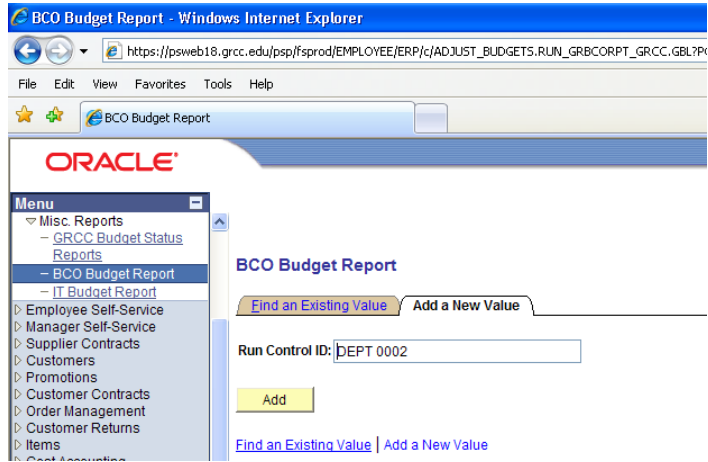


## BCO Budget Report

- FSPROD Navigation – GRCC Custom / Misc. Reports / BCO Budget Report
- Click on Add a New Value Tab and add a Run Control ID



You have the following options with this report:

If you enter a Department or Project ID and no Account, you will receive summary data for all accounts in that Unit (see report example below).  
If you enter a Department or Project ID along with an account range, you will receive ALL detail for selected accounts. This detail will include journal detail, Accounts Payable and Purchase Order information in one consolidated report (see report example below).

- Fill in your selections and Click Save (This will save the report parameters you entered so the next time you run this report you can select your saved Run Control ID and get these same parameters)
- Click Run

BCO Budget Report

### BCO Budget Report

Run Control ID: TEST [Report Manager](#) [Process Monitor](#) [Run](#)

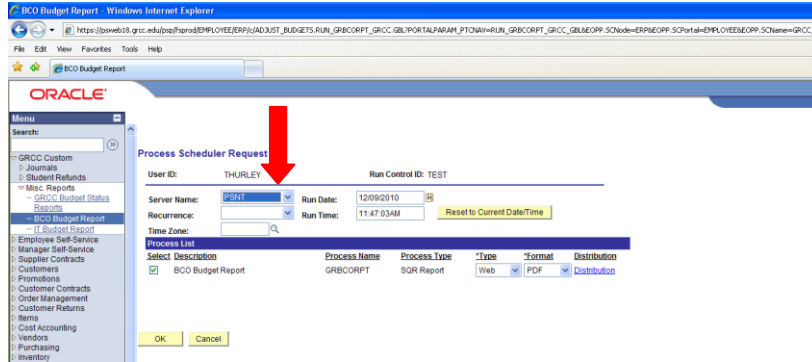
Language: English

Report Request Parameters

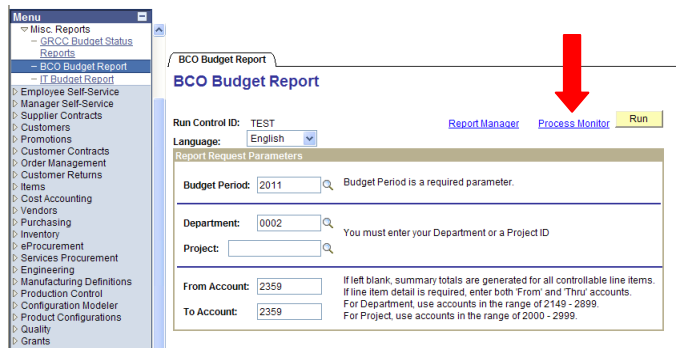
Budget Period:	2011	Budget Period is a required parameter.
Department:	0002	You must enter your Department or a Project ID
Project:		
From Account:	2311	If left blank, summary totals are generated. If line item detail is required, enter both 'From' and 'Thru' accounts.
To Account:	2311	For Department, use accounts in the range of 2149 - 2899. For Project, use accounts in the range of 2000 - 2999.

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

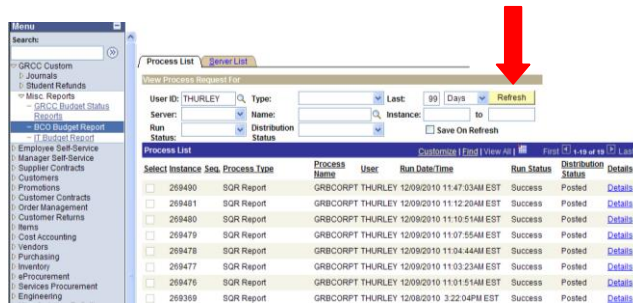
- Click OK to run the report after verifying that Server Name = PSNT



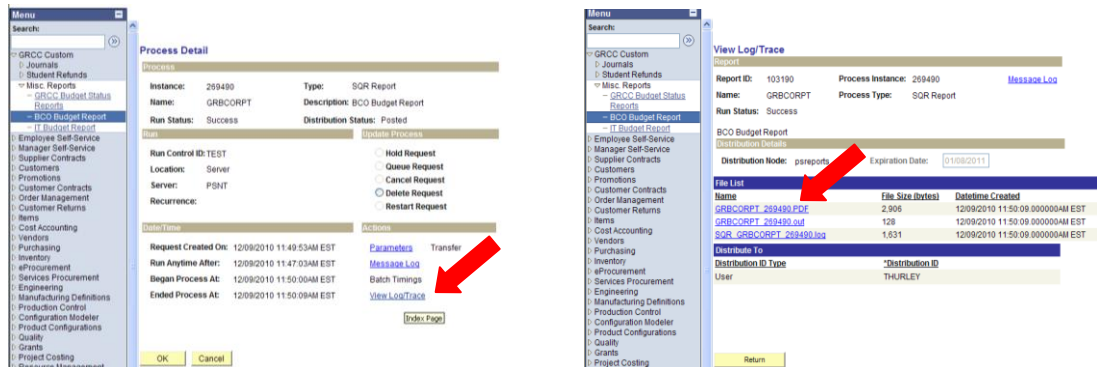
- Click on the Process Monitor Blue Link



- Click the yellow Refresh button until status changes from Queued to Success. Then, Click on the Blue Details Link.



- Click on the Blue View Log Trace Link
- Click on the blue GRBCORPT PDF link to view the report (see below)



## BCO Budget Report – Detail Report

u/psreports/fsprod/103181/GRBCORPT\_269477.PDF - Windows Internet Explorer

c.edu/psreports/fsprod/103181/GRBCORPT\_269477.PDF

u/psreports/fsprod/103181/G...

1 / 1 62% Find

Report ID: GRBCORPT  
 PeopleSoft  
 Dept Account Line Item Detail - 2011  
 Page No. 1  
 Run Date 12/09/20  
 Run Time 11:03:40

Dept	Acct	Description	Journal ID	Vendor	PO ID	Voucher ID	Invoice ID	Acctg Period	Encumbrance	Actual Expense	
0007	2311	300613-7/10		OfficeMax		00402614	300613-7/10	2	0.00	29.60	
0007	2311	Petty Cash		Grand Rapids Community College		00403659	Petty Cash	2	0.00	28.82	
0007	2311	300613-Aug 10		OfficeMax		00404789	300613-Aug 10	3	0.00	1,139.95	
0007	2311	Voyage 200 Calculators		Underwood Distributing	0000024572			3	679.80	0.00	
0007	2311	300613-Sept 10		OfficeMax		00407149	300613-Sept 10	4	0.00	494.60	
0007	2311	Voyage 200 Calculators		Underwood Distributing	0000024572	00407086	17667	4	(679.80)	0.00	
0007	2311	Texas Instruments 84+ Silver Edition		Underwood Distributing	0000024649			4	1,079.60	0.00	
0007	2311	Texas Instruments 84+ Silver Edition		Underwood Distributing	0000024649			4	3,050.00	0.00	
0007	2311	Voyage 200 Calculators		Underwood Distributing	0000024572	00407086	17667	4	0.00	679.80	
0007	2311	300613-Oct 10		OfficeMax		00408431	300613-Oct 10	5	0.00	499.95	
									Totals	4,129.60	2,972.72

## BCO Budget Report – Summary Report

u/psreports/fsprod/103185/GRBCORPT\_269481.PDF - Windows Internet Explorer

u/psreports/fsprod/103185/GRBCORPT\_269481.PDF

u/psreports/fsprod/103185/G...

1 / 1 62% Find

Report ID: GRBCORPT  
 PeopleSoft  
 Dept Budget Report - 2011

Dept	Acct	Description	Budget	Encumbrance	Actual Expense	(Over)Under Budget	% Spent
0082	2118	TECHNICAL SUPPORT	167,548.00	0.00	69,173.16	98,374.84	41.29
0082	2142	CUSTODIAN	327,500.00	0.00	133,220.61	194,279.39	40.68
0082	2271	CONTRACTED SERVICES	4,980.00	0.00	3,815.61	1,164.39	76.62
0082	2331	BUILDING REPAIRS	13,000.00	0.00	7,556.40	5,443.60	58.13
0082	2343	EQUIPMENT REPAIRS	73,971.22	1,337.00	9,878.73	62,755.49	15.16
0082	2359	MISCELLANEOUS EXPENSE	7,053.00	0.03	1,143.71	5,909.26	16.22
0082	2511	MEMBERSHIP FEES	0.01	0.00	0.00	0.01	0.00
<b>Total Expenses</b>			<b>594,052.23</b>	<b>1,337.03</b>	<b>224,788.22</b>	<b>367,926.98</b>	<b>38.06</b>