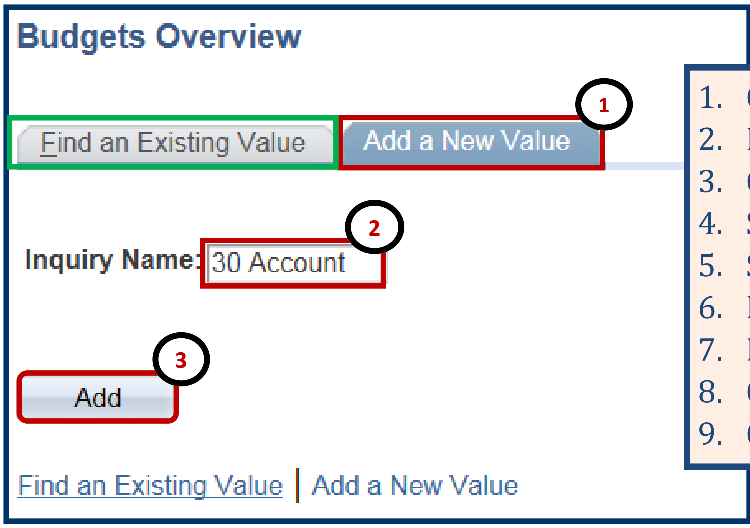
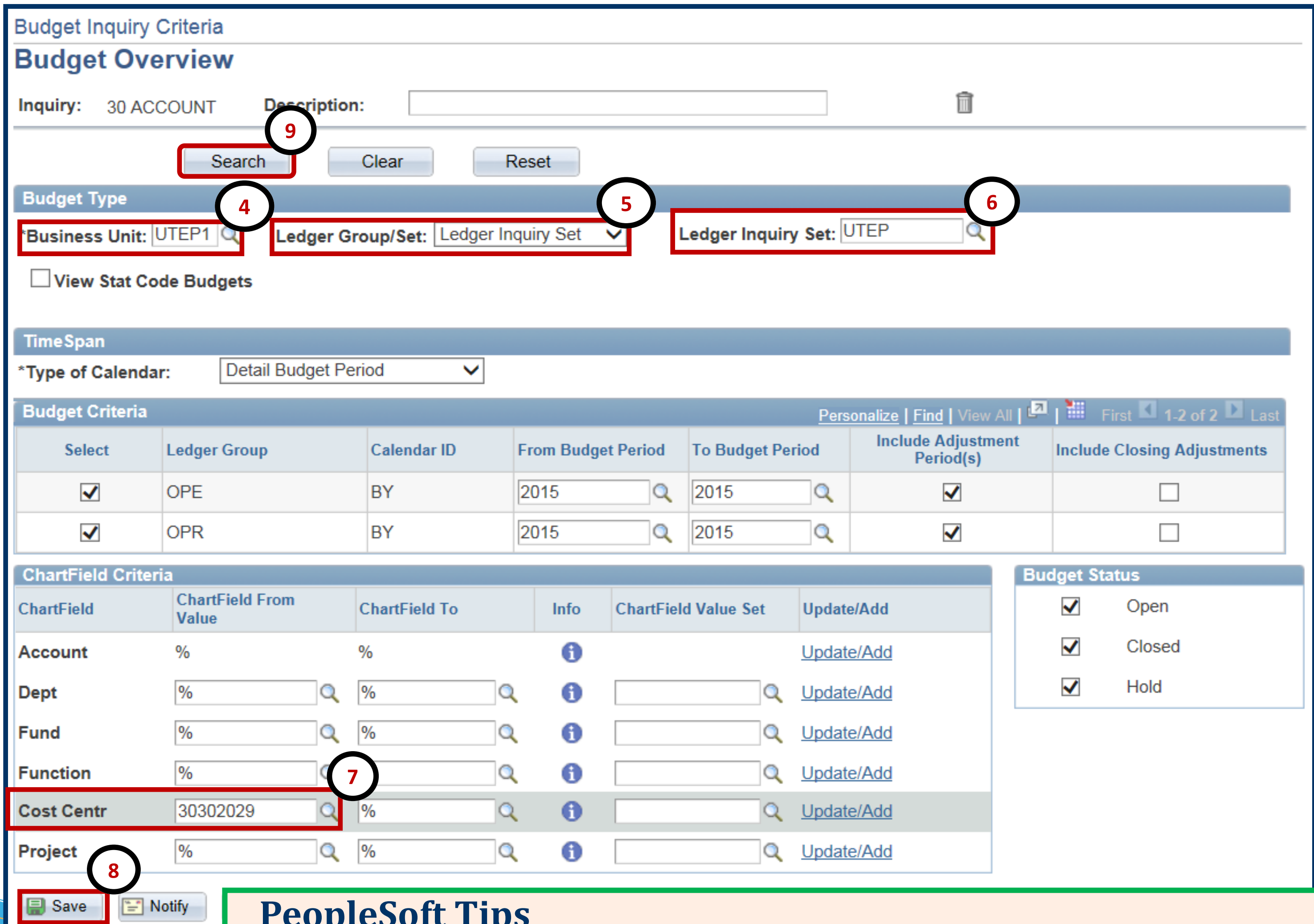
Budget Overview– Cost Center (Revenue)

Main Menu> Commitment Control > Review Budget Activities >Budgets Overview



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 Inquiry Set** under **Ledger Group/Set**.
6. Enter **UTEP** under **Ledger Inquiry Set**. (***Press Enter***)
7. Enter valid **Cost Center** under **ChartField** criteria**.**
8. Click **Save** button.
9. Click **Search** button at the top of the screen.

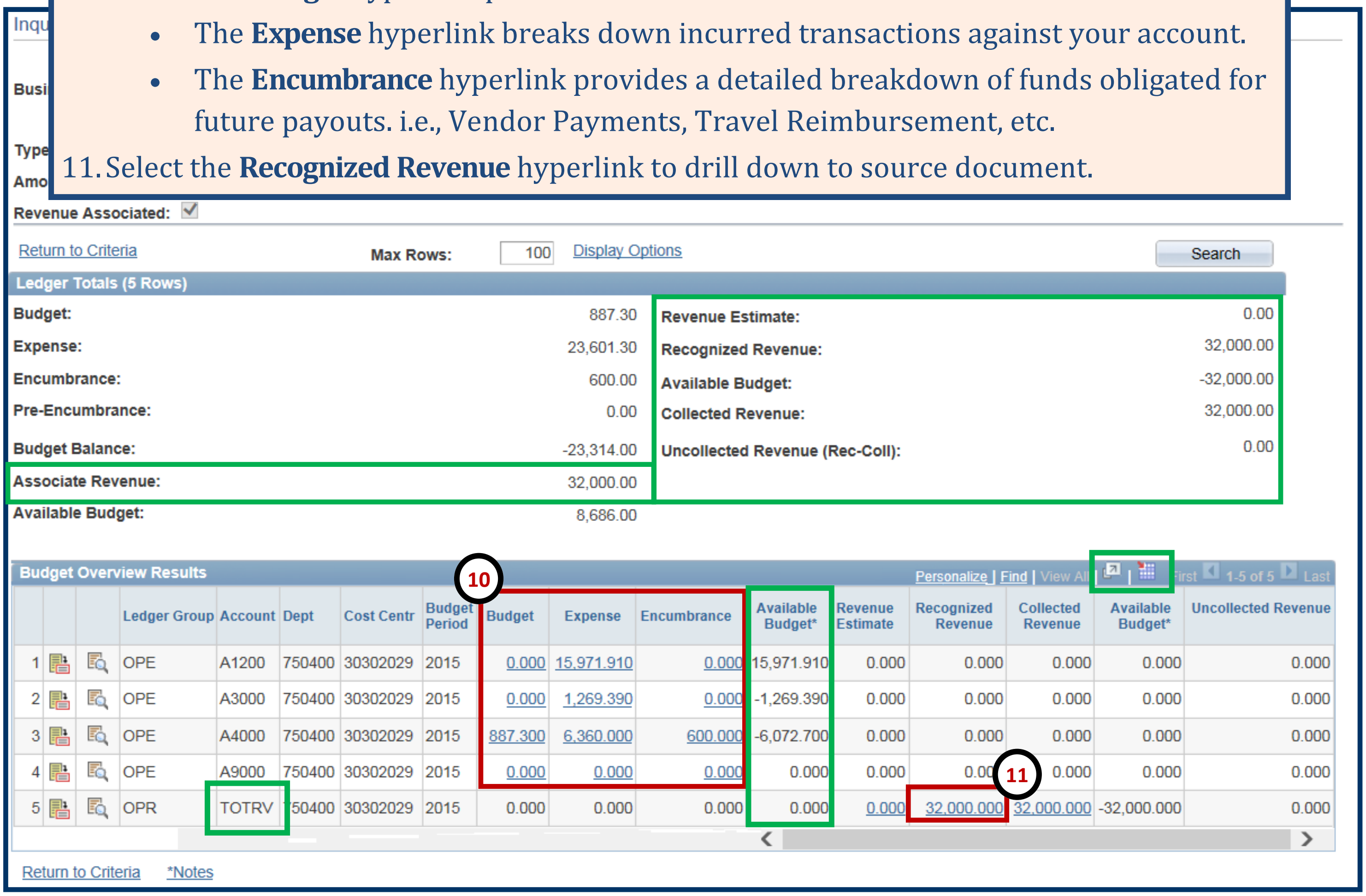


PeopleSoft Tips

- 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 (Revenue)

10. Click <u>any</u> hyperlink to drill down to the transactions for the hyperlinked budget account.
    - The **Budget** hyperlink provides a detailed breakdown of available funds.
    - The **Expense** hyperlink breaks down incurred transactions against your account.
    - The **Encumbrance** hyperlink provides a detailed breakdown of funds obligated for future payouts. i.e., Vendor Payments, Travel Reimbursement, etc.
11. Select the **Recognized Revenue** hyperlink to drill down to source document.



Revenue Associated:

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (5 Rows)

Budget:	887.30	Revenue Estimate:	0.00
Expense:	23,601.30	Recognized Revenue:	32,000.00
Encumbrance:	600.00	Available Budget:	-32,000.00
Pre-Encumbrance:	0.00	Collected Revenue:	32,000.00
Budget Balance:	-23,314.00	Uncollected Revenue (Rec-Coll):	0.00
Associate Revenue:	32,000.00		
Available Budget:	8,686.00		

Budget Overview Results Personalize | Find | View All | First 1-5 of 5 Last

	Ledger Group	Account	Dept	Cost Centr	Budget Period	Budget	Expense	Encumbrance	Available Budget*	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget*	Uncollected Revenue
1	OPE	A1200	750400	30302029	2015	0.000	15,971.910	0.000	15,971.910	0.000	0.000	0.000	0.000	0.000
2	OPE	A3000	750400	30302029	2015	0.000	1,269.390	0.000	-1,269.390	0.000	0.000	0.000	0.000	0.000
3	OPE	A4000	750400	30302029	2015	887.300	6,360.000	600.000	-6,072.700	0.000	0.000	0.000	0.000	0.000
4	OPE	A9000	750400	30302029	2015	0.000	0.000	0.000	0.000	0.000	0.00	0.000	0.000	0.000
5	OPR	TOTRV	750400	30302029	2015	0.000	0.000	0.000	0.000	0.000	32,000.000	32,000.000	-32,000.000	0.000

Return to Criteria *Notes

COST CENTER BUDGET ACCOUNTS

A1000	Staff Salaries	A4000	Operating Expenses
A1200	Wages	A7000	Expense Transfers
A2000	Faculty Salary	A9000	Reserve
A2100	TA Salary	RTRFS	Revenue Transfers
A3000	Payroll Related Costs	TOTRV	Total Revenue

PeopleSoft

- If you do not have a **Revenue Estimate** amount but you have an **Available Budget**, please contact Help Desk to associate the Revenue.
- View balances under **Available Budget.**
- Click on to view in **Full Screen** or to **export** to Excel

Budget Overview– Cost Center (Revenue)

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

Activity Log 1-4 of 4 Last

		Tran Line										eriod	Fund
		10	1717-15-019	TOTRV	0000780106	750400	30302029	2015	6,000.00	USD	02/02/2015	6	5500
		9	1717-14-228	TOTRV	0000562859	750400	30302029	2015	12,000.00	USD	11/26/2014	3	5500
		11	1717-14-214	TOTRV	0000500978	750400	30302029	2015	15,000.00	USD	11/06/2014	3	5500
		3	1717-14-200	TOTRV	0000440791	750400	30302029	2015	5,000.00	USD	10/16/2014	2	5500

OK

Receivables Miscellaneous Payment Line Drill Down

Transaction Line Identifiers

Deposit Unit: UTETR **Deposit ID:** 1717-14-228

Payment Sequence: 1 **Line:** 9

Transaction Line Details

Account	Fund Code	Department	Cost Center	Function
45100	5500	750400	30302029	400

Line Status Valid

Budget Date 11/26/2014

Please select one of the following links:

Go to Source Entry

Go to Source Adjustment

Go to Source Inquiry

Cancel

Distribution Lines Personalize | Find | First 1-44 of 44 Last

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	GL Unit	Account	Dept	Journal ID	Cost Center	Line Amount	Journal Date	Foreign Currency
1	UTEP1	45100	710100	RJL0044413	30153000	-10.00	11/26/2014	USD
2	UTEP1	45100	720100	RJL0044413	30203700	-50.00	11/26/2014	USD
3	UTEP1	45100	741000	RJL0044413	30253904	-25.00	11/26/2014	USD
4	UTEP1	45100	750600	RJL0044413	30305610	-100.00	11/26/2014	USD
5	UTEP1	45100	502000	RJL0044413	30457007	-650.00	11/26/2014	USD
6	UTEP1	45100	405000	RJL0044413	30900000	-200.00	11/26/2014	USD
7	UTEP1	45100	200000	RJL0044413	30906762	-1,365.00	11/26/2014	USD
8	UTEP1	45100	405000	RJL0044413	30950343	-100.00	11/26/2014	USD
9	UTEP1	45100	750400	RJL0044413	30302029	-12,000.00	11/26/2014	USD
10	UTEP1	25210	401000	RJL0044413	30007531	-500.00	11/26/2014	USD

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- **Line 9** pertains to the transaction your Cost Center ID was charged.
- Click on to view in **Full Screen** or to **export** to Excel.
- Please take note of the **Account**, **Dept**, **Journal ID**, **Cost Center**, & **Line Amount**.