Budget Overview - Cost Center (Revenue)

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 any 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.

### COST CENTER BUDGET ACCOUNTS

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1000</td>
<td>Staff Salaries</td>
</tr>
<tr>
<td>A1200</td>
<td>Wages</td>
</tr>
<tr>
<td>A2000</td>
<td>Faculty Salary</td>
</tr>
<tr>
<td>A2100</td>
<td>TA Salary</td>
</tr>
<tr>
<td>A3000</td>
<td>Payroll Related Costs</td>
</tr>
<tr>
<td>A4000</td>
<td>Operating Expenses</td>
</tr>
<tr>
<td>A7000</td>
<td>Expense Transfers</td>
</tr>
<tr>
<td>A9000</td>
<td>Reserve</td>
</tr>
<tr>
<td>RTRFS</td>
<td>Revenue Transfers</td>
</tr>
<tr>
<td>TOTRV</td>
<td>Total Revenue</td>
</tr>
</tbody>
</table>

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**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)*

**PeopleSoft**

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