HR BUDGET REPORT

1. Go to my.fresnostate.edu

2. Select Reports Portfolio
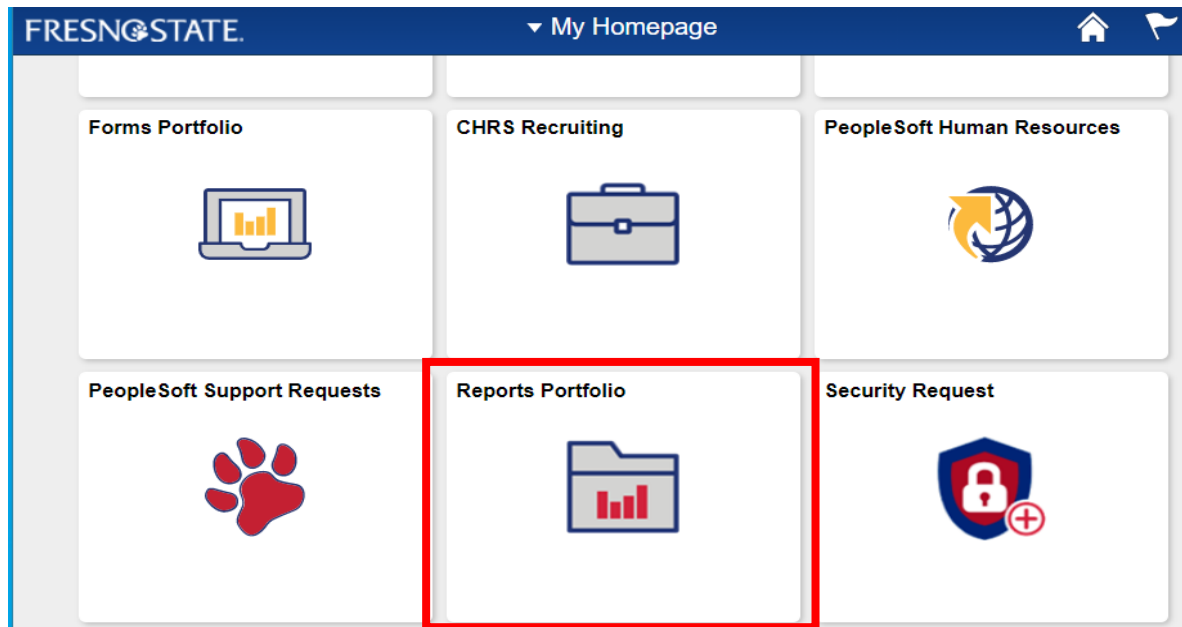
3. Select Human Resources
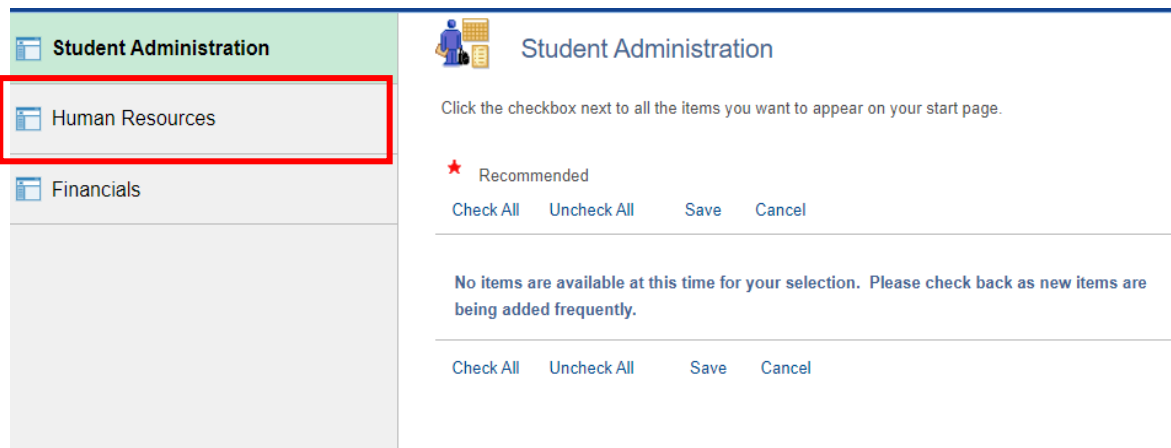
4. Under the Financial Budgets section, select Budget/Expenditure Reports

Human Resources

Click a link below to view the selected item. Or click the link labeled Customize Selections to add/remove items from your start page.

★ Recommended

Customize Selections

Financial Budgets

Budget/Expenditure Reports	Formatted Report		Details...
Department Account Code Listing	Formatted Report		Details...

Human Resources

Email Audit	Dynamic Report		Details...
Employee Job Info Extract	Formatted Extract		Details...
Employee Payroll Expenses	Formatted Report		Details...
Salary Summary	Formatted Report		Details...

5. Enter information you have and click "Search"

Find an Existing Value | Add a New Value

▼ Search Criteria

1. Enter existing run control

Search by: Run Control ID begins with [   ]

☐ Case Sensitive

2. Click either "Search" or "Add a New Value"

Search   Advanced Search

Find an Existing Value | Add a New Value

Run Control ID: 10109   Report Manager   Process Monitor   [Run]

Report Selection

☑ Detail by Chartfield Level   ☑ Expenditure Adjustments
☑ Summary by Chartfield Level   ☑ Budget Adjustments

Required Parameters

*Fiscal Year: 2020 🔍

*Fund Type: All Funds ∨

"Hired In"   🔍 or "Charged To" 12345 🔍
Department: Department:

☑ Include Rollup   ☐ Include Benefits Information

Optional Parameters

Fund Charged: 🔍

Class Charged: 🔍

Account Charged: 🔍

[💾 Save] [🔍 Return to Search] [Previous in List] [Next in List] [📧 Notify] [➕ Add] [🗐 Update/Display]

1. Click Detail by Chartfield Level for Report Selection
2. Fill in all the Required Parameters
3. Click Run

7. Process Scheduler Request

User ID 01369   Run Control ID 0000013600

Server Name PSUNX ▾   Run Date 05/14/2019 📅

Recurrence ▾   Run Time 3:49:35PM   [Reset to Current Date/Time]

Time Zone 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Budget/Expenditure Rpts	FRHR0956	SQR Report	Web ▾	CSV ▾	Distribution

[OK] [Cancel]

1. Select Server Name from drop down
2. Press "OK"

8. Report Manager

Report Selection
- ☑ Detail by Chartfield Level
- ☑ Summary by Chartfield Level
- ☑ Expenditure Adjustments
- ☑ Budget Adjustments

Required Parameters

*Fiscal Year: 2020

*Fund Type: All Funds

"Hired In" Department: ___ or "Charged To" Department: 12345

☑ Include Rollup   ☐ Include Benefits Information

Optional Parameters

Fund Charged: ___
Class Charged: ___
Account Charged: ___

1. Click "Report Manager"

View Reports For

User ID 789456   Type ___ Last ___ 1 Days   Refresh
Status ___ Folder ___ Instance ___ to ___

Report List   Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	1480588	4228822	Budget/Expenditure Rpts	05/26/2021 11:01:31 AM	Acrobat (*.pdf)	N/A	

1. Click "Refresh", when status is changed to "Posted" you are ready to view your report.

View Reports For

User ID 14971   Type ___ Last ___ 1 Days   Refresh
Status ___ Folder ___ Instance ___ to ___

Report List   Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	1480588	4228822	Budget/Expenditure Rpts	05/26/2021 11:01:31 AM	Acrobat (*.pdf)	Posted	Details

2. Click Details to view the report.

9. Report Detail

Report Detail

Report

Report ID	1538947	Process Instance	4295524	Message Log
Name	FRHR0956	Process Type	SQR Report	
Run Status	Success			

Budget/Expenditure Rpts

Distribution Details

Distribution Node	HFRPRD	Expiration Date	06/01/2019

File List

Name	File Size (bytes)	Datetime Created
41105 (Hired In)_FY2018_4295524.xls	33,327	04/17/2019 8:36:07.867357AM PDT
SQR_FRHR0956_4295524.log	1,597	04/17/2019 8:36:07.867357AM PDT
frhr0956_4295524.out	475	04/17/2019 8:36:07.867357AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	14971

OK   Cancel

Click the link to view the report on excel file format

Budget/Expenditure Report:

California State University, Fresno
HR Department Budget Report
Detail by Chartfield Level

Date Time:	05-26-2021 12:24:49 PM	
Fiscal Year:	2020	
Department:	12345R (Charged To)	

Fund	Org	Class	Account	Project	PY Chrg	Acct Desc	Level	Employee	Orig Bdgt	Adj Bdgt	Cur Bdgt
90000	12345	00000	601850			Personnel Services Reserves	Pool 910 Personnel Services Reser		$7,500.00	($7,500.00)	$0.00
90000	12345	00000	601921			Management & Supervisory Sal	Appt 78945-0 Superman		$15,725.00	$0.00	$15,725.00
90000	12345	00000	601921			Management & Supervisory Sal	Pool 200 Management & Superviso 89456-0 Batman		$0.00	$0.00	$0.00
90000	12345	00000	601921			Management & Supervisory Sal	Pos # 4155 Sr Dir of DC Comics		$0.00	$0.00	$0.00
90000	12345	00000	601931			Regular Staff Salaries	Appt 124578-0 Wonder Woman		$65,088.00	$0.00	$65,088.00
90000	12345	00000	601931			Regular Staff Salaries	Appt 65412-0 Supergirl		$57,912.00	$0.00	$57,912.00
90000	12345	00000	601931			Regular Staff Salaries	Pool 300 Serialized Staff	101010-0 Aquaman	$0.00	$0.00	$0.00
90000	12345	00000	601931			Regular Staff Salaries	Pool 300 Serialized Staff		$24,000.00	$0.00	$24,000.00
90000	12345	00000	601933			Overtime	Appt 106006-0 Lex Luthor		$0.00	$0.00	$0.00
90000	12345	00000	601933			Overtime	Pool 905 Temporary Help	10601-0 Bane	$0.00	$0.00	$0.00
90000	12345	00000	601936			Terminal Pay	Appt 11333-Penguin		$29,232.00	$0.00	$29,232.00
90000	12345	00000	601936			Terminal Pay	Pool 908 Terminal Pay		$0.00	$0.00	$0.00
90000	12345	00000	601961			Temporary Help	Appt 1059256-0 Alfred Pennyworth		$0.00	$0.00	$0.00
90000	12345	00000	601961			Temporary Help	Pool 905 Temporary Help	106099-0 Wonder Girl	$0.00	$0.00	$0.00
90000	12345	00000	601961			Temporary Help	Pool 905 Temporary Help		$8,000.00	$0.00	$8,000.00
90000	12345	00000	601981			Student Assistant	Pool 906 Student Assistants		$0.00	$0.00	$0.00
90000	12345	00000	601981			Student Assistant	Pool 906 Student Assistants	10600-0 Power Girl	$0.00	$0.00	$0.00
90000	12345	00000	601982			Bridge Student Assistant	Pool 961 Bridge Students		$0.00	$0.00	$0.00
90000	12345	00000	601982		201706	Bridge Student Assistant	Pool 961 Bridge Students	10606-0 Starfire	$0.00	$0.00	$0.00