Funding Summary Report

This documentation will show users how to run a Funding Summary Report in PeopleSoft. The Funding Summary Report shows current funding sources for positions.

Navigation Path:

Set Up HRMS> Product Related> Commitment Accounting> Reports> Funding Summary

USA

Step 1: Navigate to Funding Summary Report

Follow navigation path to Funding Summary Report.

A Run Control ID screen will appear.

If you have previously run this HRMS report, you can use a previously created Run Control ID. Click Search. A run control will either populate the screen, or you will need to select a run control from the list provided.
Funding Summary Report

If this is your first visit to an HRMS reporting screen, a Run Control ID will need to be created. Click the link **Add a New Value**. The following screen appears:

![Image of Funding Summary USA](https://www.connectrd.us/psp/ndhp/EMPLOYEE/HRMS/c/DEFINE_COMMITACCOUNTING_US.RUN_BUD01)

Enter a name for your run control ID and click **Add**.
After entering your Run Control ID and clicking **Search** (or clicking **Add** if you are setting up a new Run Control ID) the following screen appears:

### Step 2: Enter Run Parameters

Enter the necessary criteria into the run control screen. Validate the SetID has defaulted to UND01. Enter in the proper fiscal year and department number. Change the As of Date only if you are looking for historical information. A position number can be entered if you wish to see the funding summary for a single position.

Select Funding Summary by Position Level for most positions; change the selection to Appointment Level when looking at salaried pool position.

Click **Save**. This will save your search criteria for future visits.

Once all criteria are entered, click **Run**.
Step 3: Choose Server

The Process Scheduler Request screen will appear. Verify the server PSNT is selected and the box preceding Funding Summary Report is checked. Click **OK**.
Funding Summary Report

Step 4: Obtain Process Instance

The Run Parameters screen again appears. Notice the system has assigned a Process Instance number. Note this number and click the link to Process Monitor.
Step 5: Process Monitor

The process monitor will allow you to watch your report request being processed on the server.

Locate the Process Instance number assigned. Note the Run Status for that particular instance. Clicking **Refresh** will update the run status. Continue clicking **Refresh** periodically until the Run Status becomes Success.

Once run status is Success, click the **Details** link.
Funding Summary Report

Step 6: Process Details

Click the View Log/Trace link to obtain the report.
Step 7: Report/Log Viewer

Click the link with the file extension .PDF. The report will open in Adobe Acrobat Reader. You will need this software downloaded on your PC to view reports.
Sample Report:

Funding Summary Report

Report ID: B20012
As Of Date: 02/07/2005
Report Option: Earnings Distribution
Set ID: CUB1
Username: JH123
Department: 3202 - CUB Alumni Loan Funds
Fiscal Year: 2005

<table>
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<tr>
<th>POSITION #</th>
<th>DISTRC</th>
<th>POSITION</th>
<th>FUNDING</th>
<th>ACCOUNT CODE</th>
<th>AMOUNT</th>
<th>%</th>
<th>END DATE</th>
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Total Number of Positions Processed: 1

End of Report

Funding Level Code Key:
AP = Appointment Level  SC = SubCode Level  PS = Position Level  PD = Position Date Level  DP = Department Code  JE = Job Scope Distribution  S = Job Data

Earnings code H14 indicates work study. This leads to a distribution percentage in the funding. Normally a position will have dollars listed under budgeted amount rather than a percentage distribution.