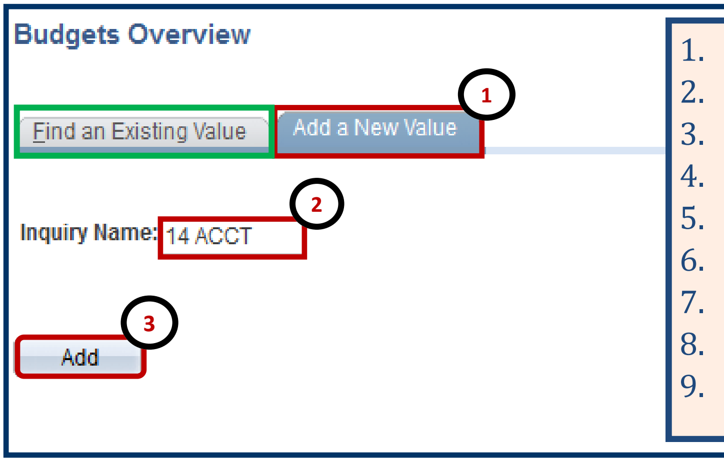
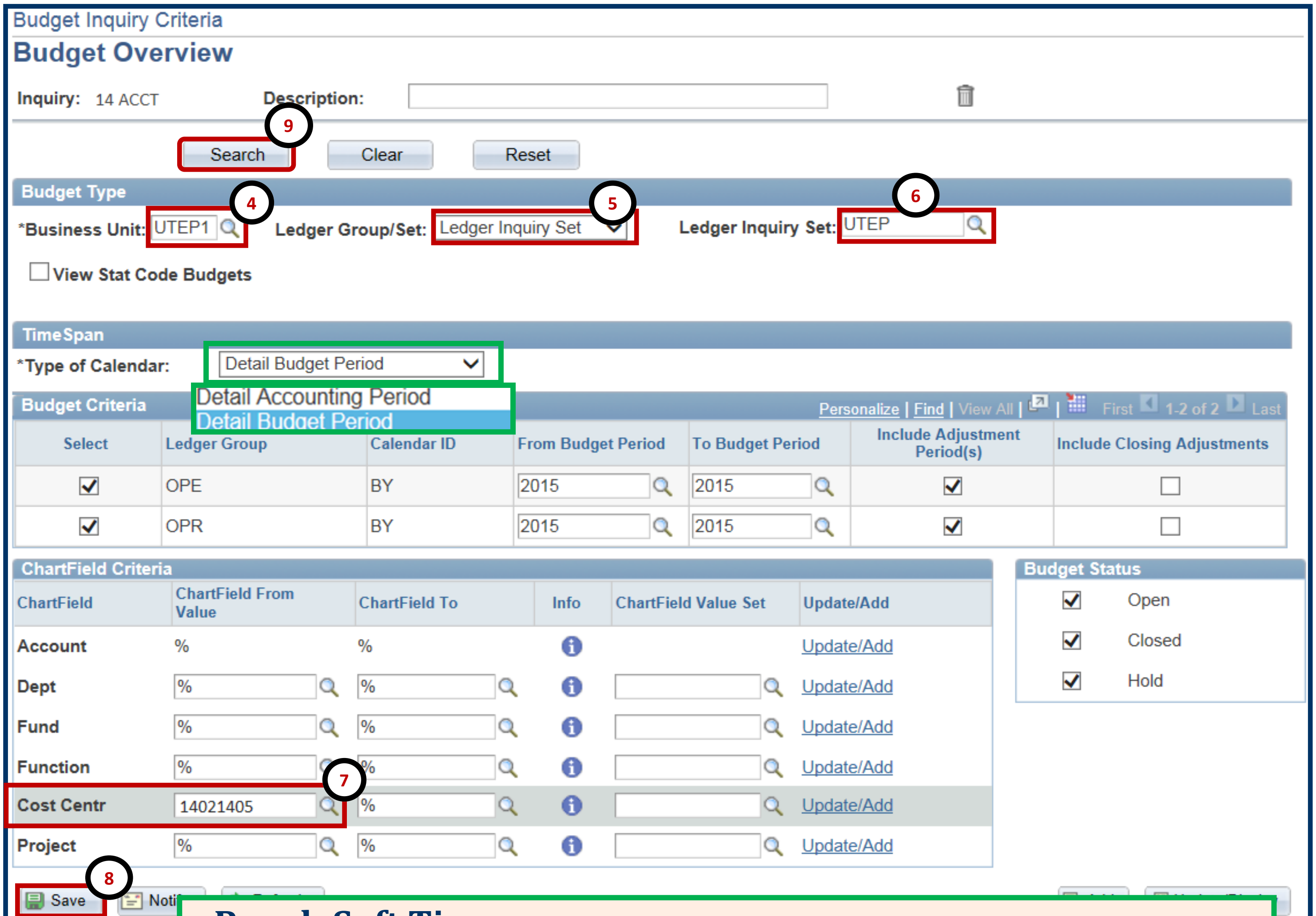
Budget Overview– Cost Center (Non-Grant)

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.



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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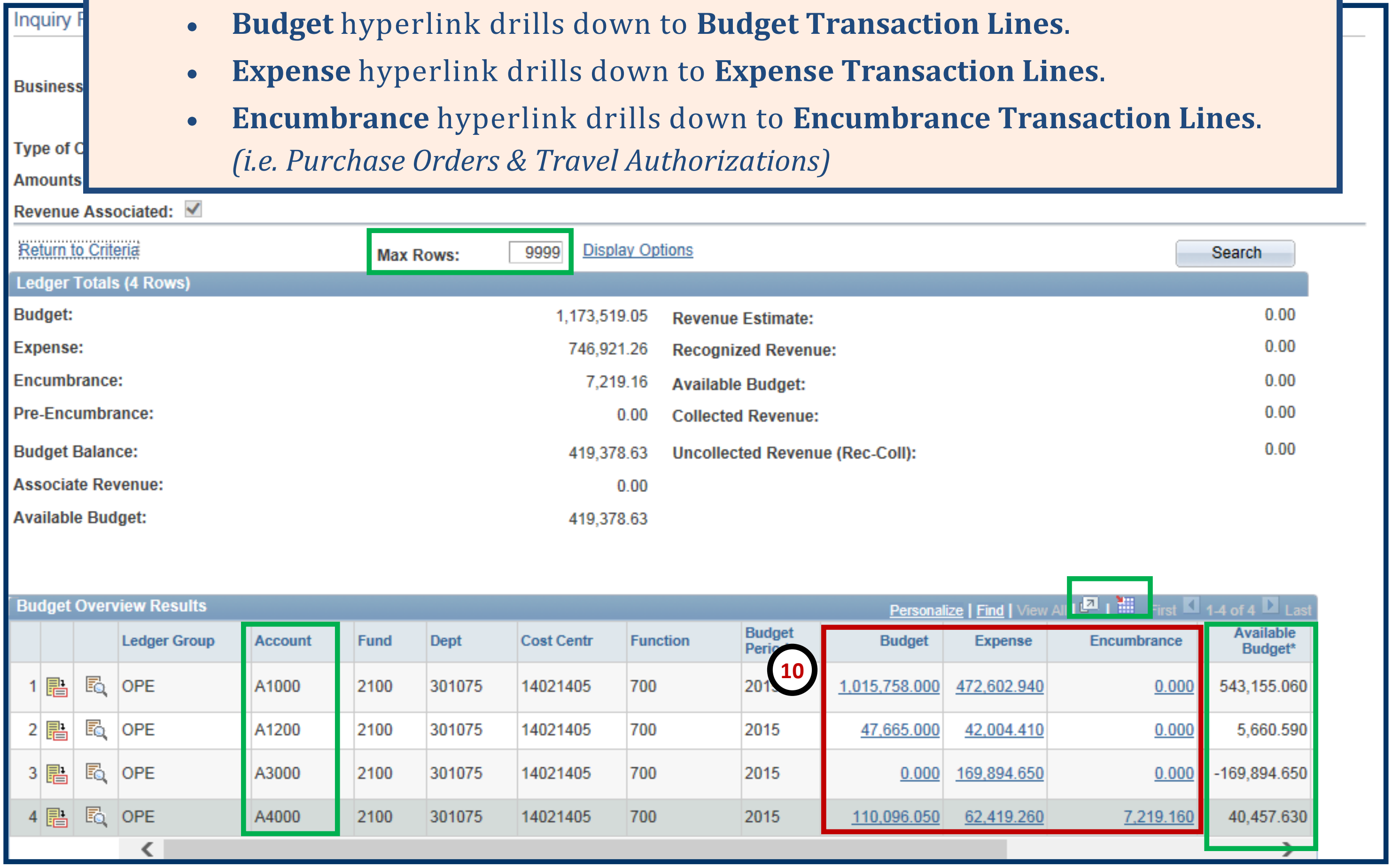
10. Click <u>any</u> hyperlink to drill down to budget account transaction lines.
    - **Budget** hyperlink drills down to **Budget Transaction Lines**.
    - **Expense** hyperlink drills down to **Expense Transaction Lines**.
    - **Encumbrance** hyperlink drills down to **Encumbrance Transaction Lines**. *(i.e. Purchase Orders & Travel Authorizations)*



COST CENTER BUDGET ACCOUNTS

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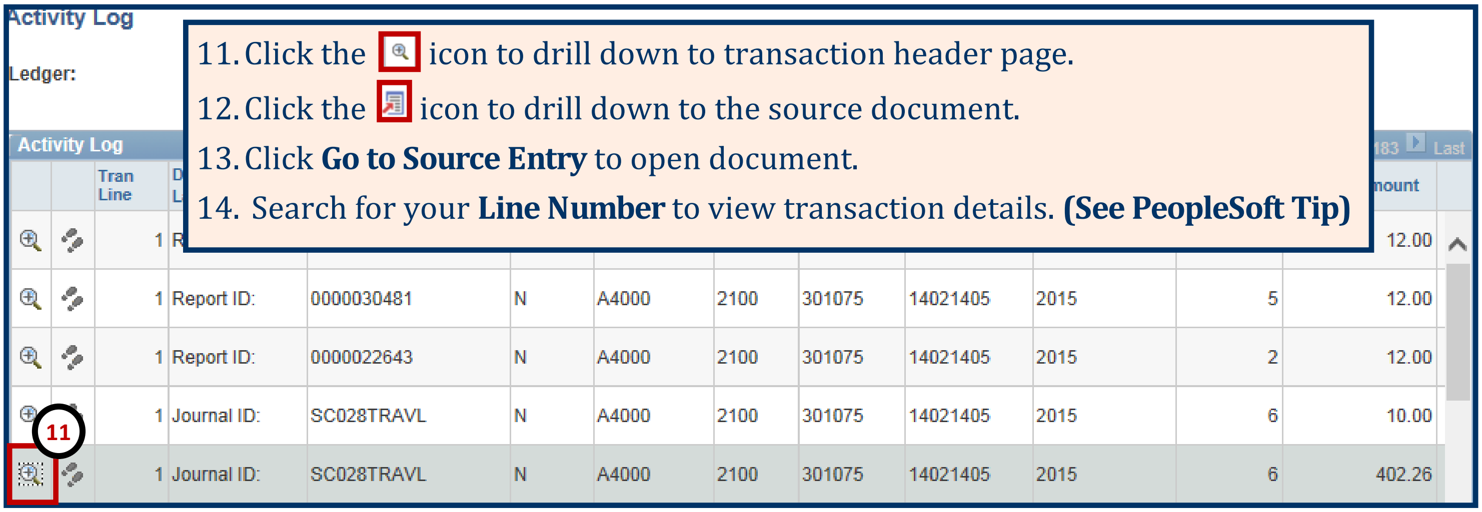
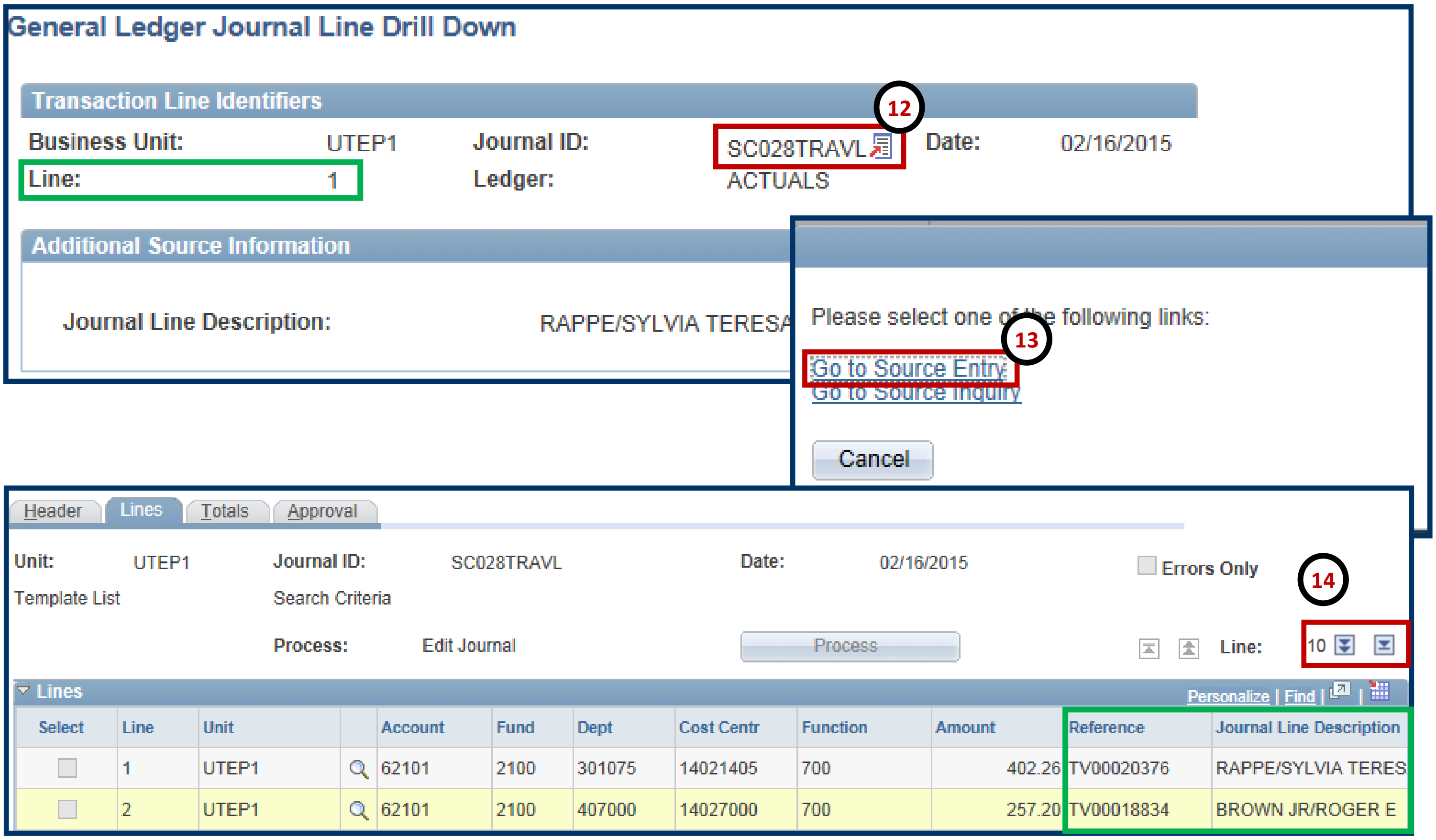
11. Click the icon to drill down to transaction header page.
12. Click the icon to drill down to the source document.
13. Click **Go to Source Entry** to open document.
14. Search for your **Line Number** to view transaction details. **(See PeopleSoft Tip)**





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 10 arrows to navigate through the journal lines.
- The Reference and Journal Line Description columns provide additional information about the transaction lines.