

Quick Reference Guide - Running the GL 324A Budget Performance Reports Summary (BPRs)

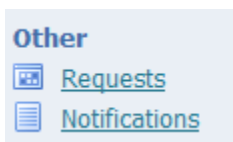
Submit Request Option

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

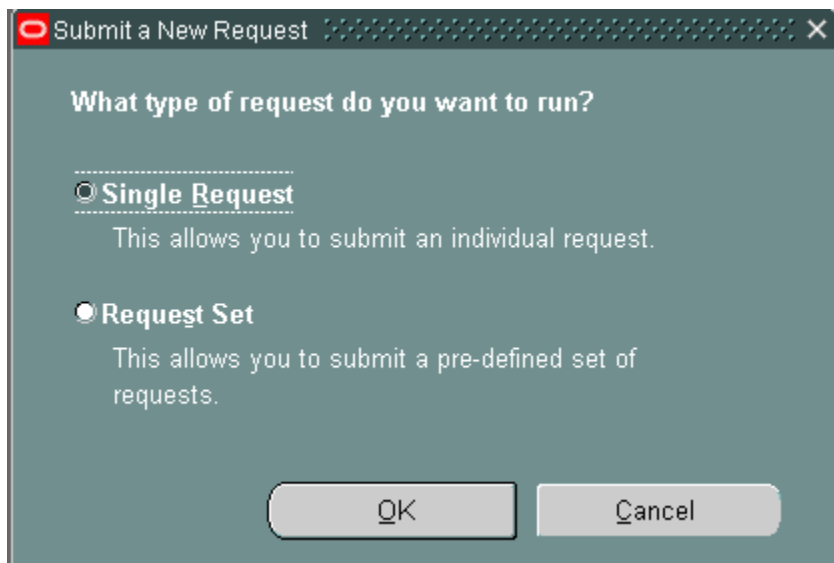



Or

Select: Other, Request, Submit New Request

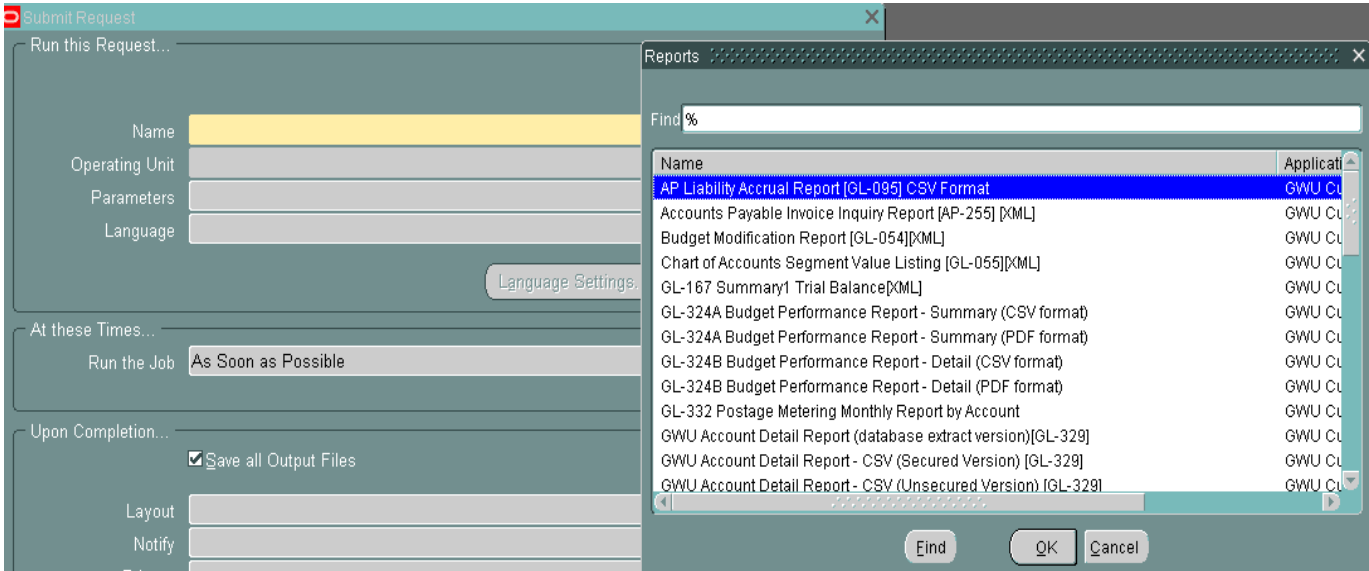


2. Select Single Request and Click OK

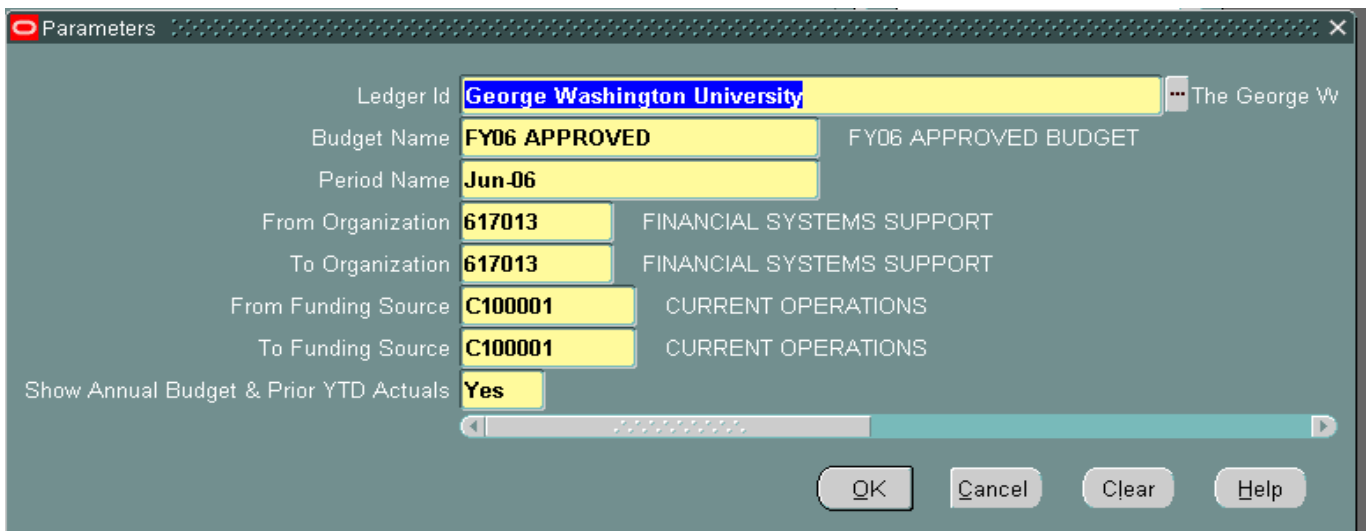


- The Submit Request form appears. Use the list of values key  to find the Budget Performance Report you would like to run, select the report, and click OK.

Note: There are two formats of the Budget Performance Report- Summary, 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
 - Show Annual Budget & Prior YTD Actuals = Yes or No



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

Submit Request

Run this Request...

Copy...

Name: GL-324A Budget Performance Report - Summary (PDF format)

Operating Unit:

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

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon As Possible

Schedule...

Upon Completion...

Save all Output Files

Layout:

Notify:

Print to: noprint

Options...

Help (C) Submit Cancel

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

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
11016165	GL-324A Budget Performar		Running	Normal	1000, 1, 1581, Jul-12, 617013,

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.

The George Washington University					Report Date: 21-AUG-2012			
GL-324A Summary Report of Budget Performance					Page: 2 of 2			
Organization: 617013 FINANCIAL SYSTEMS SUPPORT					Period: Jun-06			
Punding Source/Account Description	Period To Date Actual	Year To Date Actual	Year To Date Encumbrances	YTD Actual + Encumbrances	FY06 APPROVED YTD Budget	YTD Budget Variance	FY06 APPROVED Annual Budget	Prior YTD Actual
C100001 CURRENT OPERATIONS								
51211 SALARY NON-FACULTY REGULAR FULLTIME	63,350.08	629,118.34		629,118.34	946,177.00	317,058.66	946,177.00	673,617.08
51213 HOURLY WAGE REGULAR FULLTIME							0.00	2,985.30
51228 STAFF BONUS/INCENTIVE COMPENSATION		4,000.00		4,000.00		(4,000.00)	0.00	
51401 ACCRUED PAYROLL EXPENSE	(14,045.00)	(319.00)		(319.00)		319.00	0.00	1,441.00
TOTAL STAFF AND OTHER SALARIES	49,305.08	632,799.34		632,799.34	946,177.00	313,377.66	946,177.00	678,043.38
51802 ACCRUED FRINGE BENEFITS	(3,371.00)	(77.00)		(77.00)		77.00	0.00	346.00
51891 FRINGE BENEFIT ALLOCATION	15,204.03	151,320.38		151,320.38	227,082.20	75,761.82	227,082.20	162,384.49
TOTAL COMPENSATION	61,138.11	784,042.72		784,042.72	1,173,259.20	389,216.48	1,173,259.20	840,773.87
52199 NON-CAPITALIZED COMPUTER SOFTWARE		3,835.00		3,835.00		(3,835.00)	0.00	
52441 PERMITS LICENSES & FEES	195.00	385.00		385.00		(385.00)	0.00	185.00
53101 US AIRFARE EXPENSE							0.00	843.98
53102 US BUSINESS MEALS		240.00		240.00		(240.00)	0.00	628.98

For CVS format, click the View Output tab.

```
"The George Washington University"
"GL-324A Budget Performance Report - Summary (CSV format)"

"    Period: Jun-06"
"    Run Date: 21-Aug-2012"

","Period to Date","Year to Date","Year to Date","YTD Actual +","FY06 APPROVED","YTD Budget","FY06 APPROVED
"Account","Actual","Actual","Encumbrances","Encumbrances","YTD Budget","Variance","Annual Budget","Actual"
"-----","-----","-----","-----","-----","-----","-----","-----","-----"
"Organization: 617013 FINANCIAL SYSTEMS SUPPORT"
"Funding Source: C100001 CURRENT OPERATIONS"

"C100001 CURRENT OPERATIONS"

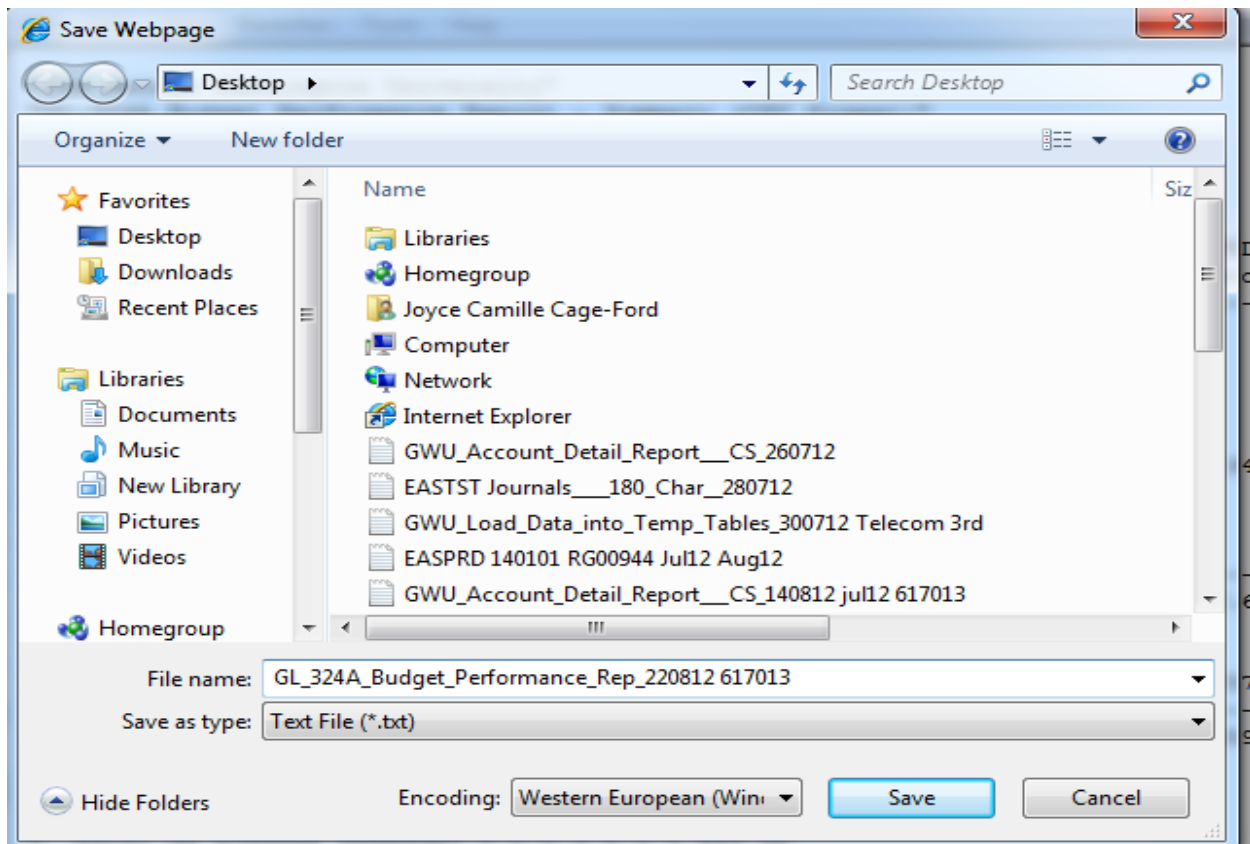
" 51211 SALARY NON-FACULTY REGULAR FULLTIME",63350.08,629118.34,0,629118.34,946177,317058.66,946177,673617.
" 51213 HOURLY WAGE REGULAR FULLTIME",0,0,0,0,0,0,0,2985.3
" 51228 STAFF BONUS/INCENTIVE COMPENSATION",0,4000,0,4000,0,-4000,0,0
" 51401 ACCRUED PAYROLL EXPENSE",-14045,-319,0,-319,0,319,0,1441
","-----","-----","-----","-----","-----","-----","-----","-----"
"TOTAL STAFF AND OTHER SALARIES",49305.08,632799.34,0,632799.34,946177,313377.66,946177,678043.38

" 51802 ACCRUED FRINGE BENEFITS",-3371,-77,0,-77,0,77,0,346
" 51891 FRINGE BENEFIT ALLOCATION",15204.03,151320.38,0,151320.38,227082.2,75761.82,227082.2,162384.49
","-----","-----","-----","-----","-----","-----","-----","-----"
"TOTAL COMPENSATION",61138.11,784042.72,0,784042.72,1173259.2,389216.48,1173259.2,840773.87

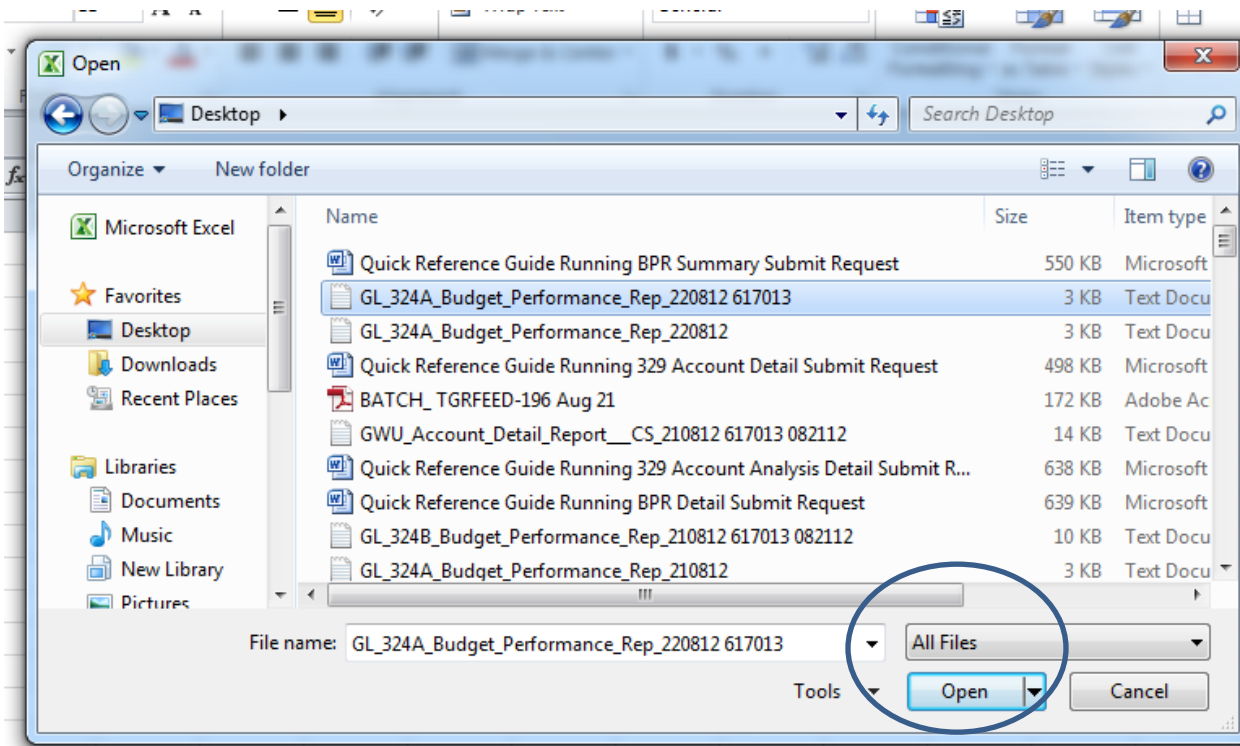
" 52199 NON-CAPITALIZED COMPUTER SOFTWARE",0,3835,0,3835,0,-3835,0,0
" 52441 PERMITS LICENSES & FEES",195,385,0,385,0,-385,0,185
" 53101 US AIRFARE EXPENSE",0,0,0,0,0,0,0,843.98
" 53102 US BUSINESS MEALS",0,240,0,240,0,-240,0,628.98
" 53103 US LOCAL TRANSPORTATION",0,0,0,0,0,0,0,183.35
" 53104 US LODGING EXPENSE",0,0,0,0,0,0,0,2871.98
" 53111 US OTHER TRAVEL AND RELATED EXPENSE",0,0,0,0,0,0,0,7500,7500,7500,0
" 53251 CONFERENCE/SEMINAR/TRAINING EXPENSE",0,0,0,0,0,0,0,7500,7500,7500,0
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Go to File, click Save As;

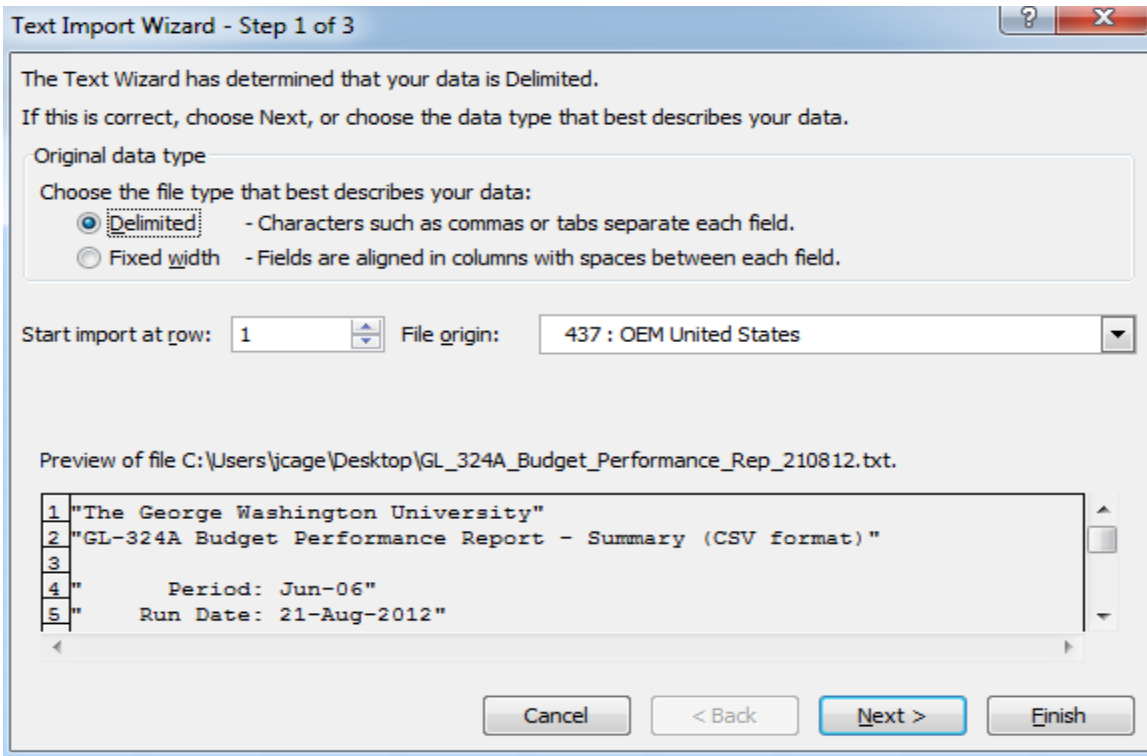
- Select a Directory to place the report
- File Name- append to displayed name or choose a different name
- Save as type-Text File
- Click Save



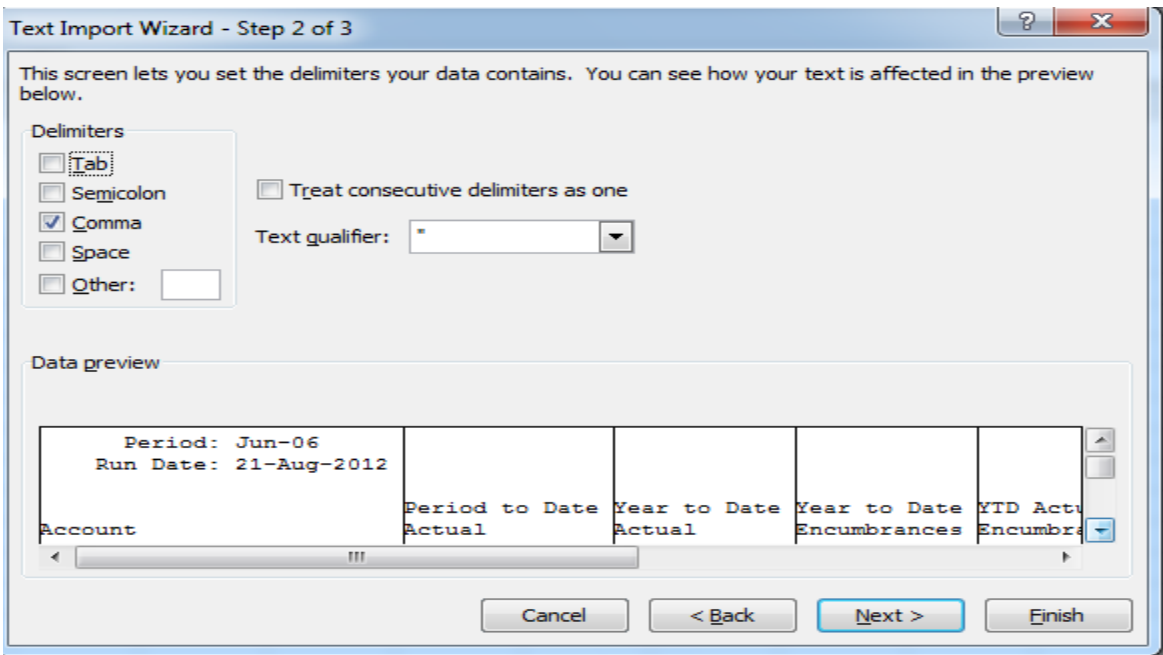
8. Open Excel and located the file saved. Make sure the File Type is set to All Files, click Open.



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-324A Budget Performance Report - Summary (CSV format)									
Period: Jun-06									
Run Date: 21-Aug-2012									
Account	Period to Actual	Year to Date Actual	Year to Date Encumbrance	YTD Actual Encumbrance	FY06 APPF YTD Budget	FY06 APPF YTD Budget Variance	FY06 APPF Annual Budget	Prior YTD Actual	
Organization: 617013 FINANCIAL SYSTEMS SUPPORT									
Funding Source: C100001 CURRENT OPERATIONS									
C100001 CURRENT OPERATIONS									
51211 SALARY NON-FACULTY REGULAR FULLTIME	63350.08	629118.3	0	629118.3	946177	317058.7	946177	673617.1	
51213 HOURLY WAGE REGULAR FULLTIME	0	0	0	0	0	0	0	2985.3	
51228 STAFF BONUS/INCENTIVE COMPENSATION	0	4000	0	4000	0	-4000	0	0	
51401 ACCRUED PAYROLL EXPENSE	-14045	-319	0	-319	0	319	0	1441	
TOTAL STAFF AND OTHER SALARIES	49305.08	632799.3	0	632799.3	946177	313377.7	946177	678043.4	
51802 ACCRUED FRINGE BENEFITS	-3371	-77	0	-77	0	77	0	346	
51891 FRINGE BENEFIT ALLOCATION	15204.03	151320.4	0	151320.4	227082.2	75761.82	227082.2	162384.5	