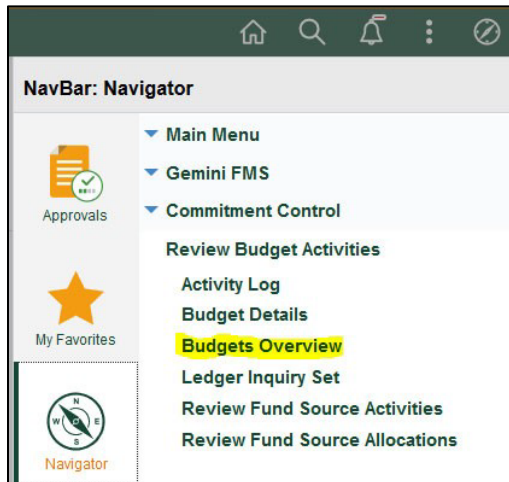


Budgets Overview Quick Guide

Location:



Operating Cost Centers:

Choose an Inquiry Name This can be anything that will help you remember what the search is for. (Example is 'FY21 20-21' because it's used for searching for budget in fiscal year 2021).

Then click Add a New Value to create a search page.

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

▼ Search Criteria

Inquiry Name

begins with ▼

FY21 20-21

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

Budgets Overview Quick Guide

Set up the Budgets Overview page as follows:

Business Unit = DAL01

Ledger Group/Set = Ledger Inquiry Set

Ledger Inquiry Set = INQUIRY

Type of Calendar = Detail Budget Period

Budget Criteria = Check OEA and ORA

Budget Period = 2020-21(Current fiscal year)

Cost Center = type a cost center in the ChartField value blank

After all of these criteria have been filled in, click 'Search' (top left of page).

Budget Inquiry Criteria
Budget Overview

Inquiry **FY21 20-21**

Description

Budget Type
*Business Unit **DAL01**
☐ View Stat Code Budgets
Ledger Group/Set **Ledger Inquiry Set**
Ledger Inquiry Set **INQUIRY**

Time Span
*Type of Calendar **Detail Budget Period**

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OEA	AN	2020-21 <input type="text"/>	2020-21 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ORA	AN	2020-21 <input type="text"/>	2020-21 <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"/>	Update/Add
Dept ID	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add
Fund	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add
Function	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add
Program	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add
Cost Center	43130005 <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add
PC Bus Unit	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add
Project	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add
Activity	% <input type="text"/>	% <input type="text"/>	<input type="button" value="i"/>	<input type="text"/>	Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

After clicking search, the Budgets Overview Results will put up for your cost center. The items highlighted below are main areas to review.

Budget: The amount of money budgeted in the cost center for the specific year.

Expense: The amount of expenses that have already been spent from the cost center.

Encumbrance: The amount set aside for salary, benefits, and PO expenses that will be spent in the future.

Pre-Encumbrance: The amount of set aside salary and benefits for vacant positions that will be spent in the future.

Available Budget (Expenses): The total amount of budget left after taking into account expense and encumbrances.


Revenue Estimate: The amount of revenue budgeted in the cost center for the specific year.

Recognized Revenue: The amount of revenue that has been received so far.

Available Budget(Revenue): The amount of revenue that is left to be brought in or the amount of revenue that is yet to be budgeted. If the amount is positive, more revenue needs to be received to match the Revenue Estimate. If the amount is negative, they need to budget the revenue that was received(also see training for Budget Journals).

The Budget Overview Results(below the ledger totals) is a summary by account of the money budgeted, spent and encumbered for the year. If you want to drill down by account, you can click on the blue numbers, and it will drill down by transaction amount.

Max Rows: When you drill down by account, sometimes there are more lines than 100, if you want to see all the rows, change this number from 100 to 1000 or more depending on the number of lines.

Personalize:  Click on the icon to change what column titles show up on the Budget Overview Results below. You can add descriptions for the columns or hide certain columns that are unhelpful for you. You can also freeze columns or sort them by a specific category.



Return to Criteria: If you are done reviewing this cost center's information, you can click return to criteria to take you back to the Budgets Overview search page and enter a new cost center.

Budgets Overview Quick Guide

Budget & Financial Planning
budget@utdallas.edu

Inquiry Results

Business Unit: DAL01
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated: ☐

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (6 Rows)

Budget	268,678.51	Revenue Estimate	0.00
Expense	111,634.64	Recognized Revenue	0.00
Encumbrance	112,934.27	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	44,109.60	Uncollected Revenue (Rec-Coll)	0.00
Associate Revenue	0.00		
Available Budget	44,109.60		

Budget Overview Results

1-6 of 6 View All

	Ledger Group	Account ^	Fund	Dept ID	Function	Cost Center ^	Budget Period	Budget	Expense ^	Encumbrance	Pre-Encumbrance
1	OE A	A5011	3000	403100	713	43130005	2020-21	176,874.00	88,437.00	88,437.00	
2	OE A	A5041	3000	403100	713	43130005	2020-21	0.04	0.00	0.00	
3	OE A	A5050	3000	403100	713	43130005	2020-21	15,000.00	0.00	0.00	
4	OE A	A5061	3000	403100	713	43130005	2020-21	1,680.00	840.00	840.00	
5	OE A	A5500	3000	403100	713	43130005	2020-21	45,023.47	21,618.19	23,405.28	
6	OE A	A6300	3000	403100	713	43130005	2020-21	30,101.00	739.45	251.99	

Return to Criteria *Notes

Project Cost Centers:

Choose an Inquiry Name This can be anything that will help you remember what the search is for. (Example is 'PED' because it's used for searching the PED ledger).

Then click Add a New Value to create a search page.

Set up the Budgets Overview page as follows:

Business Unit = DAL01

Ledger Group/Set = Ledger Group

Ledger Inquiry Set = PED

Type of Calendar = Detail Budget Period

Budget Criteria = Check PED

Cost Center = type a cost center in the ChartField value blank

After all of these criteria have been filled in, click 'Search'(top left of page).

Budgets Overview Quick Guide

Budget Inquiry Criteria

Budget Overview

Inquiry **PED**

Description

Amount Criteria

Search

Clear

Reset

Ledger/Activity Log Integrity

Act Log Internal Integrity

Budget Type

*Business Unit **DAL01**

Ledger Group/Set **Ledger Group**

Ledger Group **PED**

☐ View Stat Code Budgets

☐ Display Chart

Project Expense Detail

Time Span

*Type of Calendar **Detail Budget Period**

Budget Criteria

Q

1-1 of 1

View All

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PED		<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="text"/>	Update/Add
Dept ID	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Fund	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Function	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Program	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Cost Center	38255001 <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
PC Bus Unit	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Project	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Activity	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Plant Cost Centers:

Choose an Inquiry Name This can be anything that will help you remember what the search is for. (Example is 'PEA' because it's used for searching the PEA ledger).

Then click Add a New Value to create a search page.

Set up the Budgets Overview page as follows:

Business Unit = DAL01

Ledger Group/Set = Ledger Group

Ledger Inquiry Set = PEA

Type of Calendar = Detail Budget Period

Budget Criteria = Check PEA

Cost Center = type a cost center in the ChartField value blank

After all of these criteria have been filled in, click 'Search'(top left of page).

Budgets Overview Quick Guide

Budget Inquiry Criteria
Budget Overview

Inquiry **PEA**

Description

Amount Criteria

Ledger/Activity Log Integrity

Budget Type
*Business Unit **DAL01**
☐ View Stat Code Budgets
☐ Display Chart
Ledger Group/Set **Ledger Group**
Ledger Group **PEA**
Project Expense Level A

TimeSpan
*Type of Calendar **Detail Budget Period**

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PEA		<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<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="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
Dept ID	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
Fund	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
Function	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
Program	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
Cost Center	14072001 <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
PC Bus Unit	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
Project	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add
Activity	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text"/> <input type="button" value="Q"/>	Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold