

Budget Overview- Cost Center (Non-Grant)

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

Budgets Overview

Find an Existing Value
Add a New Value 1

Inquiry Name: 14 ACCT 2

Add 3

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.

Budget Inquiry Criteria

Budget Overview

Inquiry: 14 ACCT Description:

Search 9 Clear Reset

Budget Type

*Business Unit: UTEP1 4 Ledger Group/Set: Ledger Inquiry Set 5 Ledger Inquiry Set: UTEP 6

View Stat Code Budgets

Time Span

*Type of Calendar: Detail Budget Period

Detail Accounting Period
Detail Budget Period

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	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	<input type="text"/>	<input type="text"/>	i	<input type="text"/>	Update/Add
Fund	<input type="text"/>	<input type="text"/>	i	<input type="text"/>	Update/Add
Function	<input type="text"/>	<input type="text"/>	i	<input type="text"/>	Update/Add
Cost Cent	14021405 7	<input type="text"/>	i	<input type="text"/>	Update/Add
Project	<input type="text"/>	<input type="text"/>	i	<input type="text"/>	Update/Add

Budget Status

Open

Closed

Hold

Save 8 Notes

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)

Revenue Associated:

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

Ledger Totals (4 Rows)

Budget:	1,173,519.05	Revenue Estimate:	0.00
Expense:	746,921.26	Recognized Revenue:	0.00
Encumbrance:	7,219.16	Available Budget:	0.00
Pre-Encumbrance:	0.00	Collected Revenue:	0.00
Budget Balance:	419,378.63	Uncollected Revenue (Rec-Coll):	0.00
Associate Revenue:	0.00		
Available Budget:	419,378.63		

Budget Overview Results Personalize | Find | View All | | | First 1-4 of 4 Last

	Ledger Group	Account	Fund	Dept	Cost Centr	Function	Budget Peri	Budget	Expense	Encumbrance	Available Budget*
1	OPE	A1000	2100	301075	14021405	700	2015	1,015,758.000	472,602.940	0.000	543,155.060
2	OPE	A1200	2100	301075	14021405	700	2015	47,665.000	42,004.410	0.000	5,660.590
3	OPE	A3000	2100	301075	14021405	700	2015	0.000	169,894.650	0.000	-169,894.650
4	OPE	A4000	2100	301075	14021405	700	2015	110,096.050	62,419.260	7,219.160	40,457.630

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 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.
- A1200 includes: Hourly A&P/Classified, Student, Work Study, Graduate Research Assistant.

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Activity Log

Ledger:

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)

Tran Line	D	L	Amount
1 R			12.00
1	Report ID:	0000030481 N A4000 2100 301075 14021405 2015 5	12.00
1	Report ID:	0000022643 N A4000 2100 301075 14021405 2015 2	12.00
1	Journal ID:	SC028TRAVL N A4000 2100 301075 14021405 2015 6	10.00
1	Journal ID:	SC028TRAVL N A4000 2100 301075 14021405 2015 6	402.26

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit: UTEP1 Journal ID: SC028TRAVL Date: 02/16/2015

Line: 1 Ledger: ACTUALS

Additional Source Information

Journal Line Description: RAPPE/SYLVA TERESA

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: 02/16/2015 Errors Only

Template List Search Criteria

Process: Edit Journal Line: 10

Select	Line	Unit	Account	Fund	Dept	Cost Centr	Function	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	UTEP1	62101	2100	301075	14021405	700	402.26	TV00020376	RAPPE/SYLVA TERESA
<input type="checkbox"/>	2	UTEP1	62101	2100	407000	14027000	700	257.20	TV00018834	BROWN JR/ROGER E

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.