

Budget Overview- Projects (Grants)

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

Budgets Overview

Find an Existing Value | Add a New Value

Inquiry Name: NASA

Add

Find an Existing Value | Add a New Value

1. Click on the **Add a New Value** tab.
2. Enter an **Inquiry Name**, this could be any name.
3. Click on **Add** button.
4. Select **UTEP1** under **Business Unit**.
5. Select **Ledger Group** under **Ledger Group/Set**.
6. Enter **GRT_CHILD1** under **Ledger Group**.
7. Under **ChartField Criteria** enter **Project** number.
8. Click **Save** button.
9. Click **Search** button at the top of the screen.

Budget Inquiry Criteria

Budget Overview

Inquiry: NASA Duration:

Amount Criteria Search Clear Reset

Budget Type:

*Business Unit: UTEP1 Ledger Group/Set: Ledger Group Ledger Group: GRT_CHILD1

View Stat Code Budgets
 Display Chart

TimeSpan

*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"/>	GRT_CHILD1		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i	<input type="text"/>	Update/Add
Dept	%	%	i	<input type="text"/>	Update/Add
Fund	%	%	i	<input type="text"/>	Update/Add
Function	%	%	i	<input type="text"/>	Update/Add
Cost Centr	%	%	i	<input type="text"/>	Update/Add
PC Bus Unit	%	%	i	<input type="text"/>	Update/Add
Project	226100853A	%	i	<input type="text"/>	Update/Add
Activity	%	%	i	<input type="text"/>	Update/Add

Budget Status

- Open
- Closed
- Hold

Save Return to Search Notify Refresh Add Update/Display

- 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- Projects (Grants)

10. 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 **Encumbrance Transaction Lines**.
(i.e. Purchase Orders & Travel Authorizations)

Return to Criteria Max Rows: Display Options Search

Ledger Totals (11 Rows)

Budget:	316,976.00	Net Transfers:	0.00
Expense:	204,744.60		
Encumbrance:	1.04		
Pre-Encumbrance:	0.00		
Budget Balance:	112,230.36		
Associate Revenue:	0.00		
Available Budget:	112,230.36		

Budget Overview Results Personalize | Find | View A | [Icons] first 1-11 of 11 Last

	Ledger Group	Account	Dept	Project	PC Bus Unit	Budget	Expense	Encumbrance	Available Budget*
1	GRT_CHILD1	G6010	801000	226100853A	UTESP	6,331.810	4,582.000	0.000	1,749.810
2	GRT_CHILD1	G6030	801000	226100853A	UTESP	50,921.190	54,338.280	0.000	-3,417.090
3	GRT_CHILD1	G6040	801000	226100853A	UT	80,404.780	38,545.120	0.000	41,859.660
4	GRT_CHILD1	G6050	801000	226100853A	UTESP	31,951.000	18,684.240	0.000	13,266.760
5	GRT_CHILD1	G6140	801000	226100853A	UTESP	7,309.830	2,909.320	0.000	4,400.510
6	GRT_CHILD1	G6170	801000	226100853A	UTESP	10,888.450	2,502.320	1.040	8,385.090

Save Return to Search Notify Refresh Add Update/Display

GRANTS BUDGET ACCOUNTS

G6010	Faculty Salaries L6	G6140	Other Direct Costs L6
G6020	Faculty Salaries Summer L6	G6145	Workshop-Seminar Costs L6
G6030	Staff Salaries L6	G6150	Rentals & Leases L6
G6040	Student Salaries L6	G6160	Rental Equipment L6
G6050	Fringe Benefits L6	G6170	Travel- Domestic L6
G6060	Construction L6	G6180	Travel- Foreign L6
G6070	Equipment Fabrication L6	G6190	Participant Expenses L6
G6080	Equipment Capital L6	G6200	Participants Travel L6
G6090	Curation L6	G6205	Participant Stipend L6
G6100	Consultants L6	G6210	Scholarships & Fellowships L6
G6110	Office Services L6	G6220	Tuition & Fees (Stud Supp) L6
G6120	Administrative Expenses L6	G6230	SUBK< \$25K L6
G6125	STEM Tuition L6	G6240	SUBK> \$25K L6
G6130	Mileage Expense L6	G6250	F & A L6

PeopleSoft Tips



- Enter **9999** under **Max Rows** to retrieve the maximum number of transaction line items in the Activity Log.
- Use Grants table to identify Budget Account descriptions.
- Click on arrow icon to view in **Full Screen** or table icon to export to **Excel**.
- See available budget balances under **Available Budget** column.

Budget Overview- Projects (Grants)

Activity Log

Personalize | Find | View All | First 1-31 of 31 | Last

Tran	Document	Document ID	Account	Fund	Dept	PC Bus	Project	Monetary	Year	Period
25	Report ID:	0000021328	G6170	5100	801000	UTESP	226100853A	15.38	2015	3
22	Report ID:	0000021328	G6170	5100	801000	UTESP	226100853A	13.00	2015	3
23	Report ID:	0000021328	G6170	5100	801000	UTESP	226100853A	11.20	2015	3
70	Journal ID:	SC028TRAVL	G6170	5100	801000	UTESP	226100853A	645.20	2015	7

11. Click the  icon to drill down .
12. Click the  icon to drill down to the source document.
13. Click **Go to Source Entry** to open document.
14. Search for your **Line Number** to view transaction details. (See PeopleSoft Tip)

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit: UTEP1 Journal ID: SC028TRAVL Date: 03/13/2015

Line: 70 Ledger: ACTUALS

Additional Source Information

Journal Line Description: GARCIA/ALAN EFRAIN

Please select one of the following links:

[Go to Source Entry](#) [Go to Source Inquiry](#)

Cancel

Header Lines Totals Approval

Unit: UTEP1 Journal ID: SC028TRAVL Date: 03/13/2015 Errors Only

Template List Search Criteria

Process: Edit Journal Process Line: 10

Select	Line	Account	Cost Cent	Dept	Amount	Journal Line Description	Reference	Project
<input type="checkbox"/>	62	62101	19508794	750300	683.44	QUINTANA/ANITA M	APS1905879	
<input type="checkbox"/>	63	62402	19309000	750100	381.26	LONG/QUAN	PE19309000	
<input type="checkbox"/>	64	62402	19309000	750100	403.88	ZHENG/QI	PE19309000	
<input type="checkbox"/>	65	62402	19309000	750100	438.26	YUN/JONGHYUN	PE19209000	
<input type="checkbox"/>	66	62402	19309000	750100	504.83	WU/CEN	PE19309000	
<input type="checkbox"/>	67	62402	19309000	750100	718.62	MA/QIN	PE19039000	
<input type="checkbox"/>	68	62101		750700	475.50	SUTTLE/CURTIS	APS1415087	226100770A
<input type="checkbox"/>	69	62201	30306025	750100	319.27	ENRIQUEZ ORTIZ/JOSE	TV00021453	
<input type="checkbox"/>	70	62201		801000	645.20	GARCIA/ALAN EFRAIN	TV00021397	226100853A
<input type="checkbox"/>	71	62201	19507750	800000	530.06	SPENCER/CHARLES THOM	TV00020957	

- ### PeopleSoft Tips
- Journal ID documents may contain additional transaction lines and other funding sources. Please note the line number you are viewing.
 - Please use the arrows to navigate through the journal lines.
 - The Reference and Journal Line Description columns provide additional information about the transaction lines.