

The University of Texas Rio Grande ValleyTM

Planning and Analysis

Budget Overview

Organizer(s):

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Updated:

09/24/18

Objective

The user will learn how to:

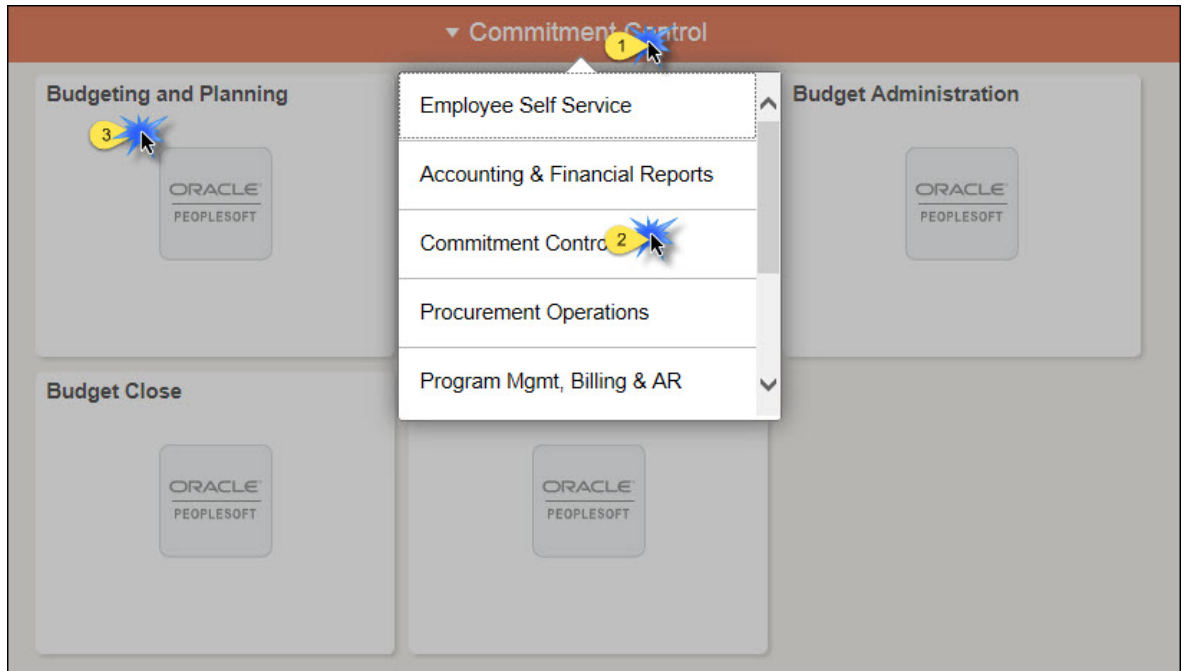
1. Run a Budget Overview Inquiry for OPE, OPR, Grants, and Plant.
2. Drill down to find detailed information on a transaction.

Running a Budget Overview Inquiry

Budget Overview

Step 1

- A. Log in to PeopleSoft using your credentials.
- B. Navigate to the Budget Overview by selecting the drop down menu next to **Employee Self Service** and select **Commitment Control**.
- C. From the **Commitment Control** landing page, click the **Budgeting and Planning** Tile.



Budget Overview

Step 2

- A. Select **Budgets Overview** from the options on the left.
- B. Select **Add a New Value** to create a new query.
- C. If you have already created an Inquiry, you may search for it under the **Find an Existing Value** tab.

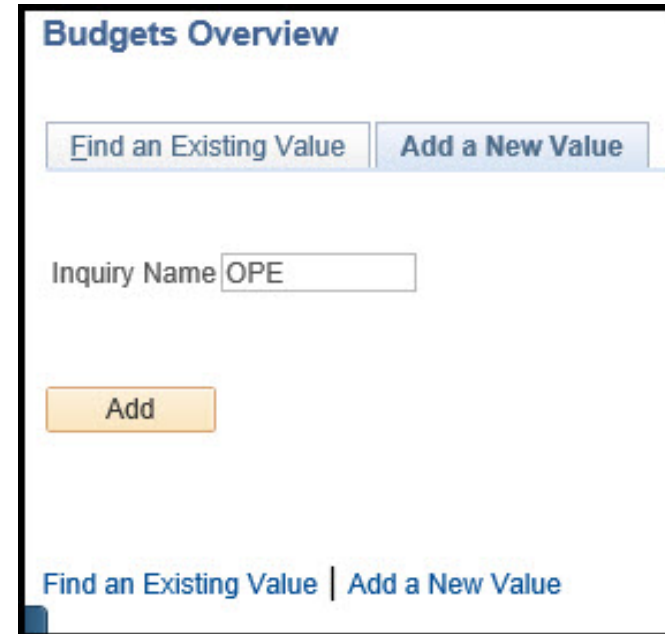
The screenshot shows the 'Commitment Control' interface with the 'Budget Overview' section selected. The left sidebar contains the following menu items: Budget Details, Budgets Overview (highlighted with a mouse cursor), Activity Log, Enter Budget Transfer, and Manage Control Budget Journal. The main content area is titled 'Budgets Overview' and includes the following elements:

- Instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Buttons: "Find an Existing Value" and "Add a New Value".
- Section: "Search Criteria" with a dropdown arrow.
- Field: "Inquiry Name" with a dropdown menu set to "begins with" and an adjacent input field.
- Buttons: "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria".
- Footer: "Find an Existing Value | Add a New Value".

Budget Overview

Step 3

- A. Select **Add a New Value** and create an **Inquiry Name**. For standardization, create an inquiry named GRT for Grants, OPE for Operations Expenses, and OPE_OPR for Operations Expenses and Revenues. Commonly Used Ledgers and descriptions are described on the next slide.
- B. Click **Add** after populating the **Inquiry Name** field.



The screenshot shows a web interface titled "Budgets Overview". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value", with the latter being highlighted in blue. Below these buttons is a text input field labeled "Inquiry Name" containing the text "OPE". Underneath the input field is an orange "Add" button. At the bottom of the interface, there is a footer with the text "Find an Existing Value | Add a New Value".

Budget Overview

Commonly Used Ledgers

Ledger	Description
Cost Center Ledgers (Non-Projects)	
OPE	Displays Operating Expenses for a Cost Center at the Summary Level (ex. A4000, Operating Expenses).
OPE_CHILD1	Displays Operating Expenses for a Cost Center at the Detail Level (ex. B4100, Travel Expenses).
OPR	Displays Operating Revenue for a Cost Center.
Grant Ledgers (Sponsored Projects)	
GRT_PARENT	Displays overall balance and budget activity for a Sponsored Project.
GRT_CHILD1	Displays budget activity for a single budget account (e.g. G4010).
Plant Fund Ledger (Capital Projects)	
PLANT_PRNT	Displays overall Balance and budget activity for a Capital Project.
PLANT	Displays budget activity for a single budget account (e.g. P7000).

Budget Overview

Step 4

Budget Overview Inquiry – After entering a brief **Description**, the **Business Unit**, **Ledger Group/Set**, and **Ledger Group** must be selected. In addition, the **Type of Calendar** under **Time Span** will default but may be changed as needed.

Select from the **Type of Calendar** options:

- Detail Budget Period
- Detail Accounting Period

The screenshot displays the 'Budget Inquiry Criteria' form. At the top, it shows 'Budget Inquiry Criteria' and 'Budget Overview'. The 'Inquiry' field is set to 'OPE4_PROCU' and the 'Description' field is 'Funds Check Procurement'. Below this are buttons for 'Search', 'Clear', and 'Reset', along with links for 'Ledger/Activity Log Integrity' and 'Act Log Internal Integrity'. The 'Budget Type' section includes fields for '*Business Unit' (UTRGV), 'Ledger Group/Set' (Ledger Group), and 'Ledger Group' (OPE). There are also checkboxes for 'View Stat Code Budgets' and 'Display Chart'. The 'Time Span' section has a '*Type of Calendar' dropdown menu set to 'Detail Budget Period'.

Budget Overview

Detail Budget Period – this inquiry selection will show details for the Budget Period(s). The Budget Period is the available budget authority divided for budgetary and funding purposes.

- Details for Budget, Pre-Encumbrance, Encumbrance, Expenses, Available Budget, and Associated Revenue can be found for the Budget Period/Budget Period range using this selection.

Detail Accounting Period – this inquiry selection will show details for the selected Fiscal Year(s). The Fiscal year is the established period of time when the university's annual financial records commence and conclude.

- Details for Budget, Pre-Encumbrance, Encumbrance, Expenses, and Available Budget (not always accurate based on selections) can be found for the Accounting period/Accounting Period range using this selection.
- The Detail Accounting Period option allows for Accounting Period range selections. An Accounting Period is equivalent to a calendar month within the Fiscal Year. Example: 1=September, 2=October, 3=November, etc.
- **Detail Accounting Period should be used for reconciliations.*

Budget Overview

Detail Budget Period	Detail Accounting Period
12 Month Budget Authority	12 Month Accounting Period
Review Budget Periods (Fiscal Year)	Review Accounting Periods (1-12 beginning in September)
Current Budget Period displays period to date financial information	Range of Accounting Periods/Fiscal Years provide a snapshot in time
Can view Associated Revenue	Associated Revenue not included

Budget Overview

Detail Budget Period

- **Detail Budget Period** allows the selection for a range of Budget Periods:
 - Example below is for Budget Period ranges 2018-2018, which will provide budget information for Fiscal Year 2018.

Time Span						
*Type of Calendar <input type="text" value="Detail Budget Period"/>						
Budget Criteria						
Personalize Find View All						
First 1 of 1 Last						
Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	<input type="text" value="2018"/>	<input type="text" value="2018"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Budget Overview

Detail Accounting Period

- **Detail Accounting Period** allows the selection for a range of Fiscal Years and Accounting Periods:
 - Example below is for Fiscal Year 2018, accounting period 12 for August. This calendar type should be used for monthly reconciliations. Budget information provided by this inquiry will only include the month of August 2018.

Time Span								
*Type of Calendar <input type="text" value="Detail Accounting Period"/>								
Budget Criteria								
Personalize Find View All								
First 1 of 1 Last								
Select	Ledger Group	Detail Calendar ID	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	FY	<input type="text" value="2018"/>	<input type="text" value="12"/>	<input type="text" value="2018"/>	<input type="text" value="12"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Budget Overview

Step 5 – Expenses

- A. The Ledger Group selected will determine what ChartField Criteria can be used as a search parameter. Selecting Ledger Group OPE allows you to search using the Account, Fund, Cost Center, or Project. The data provided by this search will include budget available for expenses.

ChartField Criteria					
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Cost Centr	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Project	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add

Save Return to Search Previous in List Next in List Notify Refresh

Budget Overview

Step 5 – Revenues

- A. The Ledger Group selected will determine what ChartField Criteria can be used as a search parameter. Selecting Ledger Group OPR allows you to search using the Account, Fund, or Cost Center. The data provided by this search will include revenue estimates and recognized revenue.

















ChartField Criteria					
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Cost Centr	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add







Save Return to Search Previous in List Next in List Notify Refresh

Budget Overview

Step 5 – Grants

- A. The Ledger Group selected will determine what ChartField Criteria can be used as a search parameter. Selecting Ledger Group GRT allows you to search using the Account, Fund, or PC Business Unit, or Project. GRT_PARENT will display the overall Project Budget, GRT_CHILD will display the Budget Accounts associated with the Project. The image below displays the criteria available for a GRT_PARENT inquiry.

ChartField Criteria					
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input data-bbox="547 953 835 996" type="text" value="%"/> 	<input data-bbox="899 953 1187 996" type="text" value="%"/> 		<input data-bbox="1403 953 1691 996" type="text"/> 	Update/Add
Fund	<input data-bbox="547 1029 835 1072" type="text" value="%"/> 	<input data-bbox="899 1029 1187 1072" type="text" value="%"/> 		<input data-bbox="1403 1029 1691 1072" type="text"/> 	Update/Add
PC Bus Unit	<input data-bbox="547 1105 835 1148" type="text" value="%"/> 	<input data-bbox="899 1105 1187 1148" type="text" value="%"/> 		<input data-bbox="1403 1105 1691 1148" type="text"/> 	Update/Add
Project	<input data-bbox="547 1180 835 1223" type="text" value="%"/> 	<input data-bbox="899 1180 1187 1223" type="text" value="%"/> 		<input data-bbox="1403 1180 1691 1223" type="text"/> 	Update/Add

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh

Budget Overview

Step 5 – Plant

- A. The Ledger Group selected will determine what ChartField Criteria can be used as a search parameter. Selecting Ledger Group PLANT_PARENT allows you to search using the Account, Fund, or PC Business Unit, Project, or Activity. The data provided by this search will include budget available for a plant project.

ChartField Criteria					
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
PC Bus Unit	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Project	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Activity	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)









Budget Overview

Step 6

- A. After selecting the appropriate Ledger Group, Type of Calendar, Budget Period range, and ChartField you'd like to search select **Save**, then **Search**. This will allow you to repeat the inquiry without having to populate the fields again.

***NOTE:** The information in the To and From Budget Period will save. If you'd like to run the inquiry again for a different time frame these fields will need to be updated.*

Detail Budget Period View - 2018

Inquiry Results											
Business Unit		UTRGV									
Ledger Group		OPE									
Type of Calendar		Detail Budget Period									
Amounts in Base Currency		USD									
Revenue Associated:		<input checked="" type="checkbox"/>									
Return to Criteria	Max Rows	<input type="text" value="100"/>	Display Options	<input type="button" value="Search"/>							
Ledger Totals (8 Rows)											
Budget		3,613,341.89				Net Transfers		0.00			
Expense		533,825.35									
Encumbrance		511,601.36									
Pre-Encumbrance		0.00									
Budget Balance		2,567,915.18									
Associate Revenue		0.00									
Available Budget		2,567,915.18									
Budget Overview Results											
								Personalize Find View All  		First  1-8 of 8  Last	
		Ledger Group	Account	Account Description	Fund	Fund Code Description	Cost Center	ChartField1 Description	Project	Project Description	Budget Period
1	 	OPE	A1000	Staff Salaries	2100	E&G General Funds	21000059	Procurement			2018
2	 	OPE	A1000	Staff Salaries	2150	E&G Local Funds	21000059	Procurement			2018

Detail Accounting Period View – Period 1-12

Inquiry Results

Business Unit UTRGV
 Ledger Group OPE
 Type of Calendar Detail Accounting Period
 Amounts in Base Currency USD
 Revenue Associated:

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

Ledger Totals (41 Rows)

Budget	3,613,341.89	Net Transfers	0.00
Expense	533,825.35		
Encumbrance	511,601.36		
Pre-Encumbrance	0.00		
Budget Balance	2,567,915.18		
Associate Revenue	0.00		
Available Budget	2,567,915.18		

Budget Overview Results [Personalize](#) | [Find](#) | [View All](#) | | First 1-41 of 41 Last

	Ledger Group	Account	Account Description	Fund	Fund Code Description	Cost Center	ChartField1 Description	Project	Project Description	Fiscal Year	Pe
1	OPE	A1000	Staff Salaries	2100	E&G General Funds	21000059	Procurement			2018	
2	OPE	A1000	Staff Salaries	2100	E&G General Funds	21000059	Procurement			2018	

Detail Accounting Period View – Period 12 Only

Inquiry Results

Business Unit UTRGV
 Ledger Group OPE
 Type of Calendar Detail Accounting Period
 Amounts in Base Currency USD
 Revenue Associated:

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

Ledger Totals (1 Rows)

Budget	0.00	Net Transfers	0.00
Expense	9,084.92		
Encumbrance	45,519.00		
Pre-Encumbrance	0.00		
Budget Balance	-54,603.92		
Associate Revenue	0.00		
Available Budget	-54,603.92		


















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

	Ledger Group	Account	Account Description	Fund	Fund Code Description	Cost Center	ChartField1 Description	Project	Project Description	Fiscal Year	Pe
1	OPE	A4000	Operating Expenses	2100	E&G General Funds	21000059	Procurement			2018	



Drill Down

Budget Overview Results

- The Budget Overview Inquiry will display a full ChartField and Activity:
 - The example below includes activity for Budget, Expense, and Encumbrances. Notice that each amount is in blue font. This means the amount is a link to drill down to the details.
 - If the \$2,196,103.84 for Budget in Operating Expenses is clicked:

Budget Overview Results												Personalize Find View All  Fir				
		Ledger Group	Account	Account Description	Fund	Fund Code Description	Cost Center	ChartField1 Description	Project	Project Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1	 	OPE	A1000	Staff Salaries	2100	E&G General Funds	21000059	Procurement			2018	1,204,716.94	296,874.94	0.00	0.00	907,842.00
2	 	OPE	A1000	Staff Salaries	2150	E&G Local Funds	21000059	Procurement			2018	0.00	0.00	0.00	0.00	0.00
3	 	OPE	A1200	Wages	2100	E&G General Funds	21000059	Procurement			2018	12,000.00	3,737.09	0.00	0.00	8,262.91
4	 	OPE	A1200	Wages	2150	E&G Local Funds	21000059	Procurement			2018	0.00	0.00	0.00	0.00	0.00
5	 	OPE	A3000	Payroll Related Costs	2100	E&G General Funds	21000059	Procurement			2018	200,521.11	105,155.04	0.00	0.00	95,366.07
6	 	OPE	A3000	Payroll Related Costs	2150	E&G Local Funds	21000059	Procurement			2018	0.00	3,860.54	0.00	0.00	-3,860.54
7	 	OPE	A4000	Operating Expenses	2100	E&G General Funds	21000059	Procurement			2018	2,196,103.84	117,189.81	511,601.36	0.00	1,567,312.67
8	 	OPE	A4000	Operating Expenses	2150	E&G Local Funds	21000059	Procurement			2018	0.00	7,007.93	0.00	0.00	-7,007.93

Drill Down to Budget Activity

- Budget Activity will display the transactions lines that create the total of \$2,196,103.84
 - Journal ID, full ChartField string, Amounts, and Budget Entry type.
 - Drill Down to Source  and Drill to Activity Log  icons.


Ledger OPE_BUD

Activity Log Personalize | Find | View All |  |  First  1-13 of 13  Last

	Tran Line	Document Label	Document ID▲	Account	Fund	Cost Center	Project	Budget Period	Year	Period▲	Foreign Amount	Foreign Currency
 	1	Journal ID:	0000000546	A4000	2100	21000059		2018	2018	9	100,000.00	USD
 	1905	Journal ID:	0000000690	A4000	2100	21000059		2018	2018	6	-6,764.00	USD
 	1909	Journal ID:	0000000690	A4000	2100	21000059		2018	2018	6	-31,312.00	USD

Drill Down to Source


If Drill Down to Source icon is clicked on the first line of Budget Activity, Source information will display the Journal ID, Line Amount, and Transaction Line Details.

- View Related Links icon  next to Journal ID can be used to drill down to Source Transaction. The following slide explains the information provided by this icon.

Budget Journal Line Drill Down ×

[Help](#)

Transaction Line Identifiers

Business Unit UTRGV Journal ID 000001262  Date 07/10/2018
Line 1

Additional Source Information

Date Posted 07/10/2018
Budget Header Status Posted
Journal Line Description Maintenance & Operations

Transaction Line Details

Account	Fund Code	Department	Cost Center	Function
B4000	2100	208040	21000059	700

Line Status Valid
Budget Date 09/01/2017
Line Amount 1,000,000.00 USD

View Related Links Source Transaction

Source Transaction Displays the original budget journal entry Budget Header and Budget Lines.


[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit UTRGV Journal ID 0000001262 Date 07/10/2018

Ledger Group OPE_CHILD1 Fiscal Year 2018 Period 11

Control ChartField Fund Code Currency USD

Budget Header Status Posted Rate Type CRRNT

Budget Entry Type Adjustment Exchange Rate 1.00000000 

Cur Effdt 07/10/2018

Budget Type Expense


[Attachments \(0\)](#)

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event


Parent Budget Entry Type
Adjustment

Long Description

To add budget for Procurement training 

216 characters remaining

Alternate Description



150 characters remaining

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Budget Overview Results- Expenses

The Budget Overview Inquiry displays the full ChartField and Activity:









- Example below includes Activity for Budget, Expense, and Encumbrances. Notice that each amount has blue font. This means that the amount is a link to drill down to the details.
- For example, if the \$117,189.81 is clicked you will be reviewing actuals.

Budget Overview Results															Personalize	Find	View All	First
		Ledger Group	Account▲	Account Description▲	Fund▲	Fund Code Description	Cost Center	ChartField1 Description	Project	Project Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*		
1		OPE	A1000	Staff Salaries	2100	E&G General Funds	21000059	Procurement			2018	1,204,716.94	296,874.94	0.00	0.00	907,842.00		
2		OPE	A1000	Staff Salaries	2150	E&G Local Funds	21000059	Procurement			2018	0.00	0.00	0.00	0.00	0.00		
3		OPE	A1200	Wages	2100	E&G General Funds	21000059	Procurement			2018	12,000.00	3,737.09	0.00	0.00	8,262.91		
4		OPE	A1200	Wages	2150	E&G Local Funds	21000059	Procurement			2018	0.00	0.00	0.00	0.00	0.00		
5		OPE	A3000	Payroll Related Costs	2100	E&G General Funds	21000059	Procurement			2018	200,521.11	105,155.04	0.00	0.00	95,366.07		
6		OPE	A3000	Payroll Related Costs	2150	E&G Local Funds	21000059	Procurement			2018	0.00	3,860.54	0.00	0.00	-3,860.54		
7		OPE	A4000	Operating Expenses	2100	E&G General Funds	21000059	Procurement			2018	2,196,103.84	117,189.81	511,601.36	0.00	1,567,312.67		
8		OPE	A4000	Operating Expenses	2150	E&G Local Funds	21000059	Procurement			2018	0.00	7,007.93	0.00	0.00	-7,007.93		

Drill Down to Expenses Activity


Expenses Activity will display:

- Journal ID, Budgetary Account, ChartField values, Amounts, and Budget Entry type.
- Drill down to Source and Activity Log icons.

Activity Log												
Ledger OPE_EXP												
Activity Log												
Personalize Find View All [Grid Icon] [Print Icon]												
	Tran Line	Document Label	Document ID▲	Account	Fund	Cost Center	Project	Budget Period	Year	Period▲	Foreign Amount	Foreign Currenc
		1 Voucher ID:	00000028	A4000	2100	21000059		2018	2018	9	372.00	USC▲
		2 Voucher ID:	00000029	A4000	2100	21000059		2018	2018	9	79.90	USC
		1 Voucher ID:	00000029	A4000	2100	21000059		2018	2018	9	10.10	USC
		1 Voucher ID:	00000031	A4000	2100	21000059		2018	2018	9	30.00	USC


Drill Down to Source

If Drill Down to Source icon is clicked in the activity and Source information will display the Journal ID, Journal Line Description, and Line Amount.

- View Related Links icon  next to the Journal ID can be used to drill to the Source Transaction. The information provided by this link is explained in the following slide.

Payables Voucher Line Drill Down × Help

Transaction Line Identifiers

Business Unit UTRGV Voucher ID 00000028 
Voucher Line 1 Distribution Line 1

Additional Source Information


Invoice Number SHI051118
Supplier ID 0000000528

Transaction Line Details

Account	Fund Code	Department	Cost Center	Function
63163	2100	208040	21000059	700

Line Status Valid
Budget Date 05/11/2018
Line Amount 372.00 USD
Quantity 0.5000

OK



View Related Links Source Transaction

Source Transaction Displays information on the original journal entry which includes the details of the invoice, journal, or requisition.

Summary	Related Documents	Invoice Information
Business Unit UTRGV		Invoice Date 05/11/2018
Voucher ID 00000028		Invoice No SHI051118
Voucher Style Regular		Invoice Total 913.00 USD
Supplier Name SHI GOVERNMENT SOLUTIONS PO BOX 847434 DALLAS, TX 75284-7434		
Entry Status Postable		Pay Terms Net Due 30
Match Status No Match	Approval History	Voucher Source Online
Approval Status Approved		Origin ONL
Post Status Posted		Created On 05/11/2018 10:11AM
		Created By
		Last Update 05/11/2018 3:27PM
		Modified By
Budget Status Valid		ERS Type Not Applicable
Budget Misc Status Valid		Close Status Closed
View Related Payment Inquiry		Go
Return to Search	Notify	Refresh
Summary	Related Documents	Invoice Information

Drill Down 2.0

Show Budget Details

There's more than one way to review Budget information! From the Budget Overview Results click on the Show Budget Details icon. This icon will allow you to view Budget, Expenses, Encumbrances, and Budget Available, along with a link to review Parent/Children information.

11			OPE	A4000	Operating Expenses	2100	E&G General Funds			21000059	Procurement				2018	0.00
12			OPE	A4000	Operating Expenses	2100	E&G General Funds	204020	Campus Facilities Operations	21000059	Procurement	700	Institutional Support		2018	0.00
13			OPE	A4000	Operating Expenses	2100	E&G General Funds	208040	Procurement Office	21000059	Procurement	700	Institutional Support		2018	2,196,103.84
14			OPE	A4000	Operating Expenses	2150	E&G Local Funds	208040	Procurement Office	21000059	Procurement				2018	0.00
15			OPE	A4000	Operating Expenses	2150	E&G Local Funds	208040	Procurement Office	21000059	Procurement	700	Institutional Support		2018	0.00

Budget Details









There's more than one way to review Budget information! From the Budget Overview Results click on the Show Budget Details icon. This icon will allow you to view Budget, Expenses, Encumbrances, and Budget Available, along with a link to review Parent/Children information. Drill to Ledger or Drill to Activity Log. Drill to Ledger will provide information sorted by Accounting Period, while the Drill to Activity Log will provide all transactions that create the balance to the left.

Budget Details

Budget Details





Display Chart ⓘ

Ledger Amounts

Budget:	2,196,103.84 USD			Max R
Expense:	116,105.92 USD			Attributes
Encumbrance:	345,460.66 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	1,734,537.26 	USD	Percent (78.98%) 
With Tolerance	1,734,537.26 	USD	Percent (78.98%) 

Budget Exceptions





Exception Errors	0	Exception Warnings	48	Budget Exceptions
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OK

Note: Two callout boxes are present. One labeled "Drill to Ledger" points to the ledger amount icons. Another labeled "Drill to Activity Log" points to the activity log icons.

Drill to Ledger View













Drill to Ledger will provide a view of Expenses/Encumbrances/Budget broken up by accounting period for that particular line. The example below shows expenses for account A4000 broken up by Accounting Period. To view detail activity for that month, click the Drill Down icon (magnifying glass).

Ledger										
Business Unit UTRGV			Ledger OPE_EXP							
Budget Details										
	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	Fiscal Year	Accounting Period	Base Amount
	A4000	2100	208040	21000059	700		2018	2018	9	7669.65
	A4000	2100	208040	21000059	700		2018	2018	10	84367.66
	A4000	2100	208040	21000059	700		2018	2018	11	18855.29
	A4000	2100	208040	21000059	700		2018	2018	12	5213.32

OK


















Drill to Activity Log

Selecting the Drill to Activity Log icon will allow the user to view all activity which created the balance, just as if the user had clicked directly on the expense amount as shown earlier.

Activity Log													
Ledger OPE_EXP											Help		
Activity Log													
Personalize Find View All  											First	1-100 of 100	Last
	Tran Line	Document Label	Document ID▲	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	Year		
		3 Voucher ID:	00000028	A4000	2100	208040	21000059	700		2018	2018		
		1 Voucher ID:	00000028	A4000	2100	208040	21000059	700		2018	2018		
		2 Voucher ID:	00000029	A4000	2100	208040	21000059	700		2018	2018		
		1 Voucher ID:	00000029	A4000	2100	208040	21000059	700		2018	2018		
		1 Voucher ID:	00000031	A4000	2100	208040	21000059	700		2018	2018		

Parent/Children Link

The Parent/Children link option is most useful when reviewing information in the OPE ledger. From here, users can review the budget available for each child within that line. In the example below, we review the children for parent account A4000.

Parent & Children Budgets													
<input checked="" type="checkbox"/> Parent Budget		<input type="checkbox"/> Child Budget		Amounts in Base Currency USD									
Children											Personalize Find View All  		
	Ledger Group	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
1	OPE_CHILD1	B4000	2100	208040	21000059	700		2018	1,636,269.84 	110,336.75 	302,947.02 	0.00 	1,222,986.07 
2	OPE_CHILD1	B4100	2100	208040	21000059	700		2018	559,834.00 	18,028.88 	188,989.03 	0.00 	352,816.09 
3	OPE_CHILD1	B4400	2100	208040	21000059	700		2018	0.00 	0.00 	14,250.61 	0.00 	-14,250.61 

Things to Remember

- If using Detail Accounting Period, Available Budget may not be accurate depending on range of Accounting Periods selected (example: September to current vs may through July selections).
- Detail Accounting Period view can be helpful when attempting to hone in on a specific Accounting period. For Monthly Reconciliation, Detail Accounting Period must be used.
- Detail Budget Period view is typically recommended for Budget Availability and day to day review.

Key Differences in Oracle EBS to PeopleSoft

- PeopleSoft has multiple ledgers (ex. OPE, OPE_CHILD1, OPR, etc.).
- A user cannot revise/adjust Operating Expenses and Revenues with the same Budget Revision.
- A user is able to use a SpeedType. When creating a transaction, using a SpeedType pre-populates the rest of the ChartField string required instead of having to enter each ChartField value.
- PeopleSoft uses Projects only for Grants and Capital Projects. All other activity is accumulated in Cost Centers. Cost Shares, however, will have both a Cost Center and Project value.

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