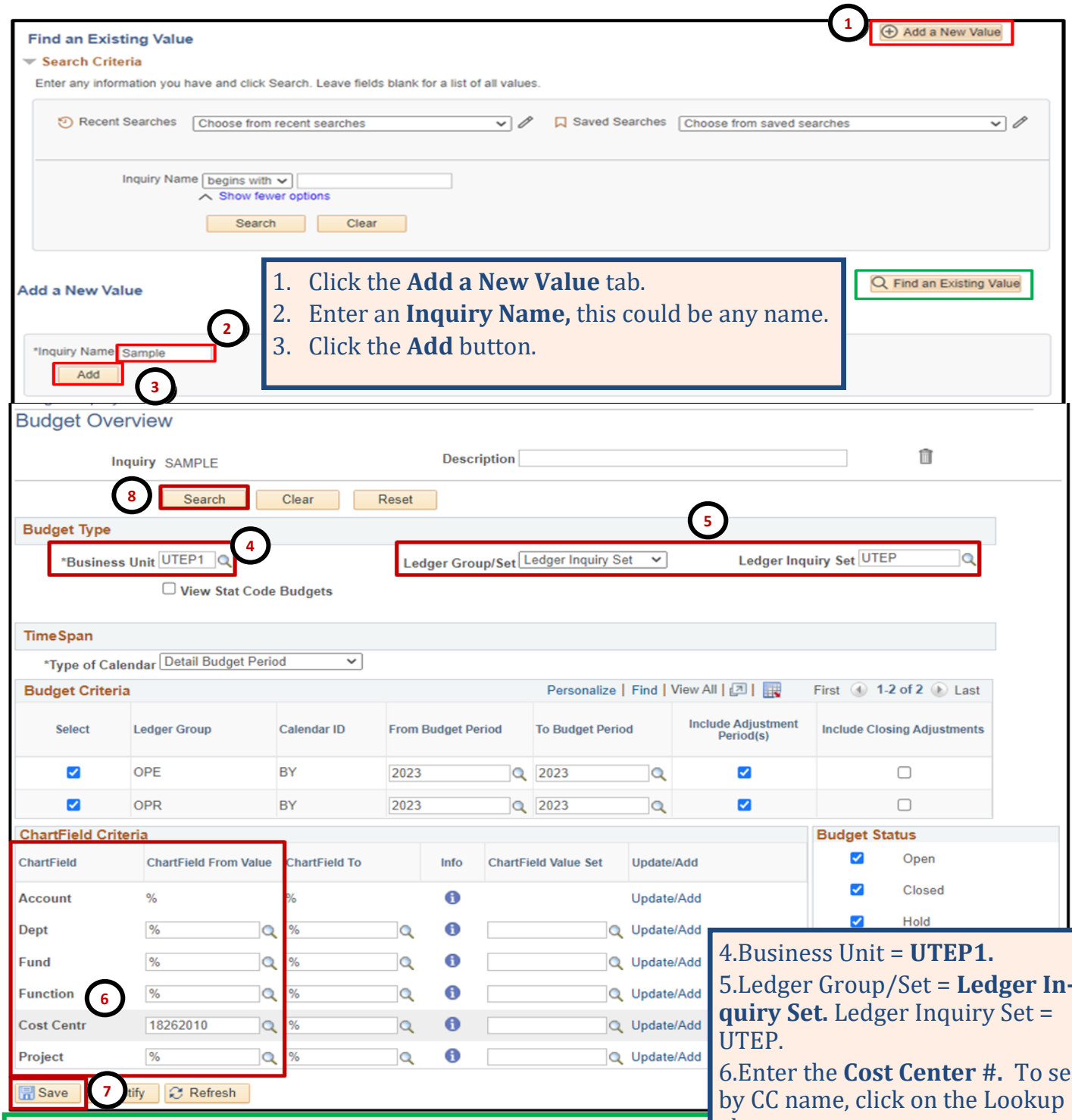
Budget Overview– Cost Center (Non-Grant)

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



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.

Budget Overview– Cost Center (Non-Grant)

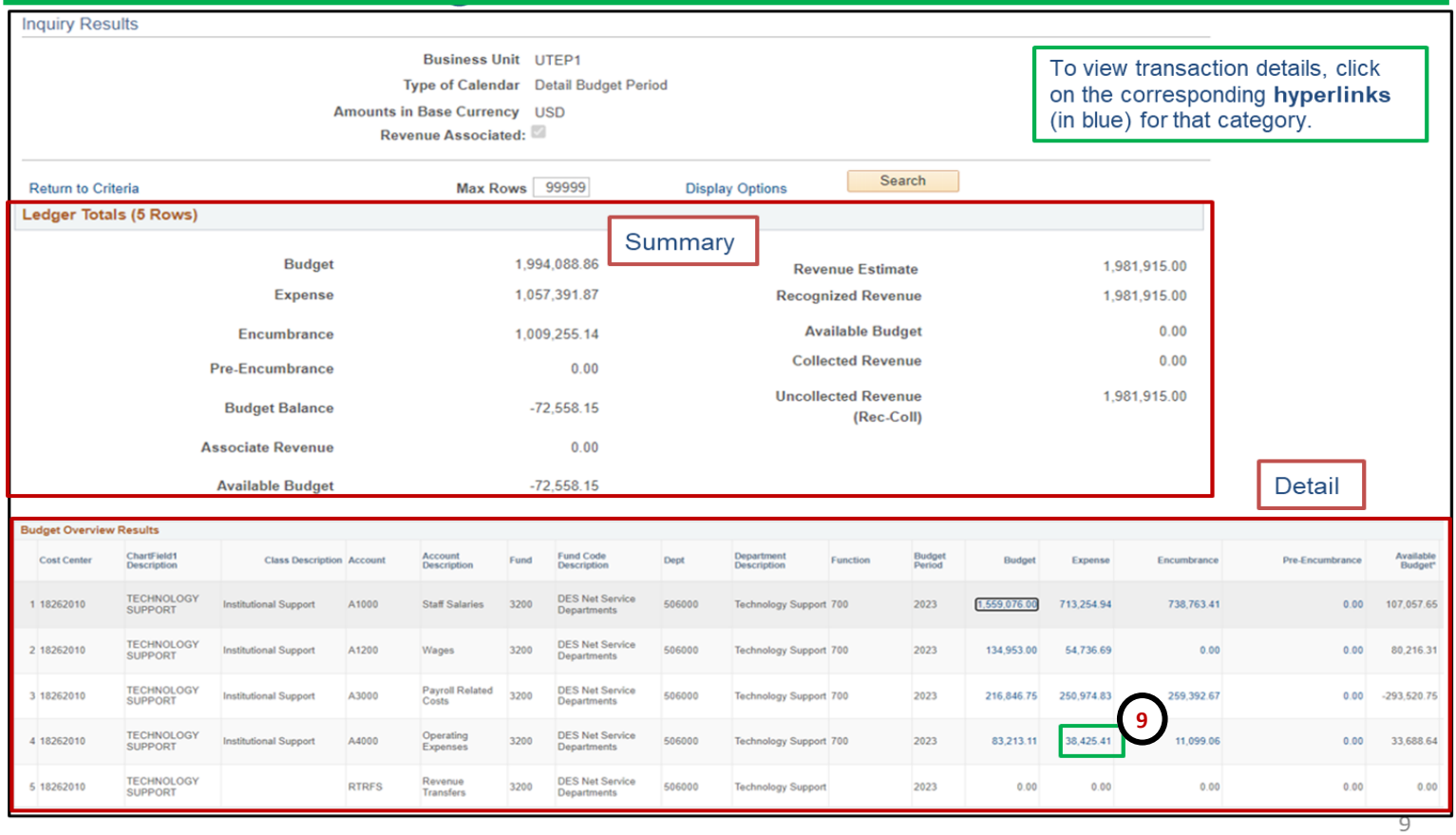
Budget Account	Budget Account Description
A1000	Administrative & Professional, Classified
A1200	Wages, Hourly A&P/Classified, Student, Work Study, Graduate Research Assistant
A2000	Faculty Salary
A2100	Teaching Assistant Salary
A3000	Payroll Related Costs
A4000	Operating Expenses
A7000	Expense Transfers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

9.Click <u>any</u> 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

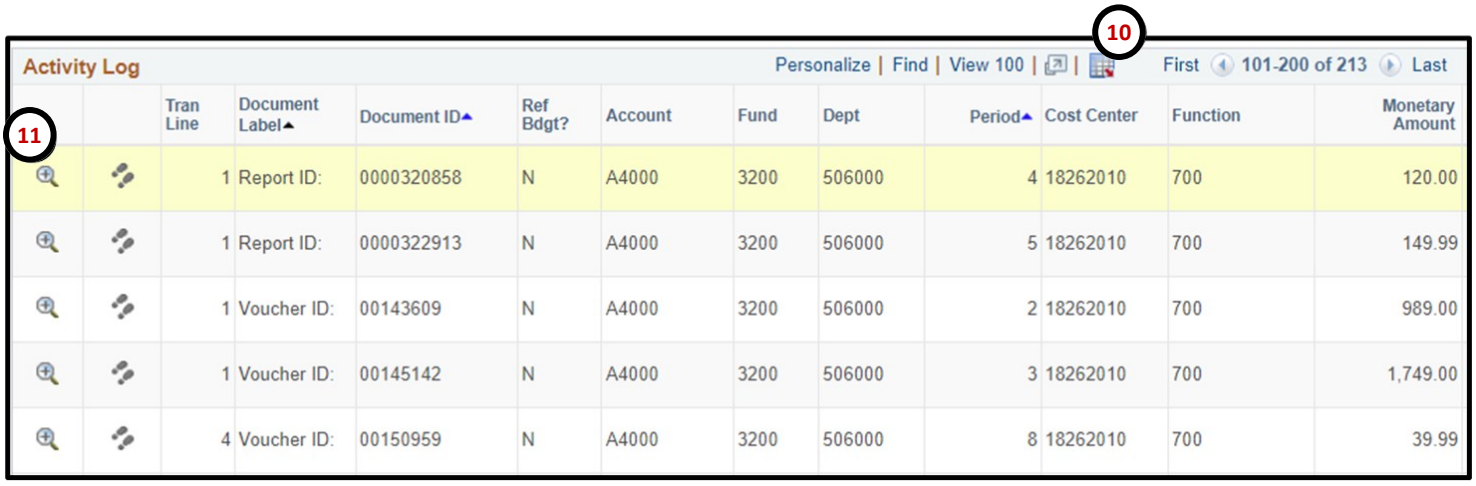
- Enter **9999** under **Max Rows** to retrieve the maximum number of transaction line items in the Activity Log.
- Use Cost Center table to identify Budget Account descriptions.
- Click on to view in **Full Screen** or to export to **Excel**.
- See available budget balances under **Available Budget**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



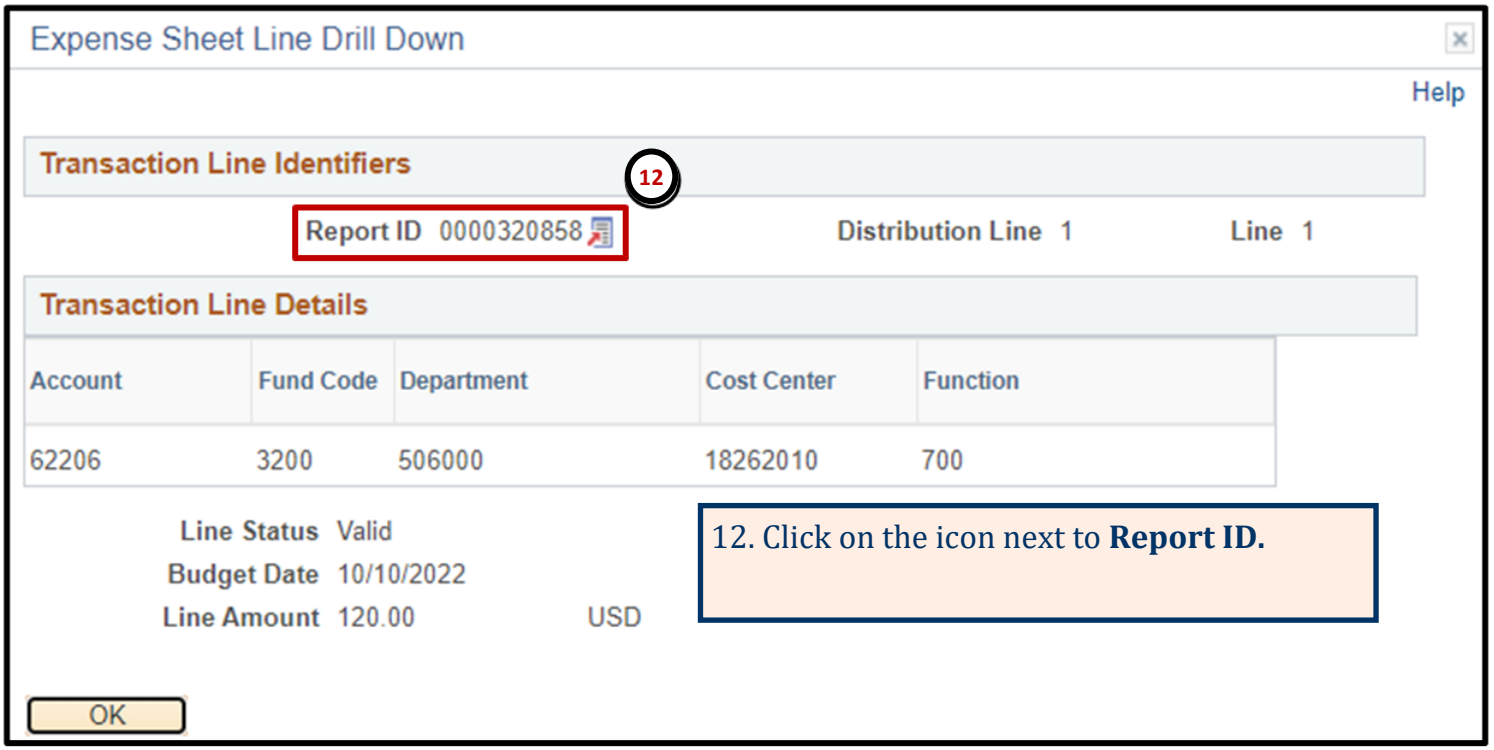
Budget Overview– Cost Center (Non-Grant)

10.Click to export data to Excel (optional).

11.Click to drill down to Source Document. This will provide detailed information of the transaction.



		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



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