Portland Public Schools

PeopleSoft Quick Reference Guide

HRMS Employee Budget Verification List

The Employee Budget Verification List (EBVL) report lists employees and vacancies that are budgeted for a department. EBVL Reports can be viewed and/or printed from PeopleSoft HRMS.

Step 1	Start **PeopleSoft HRMS**	PeopleSoft Resources ▼ / PeopleSoft HRMS Sign-on
Step 2	From the NAVIGATOR on the Right Click **Workforce Administration**	Main Menu > / Workforce Administration >
Step 3	Click **Workforce Reports** Click **PPS EBVL for Funds or Proj/Grants**	Workforce Reports > / PPS EBVL for Funds or Proj/Grt
Step 4	Click **Search** to find an existing Run Control ID – or – Click on the **Add a New Value** page tab	Search / Add a New Value
Step 5	If adding a new value, enter a **Run Control ID** Click **Add**	Run Control ID: [_____] / Add
Step 6	Select **All Departments** –or – Enter a **Range** of Depts to view	**Department Print Selection** ○ All Departments ◉ Dept ID Range [3330] To [3332]
Step 7	Select **All Funds** –or – Enter a **Range** of Funds to view Select **All Projects** or **Project ID Range** to view	**Fund/Project Print Selection** ○ All Funds ◉ Fund Range [205] To [205] ◉ All Projects ○ Project ID Range
Step 8	Choose the desired Sort Selection	**Sort Selection** ○ Sort by Dept ID (by Account Code) ○ Sort by Dept ID (alphabetical by name) ○ Sort by Project ID (alphabetical by name) ○ Sort by Project ID (by Account Code)
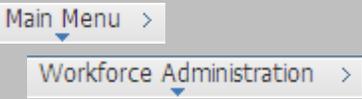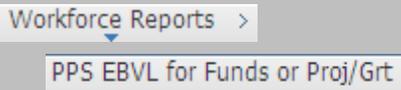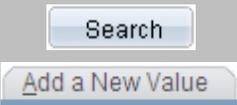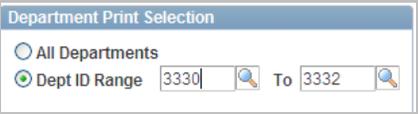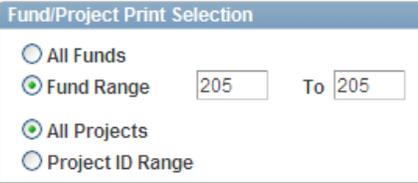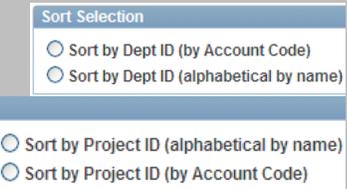
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HRMS Employee Budget Verification List
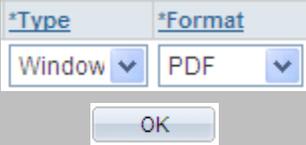
Step 9	Click **Save,** then click **Run**	Save Run
Step 10	Select the Output Type of Window, and Format of PDF. Click **OK**. This will cause the report to come up automatically in Adobe Acrobat for you to view and/or print.	*Type: Window *Format: PDF OK
Step 11	First, a window with the Run Status of the report will be displayed. You will likely see the status change from Queued to Processing to Success.	**Queued** Process Name: PPS241SV Requisition Summary Report Process Instance: 14489 Process Type: SQR Report
Step 12	Adobe Acrobat will open with the report. Click the Adobe Print icon if you want to print the report.	🖨
Step 13	Close Adobe Acrobat when finished. You can either select File > Close or click on the **x** in the upper right corner of the report window.	