



Budget Management



Agenda

- Review Budget Balances
- Drill Down Feature
- Review Query Summary Lists

Terminology

- Cost Center
- Sponsored Projects
- Budget Account (Cost Centers)
- Project Account (Sponsored Projects)
- Ledger Group

Checking Budget Balances

The screenshot displays the 'Employee Self Service' dashboard. A dropdown menu is open, listing several options: 'Employee Self Service', 'Manager Self Service', 'Analytics & Reporting', 'Workforce Administrator', and 'Accounting & Financial Reports'. The 'Accounting & Financial Reports' option is highlighted with a red box and a circled '1'. The dashboard background features several tiles: 'Financial Delegations' with a hierarchy icon, 'My News Content' with a document icon, 'Performance' with a bar chart icon and 'Next Due Date 03/31/2022', 'Benefits Summary' with a person and icons for a house, plus, and dollar sign, 'My Reports' with the Oracle PeopleSoft logo, 'Financial Approvals' with a document and checkmark icon, and 'HRMS Approvals' with a document and checkmark icon. A navigation bar at the top right shows '1 of 12'.

1. On **Employee Self Service** home page click on the drop down to open the **Accounting & Financial Reports** home page.

Checking Budget Balances

Accounting & Financial Reports ▾

Journal Inquiry

GL Reporting

SAHA

GL WorkCenter

Budgets Overview

SAHARA Monthly Reconciliation

2. Click on the “Budget Overview” tile.

Create Budget Balance Template

Find an Existing Value 1 + Add a New Value

▼ **Search Criteria**

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

🕒 Recent Searches

🔍 Inquiry Name

[^ Show fewer options](#)

Add a New Value

*Inquiry Name 2

3

1. Click **Add a New Value** to add a new Inquiry.
2. Enter an **Inquiry Name**. (ex: Sample)
3. Click **Add**.

Note: Click on **Find an Existing Value** to retrieve a previously saved inquiry.

Complete Template- Cost Centers

Budget Inquiry Criteria

Budget Overview

Inquiry SAMPLE 5 Description

Budget Type

*Business Unit 1 Ledger Group/Set 2 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="text" value="2023"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	<input type="text" value="2023"/>	<input type="text" value="2023"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text" value=""/>	Update/Add
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text" value=""/>	Update/Add
Function	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text" value=""/>	Update/Add
Cost Centr	<input type="text" value="18262010"/> 3	<input type="text" value="%"/>		<input type="text" value=""/>	Update/Add
Project	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text" value=""/>	Update/Add

Budget Status

Open

Closed

4

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

Cost Center Budget Accounts

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

Viewing Cost Center Balances

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

[Display Options](#)

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

Complete Template- Sponsored Projects

Budget Inquiry Criteria
Budget Overview

Inquiry GRANTS Description

Amount Criteria **5** Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit **1** Ledger Group/Set **2** Ledger Group

View Stat Code Budgets
 Display Chart

Time Span

*Type of Calendar

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	GRT_CHILD1		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To
Account	<input type="text" value="%"/>	<input type="text" value="%"/>
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>
Function	<input type="text" value="%"/>	<input type="text" value="%"/>
Cost Centr	<input type="text" value="%"/>	<input type="text" value="%"/>
PC Bus Unit	<input type="text" value="%"/>	<input type="text" value="%"/>
Project	<input type="text" value="226141371A"/> 3	<input type="text" value="%"/>
Activity	<input type="text" value="%"/>	<input type="text" value="%"/>

4 Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

1. Business Unit = **UTEP1**.
2. Ledger Group/Set = **Ledger Group**. Ledger Group = **GRT_CHILD1**.
3. Enter the **Project #**. To search by Project name, click on the Lookup glass.
4. Click **Save** to save your search criteria.
5. Click **Search**.

Project Budget Accounts

G6010	Faculty Salaries L6
G6020	Faculty Salaries Summer L6
G6030	Staff Salaries L6
G6040	Student Salaries L6
G6050	Fringe Benefits L6
G6060	Construction L6
G6070	Equipment Fabrication L6
G6080	Equipment Capital L6
G6090	Curation L6
G6100	Consultants L6
G6110	Office Services L6
G6120	Administrative Expenses L6
G6125	STEM Tuition L6
G6130	Mileage Expenses L6

G6140	Other Direct Costs L6
G6145	Workshop-Seminar Costs L6
G6150	Rentals & Leases L6
G6160	Rental Equipment L6
G6170	Travel - Domestic L6
G6180	Travel - Foreign L6
G6190	Participant Expenses L6
G6200	Participant Travel L6
G6205	Participant Stipend L6
G6210	Scholarships & Fellowships L6
G6220	Tuition & Fees (Stud Supp) L6
G6230	SUBK < \$25K L6
G6240	SUBK > \$25K L6
G6250	F&A L6

Viewing Project Balances

Inquiry Results

Business Unit UTEP1
 Ledger Group GRT_CHILD1
 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

Display Options

Ledger Totals (12 Rows)

Summary

Budget	151,000.00	Net Transfers	0.00
Expense	98,034.36		
Encumbrance	11,426.38		
Pre-Encumbrance	0.00		
Budget Balance	41,539.26		
Associate Revenue	0.00		
Available Budget	41,539.26		

Detail











Budget Overview Results

Personalize | Find | View All | |

Project	Project Description	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function	PC Bus Unit	PC Business Unit Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1 226141371A	BBRC Pilot: Healthcare Provide	G6010	L6 Faculty Salaries	5100	RES Federal Sponsored Programs	750300	Border Biomedical Research Ctr	200	UTESP	UT El Paso Sponsored Progs	0.00	0.00	0.00	0.00	0.00
2 226141371A	BBRC Pilot: Healthcare Provide	G6020	L6 Faculty Salaries Summer	5100	RES Federal Sponsored Programs	750300	Border Biomedical Research Ctr	200	UTESP	UT El Paso Sponsored Progs	2,500.00	2,499.53	0.00	0.00	0.47
3 226141371A	BBRC Pilot: Healthcare Provide	G6030	L6 Staff Salaries	5100	RES Federal Sponsored Programs	750300	Border Biomedical Research Ctr	200	UTESP	UT El Paso Sponsored Progs	46,505.00	39,304.53	5,496.25	0.00	1,704.22
4 226141371A	BBRC Pilot: Healthcare Provide	G6040	L6 Student Salaries	5100	RES Federal Sponsored Programs	750300	Border Biomedical Research Ctr	200	UTESP	UT El Paso Sponsored Progs	9,880.00	4,790.28	2,004.64	0.00	3,085.08
5 226141371A	BBRC Pilot: Healthcare Provide	G6050	L6 Fringe Benefits	5100	RES Federal Sponsored Programs	750300	Border Biomedical Research Ctr	200	UTESP	UT El Paso Sponsored Progs	17,861.00	10,608.13	947.09	0.00	6,305.78
6 226141371A	BBRC Pilot: Healthcare Provide	G6100	L6 Consultants	5100	RES Federal Sponsored Programs	750300	Border Biomedical Research Ctr	200	UTESP	UT El Paso Sponsored Progs	2,500.00	0.00	0.00	0.00	2,500.00

Viewing Balance Transactions

1

Activity Log												Personalize	Find	View 100	Print	Calendar	First	101-200 of 213	Last
		Tran Line	Document Label▲	Document ID▲	Ref Bdgt?	Account	Fund	Dept	Period▲	Cost Center	Function	Monetary Amount							
		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							

2


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

Selecting Source Transaction

Expense Sheet Line Drill Down ✕

Help

Transaction Line Identifiers 3

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

3. Click on icon next to ID Number.

OK

Viewing Source Transaction

View Expense Report  Expense Details






Christine Anaya Actions

Business Purpose TRV-Attend Meeting, Conf, etc. **Report** 0000320858 **Paid**

Description Microsoft 365 **Created** 12/19/2022 Lizette Garcia

Reference **Last Updated** 12/21/2022 Manuela Ramirez

Post State Posted

Totals   View Printable Version  View Analytics Workflow History  Notes  Attachments (3)

Employee Expenses (14 Lines)	1,050.30 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	541.35 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		508.95 USD		Amount Due to Supplier	
				0.00 USD	

Submitted On 12/20/2022 **Submitted By** Lizette Garcia

A new window opens for you to review the Expense Report information in the source document.

Note



- You can view the source documents for Travel Auth ID, Report ID, Voucher ID (for Miner Mall) and Journal ID for IDTs.

FMS Queries (Finance)

(NavBar> Navigator> Financials> Reporting Tools> Query> Query Viewer)

- ✓ Budget Balances Query – To view monthly balances:
UTE_BUDGET_BALANCES_CAO
- ✓ Grants Query – To view monthly balances for Grants:
UTE_BUDGET_BALANCES_GRANTS
- ✓ Transactions Query – To view monthly transactions:
UTE_BUDGET_TRANSACTIONS_CAO
- ✓ Transactions Query – To view year to date transactions:
UTE_BUDGET_TRANSACTIONS_GRANTS
- ✓ Payroll Transactions Query – To view YTD payroll transactions:
UTE_BUDGET_TRANSACTIONS_PAYROLL

HCM Queries (HR)

(NavBar> Navigator> HRMS> Reporting Tools> Query> Query Viewer)

- ✓ Current funding by Departments:
UTE_CA_FY_FUNDING_DATA_DEPTS
- ✓ Positions currently being funded by a certain Cost Center:
UTE_CA_FY_FUND_DATA_BY_CST_CTR
- ✓ Current funding by Positions:
UTE_CA_FY_FUND_DATA_BY_POS
- ✓ Positions funded by project:
UTE_CA_FY_FUND_DATA_BY_PROJECT
- ✓ Positions with no budget:
UTE_CA_POSITIONS_NO_BUDGET
- ✓ Vacant positions in department:
UTE_CA_VACANT_POS
- ✓ Job Data information by Department (Empl Class...):
UTE_CA_JOB_DATA

Questions?

