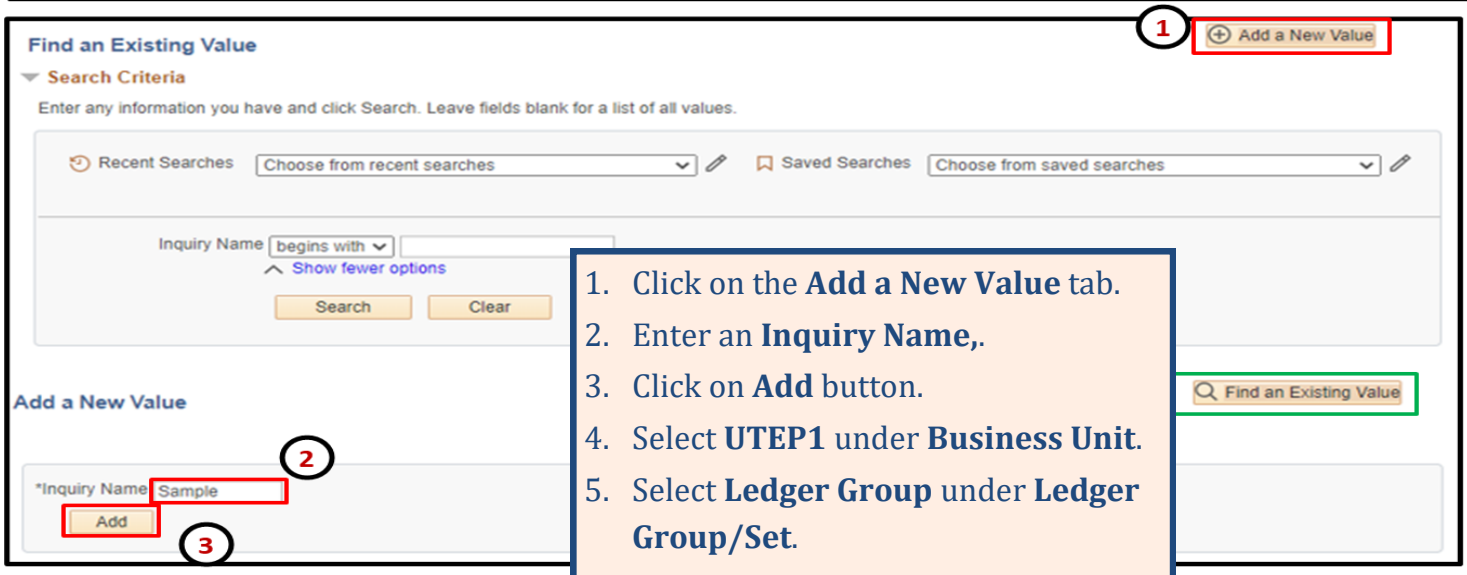
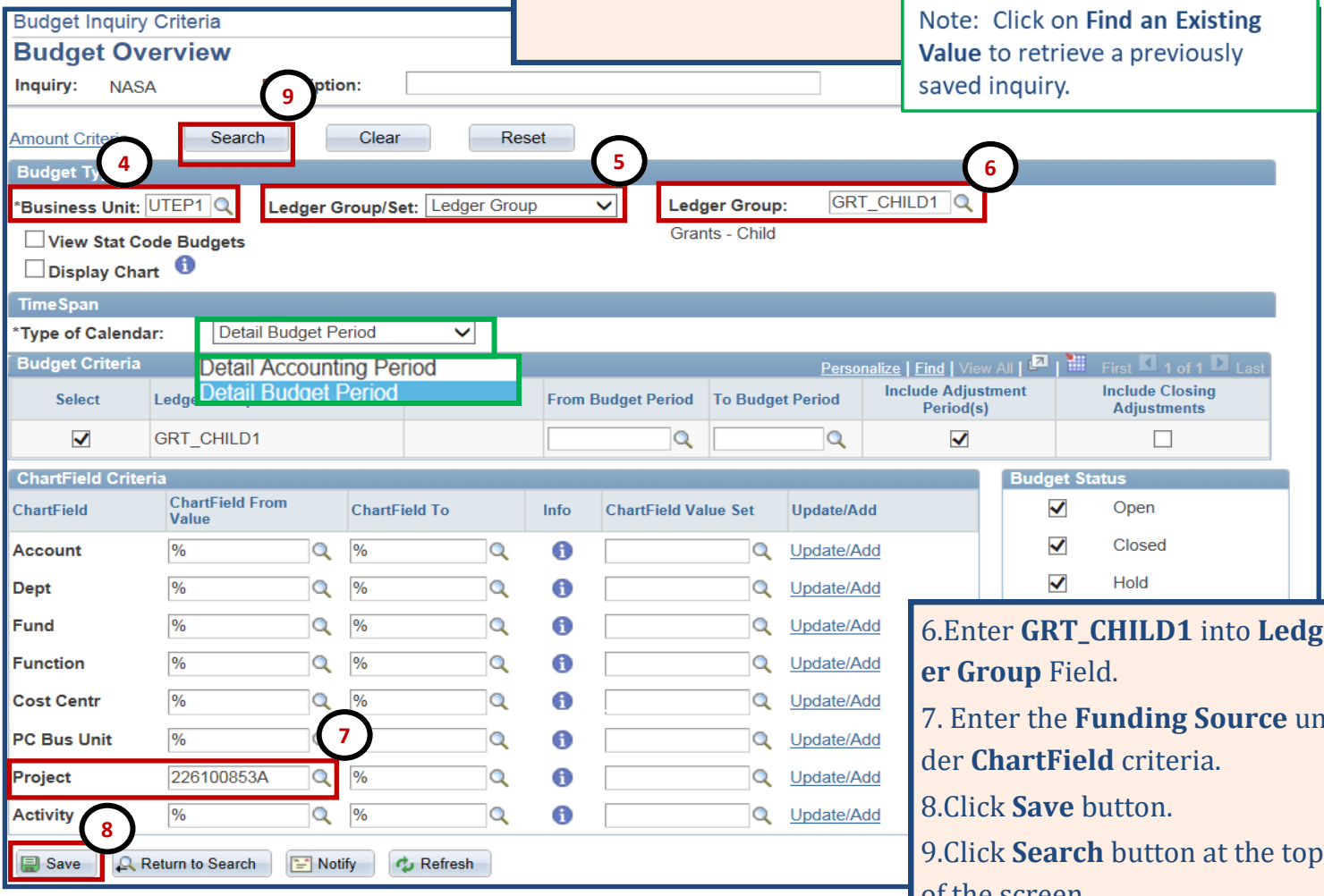
Budget Overview– Review Transfers

(Homepage) Accounting & Financial Reports > (Tile) Budget Overview



1. Click on the **Add a New Value** tab.
2. Enter an **Inquiry Name,**.
3. Click on **Add** button.
4. Select **UTEP1** under **Business Unit**.
5. Select **Ledger Group** under **Ledger Group/Set**.

Note: Click on **Find an Existing Value** to retrieve a previously saved inquiry.



6.Enter **GRT_CHILD1** into **Ledger Group** Field.

7. Enter the **Funding Source** under **ChartField** criteria.

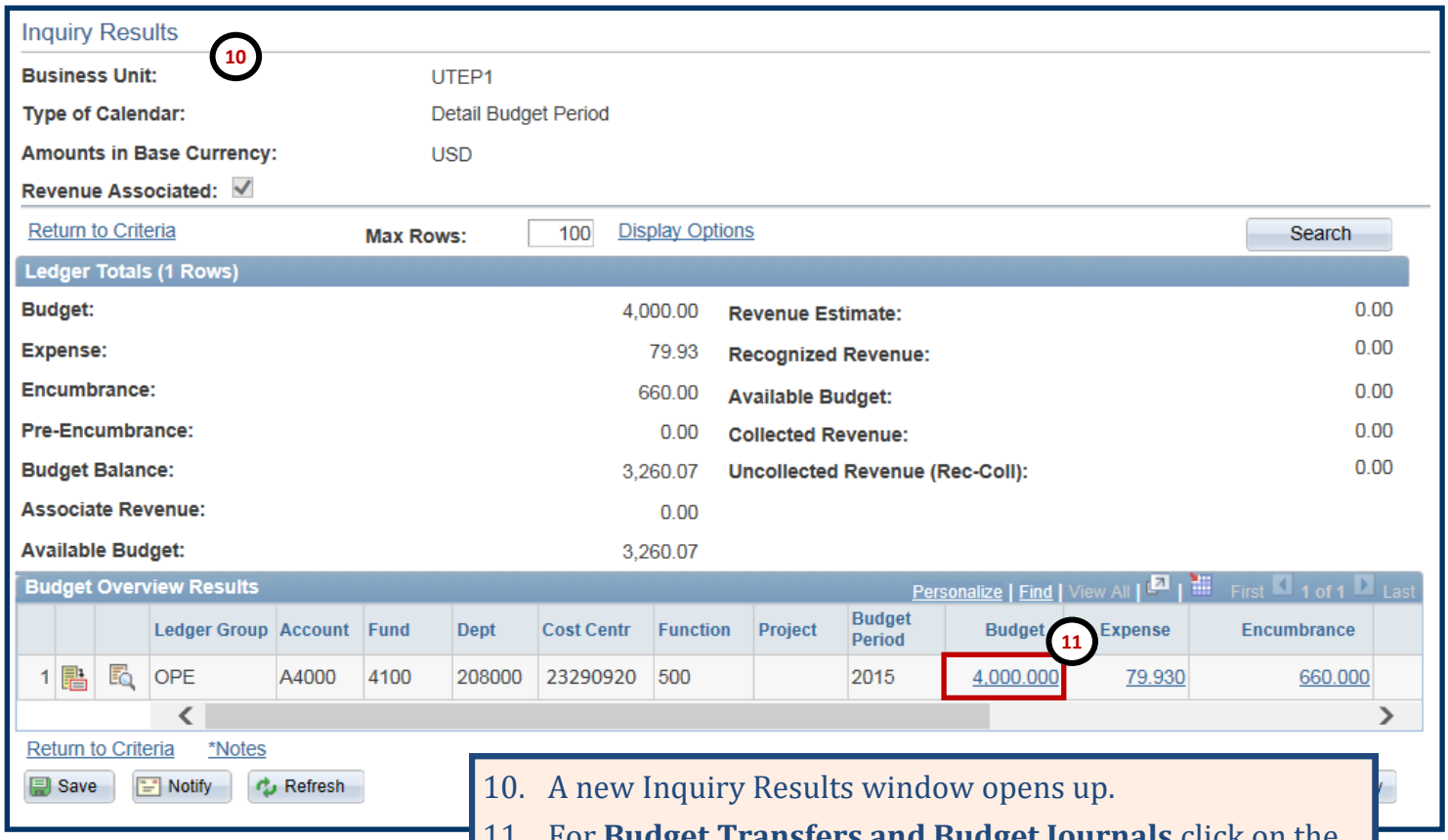
8.Click **Save** button.

9.Click **Search** button at the top of the screen.

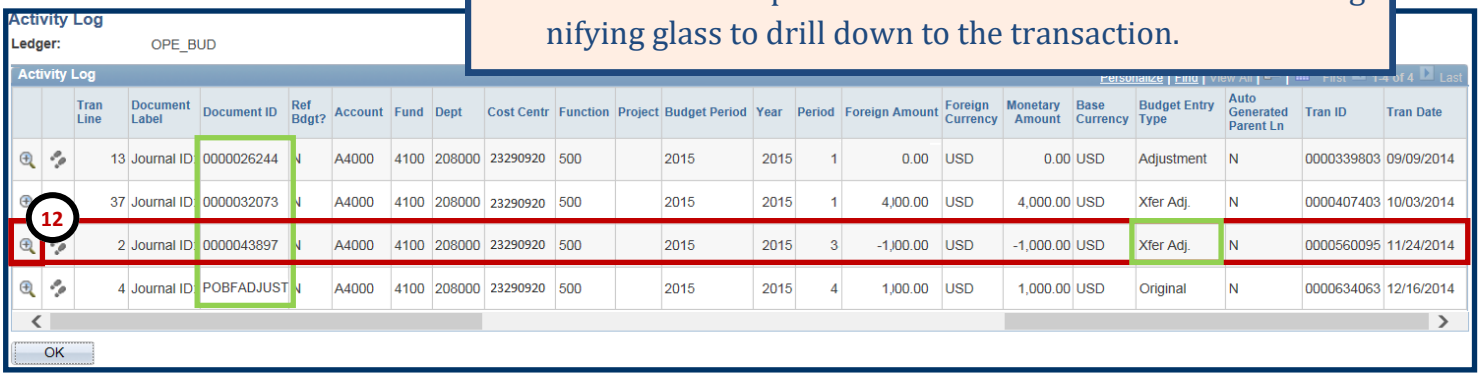
PeopleSoft Tip

- Click on the **Add a New Value** tab and Enter an **Inquiry Name,** this could be any name to save your Budget overview for later access.

Budget Overview– Transfers



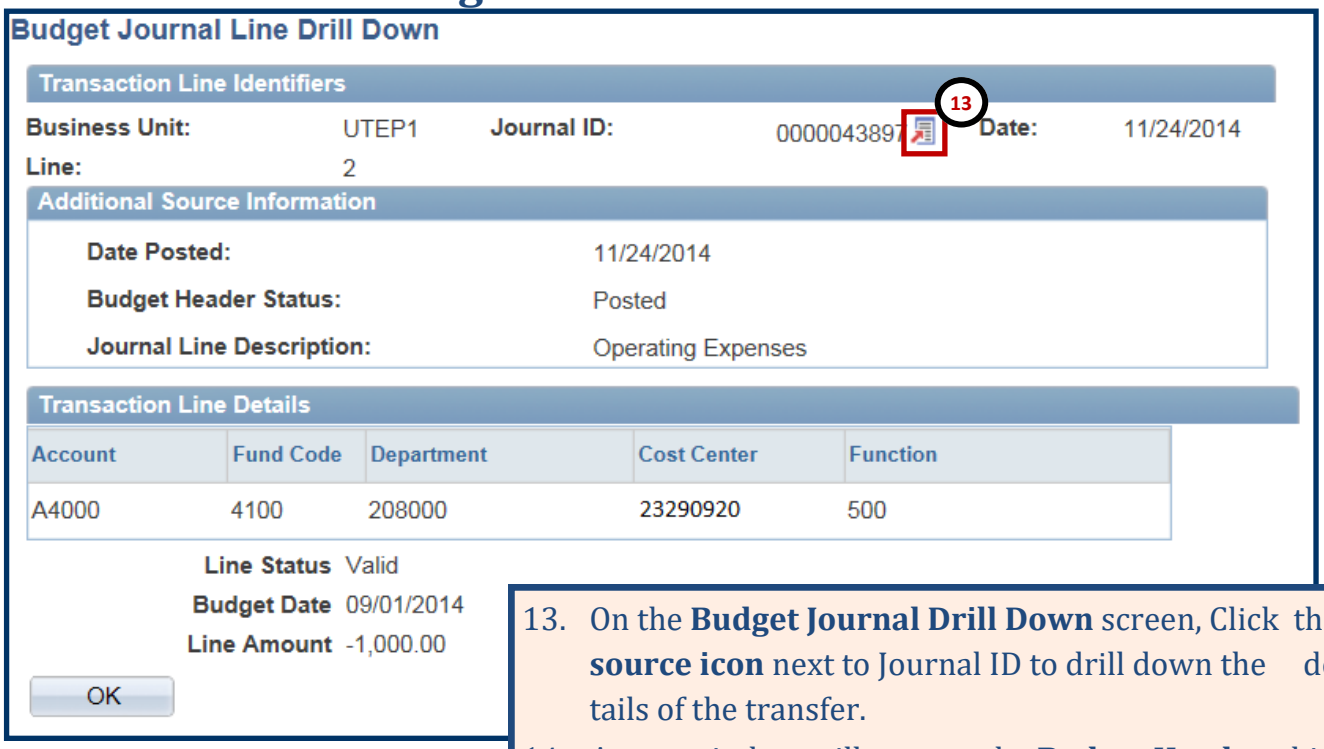
10. A new Inquiry Results window opens up.
11. For **Budget Transfers and Budget Journals** click on the amount hyperlink under the **Budget** column.
12. Look for the respective Document ID and click on the magnifying glass to drill down to the transaction.



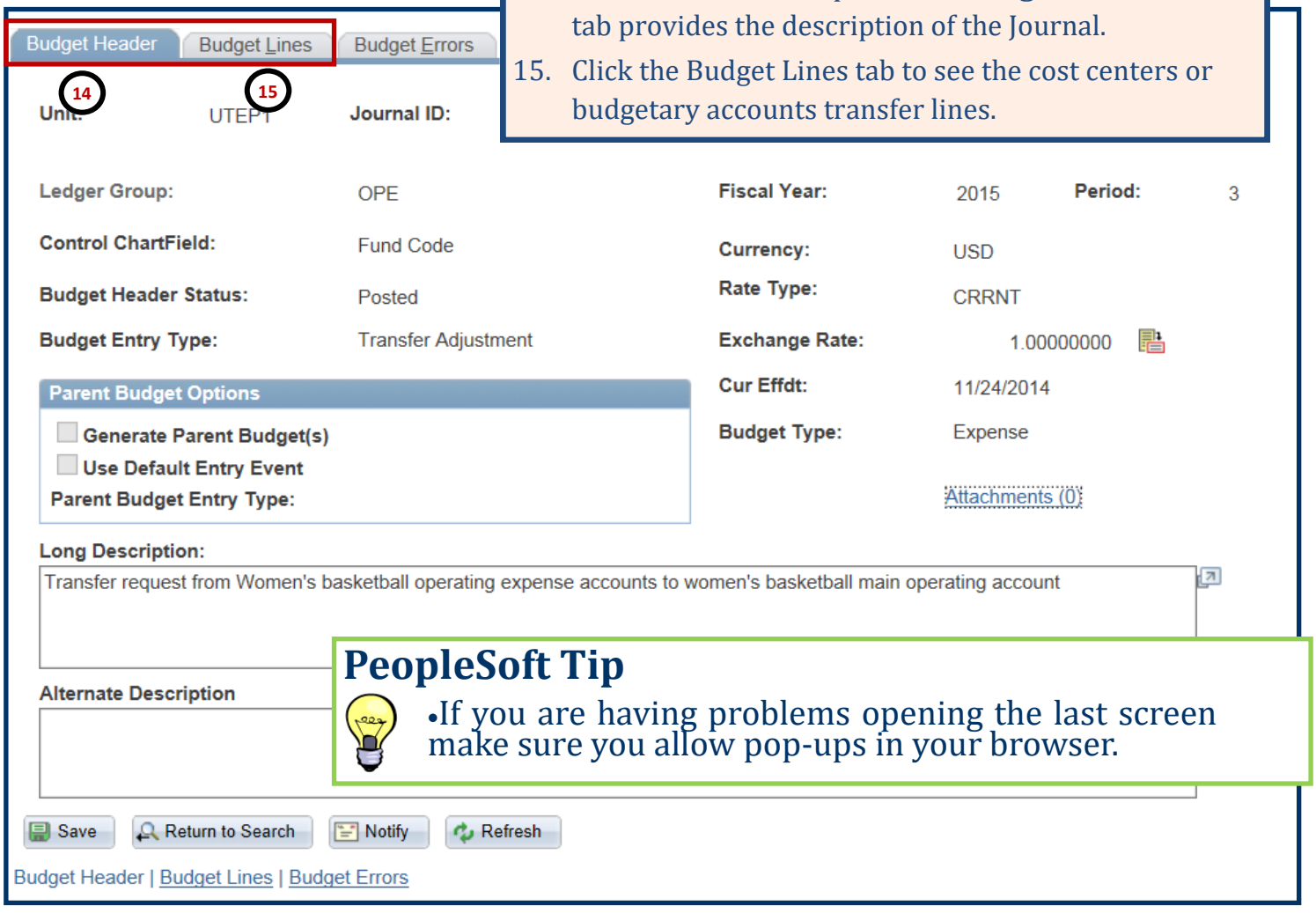
PeopleSoft Tips

- **What is the difference between a budget journal and a budget transfer?**
  - **Budget Journal** is the initial creation of budget (beginning of Fiscal Year), any budget adjustments, and any balance forward posting.
  - **Budget Transfer** is for actual transfer of existing budget from one cost center to another or transfers between budgetary accounts with the same cost center (ie: from A9000 to A4000).

Budget Overview– Transfers



13. On the **Budget Journal Drill Down** screen, Click the **source icon** next to Journal ID to drill down the details of the transfer.
14. A new window will open to the **Budget Header**, this tab provides the description of the Journal.
15. Click the Budget Lines tab to see the cost centers or budgetary accounts transfer lines.



PeopleSoft Tip

- If you are having problems opening the last screen make sure you allow pop-ups in your browser.