RQ1 – RUNNING THE PROGRAM DISBURSEMENT ACTIVITY REPORT

Overview:　　　　　This guide instructs General Ledger Reporters how to generate the Program Disbursement Activity Report.

Module:　　　　　Commitment Control (KK)

Roles:　　　　　General Ledger Reporter

Section 1: Produce report in PDF output for detail expenditures.

Step 1: Navigate to the Program Disbursement Activity Report

1) Navigation: Main Menu > FI$Cal Processes > FI$Cal Report > GL Reports > Program Disbursement Activity

2) Click the **Add a New Value** tab.

3) Enter the **Run Control ID***. This will be used to store the request parameters for future use. Run Control ID is a user defined value. *If the Run Control ID was previously established, select it from the **Find an Existing Value** tab.

4) Click **Add**

Step 2: Enter the following required fields:

1) **Business Unit**   2) **Exp/Rev Ledger Group**
3) **Fiscal Year**   4) **To Period**

Note: The *Exp/Rev Ledger Group* parameter for this section will be ledger group *CC_Detail* for expenditures and encumbrances. The report delivers cumulative data up through the last day of the *To Period*.

Program Disbursement Activity

Run Control ID rpt_8860   Report Manager   Process Monitor

*Business Unit 8860 🔍 **1**

*Exp/Rev Ledger Group CC_DETAIL 🔍 **2**   Budget Ledger Group CC_APPROP 🔍

*Fiscal Year 2017 🔍 **3**   *To Period   9🔍 **4**

☐ Include Adjustment Period(s)   ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category   ☐ Excel Template

Step 3:   Select from the following optional fields:

1) **Budget Ledger Group** parameter will return budgetary data at the appropriation level (CC_APPROP) or at the department operating budget level. CC_DEPEXP# will deliver operating budget designations set by individual department customizations for expenditures and encumbrances.

2) **Include Adjustment Period(s)** will return data for period 998 adjustments for year-end accruals.

3) **Include Resource Category & Sub Category** returns lower level detail from project costing module.

4) **Include Pre-Encumbrance** will include data for requisitions from the procurement module.

5) **Excel Template** will data dump into an Excel file for external customization.

Note: See Section 3 for *Excel Template* output.

Step 3: Select from the following optional fields:

Program Disbursement Activity

Run Control ID rpt_8860   Report Manager   Process Monitor

*Business Unit 8860 🔍

*Exp/Rev Ledger Group CC_DETAIL 🔍   Budget Ledger Group CC_APPROP 🔍 **1**

*Fiscal Year 2017 🔍   *To Period   9 🔍
            ☐ Include Adjustment Period(s) **2**   ☐ Include Pre-Encumbrance **4**
            ☐ Include Resource Category & Sub Category **3** ☐ Excel Template **5**

Step 4: Enter *Budget Selection Criteria*:

1) **Group By** enables fields to define a specific Chartfield value.

2) **Order** allows for user to define the order of appearance for Chartfield values

3) **Chartfield Value** allows user to define or include all Chartfield values.

Step 4:   Enter *Budget Selection Criteria*:

Program Disbursement Activity

Run Control ID rpt_8860   Report Manager   Process Monitor

*Business Unit 8860 🔍

*Exp/Rev Ledger Group CC_DETAIL 🔍   Budget Ledger Group CC_APPROP 🔍

*Fiscal Year 2017 🔍   *To Period   9 🔍

☐ Include Adjustment Period(s)   ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category ☐ Excel Template

Budget Selection Criteria

Group By **1**	**2** Order▼	ChartField Name	Condition Type	ChartField Value **3**
☑	4	Program	Begin with ∨	6770%
☑	3	Appropriation Reference	Begin with ∨	001%
☑	2	Year of Enactment	Begin with ∨	2017%
☑	1	Fund	Begin with ∨	0001%
☐		Service Location	Begin with ∨	%
☐		Source Type	Begin with ∨	%
☐		Account	Begin with ∨	%
☐		PC Business Unit	Begin with ∨	%
☐		Budget Period	Begin with ∨	%
☐		Activity	Begin with ∨	%
☐		Reporting Structure	Begin with ∨	%
☐		Project	Begin with ∨	%
☐		Agency Use	Begin with ∨	%

Step 5: Submit Report for Processing

1) Click the **Run** button to display the **Process Scheduler Request.**

Step 5: Submit Report for Processing

2) Select the Program Disbursement Activity **check box** on the **Process List**.

3) Click **OK**.

Step 6: Validate successful & posted status of report.

1) Click the **Process Monitor**.

2) Click the **Refresh** button until the status of the process instance is "Success & Posted".

3) Select the **Go back to Program Disbursement Activity** link.
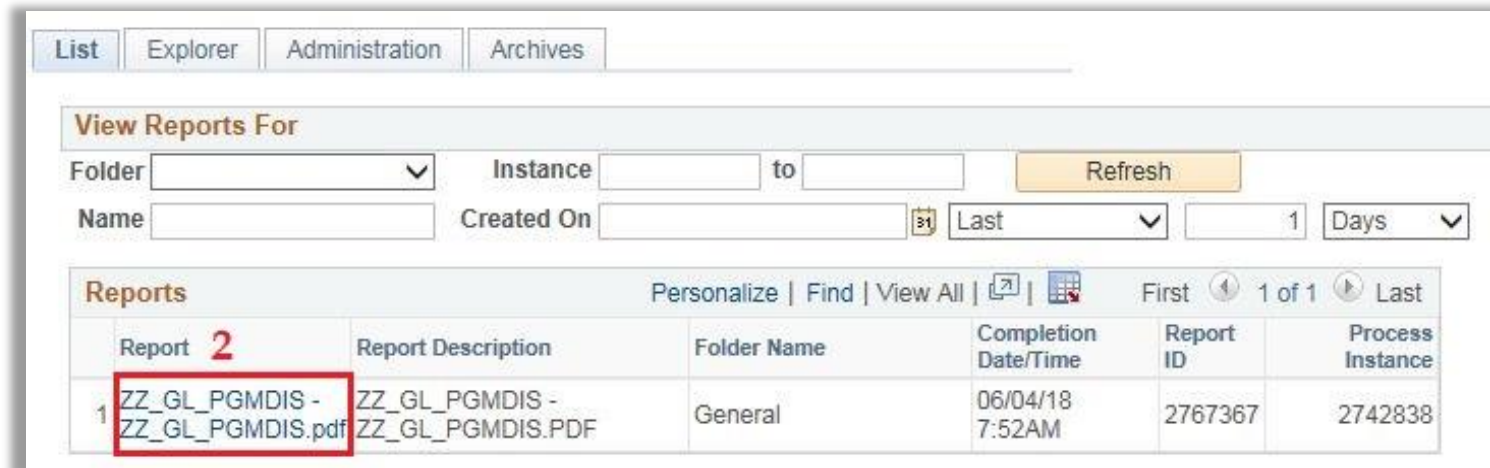
Step 7: Retrieve report from *Report Manager*.

1) Click the **Report Manager** link.
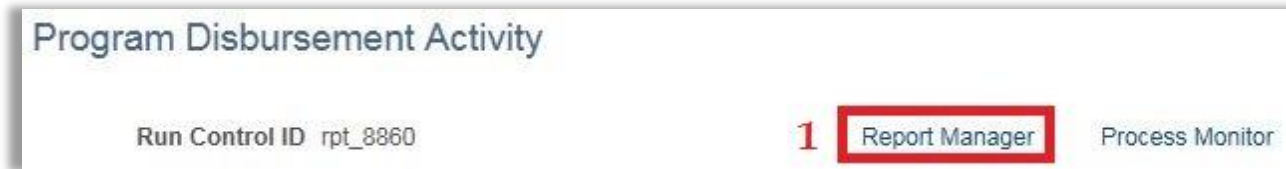
2) Select the **ZZ_GL_PGMDIS – ZZ_GL_PGMDIS.pdf** link on the **Report List**.

Step 7: Retrieve report from *Report Manager*.

3) Select **ZZ_Gl_PGMDIS.pdf** link under the **File List**

Step 8: The Program Disbursement Activity Report will appear in a PDF format for expenditures.

RPTGL051		FI$Cal				Page No: 10
		Program Disbursement or Receipt Activity Report				Run Date:05/15/2018
						Run Time:18:41:50

BUSINESS UNIT : 8860 - DEPARTMENT OF FINANCE
EXP/REV LEDGER GROUP : CC_DETAIL - CC DETAIL LEDGER
BUDGET LEDGER GROUP : CC_APPROP - APPROPRIATION LEDGER
FISCAL YEAR : 2017
PERIOD : 9

LEVEL ACCOUNT	ALT ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	CURRENT MONTH	YEAR-TO-DATE	PRIOR YEARS	ENCUMBRANCE	AVAIL. BALANCE	PCT
5322400	0000000000	TRAINING - TUITION & REGISTRAT	-	-	0.52	-	-	-0.52	-
5322500	0000000000	TRAINING - OTHER (GOODS)	-	-	-	-	61.17	-61.17	-
5340510	0000000000	LEGAL - ATTORNEY FEES	-	-	100.55	-	727.03	-827.58	-
5340580	0000000000	CONSULT & PROF SVCS EXTERN OTH	-	456.58	1,822.76	-	2,429.74	-4,252.50	-
5342500	0000000000	INDIRECT DISTRIBUTED COST	-	29,925.83	282,965.16	-	1,849.95	-284,815.11	-
5342600	5342600010	OTHER ALLOCATED OE&E COSTS	-	13,785.41	217,470.04	-	7,842.25	-225,312.29	-
5342600	5342600030	ALLOCATED INFO TECHNOLOGY COST	-	1,135.93	26,171.75	-	3,749.65	-29,921.40	-
TOTAL FOR ACCOUNT LEVEL: 53 - OPERATING EXPENSE EQUIPMENT			-	46,301.34	534,600.54	-	16,659.79	-551,260.33	-
		TOTAL:	-	243,574.77	2,365,036.78	-	16,659.79	-2,381,696.57	-

FUND : 0001 - GENERAL FUND
ENY : 2017 - YEAR OF ENACTMENT 2017
APPROP REF : 001 - BA STATE OPERATIONSSUPPORT001
PROGRAM : 6770037 - LEGISLATION AND INTERGOVERNMEN

		GRAND TOTAL:	22,027,000.00	1,664,016.07	16,189,621.26	-	397,269.70	5,440,109.04	75.30

Note: Manually Add {

	ASSOCIATE REVENUE	2,600,000.00					2,600,000.00
	GRAND TOTAL WITH ASSOC REV:	24,627,000.00		16,189,621.26		397,269.70	8,040,109.04

Reimbursement budgets

- o The increase in spending authority provided to the related expenditure budget is limited to the budgeted reimbursement amount –additional reimbursements are permitted, but do not increase spending authority.
- o Scheduled to the same Program as the associated expenditure budget.

Section 2: Produce report in PDF output for detail revenues.

Refer to Steps 1, 5, 6, and 7 in Section 1 for instruction on delivering a report.

The following steps in this section are to deliver revenue and reimbursement information.

Step 1: Enter the following required fields:

1) **Business Unit**   2) **Exp/Rev Ledger Group**

3) **Fiscal Year**   4) **To Period**

Note: The *Exp/Rev Ledger Group* parameter for this section will be ledger group *CC_DTL_REV* for revenues and reimbursements. The report delivers cumulative data up through the last day of the *To Period*.

Step 1: Enter the following required fields:

Program Disbursement Activity

Run Control ID rpt_8860   Report Manager   Process Monitor

*Business Unit 8860   Q **1**

*Exp/Rev Ledger Group CC_DTL_REV Q **2**   Budget Ledger Group CC_REV   Q

*Fiscal Year   2017 Q **3**   *To Period   9 Q **4**

☐ Include Adjustment Period(s)   ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category ☐ Excel Template

Step 2: Select from the following optional fields:

1) **Budget Ledger Group** parameter will return budgetary data at the appropriation level (CC_REV) or at the department operating budget level. CC_DEPREV# will deliver operating budget designations set by individual department customizations for revenues and reimbursements.

2) **Include Adjustment Period(s)** will return data for period 998 adjustments for year-end accruals.

3) **Include Resource Category & Sub Category** returns lower level detail from project costing module.

4) **Include Pre-Encumbrance** will include data for requisitions from the procurement module.

5) **Excel Template** will data dump into an Excel file for external customization.

   Note: See Section 3 for *Excel Template* output.

Step 2: Select from the following optional fields:

Step 3: Enter *Budget Selection Criteria*:

1) **Group By** enables fields to define a specific Chartfield value.

2) **Order** allows for user to define the order of appearance for Chartfield values

3) **Chartfield Value** allows user to define or include all Chartfield values.

Step 4: The Program Disbursement Activity Report will appear in a PDF format for revenues.

RPTGL051			FI$Cal Program Disbursement or Receipt Activity Report						Page No: 3 Run Date:06/06/2018 Run Time:15:52:19	

BUSINESS UNIT : 8860 - DEPARTMENT OF FINANCE
EXP/REV LEDGER GROUP : CC_DTL_REV - REVENUE DETAIL LEDGER
BUDGET LEDGER GROUP : CC_REV - REVENUE BUDGET LEDGER
FISCAL YEAR : 2017
PERIOD : 9

LEVEL ACCOUNT	ALT ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	CURRENT MONTH	YEAR-TO-DATE	PRIOR YEARS	ENCUMBRANCE	AVAIL. BALANCE	PCT
FUND		: 0001 - GENERAL FUND							
ENY		: 2017 - YEAR OF ENACTMENT 2017							
APPROP REF		: 001 - BA STATE OPERATIONSSUPPORT001							
PROGRAM		: 6770 - STATE BUDGET							
4 4		REVENUES	-2,600,000.00	-	-	-	-	-2,600,000.00	-
TOTAL FOR ACCOUNT LEVEL: 4 - REVENUES			-2,600,000.00	-	-	-	-	-2,600,000.00	0.00
		TOTAL:	-2,600,000.00	-	-	-	-	-2,600,000.00	0.00
48 4810000	4810000000	INTERDEPT REIM - OTH ST DEPT	-	-11,634.00	-266,916.00	-	-	266,916.00	-
TOTAL FOR ACCOUNT LEVEL: 48 - REIMBURSEMENTS			-	-11,634.00	-266,916.00	-	-	266,916.00	-
		TOTAL:	-	-11,634.00	-266,916.00	-	-	266,916.00	-
FUND		: 0001 - GENERAL FUND							
ENY		: 2017 - YEAR OF ENACTMENT 2017							
APPROP REF		: 001 - BA STATE OPERATIONSSUPPORT001							
PROGRAM		: 6770028 - SUPPORT AND DIRECTION							
		GRAND TOTAL:	-2,600,000.00	-11,634.00	-266,916.00	-	-	-2,333,084.00	10.27

Section 3: Produce report in Excel output for detail expenditures.

Refer to Steps 1, 2, 4, 5, 6, and 7 in Section 1 for instruction on delivering a report.

The following steps in this section are to deliver the Excel Template output for expenditures.

Step 1: Select the following optional field:

1) **Excel Template** will data dump into an Excel file for external customization.

Step 1: Select the following optional field:

2) A warning message will indicate that the *Excel Template* will not include Pre-Encumbrance, Resource, Category, Sub Category, or Group By selections. Click **OK** to proceed.

Step 2: Select the format output in *Process Scheduler Request*:

1) Select the Program Disbursement Activity **check box** on the **Process List.**

2) Change the **Format** from PDF to **XLS** for Excel format.

3) Click **OK**.

Step 3: The Program Disbursement Activity Report will appear in Excel format.

Business Unit	Budget Ledger	Fiscal Year	Budget Period	Fund	ENY	Approp Ref	Program	Program Description	Rptg Structure	Rptg Structure Description	Account	Account Description	Alt Account	Budget Amount	Current Month	Year-to-Date	Prior Years	Encumbrance	Pre Encumbran	Available Balance
8860	CC_APR_BUD	2017	2015	0001	2015	001	9999	Clearing Account	88609200	Information Technology Cartr	4170410	Capital Asset Trade In Proceed	0000000000	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00
8860	CC_APR_BUD	2017	2013	0001	2012	001	9999	Clearing Account			50	Appropriated Expense		-2,954,859.59	0.00	0.00	0.00	0.00	0.00	-2,954,859.59
8860	CC_APR_BUD	2017	2014	0001	2014	001	9999	Clearing Account	88606300	OSAE	5100000	Earnings - Perm Civil Svc Empl	5100000000	0.00	0.00	0.00	-8,262,428.30	0.00	0.00	8,262,428.30
8860	CC_APR_BUD	2017	2014	0001	2014	001	9999	Clearing Account	88605000	Research and Analysis	5100000	Earnings - Perm Civil Svc Empl	5100000000	0.00	0.00	0.00	-294,682.23	0.00	0.00	294,682.23
8860	CC_APR_BUD	2017	2016	0001	2016	001	9999	Clearing Account	88600800	Legal Office	5100000	Earnings - Perm Civil Svc Empl	5100000000	0.00	0.00	0.00	-218,039.00	0.00	0.00	218,039.00
8860	CC_APR_BUD	2017	2016	0001	2016	001	9999	Clearing Account	88601500	Employee Comp/Gov Ops	5100000	Earnings - Perm Civil Svc Empl	5100000000	0.00	0.00	0.00	-49,013.00	0.00	0.00	49,013.00

Report Detail Description

- Subtotals for **Account Level** (e.g. 51 Personal Services, 53 Operating Expense & Equipment) in detail reports.

- **Account Description** shows account name if there is no alternate account value. If **ALT account** value is used, account description shows ALT account name.

- **Budget Amount** comes from the Budget Ledger Group selected.

- **Current Month, Year-To-Date, Prior Years, Encumbrance** values flow from the Exp/Rev Ledger Groups selected.

- **PCT** is the percentage of budget spending authority remaining.