

# Budget Overview- Review Transfers

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

### Budgets Overview

Find an Existing Value
Add a New Value

Inquiry Name: TRANSFERS

Add

1. You can access saved inquiries by clicking on **Find an Existing Value** tab. For new **Budget Overviews** click on **Add a New Value** tab.
2. Enter the **Inquiry Name**.
3. Click the **Add** button.
4. Enter **UTEP1** under **Business Unit**.
5. Select **Ledger Inquiry Set** under **Ledger Group/Set**.
6. Enter **UTEP** into Ledger Inquiry Set Field
7. Enter the **Cost Center** under **ChartField criteria**.
8. Click **Save**.
9. Click **Search**.

### Budget Overview

Inquiry: TRANSFERS Description:

Print

Search
Clear
Reset

**Budget Type**

\*Business Unit: UTEP1 Ledger Group/Set: Ledger Inquiry Set Ledger Inquiry Set: UTEP

View Stat Code Budgets

**Time Span**

\*Type of Calendar: Detail Budget Period

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		<a href="#">Update/Add</a>
Dept	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	<a href="#">Update/Add</a>
Fund	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	<a href="#">Update/Add</a>
Function	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	<a href="#">Update/Add</a>
Cost Centr	23290920	% <input type="text"/>	i	<input type="text"/>	<a href="#">Update/Add</a>
Project	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	<a href="#">Update/Add</a>

**Budget Status**

- Open
- Closed
- Hold

Save
Notify
Refresh

### PeopleSoft Tip

- Click on the **Add a New Value** tab and Enter an **Inquiry Name**, this could be any name to save your Budget overview for later access.

# Budget Overview- Transfers

**Inquiry Results**

**Business Unit:** UTEP1

**Type of Calendar:** Detail Budget Period

**Amounts in Base Currency:** USD

**Revenue Associated:**

[Return to Criteria](#)    **Max Rows:**     [Display Options](#)   

**Ledger Totals (1 Rows)**

<b>Budget:</b>	4,000.00	<b>Revenue Estimate:</b>	0.00
<b>Expense:</b>	79.93	<b>Recognized Revenue:</b>	0.00
<b>Encumbrance:</b>	660.00	<b>Available Budget:</b>	0.00
<b>Pre-Encumbrance:</b>	0.00	<b>Collected Revenue:</b>	0.00
<b>Budget Balance:</b>	3,260.07	<b>Uncollected Revenue (Rec-Coll):</b>	0.00
<b>Associate Revenue:</b>	0.00		
<b>Available Budget:</b>	3,260.07		

**Budget Overview Results**    [Personalize](#) | [Find](#) | [View All](#) |  1 of 1

	Ledger Group	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Budget	Expense	Encumbrance
1	OPB	A4000	4100	208000	23290920	500		2015	4,000.00	79.930	660.000

[Return to Criteria](#)    [\\*Notes](#)

10. A new Inquiry Results window opens up.
11. For **Budget Transfers and Budget Journals** click on the amount hyperlink under the **Budget** column.
12. Look for the respective Document ID and click on the magnifying glass to drill down to the transaction.

**Activity Log**

**Ledger:** OPE\_BUD

**Activity Log**    [Personalize](#) | [Find](#) | [View All](#) |  4 of 4

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Budget Entry Type	Auto Generated Parent Ln	Tran ID	Tran Date
13	Journal ID	0000026244	N	A4000	4100	208000	23290920	500		2015	2015	1	0.00	USD	0.00	USD	Adjustment	N	0000339803	09/09/2014
37	Journal ID	0000032073	N	A4000	4100	208000	23290920	500		2015	2015	1	4,000.00	USD	4,000.00	USD	Xfer Adj.	N	0000407403	10/03/2014
2	Journal ID	0000043897	N	A4000	4100	208000	23290920	500		2015	2015	3	-1,000.00	USD	-1,000.00	USD	Xfer Adj.	N	0000560095	11/24/2014
4	Journal ID	POBFADJUST	N	A4000	4100	208000	23290920	500		2015	2015	4	1,000.00	USD	1,000.00	USD	Original	N	0000634063	12/16/2014


## PeopleSoft Tips

- **What is the difference between a budget journal and a budget transfer?**
  - **Budget Journal** is the initial creation of budget (beginning of Fiscal Year), any budget adjustments, and any balance forward posting.
  - **Budget Transfer** is for actual transfer of existing budget from one cost center to another or transfers between budgetary accounts with the same cost center (ie: from A9000 to A4000).

# Budget Overview- Transfers

**Budget Journal Line Drill Down**

**Transaction Line Identifiers**

Business Unit: UTEP1      Journal ID: 000004389  <sup>13</sup>      Date: 11/24/2014  
 Line: 2

**Additional Source Information**

Date Posted: 11/24/2014  
 Budget Header Status: Posted  
 Journal Line Description: Operating Expenses

**Transaction Line Details**

Account	Fund Code	Department	Cost Center	Function
A4000	4100	208000	23290920	500


Line Status Valid  
 Budget Date 09/01/2014  
 Line Amount -1,000.00

OK

- On the **Budget Journal Drill Down** screen, Click the **source icon** next to Journal ID to drill down the details of the transfer.
- A new window will open to the **Budget Header**, this tab provides the description of the Journal.
- Click the Budget Lines tab to see the cost centers or budgetary accounts transfer lines.

**Budget Header**    **Budget Lines**    Budget Errors

Unit: <sup>14</sup> UTEP1      <sup>15</sup> Journal ID:


Ledger Group: OPE      Fiscal Year: 2015      Period: 3  
 Control ChartField: Fund Code      Currency: USD  
 Budget Header Status: Posted      Rate Type: CRRNT  
 Budget Entry Type: Transfer Adjustment      Exchange Rate: 1.00000000   
 Cur Effdt: 11/24/2014  
 Budget Type: Expense

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

Long Description:  
 Transfer request from Women's basketball operating expense accounts to women's basketball main operating account

Alternate Description

**PeopleSoft Tip**  
 •If you are having problems opening the last screen make sure you allow pop-ups in your browser.

Save    Return to Search    Notify    Refresh

Budget Header | Budget Lines | Budget Errors