

Budget Overview- Review Transfers

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

Find an Existing Value 1

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches
Saved Searches: Choose from saved searches

Inquiry Name: begins with

Add a New Value

*Inquiry Name: 2
 3

1. Click on the **Add a New Value** tab.
2. Enter an **Inquiry Name**.
3. Click on **Add** button.
4. Select **UTE1** under **Business Unit**.
5. Select **Ledger Group** under **Ledger Group/Set**.

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

Budget Inquiry Criteria
Budget Overview

Inquiry: NASA 9

Amount Criteria 4

Budget Type 5

*Business Unit: 6
Ledger Group/Set: Ledger Group
Ledger Group:
Grants - Child

View Stat Code Budgets
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria 7

Select	Ledger	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	GRT_CHILD1	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Dept	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Fund	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Function	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Cost Centr	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
PC Bus Unit	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Project	226100853A <input type="button" value="Search"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Activity	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>

Budget Status

Open
 Closed
 Hold

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

Inquiry Results

Business Unit: UTEP1

Type of Calendar: Detail Budget Period

Amounts in Base Currency: USD

Revenue Associated:

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

Ledger Totals (1 Rows)

Budget:	4,000.00	Revenue Estimate:	0.00
Expense:	79.93	Recognized Revenue:	0.00
Encumbrance:	660.00	Available Budget:	0.00
Pre-Encumbrance:	0.00	Collected Revenue:	0.00
Budget Balance:	3,260.07	Uncollected Revenue (Rec-Coll):	0.00
Associate Revenue:	0.00		
Available Budget:	3,260.07		

Budget Overview Results [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

		Ledger Group	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Budget	Expense	Encumbrance
1		OPE	A4000	4100	208000	23290920	500		2015	4,000.00	79.930	660.000

[Return to Criteria](#) [*Notes](#)

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.

Activity Log

Ledger: OPE_BUD

Activity Log [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 4 of 4 | [Last](#)

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Budget Entry Type	Auto Generated Parent Ln	Tran ID	Tran Date
13	Journal ID	0000026244	N	A4000	4100	208000	23290920	500		2015	2015	1	0.00	USD	0.00	USD	Adjustment	N	0000339803	09/09/2014
37	Journal ID	0000032073	N	A4000	4100	208000	23290920	500		2015	2015	1	4,000.00	USD	4,000.00	USD	Xfer Adj.	N	0000407403	10/03/2014
2	Journal ID	0000043897	N	A4000	4100	208000	23290920	500		2015	2015	3	-1,000.00	USD	-1,000.00	USD	Xfer Adj.	N	0000560095	11/24/2014
4	Journal ID	POBFADJUST	N	A4000	4100	208000	23290920	500		2015	2015	4	1,000.00	USD	1,000.00	USD	Original	N	0000634063	12/16/2014


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

Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit: UTEP1 Journal ID: 000004389  ¹³ Date: 11/24/2014
 Line: 2

Additional Source Information

Date Posted: 11/24/2014
 Budget Header Status: Posted
 Journal Line Description: Operating Expenses

Transaction Line Details

Account	Fund Code	Department	Cost Center	Function
A4000	4100	208000	23290920	500


Line Status Valid
 Budget Date 09/01/2014
 Line Amount -1,000.00

OK

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


Budget Header | **Budget Lines** | Budget Errors

Unit: ¹⁴ UTEP1 ¹⁵ Journal ID:


Ledger Group: OPE Fiscal Year: 2015 Period: 3
 Control ChartField: Fund Code Currency: USD
 Budget Header Status: Posted Rate Type: CRRNT
 Budget Entry Type: Transfer Adjustment Exchange Rate: 1.00000000 
 Cur Effdt: 11/24/2014
 Budget Type: Expense

Parent Budget Options

Generate Parent Budget(s)
 Use Default Entry Event
 Parent Budget Entry Type:

Long Description:
 Transfer request from Women's basketball operating expense accounts to women's basketball main operating account 

Alternate Description

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

Save | Return to Search | Notify | Refresh

Budget Header | Budget Lines | Budget Errors