glance.

- Reporting
  - Budget Reports
    - Restricted Funds Available Report

  - Enter the *Run Control ID* *(Restricted_Funds)*

  - Click *Search*

  Or

  - Click *Add a New Value* if *Run Control ID* does not exist.

  - Enter the *Run Control ID* *(Restricted_Funds)*

  - Click *Add*
- Make sure the **Server Name** on the **Process Scheduler Window** is set to **PSNT**

- Make sure the **Type** is set to **Window**

- Click **OK**

- Wait while the **Processing window** is displayed

- Click **Look up Request ID**, to get a list of available report requests

- Enter the **End Date**
  (Do not display transactions after this date)

- Review the **Period Closed** indicator. If the flag is **N**, transactions for that period could still be charged against the department.

- Click **Run** to create the report
### Restricted Funds Available

**As Of: 12/31/2014**

**Period Closed**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Balance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>20113</td>
<td>0281176</td>
<td>Barnum Institute – Lions</td>
<td>19,283.86</td>
</tr>
<tr>
<td>20113</td>
<td>0281177</td>
<td>Barnum Institute – Tigers</td>
<td>55,983.51</td>
</tr>
<tr>
<td>20113</td>
<td>0281179</td>
<td>Barnum Institute – Bears</td>
<td>1,171.12</td>
</tr>
<tr>
<td>20113</td>
<td>02811801</td>
<td>Barnum Institute – Oh My!</td>
<td>114,890.40</td>
</tr>
</tbody>
</table>

* Cash Balance less liabilities, preencumbrances and encumbrances

#### Restricted Funds Available Header

**As Of:**  
Ending date Selected

**Period Closed:**  
This will show you whether the month selected was "closed" on the books when you requested the report

### Restricted Funds Available Columns

- **Fund**: Fund for the Department ID  
  (This will always start with a '2' for Restricted Department IDs.)
- **Department ID**: The Department ID number
- **Description**: Description of the Department ID
- **Balance**: Cash Balance less Preencumbrance, Encumbrance and Actual amounts
The Department Actual Report

The Department Actual Report is similar to the Department Detail Statement, except that it leaves out all the transactions involving budget, pre-encumbrances and encumbrances. This report shows only the transactions in the Actuals column: Vouchers entered by the department or Accounts Payable and Journal Vouchers entered by the Controller’s Office.

- Reporting
  - Budget Reports
    - Department Actual Report

- Enter the Run Control ID
  (Department_Actuals or 1)

- Click Search

Or

- Click Add a New Value if Run Control ID does not exist.

- Enter the Run Control ID
  (Department_Actuals or 1)

- Click Add
➢ The Business Unit will always be Bears

➢ Click Look up Department, to get a list of available report requests

➢ Enter the Begin Date
  (Do not display transactions before this date)
  Must be the first day of the month

➢ Enter the End Date
  (Do not display transactions after this date)
  • It cannot be before the Begin Date
  • It must not overlap two fiscal years
  • It does not have to be the end of the month

➢ Click Run to create the report

➢ Make sure the Server Name on the Process Scheduler Window is set to PSNT

➢ Make sure the Type is set to Window

➢ Click OK

➢ Wait while the Processing window is displayed
### Department Actual Report Columns

**Date**  
Date of the transaction

**Account**  
Account within the Department ID

**Description**  
Description of the transaction

**Vendor**  
Vendor who received the check

**Reference**  
Reference point for the transaction.

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Vendor</th>
<th>Reference</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/24/03</td>
<td>9340</td>
<td>consulting services</td>
<td>SCT Software &amp; Resource Mgmt</td>
<td>AP21232</td>
<td>320.00</td>
</tr>
<tr>
<td>09/24/03</td>
<td>9340</td>
<td>consultant hotel expense</td>
<td>Courtyard By Marriott</td>
<td>AP21233</td>
<td>255.59</td>
</tr>
<tr>
<td>11/19/03</td>
<td>9340</td>
<td>consulting hours</td>
<td>SCT Software &amp; Resource Mgmt</td>
<td>AP20857</td>
<td>7,040.00</td>
</tr>
<tr>
<td>01/08/04</td>
<td>9340</td>
<td>consultant hotel expense</td>
<td>Courtyard By Marriott</td>
<td>AP26534</td>
<td>84.53</td>
</tr>
<tr>
<td>02/24/04</td>
<td>9340</td>
<td>consulting hours</td>
<td>SCT Software &amp; Resource Mgmt</td>
<td>AP27315</td>
<td>1,280.00</td>
</tr>
<tr>
<td>02/26/04</td>
<td>9340</td>
<td>Consulting hours by SCTL contract</td>
<td>SCT Software &amp; Resource Mgmt</td>
<td>AP27370</td>
<td>4,300.00</td>
</tr>
<tr>
<td>03/19/04</td>
<td>9340</td>
<td>consultant services</td>
<td>MiraTek Solutions, Inc.</td>
<td>AP27650</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

**Subtotal** 5340  
Honorarium & Professional Fees  
14,338.12

*Actual* The amount expended. "Actual" transactions are listed second.
The Department Program Detail Report:

Purpose of the Department Program Detail Report:

Some projects or “programs” must be tracked across several departments. TRAX uses the “Program” code to accomplish this. The Department Program Detail Report displays all the transactions for a particular program code for all the departments listed in a report request.

You should only need one Run Control to submit all of your Department Program Detail Statements.

- Reporting
  - Budget Reports
  - Department Program Detail Rpt

Enter the Run Control ID.
(Department_Program or 1)
 Click **Search**

Or

 Click **Add a New Value** if Run Control ID does not exist.

 Enter the **Run Control** (Department_Program or 1)

 Click **Add**
The Business Unit will always be Bears

Click Look up Request ID, to get a list of available report requests

Enter the first program code for the From Program

Enter the last program code for the To Program

NOTE: Only transactions for programs between the two program codes will be displayed.

Enter the Begin Date
(Do not display transactions before this date)
Must be the first day of the month

Enter the End Date
(Do not display transactions after this date)
  • It cannot be before the Begin Date
  • It must not overlap two fiscal years
  • It does not have to be the end of the month

To put a page break after each change in the program code, click in the checkbox beside Separate Pages by Program Code

Click Run to create the report
Make sure the Server Name is set to PSNT

Make sure the Type is set to Window

When adding the Run Control, set the Format to PDF. After the first submission, this field is protected.

Click OK

Wait while the following window is displayed

Queued

Process Name: BB_PGDTL Department Program Detail Rpt
Process Instance: 470348 Process Type: Crystal
Click the **Beginning of Report** button to go to the first page.

Click the **Previous Page** button to go to the previous page.

Click the **Next Page** button to go to the next page.

Click the **End of Report** button to go to the last page.

Click the **Print** button to print the report.

Select a setting from the **Zoom** drop down list to change the size of the report on the screen.

Click **Exit** to Close the window.
Interpreting the results

Department Program Detail Statement Columns

Date  Date of the transaction
Account  Account within the Department ID.
Program  Program code
Description  Description of the transaction
Reference  Reference point for the transaction.
Actual  The amount expended. "Actual" transactions are listed second.

Note:  All amounts are shown in a positive manner. For accountants, Revenues, Liabilities and Fund Balances are normally credits (negative numbers). However, signs on these entries are reversed for report purposes.

Note:  To capture information for Project (grant) data, you will follow the same procedures, however, you will need to create a Request ID for the department(s) that is/are associated with the Project you wish to see.
Maintaining Report Requests

Deleting a Report Request

- Reporting
  - Report Requests
  - Copy/Delete Report Request

![Image of Report Request ID Maintenance]

- If you haven’t done this before, click *Add a New Value*.

- Otherwise, click *Search* to see a list of available *Run Control IDs* and select one.
➢ Enter **Maintenance** as the *Run Control ID*

➢ Click *Add*
 Click the radio button by **Delete** in the *Action* box

 Enter the *Report Request ID* to delete.

 (Optional) Click *Look up Request ID* to see a list of available Report Requests.

 Click *Run*
PeopleSoft Financials 9.2

Make sure the **Server Name** is set to **PSNT**

Make sure the **Type** is set to **Window**

When adding the **Run Control**, set the **Format** to **PDF**. After the first submission, this field is protected.

Click **OK**

Wait while the following window is displayed

---

Processing
Preparing output for viewing
Review Run Status
- Success – Deleted Report Request

- Click the Exit Button in the top right-hand corner of the window to close the window
Copying a Report Request

TRAX will allow you to copy a report request to users who have your security class.

- Budget
- Report Requests
  - Report Request ID Maintenance

If you haven’t done this before, click Add a New Value.

Otherwise, click Search to see a list of available Run Control IDs and select one.

Enter Maintenance as the Run Control ID

Click Add
- Click the radio button by **Copy** in the *Action* box
- Enter the *Report Request ID* to copy from.
- (Optional) Click *Look up Request ID* to see a list of available Report Requests.
- Enter the *Report Request ID* to copy to.
- Enter the *Operator ID* who will receive the Report Request.
- Click *Run*
Make sure the **Server Name** is set to **PSNT**

Make sure the **Type** is set to **Window**

When adding the **Run Control**, set the **Format** to **PDF**. After the first submission, this field is protected.

Click **OK**

Wait while the following window is displayed

---

**Processing**

Preparing output for viewing
Review Run Status
- Success – Deleted Report Request

Click the Exit Button in the top right-hand corner of the window to close the window.
Grant Related Reports

Submitting the Detail Budget Report by Project

*Note – Unlike Department ID related reports, Grant (Project) related reports do not require a Report Request ID. You should be able to run a report for any of the Project IDs you have access to without any setup or report request maintenance.

Users typically only need one Run Control for reporting needs.

➢ Reporting
  ➢ Budget Reports
  ➢ Detail Budget Report by Project

➢ Enter the Run Control ID. (Detail_Report or 1)

➢ Click Search
Or

- Click *Add a New Value* if *Run Control ID* does not exist.
- Enter the *Run Control* (*Detail_Report* or *1*)
- Click *Add*
➤ The Business Unit will always be Bears

➤ Click the magnifying glass to see a list of Project IDs you have access to

➤ Enter the Begin Date
(Do not display transactions before this date)
Must be the first day of the month

➤ Enter the End Date
(Do not display transactions after this date)
• It cannot be before the Begin Date
• It must not overlap two fiscal years
• It does not have to be the end of the month

➤ Review the Period Closed indicator. If the flag is N, transactions for that period could still be charged against the department.

➤ Click Run to create the report
- Make sure the **Server Name** is set to **PSNT**
- Make sure the **Type** is set to **Window**
- When adding the **Run Control**, set the **Format** to **PDF**. After the first submission, this field is protected.
- Click **OK**
- Wait while the following window is displayed

**Processing**

Preparing output for viewing

<table>
<thead>
<tr>
<th>Process Name:</th>
<th>BB_USRBD</th>
<th>User - Budget Detail Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Instance:</td>
<td>2182</td>
<td>Process Type: Crystal</td>
</tr>
</tbody>
</table>
Interpreting the results

Detail Report by Project Statement Header

- **Project ID**: The *Project ID* will appear at the top of the page in the center
- **Description**: Description of the Project ID
- **From**: The *Begin Date* selected
- **To**: The *End Date* selected
- **Period Flag**: Describes whether the period selected is open or closed
## Budget Detail Statement Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date of the transaction</td>
</tr>
<tr>
<td>Account</td>
<td>Account within the Project ID ID. Accounts are listed by type of account,</td>
</tr>
<tr>
<td></td>
<td>in the following order: Revenue, Expense, Fund Balance, Assets and</td>
</tr>
<tr>
<td></td>
<td>Liabilities.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the transaction</td>
</tr>
<tr>
<td>Vendor</td>
<td>Person or Organization which received payment. This displays for Purchase</td>
</tr>
<tr>
<td></td>
<td>Orders and Accounts Payable Vouchers</td>
</tr>
<tr>
<td>Reference</td>
<td>Reference point for the transaction.</td>
</tr>
</tbody>
</table>

### Code and Description

<table>
<thead>
<tr>
<th>Code</th>
<th>Transaction Type</th>
<th>Code</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Accounts Payable Voucher</td>
<td>JVGR</td>
<td>Graduate Payroll</td>
</tr>
<tr>
<td>Bal Forward</td>
<td>Balance Forward</td>
<td>JVML</td>
<td>Feed from LMS</td>
</tr>
<tr>
<td>BD</td>
<td>Budget Journal</td>
<td>JVMO</td>
<td>Monthly Payroll</td>
</tr>
<tr>
<td>JV</td>
<td>Journal Voucher</td>
<td>JVPC</td>
<td>Purchasing Card</td>
</tr>
<tr>
<td>JVAD</td>
<td>Feed from Alumni Development</td>
<td>JVSJ</td>
<td>Feed from SIS</td>
</tr>
<tr>
<td>JVBW</td>
<td>Biweekly Payroll</td>
<td>JVSP</td>
<td>Special Disbursements</td>
</tr>
<tr>
<td>JVCB</td>
<td>COBRA Benefits</td>
<td>JVST</td>
<td>Student Payroll</td>
</tr>
<tr>
<td>JVCD</td>
<td>Baylor Copy Services</td>
<td>JVTRF</td>
<td>Transfer</td>
</tr>
<tr>
<td>JVCWS</td>
<td>College Work Study Distribution</td>
<td>Orig Budget</td>
<td>Original Budget</td>
</tr>
<tr>
<td>JVDD</td>
<td>Department Deposit Receipts</td>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>JVFED</td>
<td>Federal Programs Automated</td>
<td>RQ</td>
<td>Requisition</td>
</tr>
<tr>
<td>JVIDC</td>
<td>Indirect Cost Distribution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Budget

The amount budgeted for the account. Budget transactions are listed first.

### Requisitions

Requisitions and Purchase Orders which are outstanding. Requisitions transactions are listed third and Purchase Order transactions are listed fourth.

### Actual

The amount expended. "Actual" transactions are listed second.

### Balance

Budget less Outstanding Requisitions, Outstanding Purchase Orders and Actual amounts

### %

Actual, Outstanding Requisition, and Outstanding Purchase Order amounts divided by the Budget amount. (Will not appear if budget amount is zero.)
Budget Detail Statement Totals

**Account**
Summarizes transactions by account

**Type of Account**
Summarizes transactions by type of account:
- Assets (1000 - 1999)
- Liabilities (2000 - 2999)
- Fund Balance (3000 - 3999)
- Revenues (5000 - 5999)
- Expenses (9000 - 9999)

**Net Total**
Total Revenues less Expenses

**Cash Balance**
Net Balance, Fund Balance, and Liabilities less Assets

**Funds Available**
Cash Balance less Liabilities, Outstanding Requisitions and Outstanding Purchase Orders

**Fund Deficit**

**Note:** All amounts are shown in a positive manner. For accountants, Revenues, Liabilities and Fund Balances are normally credits (negative numbers). However, signs on these entries are reversed for report purposes.
The Project Actual Report

The Project Actual Report is similar to the Department/Project Detail Budget Reports, except that it leaves out all the transactions involving budget, pre-encumbrances and encumbrances. This report shows only the transactions in the Actuals column: Vouchers entered by the department or Accounts Payable and Journal Vouchers entered by the Controller’s Office.

- Reporting
  - Budget Reports
    - Project Actual Report

- Enter the Run Control ID (Project_Actuals or 1)

- Click Search

Or

- Click Add a New Value if Run Control ID does not exist.

- Enter the Run Control ID (Project_Actuals or 1)

- Click Add
The Business Unit will always be Bears

Click the magnifying glass to see a list of Project IDs you have access to

Enter the Begin Date

Enter the End Date

Click Run to create the report

Make sure the Server Name on the Process Scheduler Window is set to PSNT

Make sure the Type is set to Window

Click OK

Wait while the Processing window is displayed
### Project Actual Report Columns

**Date**
Date of the transaction

**Account**
Account within the Department ID

**Description**
Description of the transaction

**Vendor**
Vendor who received the check

**Reference**
Reference point for the transaction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Transaction Type</th>
<th>Code</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Accounts Payable Voucher</td>
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<td>JVPC</td>
<td>Purchasing Card</td>
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<tr>
<td>JVAD</td>
<td>Feed from Alumni Development</td>
<td>JVSJ</td>
<td>Feed from SIS</td>
</tr>
<tr>
<td>JVBW</td>
<td>Biweekly Payroll</td>
<td>JVSP</td>
<td>Special Disbursements</td>
</tr>
<tr>
<td>JVCB</td>
<td>COBRA Benefits</td>
<td>JVST</td>
<td>Student Payroll</td>
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<tr>
<td>JVCD</td>
<td>Baylor Copy Services</td>
<td>JVTRF</td>
<td>Transfer</td>
</tr>
<tr>
<td>JVCWS</td>
<td>College Work Study Distribution</td>
<td>Orig Budget</td>
<td>Original Budget</td>
</tr>
<tr>
<td>JVFED</td>
<td>Federal Programs Automated</td>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>JVIDC</td>
<td>Indirect Cost Distribution</td>
<td>RQ</td>
<td>Requisition</td>
</tr>
</tbody>
</table>

**Actual**
The amount expended. "Actual" transactions are listed second.
Notes: