

# Quick Reference Guide - Running the GL 324B Budget Performance Reports Detail (BPRs)

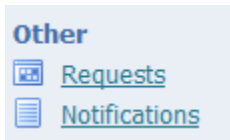
## Submit Request Option

1. Log into EAS and select your **GL Entry** or **GL Inquiry** responsibility:  
Select: Reports: Request, Run Standard Requests

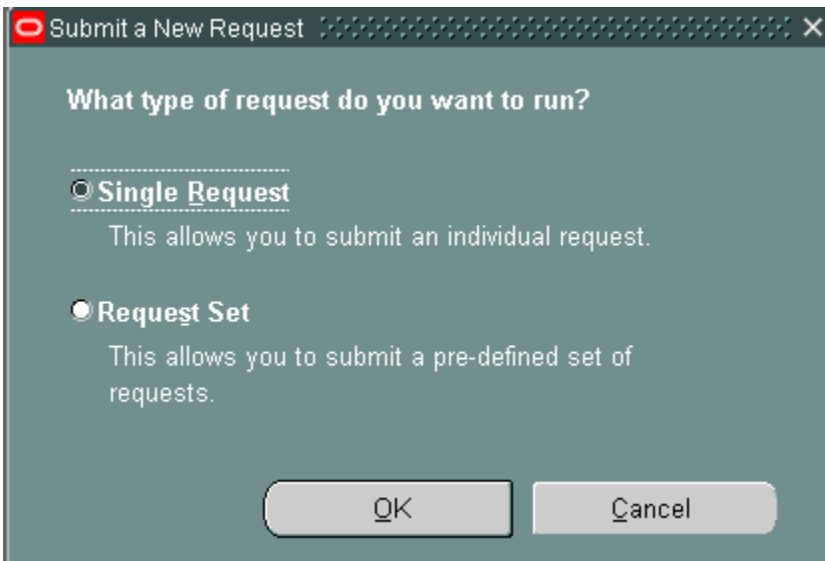



Or

Select: Other, Requests, Submit New Request

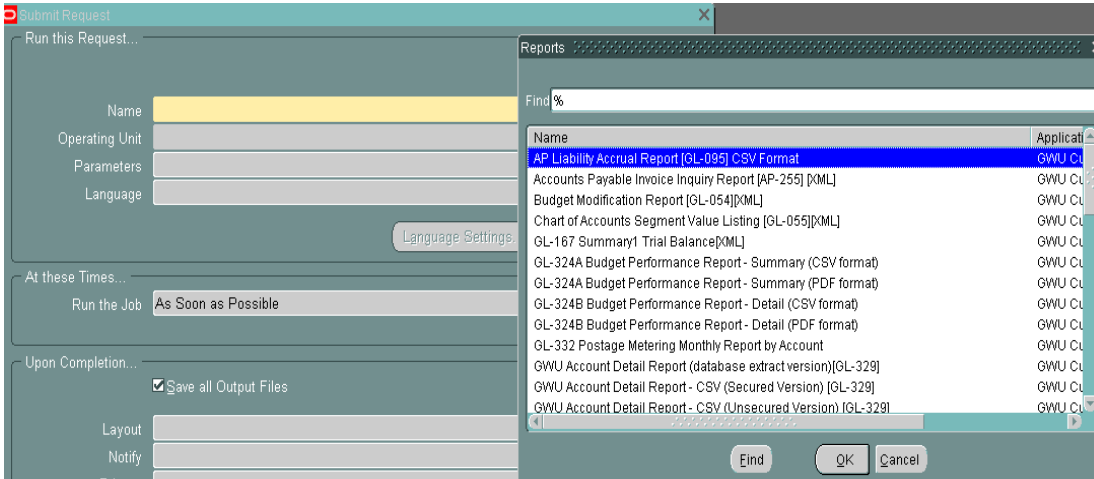


2. Select Single Request and Click OK

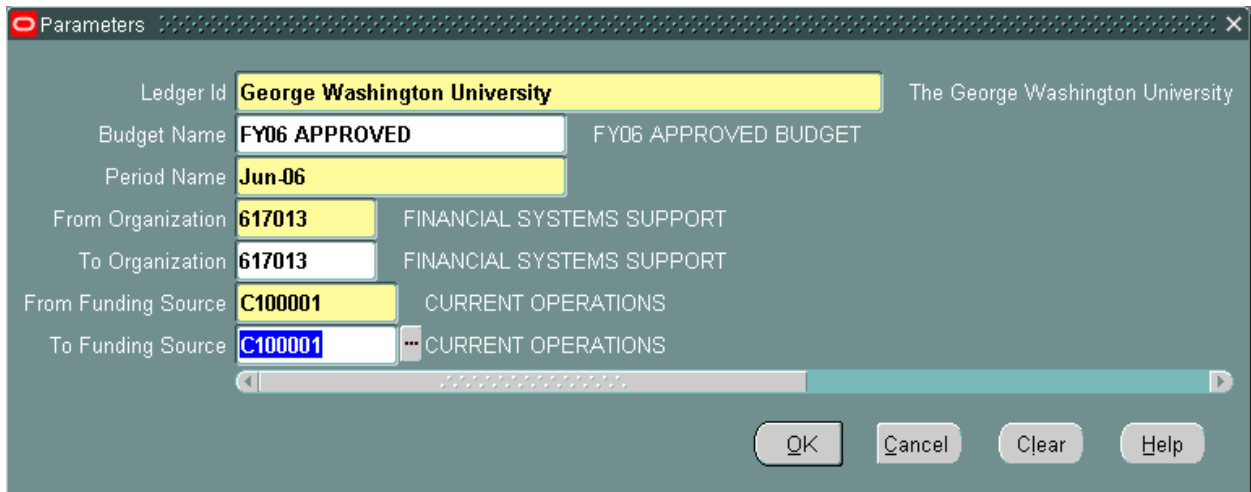


- The Submit Request form appears. Use the list of values key  to find the Budget Performance Report you would like to run, select the report, and click OK.

**Note:** There are two formats of the Budget Performance Report- Detail, PDF and CSV. PDF allows you to view online and print. The CSV format allows you export to Excel.



- Completed the parameter page, then select OK.
  - Ledger Id = George Washington University
  - Budget Name = Use the appropriate" APPROVED" budget associated with period under review
  - Period Name = The desired period for review
  - Organization From/To = Single value, range
  - Funding Source From/To = Single value, range



5. You are now ready to submit the report for processing, click Submit.

Submit Request

Run this Request...

Name: GL-324B Budget Performance Report - Detail (PDF format)

Operating Unit:

Parameters: George Washington University.FY06 APPROVED.Jun-06.617013.617013.C100001.C100001

Language: American English

At these Times...

Run the Job: As Soon as Possible

Upon Completion...

Save all Output Files

Layout:

Notify:

Print to: noprint

Buttons: Copy..., Language Settings..., Debug Options, Schedule..., Options..., Help (C), Submit, Cancel

6. Click Refresh Data tab to check the progress of your request.

Requests

Buttons: Refresh Data, Find Requests, Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
11016179	GL-324B Budget Performar		Running	Normal	1000, 1, 1190, Jun-06, 617013
11016178	GL-324A Budget Performar		Completed	Normal	1000, 1, 1190, Jun-06, 617013
11016168	GL-324A Budget Performar		Completed	Normal	1000, 1, 1190, Jun-06, 617013
11016167	GL-324A Budget Performar		Completed	Normal	1000, 1, 1190, Jun-06, 617013
11016166	GL-324A Budget Performar		Completed	Normal	1000, 1, 1190, Jun-06, 617013
11016165	GL-324A Budget Performar		Completed	Normal	1000, 1, 1581, Jul-12, 617013,

Buttons: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

7. Once your request has completed:

For PDF format, click the View Output tab to view the report.

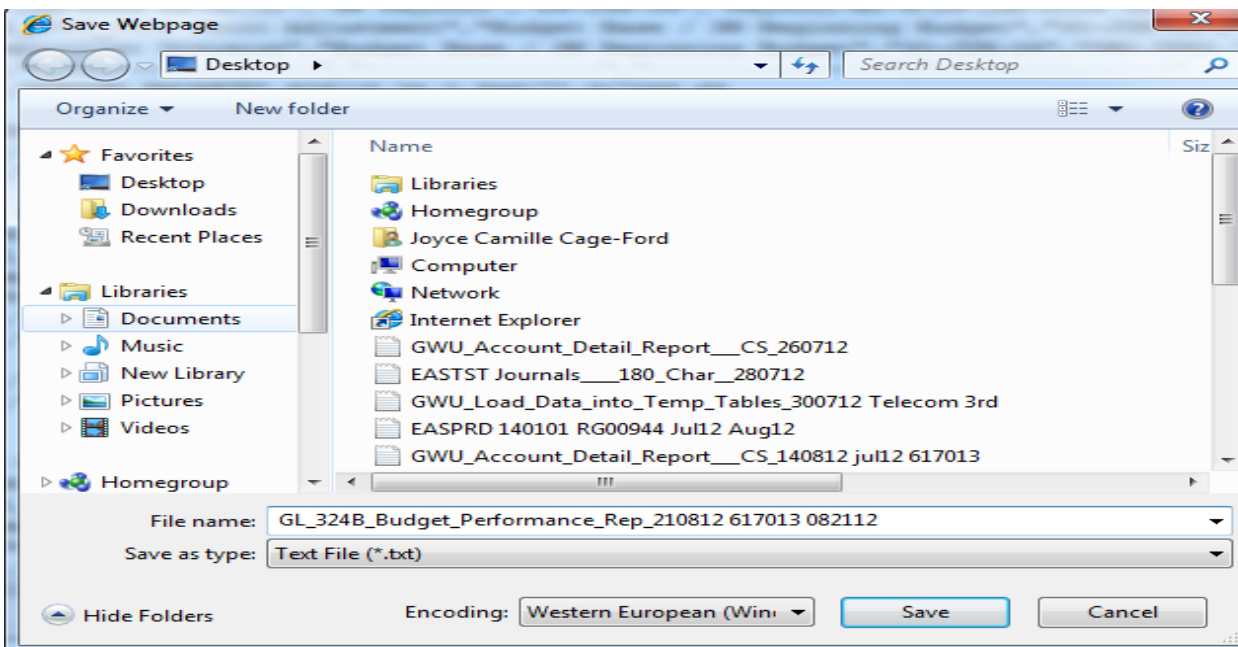
Organization: 617013 FINANCIAL SYSTEMS SUPPORT		The George Washington University				Report Date: 21-AUG-2012			
Funding Source: C100001 CURRENT OPERATIONS		GL-324B Detail Report of Budget Performance				Page: 2 of 5			
		Period: JUN-06							
Account Description	AD/Procurement Detail & JE Description	Category/Source	Effective Date	Batch Name	JE Line Description	Actual	Encumbrances	FY06 APPROVED Budget	Available
Entity/NAC/Function/Location: UN/C/TE1/PB									
11211 SALARY NON-FACULTY REGULAR FULLTIME					BEGINNING BALANCE	565,768.26	-	846,937.95	281,169.69
	Payroll-02-jun-2006 08:06:07	CW Payroll	02-JUN-06	Payroll-BW-11/02-jun-2006 08:06:07 CW Payroll 3490797:		17,372.97	-	-	(17,372.97)
	Payroll-13-jun-2006 08:07:18	CW Payroll	13-JUN-06	Payroll-BW-12/13-jun-2006 08:07:18 CW Payroll 3516657:		17,363.08	-	-	(17,363.08)
	Payroll-26-jun-2006 02:52:12	CW Payroll	26-JUN-06	Payroll-BW-13/26-jun-2006 02:52:12 CW Payroll 3545272:		17,363.08	-	-	(17,363.08)
	Payroll-26-jun-2006 02:52:12	CW Payroll	26-JUN-06	Payroll-MO-6/26-jun-2006 02:52:12 CW Payroll 3545272:		11,250.95	-	-	(11,250.95)
	HR_COUNSEL_EVPT_FY06 Merit Adjustment	Budget Base / CW Beginning Budget	30-JUN-06	UBO.BAP.16MAR06 CW Beginning Budget 3308310: B	QC_FY06 Merit Adjustment	-	-	2,987.05	2,987.05
	FY06 BB Comptroller Division	Budget Base / CW Beginning Budget	30-JUN-06	UBO.TK2.7-14-05 CW Beginning Budget 2723562: B	FY06 Comptroller Division Beginning Budget	-	-	96,252.00	96,252.00
ENDING BALANCE						629,118.34	-	946,177.00	317,058.66
11228 STAFF BONUS/INCENTIVE COMPENSATION					BEGINNING BALANCE	4,000.00	-	-	(4,000.00)
ENDING BALANCE						4,000.00	-	-	(4,000.00)
11401 ACCRUED PAYROLL EXPENSE					BEGINNING BALANCE	13,726.00	-	22,997.76	9,271.76
	Reverses *MCAWDELBN ZComptroller Adjusting USD*	ZComptroller Adjusting / Spreadsheet	01-JUN-06	Reverses *MCAWDELBN ZComptroller Adjusting USD*	May 2006 Payroll and Fringe Benefit Accrual (Basis-BW10, 18 Days Accrued)	(31,408.00)	-	-	31,408.00
	HR_COUNSEL_EVPT_FY06 Merit Adjustment	Budget Base / CW Beginning Budget	30-JUN-06	UBO.BAP.16MAR06 CW Beginning Budget 3308310: B	QC_FY06 Merit Adjustment	-	-	(746.76)	(746.76)
	FY06 BB Comptroller Division	Budget Base / CW Beginning Budget	30-JUN-06	UBO.TK2.7-14-05 CW Beginning Budget 2723562: B	FY06 Comptroller Division Beginning Budget	-	-	(22,251.00)	(22,251.00)
	June 2006 Payroll and Fringe Benefit Accrual (Bas:	ZComptroller Accrual / Spreadsheet	30-JUN-06	Spreadsheet 3561493: A 76668	June 2006 Payroll and Fringe Benefit Accrual (Basis-BW13, 10 Days Accrued)	17,363.00	-	-	(17,363.00)
ENDING BALANCE						(319.00)	-	-	319.00

For **CVS format**, click the View Output tab.

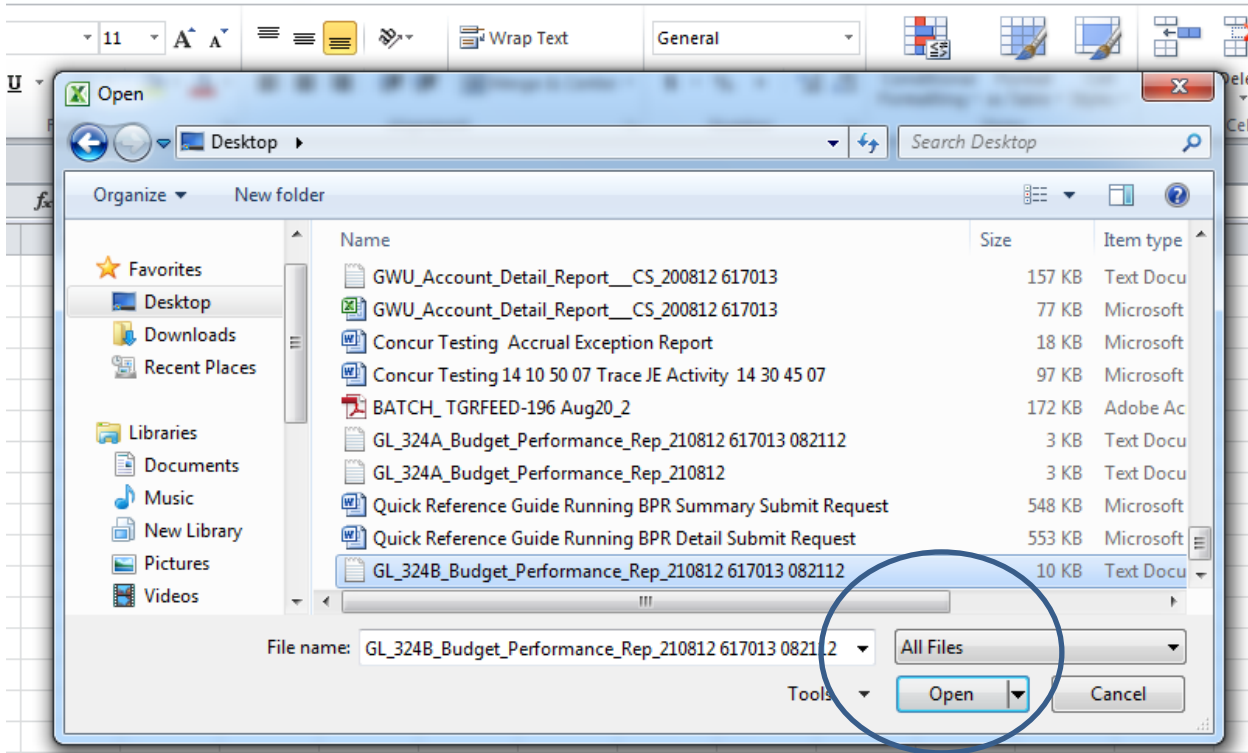
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"The George Washington University"  
"GL-324B Budget Performance Report - Detail (CSV format)"  
  
"    Period: Jun-06"  
"    Run Date: 21-Aug-2012"  
  
"","AP/Procurement Detail",",", "Effective",",", "JE Line",",",", "FY06 APPROVED"  
"Account", " Description", "Category/Source", "Date", "Batch Name", "Description", "Actual", "Encumbrances", "Budg  
"-----", "-----", "-----", "-----", "-----", "-----", "-----"  
"Organization: 617013 FINANCIAL SYSTEMS SUPPORT"  
"Funding Source: C100001 CURRENT OPERATIONS"  
  
"Entity/NAC/Function/Location: UN/G/TE1/FB"  
  
"51211 SALARY NON-FACULTY REGULAR FULLTIME",",",",",",", "BEGINNING BALANCE",565768.26,0,846937.95,281169.6  
"","Payroll-02-jun-2006 08:06:07", "GW Payroll", "02-JUN-06", "Payroll-BW-11/02-jun-2006 08:06:07 GW Payroll  
"","Payroll-13-jun-2006 08:07:18", "GW Payroll", "13-JUN-06", "Payroll-BW-12/13-jun-2006 08:07:18 GW Payroll  
"","Payroll-26-jun-2006 02:52:12", "GW Payroll", "26-JUN-06", "Payroll-BW-13/26-jun-2006 02:52:12 GW Payroll  
"","Payroll-26-jun-2006 02:52:12", "GW Payroll", "26-JUN-06", "Payroll-MO-6/26-jun-2006 02:52:12 GW Payroll 3  
"","HR_GCOUNSEL_EVPT_FY06 Merit Adjustment", "Budget Base / GW Beginning Budget", "30-JUN-06", "UBO.BAP.16MAR  
"","FY06 BB Comptroller Division", "Budget Base / GW Beginning Budget", "30-JUN-06", "UBO.TKP2.7-14-05 GW Beg  
"","",",",",",", "-----", "-----", "-----", "-----", "-----"  
"","",",",",", "ENDING BALANCE",629118.34,0,946177,317058.66  
  
"51228 STAFF BONUS/INCENTIVE COMPENSATION",",",",",",", "BEGINNING BALANCE",4000,0,0,-4000  
"","",",",",", "-----", "-----", "-----", "-----", "-----"  
"","",",",",", "ENDING BALANCE",4000,0,0,-4000
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Go to File, click Save As;

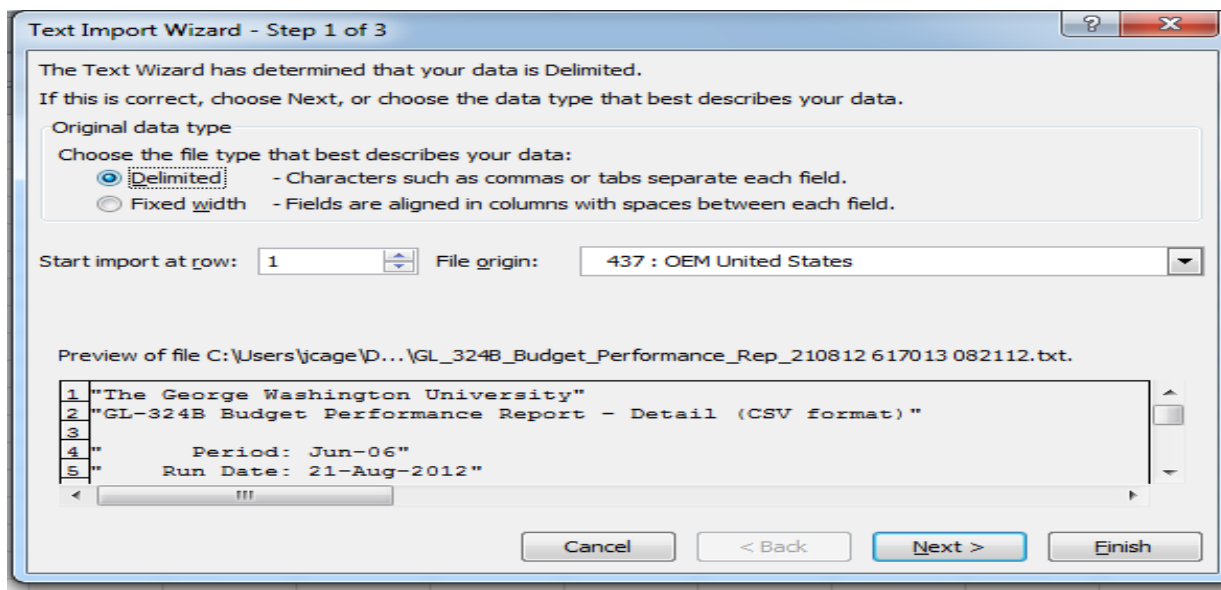
- Select a Directory to place the report
- File Name- append to displayed name or choose a different name
- Save as type-Text File
- Click Save



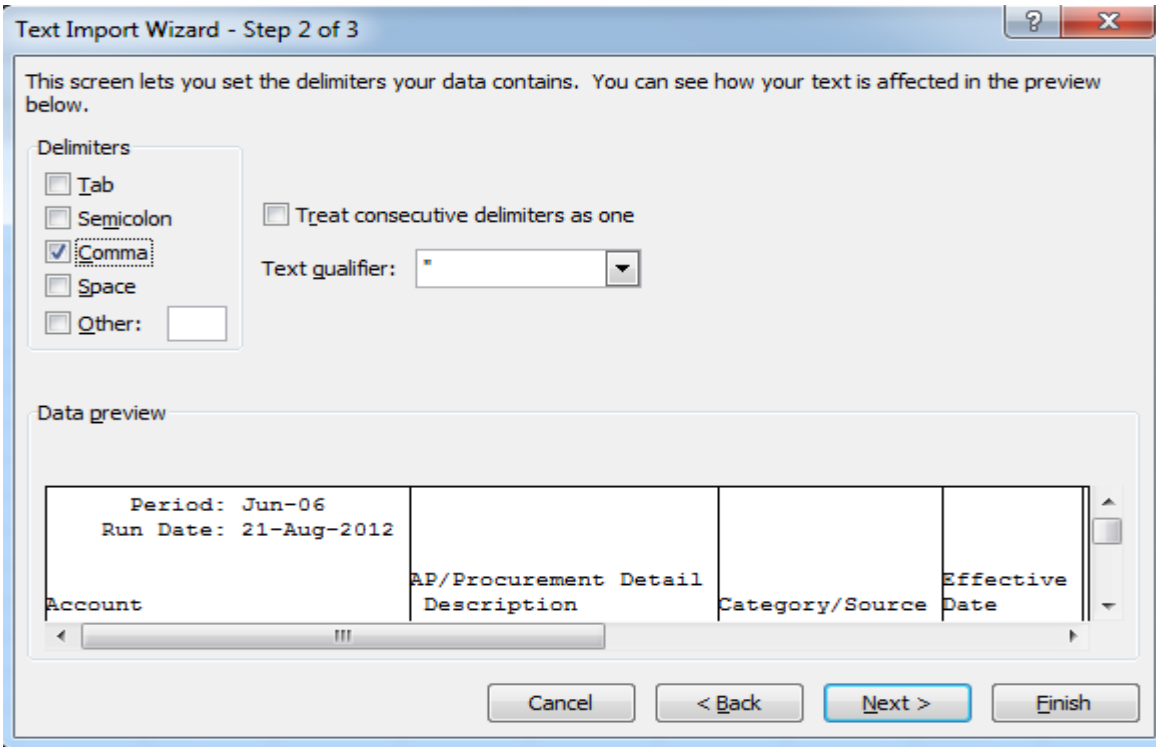
8. Open Excel and located the file saved. Make sure the File Type is set to All Files, click Open.



9. Three step import process to Excel.  
• Select – Delimited and click Next.



- Select – Check Comma, uncheck Tab



- Click the Finish Tab, the report appears as an Excel worksheet.

The George Washington University							
GL-324B Budget Performance Report - Detail (CSV format)							
Period: Jun-06							
Run Date: 21-Aug-2012							
Account	AP/Procurement Detail Description	Effective Date	JE Line Description	Actual	Encumbrance	FY06 APPROVED Budget	Available
Organization: 617013 FINANCIAL SYSTEMS SUPPORT							
Funding Source: C100001 CURRENT OPERATIONS							
Entity/NAC/Function/Location: UN/G/TE1/FB							
51211 SALARY NON-FACULTY REGULAR FULLTIME			BEGINNING BALANCE	565768.3	0	846938	281169.7
	Payroll-02-jun-2006 08:06 GW Payroll	2-Jun-06	Payroll-BW-11/02-jun-2006 08:06:07 GW Payroll 34907	17372.97	0	0	-17373
	Payroll-13-jun-2006 08:07 GW Payroll	13-Jun-06	Payroll-BW-12/13-jun-2006 08:07:18 GW Payroll 35166	17363.08	0	0	-17363.1
	Payroll-26-jun-2006 02:52 GW Payroll	26-Jun-06	Payroll-BW-13/26-jun-2006 02:52:12 GW Payroll 35452	17363.08	0	0	-17363.1
	Payroll-26-jun-2006 02:52 GW Payroll	26-Jun-06	Payroll-MO-6/26-jun-2006 02:52:12 GW Payroll 354527	11250.95	0	0	-11251
	HR_GCOUNSEL_EVPT_FY0 Budget Base	30-Jun-06	UBO.BAP.16MAR06 (GC_FY06 Merit Adjustment	0	0	2987.05	2987.05
	FY06 BB Comptroller Divis Budget Base	30-Jun-06	UBO.TKP2.7-14-05 G FY06 Comptroller Division Beginn	0	0	96252	96252
			ENDING BALANCE	629118.3	0	946177	317058.7
51228 STAFF BONUS/INCENTIVE COMPENSATION			BEGINNING BALANCE	4000	0	0	-4000
			ENDING BALANCE	4000	0	0	-4000
51401 ACCRUED PAYROLL EXPENSE			BEGINNING BALANCE	13726	0	22997.76	9271.76
	Reverses MCAMVDELEON ZComptrolle	1-Jun-06	Reverses MCAMVDE May 2006 Payroll and Fringe Bene	-31408	0	0	31408
	HR_GCOUNSEL_EVPT_FY0 Budget Base	30-Jun-06	UBO.BAP.16MAR06 (GC_FY06 Merit Adjustment	0	0	-746.76	-746.76
	FY06 BB Comptroller Divis Budget Base	30-Jun-06	UBO.TKP2.7-14-05 G FY06 Comptroller Division Beginn	0	0	-22251	-22251
	June 2006 Payroll and Frir ZComptrolle	30-Jun-06	Spreadsheet 356149 June 2006 Payroll and Fringe Bene	17363	0	0	-17363
			ENDING BALANCE	-319	0	0	319

