# **HR BUDGET REPORT**

## 1. Go to my.fresnostate.edu

## 2. Select Reports Portfolio

FRE	SN@STATE.	▼ My Homepage	🏫 🏲
	Forms Portfolio	CHRS Recruiting	PeopleSoft Human Resources
			<b></b>
	PeopleSoft Support Requests	Reports Portfolio	Security Request

#### **3. Select Human Resources**

T Student Administration	Student Administration
🔚 Human Resources	Click the checkbox next to all the items you want to appear on your start page.
Financials	★ Recommended Check All Uncheck All Save Cancel
	No items are available at this time for your selection. Please check back as new items are being added frequently.
	Check All Uncheck All Save Cancel

#### 4. Under the Financial Budgets section, select Budget/Expenditure Reports



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"



6 Run Control ID: 10109	Report Manager	Process Monitor	Run		
Report Selection         Detail by Chartfield Level       Expenditure Adjust         Summary by Chartfield Level       Budget Adjustment         Required Parameters       Fiscal Yeak 2020         *Fund Type:       All Funds         "Hired In"       or         Department:       Department:         Include Rollup       Include Benefits Inform         Optional Parameters       Include Rollup	tments ts nation			1. 2.	Click Detail by Chartfield Level for Report Selection Fill in all the Required
Fund Charged: Q Class Charged: Q Account Charged: Q				\ <sub>3.</sub>	Parameters Click Run
🔚 Save 🔯 Return to Search † Previous in List 🚛 Next in	List 🔛 Notify	📑 Add 📃	Update/Display		

## 7. Process Scheduler Request

	Server Name PSUNX Recurrence	v Run I	Date 05/14/2019 Time 3:49:35Pt/	Re	set to Current I	Date/Time		
	Time Zone Q				_			
Proce	ss List						1.	Select
Select	Description	Process Name	Process Type	"Type	*Format	Distribution		Server
2	Budget/Expenditure Rpts	FRHR0956	SQR Report	Web	* CSV	<ul> <li>Distribution</li> </ul>		Name from drop down
							2.	Press "OK"

## 8. Report Manager

Report	t Selection	n												
	Detail by Summary	Chartfiel by Char	d Level tfield Level	Z Exp	enditure Adju Iget Adjustme	ustmer ents	nts							
Requir	red Param	eters												
		"Fisc	al Year: 202	Q										
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"H Depa	ired In" intment:	Include F	Q or	"Charged Departm	To" 12345 ent: Benefits Info	ormatio	]Q 011							"Report Manager'
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## 9. Report Detail

## Report Detail

				100555	31	12111120		Click the
Report ID	1538947	rocess	Instance	429552	24	Message Log		link to
Name	FRHR0956	Proc	ess Type	SQR R	leport			view the
Run Status	Success						/	report o
Budget/Expen	diture Rpts					_		excel file
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Distribution	Node HFRPRD		Expiration	n Date	06/01/2019			iormat
File List				/				
Name			File Size	bytes)	Datetime Cre	ated		
41105 (Hired	In)_FY2018_4295524.xls	s 🖌	33,327		04/17/2019	8:36:07.867357AM	I PDT	
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# Budget/Expenditure Report:

Califor	nia State	Univers	ity, Fresno	1			0				
HR De	partmeni	t Budget	Report								
Detail t	y Chart	field Lev	el								
Date Tir	Date Time: 05-26-2021 12:24:49 PM		49 PM								
Fiscal Year: 2020		20									
Depart	ment:	1234	SR (Cha	arged	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 Reservices Reser		\$7,500.00	(\$7,500.00)	\$0.00
90000	12345	00000	601921			Management & Supervisory Sa	Appt 78945-0 Superman		\$15,725.00	\$0.00	\$15,725.00
90000	12345	00000	601921			Management & Supervisory Sa	Pool 200 Management & Superviso	89456-0 Batman	\$0.00	\$0.00	\$0.00
90000	12345	00000	601921			Management & Supervisory Sa	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