**State of Kansas**

**Budget Status Report**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 01/11/2013 |
| **Version:** | 3.0 |
| **Last Updated:** | 03/20/2019 |
| **Purpose:** | To describe how to create a Budget Status Report in SMART. |
| **Description:** | The **Budget Status Report** (**GLS8020**) displays all Commitment Control ledger amounts (budget, pre-encumbrance, encumbrance, expense, collected revenue, or recognized revenue – where applicable) and the available balance for the budgets you select. |
| **SMART Security Access role:** | KS GL Viewer |
| **How to create a Budget Status Report:** | 1. **Navigation:** From the **SMART Homepage**, click the ‘**General Ledger/KK page > GL & KK Reports tile > Commitment Control Reports > Budget Status Report (GLS8020)**’.
2. Click the “**Add a New Value**” tab.
3. Enter a ‘**Run Control ID**’.
4. Click the “**Add**” button. This opens the **Commitment Control Budget Status Report** page (refer to screenshot on following page):

In the **Report Request Parameters** section of the ‘Commitment Control Budget Status Report’ page:1. Enter the ‘**Business Unit**’.
2. Enter the ‘**Ledger Group**’ to report against.
3. Click the “**Refresh**” button to activate the **Chartfield Selection** section.Once the **Chartfield Selection** section has been activated, the user can select additional report parameters to customize their report (as shown in the following screenshot):

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| **Budget Status Report – Report Request Parameters** |
| **Field** | **Description** | **Examples** |
| **Unit:** | Enter the desired business unit into this field. | 17300, 03900 |
| **Ledger Group:** | Enter the desired ledger group into this field. | CC\_APPROP |
| **Sequence:** | Enter a numbering sequence to determine the sequence (or order), of the ChartFields in the report.***There must not be any gaps in the sequence.******Please refer to the NOTES section at the end of this document for an example.*** | 1,2,3,… |
| **Include CF:** | Select the ‘**Include CF’ checkbox(es)** to have SMART include the Chartfield(s) in the Budget Status Report. Different combinations of Chartfields may be selected to develop different snapshots and views of the same budgets.If a ChartField is NOT part of the budget structure for a specific Ledger for an Agency, it can NOT be selected to be included in the report. ***Hint:*** Double-check the budget structure for your Agency’s budget ***before*** creating the Budget Status Report, to verify which ChartFields are available for you to select from. | N/A |
| **Subtotal:** | Select the ‘**Subtotal’ checkbox(es)** to instruct SMART to report budget balances either in detail, or, summarized by the selected Chartfield(s). This is a useful tool for providing budget status overview reports. ***Please refer to the NOTES section at the end of this document for an example.*** | N/A |
| **Value:** **/****To Value:** | Use the ‘**Value**’ field and the ‘**To Value**’ fields to restrict or include the desired ChartFields for the Budget Status ReportThe use of these fields instructs SMART to report results only for a given value or range of values for the particular Chartfield(s).***Please refer to the “NOTES” section at the end of this document for additional information.*** | (Example for The Account ChartField) = 510000-519999 |

1. ***Optional step:*** Once you have selected all desired Budget Status Report parameters, click the “**Save**” button to save the ‘**Run Control ID**’. Saving the Run Control ID allows the end user to access and use the same Run Control ID and report parameters again.
2. Click the “**Run**” button to access the ‘**Process Scheduler Request**’ page. The report format can be changed on this page. If a spreadsheet format is desired, change the Format to **‘CSV’**, otherwise leave the Format **‘PDF’**. Click the “**OK**” button to start the process, which creates the Budget Status Report.
3. On the **Commitment Control Budget Status Report** page, click on the ‘**Process Monitor’** to go to the **Process List** page.

1. Click on the Refresh button until the Run Status=’**Success**’ and the Distribution Status=’**Posted**’. Click on the “Details” link.

1. On the Process Detail page click on the **‘View Log/Trace’** link to open the report.

1. For the .PDF format, click on the File with the .PDF file extension to open the report.

1. View .PDF report

1. For the CSV format, click on the File with the .CSV file extension to open the report.

1. A file download screen will appear, click on the Open button. The report will open in Excel.

1. View .CSV report. Formatting may be required.

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| **Commitment Control Budgets and Available ChartFields:** | The table (on the following page) details the **Commitment Control** **budgets** used by the Agencies of the State of Kansas. Please note that NOT all Commitment Control ledgers are available to ALL State Agencies. ***For example***: The ‘**CC\_PROJECT**’ Ledger Group is used only by those State Agencies who are using the **Projects and Grants** modules to track their Agency’s Project budgeting. If your Agency is NOT using the Projects and Grants modules in SMART, you will not be able to use the ‘CC\_PROJECT’ Ledger Group.

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| **Commitment Control Budgets in SMART** |
| **Ledger Group** | **Description** | **Available ChartFields** |
| **CC\_APPROP** | Appropriation Ledger | Department = Level 2 (Agency Level), Account = 50 (Expenditures), Budget Unit, Fund Code |
| **CC\_CASH** | Cash Control Ledger | Budget Unit (for Type 2 funds only), Fund Code |
| **CC\_CSH\_REV** | Cash Control Revenue Ledger | Budget Unit (for Type 2 funds only), Fund Code |
| **CC\_IBARS\_E** | DOB IBARS Expense Ledger | Account = Detail Values, Budget Unit, Department=Detail Values, Fund Code, Program = Level 2 (DoB Program Level) |
| **CC\_IBARS\_R** | DOB IBARS Revenue Ledger | Account, Budget Unit, Department, Fund Code |
| **CC\_OPR\_DOB** | Operating Default Ledger | Account=Level 4 (Category Level), Budget Unit, Department=Level 2 (Agency Level) , Fund Code, Program = Level 2 (DoB Program Level) |
| **CC\_REV\_DOB** | Revenue Estimating Default Ledger | Account, Department = Level 2 (3 digit agency number), Budget Unit, Fund Code |
| **Optional Budget Structures (Chartfields and translations will vary):** |
| **Ledger Group** | **Description** | **Available ChartFields** |
| **CC\_PROJECT** | Project **Optional** Ledger | Activity, Department, Fund Code, PC Business Unit, Program, Project, Service Location, Source  |
| **CC\_PRJ\_PRT** | Project Parent Ledger | Activity, PC Business Unit, Project |
| **CC\_DETAIL** | Detail Budget Ledger | Account, Activity, Agency Use, Budget Unit, Department, Fund Code, PC Business Unit, Program, Project, Service Location, Source |

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| **NOTES:** | * At least ONE (1) **Chartfield** must be selected from the Chartfield Selection section to be included in the report. If no Chartfield is selected, the Budget Status Report will NOT contain any data.
* When using the **ChartField Selection** section, all selected **Subtotal** **checkbox(es)** must be in **sequence** - *there must NOT be any gaps in the sequence*. ***For example:***To report the ‘**Subtotals**’ for a range of ‘**Account**’ ChartField values within a given ‘**Budget Unit**’, the end user MUST:- Enter the desired ‘**Budget Unit’** in the **Value** field- Enter the ‘Budget Unit’ **Sequence** as ‘**1**’ - Enter the desired ‘**Account**’ range in the ‘**Value**’ and the ‘**Value To**’ fields- Enter the ‘Account’ **Sequence** as ‘**2**’- **Select** the **Subtotal checkboxes** for the ‘Budget Unit’ and for the ‘Account’This produces a Budget Status report with Subtotals for the specified Accounts in the Budget Unit.
* Not all “**Available ChartFields**” are available for the “**Optional**” Ledger Groups. ***For example***: Agency A uses the ‘Service Location’ ChartField on their operating optional budget, while Agency B does not. ***Hint:*** Check the Agency’s specific budget structure to understand exactly which ChartFields are available.
* For the ‘**CC\_CASH**’ and ‘**CC\_CSH\_REV**’ Ledger groups, the Budget Status Report will need to be run twice:- First: For **Type 1** funds (Include only the ‘Fund’ code)- Second: For **Type 2** funds (include BOTH the ‘Fund’ code and the ‘Budget Unit’). - When running the report for **Type 2** funds (‘Fund’ and ‘Budget Unit’), the Budget Status Report returns data for Type 1 funds, however it does NOT include ‘Associated Revenue’ amounts for those funds. - As a result, the **Available Budget Balance** calculation is NOT correct for the Type 1 funds when BOTH the ‘Fund’ and the ‘Budget Unit’ ChartFields are selected.
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