



PeopleSoft Financials

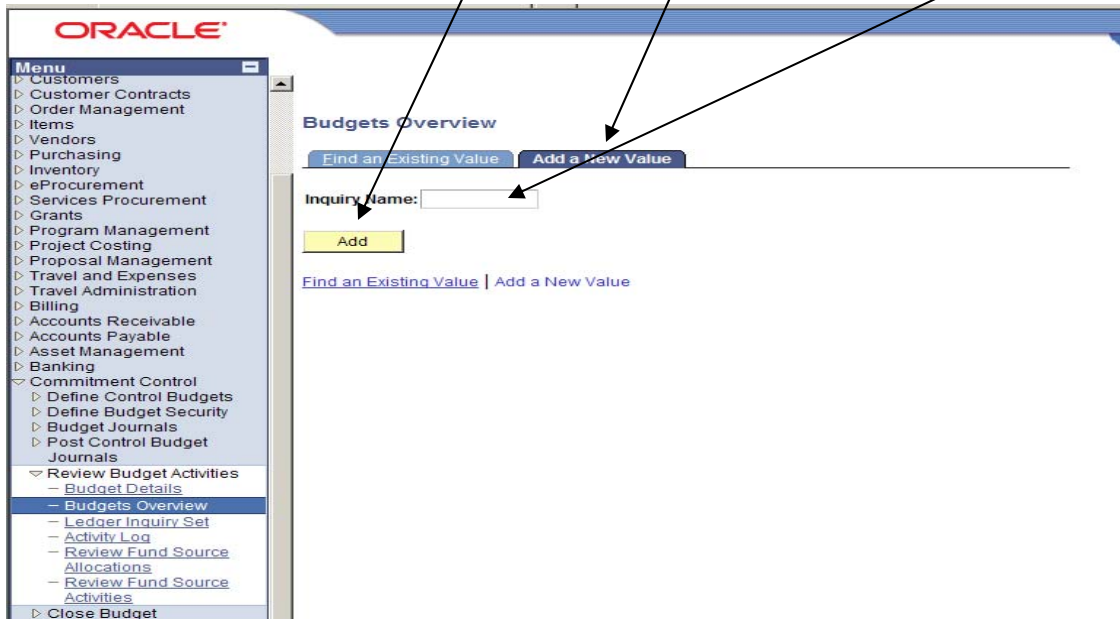
Instructions for Using Budget Overview

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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 **Add** button.



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

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Budgets Overview

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

Find an Existing Value | **Add a New Value**

Inquiry Name: begins with

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

Search Results

View All | First | 1-4 of 4 | Last

Inquiry Name	Description
1320106	General Accounting
1320206	Accounts Payable
DEPARTMENT	Department Budget Overview
PROJECTS	Project Budgets

[Find an Existing Value](#) | [Add a New Value](#)

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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 budget 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

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_DEPT	BP	2010	2010	<input type="checkbox"/>	<input type="checkbox"/>

Chartfield Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	020001	020001		Update/Add
Dept	2560005	2560005		Update/Add
Fund	%	%		Update/Add
Program	%	%		Update/Add

Budget Status

- Open
- Closed
- Hold

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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.

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Inquiry Results
Budget Overview

Business Unit: FROST
Ledger Group: CC_DEPT Dept Commitment Group Budget
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated:

[Return to Criteria](#) Max Rows: 100 [Display Options](#) [Search](#)

Ledger Totals (1 Rows)

Net Transfers: -6,343.00

Budget: 70,892.36
Expense: 26,637.66
Encumbrance: 1,176.34
Pre-Encumbrance: 0.00
Budget Balance: 43,078.36
Associate Revenue: 30,543.15
Available Budget: 73,621.51

Budget Overview Results							Customize Find View All				First	1 of 1	Last
	Ledger Group	Dept	Account	Program	Fund	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available	
1	CC_DEPT	2560005	020001	00500	4020	2010	70,892.36	26,637.66	1,176.34	0.00	43,078.36	60.77%	

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

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)