

BOSTON COLLEGE
PEOPLESOFT QUICK REFERENCE GUIDE
FINANCIALS AND HR REPORTS, INQUIRIES AND QUERIES

<u>Name</u>	<u>Type</u>	<u>Purpose</u>	<u>Timing</u>	<u>Navigation</u>	<u>Distribution</u>
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REPORTS -Formatted for distribution with sub-totals and totals

ACR (Salary and Non-Salary) Operating Budget /Accounted Comparison Report	VISTA \ PDF summary	Displays original budget, revised budget, encumbrances, actuals and budget available balances at the lowest level chartstring combinations.	Run by FMS after 5:00 pm on the 3rd working day of the month as of the prior month end.	https://my reports.bc.edu	P1s, P2As, and P3s
TDR (Salary and Non-Salary) Operating Transaction Detail Report	VISTA \ PDF detail	Displays the detail activity behind the ACR. Contains individual transactional detail for budget transfers, purchase orders, vouchers, expense reports, salary encumbrances, salary actuals, journal entries, and allocations.	Run by FMS after 5:00 pm on the 3rd working day of the month as of the prior month end.	https://my reports.bc.edu	P1s, P2As, and P3s
ACR (Salary and Non-Salary) Operating Budget /Accounted Comparison Report	Peoplesoft \ PDF summary	Displays original budget, revised budget, encumbrances, actuals and budget available balances at the lowest level chartstring combinations.	Data updated 3 times per day. Run by User as needed Re-runnable for prior periods	BC Reports>Commitment Control>ACR Report	P1s, P2As (who also have salary administrator role), P3s
TDR (Salary and Non-Salary) Operating Transaction Detail Report	Peoplesoft \ PDF detail	Displays the detail activity behind the ACR. Contains individual transactional detail for budget transfers, purchase orders, vouchers, expense reports, salary encumbrances, salary actuals, journal entries, and allocations.	Data updated end of prior day. Run by User as needed Re-runnable for prior periods	BC Reports>Commitment Control>New TDR Report	P1s, P2As (who also have salary administrator role), P3s
ACR (Salary) Operating Budget/ Accounted Comparison Report	Nvision \ Excel summary	Displays original budget, revised budget, encumbrances, actuals and budget available balances. This version of the ACR sums to the level of the tree you select to open the report at, from the department level up. Roll-up points include Dept, Operating Unit, School/Division, and VP, (security dependent). If appropriate the report includes a summarized revenue section at the bottom.	Run by FMS on the 4th working day of the month as of the prior month end.	BC Reports>BC Report Manager>ACR (under appropriate level in the tree)	P1's

Revenue Expense Comparison	Nvision \ Excel summary	Displays revenue and expense revised budget and actuals for the current year and prior year. Summarizes to the department level and up. Roll up points include Dept, Operating Unit School /Division, and VP,(security dependent). Can drill to YTD detail for the month end the most recent report was run for.	Run by FMS on the 4th working day of the month as of the prior month end.	BC Reports>BC Report Manager>Rev Exp Comparison (under appropriate level in the tree)	P1's
Pilot Budget Reports	Nvision \ Excel summary and detail	Displays original budget, revised budget, encumbrances, actuals, budget available balances and yearend forecast for a VP/School in a workbook. There are summary tabs for revenue and expense, which chartstring detail tabs roll up to. There are separate workbooks for funds 100, 110 and 111.	Run by Budget on the 4th working day of the month close for September and March.	Run by the Budget Office and distributed through email	Pilot VP/Schools

INQUIRIES: (menu options that provide detail based on the chartstring elements entered)

Budget Inquiries- PeopleSoft Financials					
Budget Details	On-line view / can download to excel	Shows the drill-down transaction activity for the charstring entered. Use to ensure that there is sufficient funding in a budget line.	Real Time	Commitment Control>Review Budget Activities>Budget Inquiries>Budget Details	P1s, P2As (who also have salary administrator role), P3s
Trans Dtl Inquiry STDNT SLRY Trans Dtl Inquiry ALL SLRY	On-line view / can download to excel	Provides detail information about each transaction, including what makes up the total amount budgeted, pre-encumbered, encumbered, and expensed by an account within a fiscal year.	Previous business day	BC Reports>Commitment Control>Transaction Detail Inquiry	P1s, P2As (who also have salary administrator role), P3s
HR Inquiries- PeopleSoft Human Resources					
Account Code Lookup	On-line view / can download to excel	Displays the HR Account code 26 char and description with the full People Financials 32 char chartstring, based on the criteria entered in the search tab (i.e.; dept#)	Previous business day	BC Custom>Inquire>Account Code Lookup	P1s, P2As (who also have salary administrator role), P3s
Encumbrance by Acct Code Inquiry	On-line view / can download to excel	Displays the HR Account code , Financial Chartstring, total encumbered amt, position #, title, empl id, empl name and encumb amount, based on the HR account code entered.	Previous business day	BC Custom>Inquire>Encumbrance by Acct Code Inquiry	P1s, P2As (who also have salary administrator role), P3s
Posn Budget/Acts by Acct Code Inquiry	On-line view / can download to excel	Displays the HR Account code , budget, actual exp, redistribution, encumbered amt, available, based on the HR account code entered.	Previous business day	BC Custom>Inquire>Posn Budget/Acts by Acct Code Inquiry	P1s, P2As (who also have salary administrator role), P3s
Encumbrance Inquiry	On-line view / can download to excel	Displays the HR Account code , budget, actual exp, redistribution, encumbered amt, available, based on the position # entered.	Previous business day	BC Custom>Inquire>Encumbrance Inquiry	P1s, P2As (who also have salary administrator role), P3s

OUERIES: (raw data dumps, no report totals or formatting)

Budget Queries- PeopleSoft Financials					
BC_GL_ACR_STDNT_SLRY	PeopleSoft ACR Queries / HTML/ Excel	View chartstrings for a single department except position salaries. Good for high level view of all accounts in your department; shows budget and accounted data, parent-child relationship, and student salaries.	Data updated 3 times per day. Run by User as needed	Reporting Tools>Query Viewer	P1s, P2As (w/o salary administrator role), P3s
BC_GL_ACR_ALL_SLRY	PeopleSoft ACR Queries / HTML/ Excel	View chartstrings for a single department with position salaries. Good for high level view of all accounts in your department; shows budget and accounted data, parent-child relationship, all salaries.	Data updated 3 times per day. Run by User as needed	Reporting Tools>Query Viewer	P1s, P2As (who also have salary administrator role), P3s
BC_GL_ACR_RANGE_ALL_SLRY	PeopleSoft ACR Queries / HTML/ Excel	Views accounts across a department or a group of departments (use % wildcard). Useful for viewing multiple departments or account ranges within a division or school for comparisons of budgets and balances.	Data updated 3 times per day. Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_GL_PROG_BY_DEPT	PeopleSoft Queries / HTML/ Excel	Provides list of programs that are associated with a specific department.	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)- does not apply
BC_KK_TRANSFERS_BY_ACCT _PERIOD	PeopleSoft Queries / HTML/ Excel	Provides list of budget expense transfers including all salaries by account and period.	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_KK_TRANS_STD_BY_ACCT _PERIOD	PeopleSoft Queries / HTML/ Excel	Provides list of budget expense transfers including student salaries by account and period.	Run by User as needed	Reporting Tools>Query Viewer	P1s, P2As (w/o salary administrator role), P3s
BC_GL_ACCOUNT_LISTING	PeopleSoft Queries / HTML/ Excel	Provides list of accounts; substitute DEPTID, FUNCTION, FUNDCODE, FUND_SOURCE, PROGRAM, OR PROPERTY for ACCOUNT depending on the values list you want	Run by User as needed	Reporting Tools>Query Viewer	P1s, P2As and P3s

HR Queries - PeopleSoft Financials					
BC_HR_SALARY_DRILL_CHECK_DATE	PeopleSoft Queries / HTML/ Excel	Provides Employee IDs, Employee Names, and Pay Amounts for payroll transactions within a date range.	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_SALARY_DRILL	PeopleSoft Queries / HTML/ Excel	Provides the Employee IDs, Employee Names, and Pay Amounts for a single payroll transaction and a specific chartstring.	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_PAYCK_DATA	PeopleSoft Queries / HTML/ Excel	Detail paycheck data for an employee based on the employee id and fiscal year entered.	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_STDNT_SALARY_CHECK_DATE	PeopleSoft HR Queries / HTML/ Excel	Provides Employee IDs, Employee Names, and Pay Amounts for student payroll transactions within a date range.	Run by User as needed	Reporting Tools>Query Viewer	P1s, P2As (w/o salary administrator role)
BC_HR_DEPT_ACCT_OT or BC_HR_DEPT_EMPL_OT_DTL	PeopleSoft Queries / HTML/ Excel	Provides a list of Overtime by Dept or Overtime detail by department by employee	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
BC_HR_SUPP_PAY	PeopleSoft Queries / HTML/ Excel	Provides a list of Supplemental pay transactions for the fiscal year	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts)
HR Queries - PeopleSoft Human Resources					
BC_HR_MGR_ACTIVE_BUDGETED_POS	PeopleSoft HR Queries / HTML/ Excel	Provides a list of all active budgeted positions by VP code	Run by User as needed	Reporting Tools>Query Viewer	P1s and P2As (salary administrator can see salary accounts) P1's only