**Budget Overview - Cost Center (Non-Grant)**

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

1. Click the **Add a New Value** tab.
2. Enter an **Inquiry Name**, this could be any name.
3. Click the **Add** button.
4. Enter **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.

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

### 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>

**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.
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11. Click the icon to drill down to transaction header page.
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)*

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.