

Access the Financial Production database: <https://my.uh.edu/fs>

Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

NAVIGATION / PATH

From the Menu select:


- ▶ **Commitment Control**
- ▶ **Review Budget Activities**
- ▶ **Budget Inquiry**
- ▶ **Budget Overview**

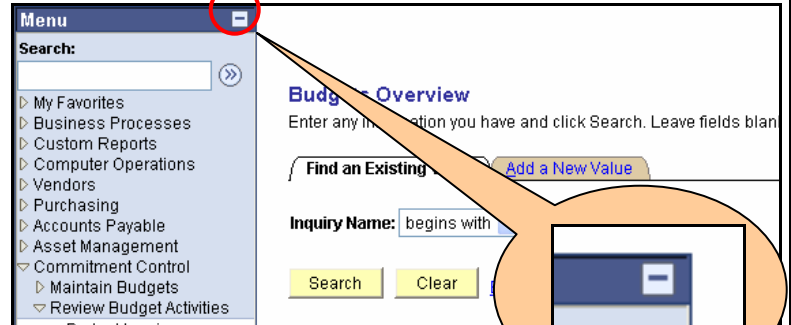


Be sure to add to "Favorites"!

Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button  if needed again.



INSTRUCTIONS

STEP 1

Default tab is **Find an Existing Value**. Proceed to next step.

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

Find an Existing Value | Add a New Value

STEP 2

- Select the **Add a New Value** tab.
- Enter an **Inquiry Name** of: "your Dept_ **M&O**"
- Click the **Add**.

Budgets Overview

Find an Existing Value | Add a New Value

Inquiry Name: FIN_M&O

Add

Find an Existing Value | Add a New Value

STEP 3

- Enter the following budget search criteria:

Description: "your dept M&O"

Budget Type:

Business Unit: 00765

Ledger Group: ORG

Time Span:

Type of Calendar: Detail Acctg Per

From Year 2004; From Period 1

To Year 2004; To Period 5

Chartfield Criteria (all fields default with a % sign which serves as a wildcard). You can leave these in but be consistent for each chartfield, i.e.: V0016% to V0016% instead of V0016% to V0016.

ACCOUNT: % (default)

DEPTID: V00_


FUND_CODE: 2064

PROGRAM_CODE: _____

BUDGET_REF: BP2004

PROJECT_ID: NA

Budget Status - leave all types checked as defaulted.

- **Save** -  in the lower left portion of the page. You will need to use the scroll bar to view it.

Inquiry: FIN_M&O Description: Finance M&O Balance

Amount Criteria | Search | Clear | Delete | Refresh

Budget Type

*Business Unit: 00765 | Ledger Group: ORG | Ledger Inquiry Set:

TimeSpan

*Type of Calendar: Detail Acctg Per | Stat Code

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	FY	2004	1	2004	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

Short Name	ChartField	ChartField Value	To Value
Account	ACCOUNT	%	%
DeptID	DEPTID	V0012%	V0012%
Fund	FUND_CODE	2064%	2064%
Program	PROGRAM_CODE	F0357%	F0357%
Bud Ref	BUDGET_REF	BP2004%	BP2004%
Project	PROJECT_ID	NA%	NA%

Budget Status

Open
 Closed
 Hold

Save | Return to Search | Notify | Add | Update/Display

Hint: To view statistical amounts (FTE), click on the Stat Code check box in the Time Span portion of the page. Ledger Inquiry Sets are predefined combinations of Ledger Groups.

PEOPLESOFT FINANCIALS: Budget Overview

STEP 4

➤ Scroll to the top of the page and click on the **Search** located right beneath the Inquiry name and Description.

Inquiry: FIN_M&O Description: Finance M&O Balance

[Amount Criteria](#) **Search** **Clear** **Delete** **Refresh**

Budget Type

*Business Unit: 00765 Ledger Group: ORG Organization Ledger Group

Unit: Ledger Inquiry Set:

STEP 5

Budget summary information is displayed in the top portion of the results page.

*Hint: The **Display Options** – Max Rows can be adjusted to accommodate larger sets of results. The default is 100 rows and it can be increased as needed.*

Business Unit: 00765
 Ledger Group: ORG ORG
 Type of Calendar: Detail Acctg Per
 Amounts in Base Currency: USD
 Revenue Associated


[Display Options](#) *Notes Max Rows: 100 **Fetch**

Ledger Totals (33 Rows)


Budget+Adjustment:	23,264.77	Available Budget:	16,535.97
Expense:	4,787.59	Net Transfer:	0.00
Pre-Encumbrance:	0.00	Associate Revenue:	0.00
Encumbrance	1,941.21	Remaining Balance:	16,535.97
Available Budget:	16,535.97		

STEP 6

➤ Scroll down to the lower portion of the results page to view the budget detail.

➤ Click on the Show all columns button  in order eliminate the separate display of **Budget Chartfields** and **Budget Amounts**.

Budget Overview Results Customize | Find | View All | First | 1-33 of 33 | Last

Budget Chartfields **Budget Amounts** 

Period	Ledger Group	Account	Department	Fund Code	Program Code	Budget Reference	Project	Fiscal Year
1	1 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
2	1 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
3	1 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
4	2 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
5	2 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
6	3 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
7	3 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
8	4 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
9	4 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
10	5 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004
11	5 ORG	B5006	V0012	2064	F0357	BP2004	NA	2004

STEP 7

➤ Scroll over to the right to view all of the information presented.

*Hint: Click the **Return to Criteria** link at the bottom of the page to return to the initial search criteria page.*

View Results Customize | Find | View All | First | 1-33 of 33 | Last

Manager Group	Account	Department	Fund Code	Program Code	Budget Reference	Project	Fiscal Year	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Availab
G	B5006	V0012	2064	F0357	BP2004	NA	2004	3,540.00	0.00	0.00	0.00	3,540.00	100.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	65.29	2,869.19	0.00	-2,734.48	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	135.87	-217.89	0.00	82.02	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	78.71	-217.90	0.00	139.19	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	371.83	-217.89	0.00	-153.94	0.00
G	B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
32	5 ORG	B5009	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00			
33	5 ORG	B5009	V0012	2064	F0357	BP2004	NA	2004	0.00	1,361.97			


[Return to Criteria](#)


STEP 8

➤View the expense transaction detail by clicking on a link in the **Expense** column. Try the period 2 expense of 135.87.

Account	Department	Fund Code	Program Code	Budget Reference	Project	Fiscal Year	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
B5006	V0012	2064	F0357	BP2004	NA	2004	3,540.00	0.00	0.00	0.00	3,540.00	100.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	65.29	2,669.19	0.00	-2,734.48	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	135.87	-217.89	0.00	82.02	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	78.71	-217.90	0.00	139.19	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	371.83	-217.89	0.00	-153.94	0.00
B5006	V0012	2064	F0357	BP2004	NA	2004	0.00	0.00	0.00	0.00	0.00	0.00

STEP 9

Again, you can click on the Show all columns button  in order eliminate the separate display of **Budget Chartfields** and **Line Amount**

➤View the transaction line detail by clicking on the Drill down icon .

Hint: Click the **OK** button to return to the **Budget Overview Results** page.

Activity Log

Ledger: ORG_EX

Budget Activity Lines

Tran ID	Tran Date	Tran Line	Ref Bldg?	Account	Department	Fund Code	Program	Bud Ref	Project
0000553526	02/17/2004	4684156	N	B5006	V0012	2064	F0357	BP2004	NA
0000553526	02/17/2004	4684172	N	B5006	V0012	2064	F0357	BP2004	NA
0000553536	02/17/2004	4687254	N	B5006	V0012	2064	F0357	BP2004	NA
0000553536	02/17/2004	4687270	N	B5006	V0012	2064	F0357	BP2004	NA

OK

STEP 10

- View the transaction line detail.
- Click the **OK** button to return to the previous level of the search, **Budget Activity Lines**.
- Click the **OK** button in **Budget Activity Lines** to return to the previous level of the search, **Budget Overview Results** page.

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit: 00765 Journal ID: HR00002245 Date: 10/13/2003
 Line: 589 Ledger: ACTUALS

Transaction Line Details

Account	Fund Code	Department	Program Code	Project	Budget Reference
50107	2064	V0012	F0357	NA	BP2004

Line Status: Valid
 Budget Date: 10/13/2003
 Line Amount: 24.55 USD

OK