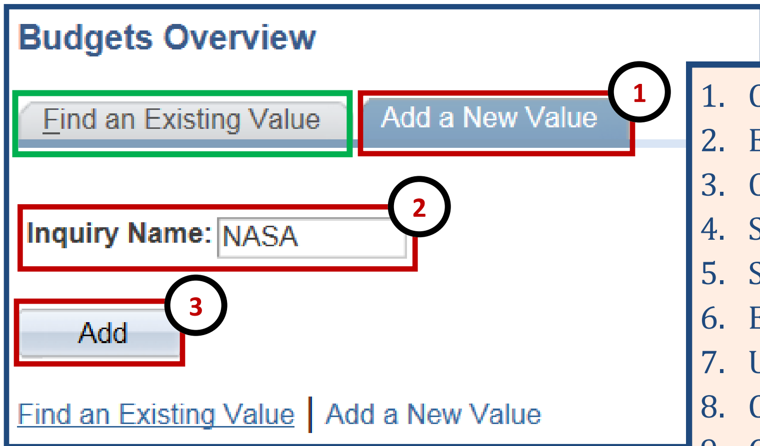
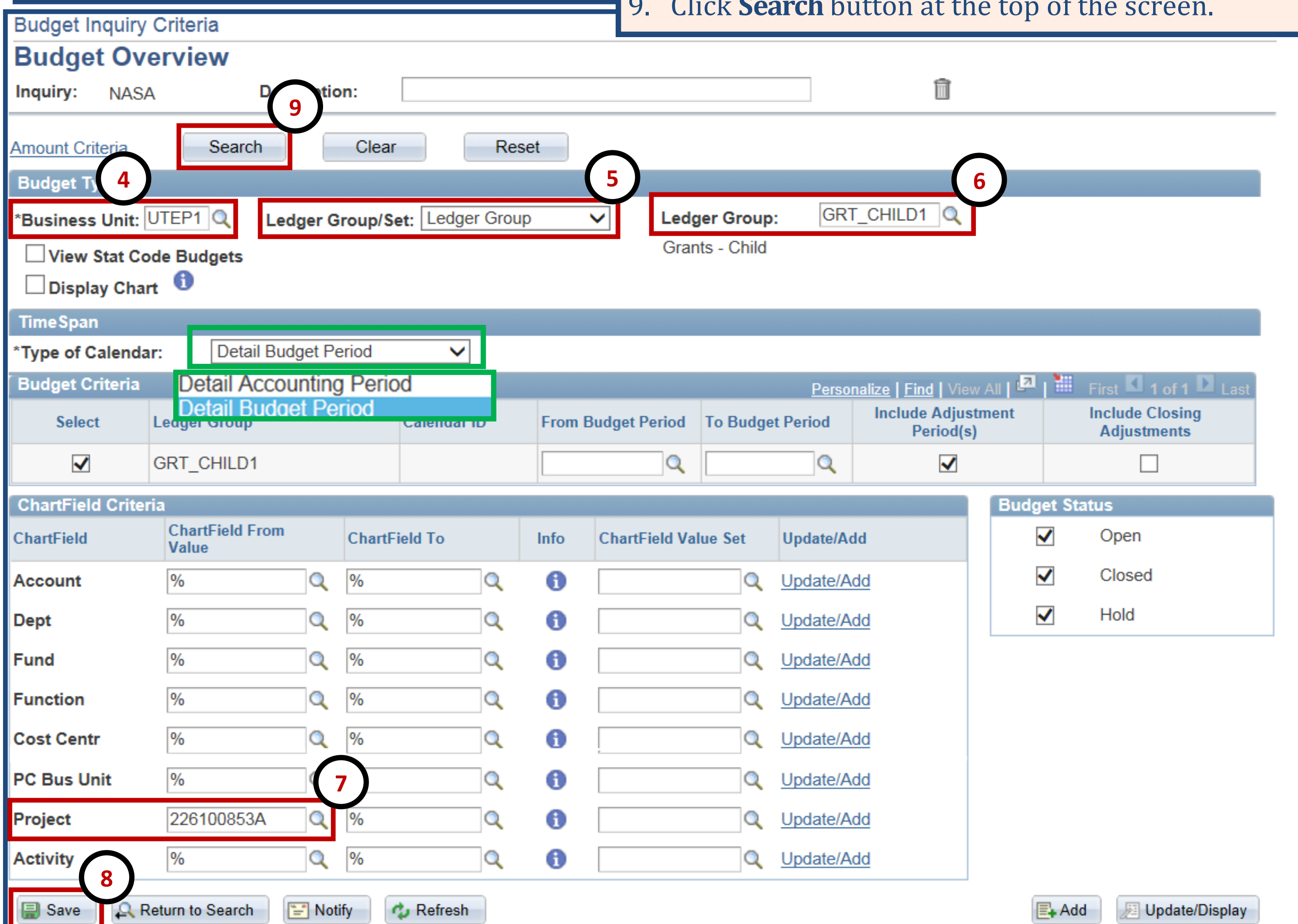
Budget Overview– Projects (Grants)

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 Group** under **Ledger Group/Set**.
6. Enter **GRT_CHILD1** under **Ledger Group**.
7. Under **ChartField Criteria** enter **Project number.**
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– Projects (Grants)

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

Return to Criteria   Max Rows: 100   Display Options   Search

Ledger Totals (11 Rows)

Budget:	316,976.00	Net Transfers:	0.00
Expense:	204,744.60		
Encumbrance:	1.04		
Pre-Encumbrance:	0.00		
Budget Balance:	112,230.36		
Associate Revenue:	0.00		
Available Budget:	112,230.36		

Budget Overview Results   Personalize | Find | View A | | First 1-11 of 11 Last

	Ledger Group	Account	Dept	Project	PC Bus Unit	Budget	Expense	Encumbrance	Available Budget*
1	GRT_CHILD1	G6010	801000	226100853A	UTESP	6,331.810	4,582.000	0.000	1,749.810
2	GRT_CHILD1	G6030	801000	226100853A	UTESP	50,921.190	54,338.280	0.000	-3,417.090
3	GRT_CHILD1	G6040	801000	226100853A	UT	80,404.780	38,545.120	0.000	41,859.660
4	GRT_CHILD1	G6050	801000	226100853A	UTESP	31,951.000	18,684.240	0.000	13,266.760
5	GRT_CHILD1	G6140	801000	226100853A	UTESP	7,309.830	2,909.320	0.000	4,400.510
6	GRT_CHILD1	G6170	801000	226100853A	UTESP	10,888.450	2,502.320	1.040	8,385.090

10

Save   Return to Search   Notify   Refresh   Add   Update/Display

GRANTS BUDGET ACCOUNTS			
G6010	Faculty Salaries L6	G6140	Other Direct Costs L6
G6020	Faculty Salaries Summer L6	G6145	Workshop-Seminar Costs L6
G6030	Staff Salaries L6	G6150	Rentals & Leases L6
G6040	Student Salaries L6	G6160	Rental Equipment L6
G6050	Fringe Benefits L6	G6170	Travel- Domestic L6
G6060	Construction L6	G6180	Travel- Foreign L6
G6070	Equipment Fabrication L6	G6190	Participant Expenses L6
G6080	Equipment Capital L6	G6200	Participants Travel L6
G6090	Curation L6	G6205	Participant Stipend L6
G6100	Consultants L6	G6210	Scholarships & Fellowships L6
G6110	Office Services L6	G6220	Tuition & Fees (Stud Supp) L6
G6120	Administrative Expenses L6	G6230	SUBK< $25K L6
G6125	STEM Tuition L6	G6240	SUBK> $25K L6
G6130	Mileage Expense L6	G6250	F & A L6

PeopleSoft Tips

- Enter **9999** under **Max Rows** to retrieve the maximum number of transaction line items in the Activity Log.
- Use Grants table to identify Budget Account descriptions.
- Click on arrow icon to view in **Full Screen** or table icon to export to **Excel**.
- See available budget balances under **Available Budget** column.

Budget Overview– Projects (Grants)

Activity Log — Personalize | Find | View All | First 1-31 of 31 Last

11. Click the icon to drill down .
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	Document	Document ID	Account	Fund	Dept	PC Bus	Project	Monetary	Year	Period
												1
												1
												3
												3
		25	Report ID:	0000021328	G6170	5100	801000	UTESP	226100853A	15.38	2015	3
		22	Report ID:	0000021328	G6170	5100	801000	UTESP	226100853A	13.00	2015	3
		23	Report ID:	0000021328	G6170	5100	801000	UTESP	226100853A	11.20	2015	3
		70	Journal ID:	SC028TRAVL	G6170	5100	801000	UTESP	226100853A	645.20	2015	7

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit: UTEP1 **Journal ID:** SC028TRAVL **Date:** 03/13/2015

Line: 70 **Ledger:** ACTUALS

Additional Source Information

Journal Line Description: GARCIA/ALAN EFRAIN

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:** 03/13/2015 Errors Only

Template List Search Criteria

Process: Edit Journal Process **Line:** 10

Lines — Personalize | Find

Select	Line	Account	Cost Centr	Dept	Amount	Journal Line Description	Reference	Project
	62	62101	19508794	750300	683.44	QUINTANA/ANITA M	APS1905879	
	63	62402	19309000	750100	381.26	LONG/QUAN	PE19309000	
	64	62402	19309000	750100	403.88	ZHENG/QI	PE19309000	
	65	62402	19309000	750100	438.26	YUN/JONGHYUN	PE19209000	
	66	62402	19309000	750100	504.83	WU/CEN	PE19309000	
	67	62402	19309000	750100	718.62	MA/QIN	PE19039000	
	68	62101		750700	475.50	SUTTLE/CURTIS	APS1415087	226100770A
	69	62201	30306025	750100	319.27	ENRIQUEZ ORTIZ/JOSE	TV00021453	
	70	62201		801000	645.20	GARCIA/ALAN EFRAIN	TV00021397	226100853A
	71	62201	19507750	800000	530.06	SPENCER/CHARLES THOM	TV00020957	

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.