PeopleSoft Financials

Instructions for Using Budget Overview

To run budget overview for a department or project, navigate as follows:

Commitment Control > Review Budget Activities > Budgets Overview

To set up an inquiry for the first time go to the ***Add a New Value*** tab. Type in an ***Inquiry Name*** of your choice and click the <mark>**Add**</mark> button.

If you have already saved an inquiry just go to the ***Find an Existing Value*** Tab and click on the <mark>**Search**</mark> button. Then select your inquiry from the list that appears by clicking on the hyperlink for the inquiry you want.

Enter a *Description* for your inquiry.

Fill in the *Business Unit* with **FROST**.

Select a *Ledger Group* by clicking on the magnifying glass. For a Department expense budget you would want **CC_DEPT**. For a Department revenue budget you would want **CC_DPT_REV**. For a Project expense you would want **CC_PROJ**. For a Project revenue budget you would want **CC_PRJ_REV**.

For the *Type of Calendar* you should have **Detail Budget Period**.

The *Select* checkbox should be checked and the fiscal year entered in the *From Budget Period* and the *To Budget Period* for the budget year you want to see.

The *Include Adjustment Period(s)* and *Include Closing Adjustments* checkboxes should be unchecked.

Under *Chartfield Criteria,* fill in the values for *Account* and *Department* or *Project*. For a department expense budget you would want an *Account* range of **020001** to **020001**. For department or project revenue budget you would want an account range of **800000** to **800000**. For a project expense budget you would enter the account range for the object you wanted to see (i.e. for object 08 enter a range of 080000 to 080000). Enter the *Department* or *Project* enter the ID number you want to see. For a project you may also want to enter the *Fund* if you want to only see sponsor or matching funds.

Check the *Display Chart* box if you want to see a chart of your budget.
Once the page has been completed with the proper criteria click the **Search** button.

Budget Inquiry Criteria

Budget Overview

Inquiry: DEPARTMENT   Description: Department Budget Overview

Amount Criteria   [Search]   [Clear]   [Reset]

Budget Type

Business Unit: FROST   Ledger Group/Set: Ledger Group ▼   Ledger Group: CC_DEPT 🔍

☐ View Stat Code Budgets   CC Dept Expense Ledger Group

☑ Display Chart ⓘ

TimeSpan

*Type of Calendar: Detail Budget Period ▼

Customize | 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
☑	CC_DEPT	BP	2010 🔍	2010 🔍	☐	☐

ChartField Criteria						Budget Status
ChartField	ChartField From Value	ChartField To		ChartField Value Set	Update/Add	☑ Open
Account	020001 🔍	020001 🔍	ⓘ	🔍	Update/Add	☑ Closed
Dept	2560005 🔍	2560005 🔍	ⓘ	🔍	Update/Add	☑ Hold
Fund	% 🔍	% 🔍	ⓘ	🔍	Update/Add	
Program	% 🔍	% 🔍	ⓘ	🔍	Update/Add	

You should get results similar to the example below.

The **Budget** amount is the budget you were allocated netted with any budget transfers. In the case of associated revenue departments (self support carryover departments) this would be the amount carried over from the previous year.

The **Expense** amount would be your expenses to date.

The **Encumbrance** Amount would be outstanding Purchase Orders & Payroll Contracts.

The **Pre-Encumbrance** Amount would be outstanding Requisitions.

Budget Balance is the *Budget* minus *Expenses*, *Encumbrances* and *Pre-Encumbrances*.

Associated Revenue would be any revenues for associated revenue departments only.

Available Budget would be the amount available to spend in the case of an expense budget. This is the *Available Budget* plus any *Associated Revenue*.

Net Transfers is the amount of budget transfers from the original or adjusted budget. This amount is already netted in the *Budget* line.

Budget Overview Results breaks the above information down by chartfield combination for the Ledger specified. The amounts are hyperlinked in order to drill down to a more detail level.