

Budget Overview- Cost Center (Non-Grant)

(Homepage) Accounting & Financial Reports > (Tile) Budget Overview

Find an Existing Value 1

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Inquiry Name

Add a New Value

*Inquiry Name

1. Click the **Add a New Value** tab.
2. Enter an **Inquiry Name**, this could be any name.
3. Click the **Add** button.

Budget Overview

Inquiry Description

Budget Type

*Business Unit Ledger Group/Set Ledger Inquiry Set

View Stat Code Budgets

TimeSpan

*Type of Calendar

Budget Criteria Personalize | Find | View All | First 1-2 of 2 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	<input type="text" value="2023"/> <input type="button" value="Search"/>	<input type="text" value="2023"/> <input type="button" value="Search"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	<input type="text" value="2023"/> <input type="button" value="Search"/>	<input type="text" value="2023"/> <input type="button" value="Search"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	<input type="button" value="Info"/>		Update/Add
Dept	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="button" value="Info"/>	<input type="text" value=""/> <input type="button" value="Search"/>	Update/Add
Fund	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="button" value="Info"/>	<input type="text" value=""/> <input type="button" value="Search"/>	Update/Add
Function	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="button" value="Info"/>	<input type="text" value=""/> <input type="button" value="Search"/>	Update/Add
Cost Centr	<input type="text" value="18262010"/> <input type="button" value="Search"/>	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="button" value="Info"/>	<input type="text" value=""/> <input type="button" value="Search"/>	Update/Add
Project	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="text" value="%"/> <input type="button" value="Search"/>	<input type="button" value="Info"/>	<input type="text" value=""/> <input type="button" value="Search"/>	Update/Add

Budget Status

Open
 Closed
 Hold

4. Business Unit = **UTEP1**.
5. Ledger Group/Set = **Ledger Inquiry Set**. Ledger Inquiry Set = **UTEP**.
6. Enter the **Cost Center #**. To search by CC name, click on the Lookup glass.
7. Click **Save** to save your search criteria.
8. Click **Search**.

PeopleSoft Tips

- You can access saved inquiries by clicking on **Find an Existing Value** and entering the **Inquiry Name**.
- **DO NOT** include any blank spaces in the **Inquiry Name**.
- Under the **Type of Calendar** dropdown, select **Detail Accounting Period** to search for transactions by monthly periods.



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Budget Account	Budget Account Description
A1000	Administrative & Professional, Classified
A1200	Wages, Hourly A&P/Classified, Student, Work Study, Graduate Research Assistant
A2000	Faculty Salary
A2100	Teaching Assistant Salary
A3000	Payroll Related Costs
A4000	Operating Expenses
A7000	Expense Transfers
A9000	Reserve
RTRFS	Revenue Transfers
TOTRV	Total Revenue

9. Click any hyperlink to drill down to budget account transaction lines.

- **Budget** hyperlink drills down to **Budget Transaction Lines**.
- **Expense** hyperlink drills down to **Expense Transaction Lines**.
- **Encumbrance** hyperlink drills down to **Encumbrance Transaction Lines**. (i.e. Purchase Orders & Travel Authorizations)

PeopleSoft Tips

- Enter **9999** under **Max Rows** to retrieve the maximum number of transaction line items in the Activity Log.
- Use Cost Center table to identify Budget Account descriptions.
- Click on  to view in **Full Screen** or to  export to **Excel**.
- See available budget balances under **Available Budget** column.
- A1200 includes: Hourly A&P/Classified, Student, Work Study, Graduate Research Assistant.

Inquiry Results

Business Unit UTEP1
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

To view transaction details, click on the corresponding **hyperlinks** (in blue) for that category.

Return to Criteria Max Rows 99999 Display Options Search

Ledger Totals (5 Rows)		Summary	
Budget	1,994,088.86	Revenue Estimate	1,981,915.00
Expense	1,057,391.87	Recognized Revenue	1,981,915.00
Encumbrance	1,009,255.14	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	-72,558.15	Uncollected Revenue (Rec-Coll)	1,981,915.00
Associate Revenue	0.00		
Available Budget	-72,558.15		

Detail

Budget Overview Results

Cost Center	ChartField1 Description	Class Description	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
1 18262010	TECHNOLOGY SUPPORT	Institutional Support	A1000	Staff Salaries	3200	DES Net Service Departments	506000	Technology Support	700	2023	1,559,076.00	713,254.94	738,763.41	0.00	107,057.65
2 18262010	TECHNOLOGY SUPPORT	Institutional Support	A1200	Wages	3200	DES Net Service Departments	506000	Technology Support	700	2023	134,953.00	54,736.69	0.00	0.00	80,216.31
3 18262010	TECHNOLOGY SUPPORT	Institutional Support	A3000	Payroll Related Costs	3200	DES Net Service Departments	506000	Technology Support	700	2023	216,846.75	250,974.83	259,392.67	0.00	-293,520.75
4 18262010	TECHNOLOGY SUPPORT	Institutional Support	A4000	Operating Expenses	3200	DES Net Service Departments	506000	Technology Support	700	2023	83,213.11	38,425.41	11,099.06	0.00	33,688.64
5 18262010	TECHNOLOGY SUPPORT		RTRFS	Revenue Transfers	3200	DES Net Service Departments	506000	Technology Support		2023	0.00	0.00	0.00	0.00	0.00

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10. Click to export data to Excel (optional).
 11. Click to drill down to Source Document. This will provide detailed information of the transaction.

Activity Log												
Personalize Find View 100 [Print] [Refresh] First 101-200 of 213 Last												
	Tran Line	Document Label▲	Document ID▲	Ref Bdgt?	Account	Fund	Dept	Period▲	Cost Center	Function	Monetary Amount	
11		1 Report ID:	0000320858	N	A4000	3200	506000	4	18262010	700	120.00	
		1 Report ID:	0000322913	N	A4000	3200	506000	5	18262010	700	149.99	
		1 Voucher ID:	00143609	N	A4000	3200	506000	2	18262010	700	989.00	
		1 Voucher ID:	00145142	N	A4000	3200	506000	3	18262010	700	1,749.00	
		4 Voucher ID:	00150959	N	A4000	3200	506000	8	18262010	700	39.99	

Expense Sheet Line Drill Down

Help

Transaction Line Identifiers

Report ID 0000320858

Distribution Line 1

Line 1

Transaction Line Details

Account	Fund Code	Department	Cost Center	Function
62206	3200	506000	18262010	700

Line Status Valid

Budget Date 10/10/2022

Line Amount 120.00 USD

12. Click on the icon next to **Report ID**.