



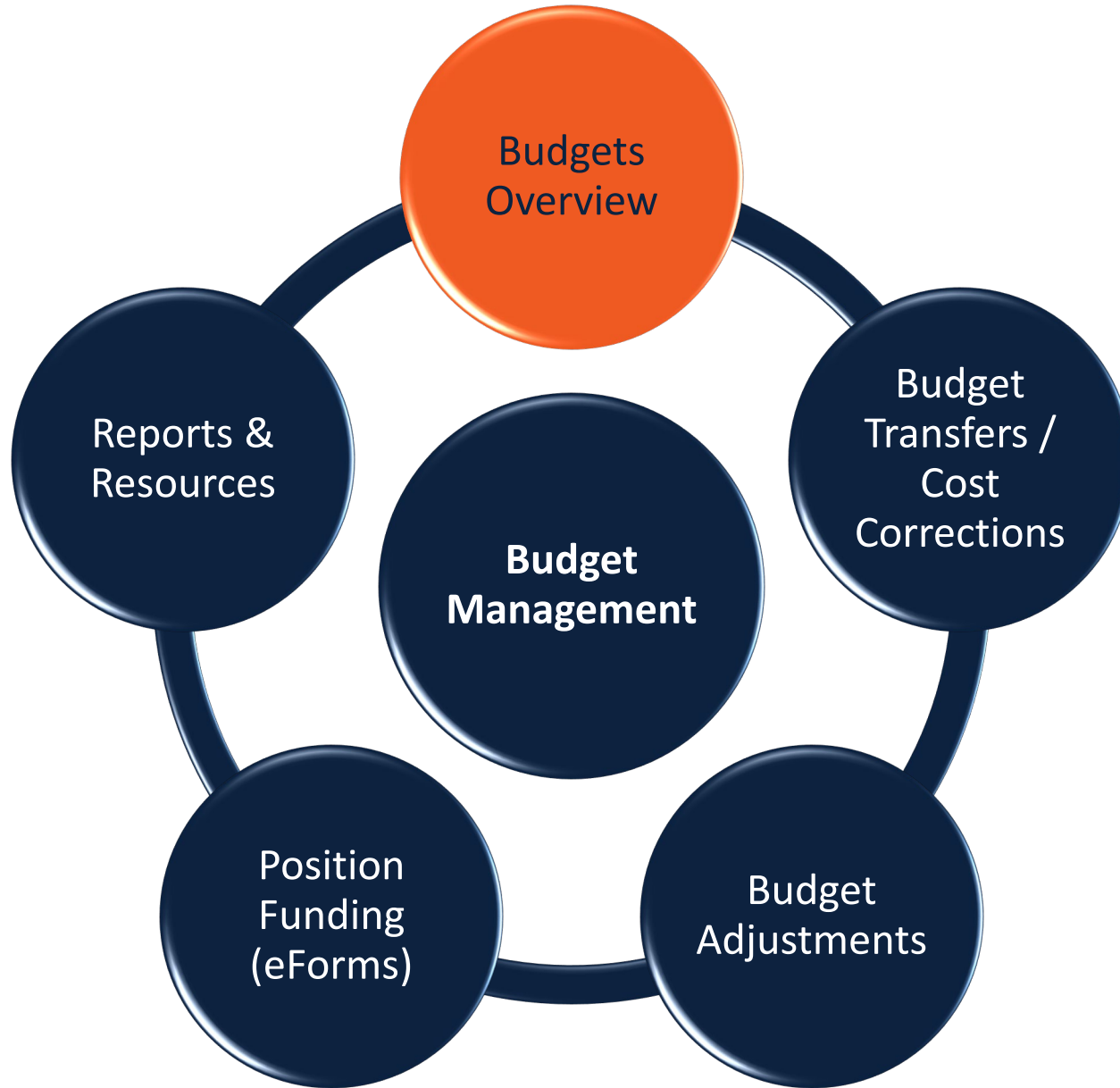
# Budgets Overview in PeopleSoft

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# Agenda

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# Key Objectives

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This presentation will cover the following information to assist with departmental reviews of budget to actuals:

- Where to find the Budgets Overview screen in PeopleSoft
- The difference between Budget and Accounting Periods
- Line-by-line walk through of budget and actual information
- Review of revenue recognition information and how it relates to the budget
- A list of budgetary accounts

# Budgets Overview in PeopleSoft

## PeopleSoft navigation

- Go to the Commitment Control tile
- Select/click on the Budget and Planning tile
- From the menu on the left-hand side, select Budgets Overview

The screenshot displays the 'Budgeting and Planning' section of the PeopleSoft interface. On the left, a navigation menu lists several options: 'Review Budget Detail', 'Budgets Overview' (highlighted in orange), 'Review KK Activity Log', 'Enter Budget Transfer' (highlighted in orange), and 'Manage Control Budget Journal'. The main content area on the right is titled 'Budgets Overview' and includes a section for 'Find an Existing Value' with a 'Search Criteria' dropdown. Below this, there is a search form with a 'Recent Searches' section containing a dropdown menu with the text 'Choose from recent searches'. The search form also includes an 'Inquiry Name' field with a dropdown menu set to 'begins with', a search input field, and two buttons: 'Search' and 'Clear'.

# Budgets Overview Criteria

For Type of Calendar, choose

- **Detail Budget Period** or
- **Detail Accounting Period**

**TimeSpan**

\*Type of Calendar

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period
<input checked="" type="checkbox"/>	OPE	BY	<input type="text" value="2024"/>	<input type="text" value="2024"/>
<input checked="" type="checkbox"/>	OPR	BY	<input type="text" value="2024"/>	<input type="text" value="2024"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>

# Budget v Accounting Period (1)

## Detail Budget Period

- Shows YTD within fiscal year
- Is not broken down into monthly periods
- Use for budget-to-actual reviews

TimeSpan				
*Type of Calendar <input type="text" value="Detail Budget Period"/>				
Budget Criteria				Personalize   Find
Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period
<input checked="" type="checkbox"/>	OPE	BY	<input type="text" value="2024"/>	<input type="text" value="2024"/>
<input checked="" type="checkbox"/>	OPR	BY	<input type="text" value="2024"/>	<input type="text" value="2024"/>

# Budget v Accounting Period (2)

## Detail Accounting Period

- Combination of monthly period and fiscal year
- Use for actual reconciliations (e.g. SAHARA)

**TimeSpan**

\*Type of Calendar

**Budget Criteria** [Personalize](#) | [Find](#) | [View All](#) |

Select	Ledger Group	Detail Calendar ID	From Year	From Period	To Year	To Period
<input checked="" type="checkbox"/>	OPE	FY	<input type="text" value="2024"/> 🔍	<input type="text" value="3"/> 🔍	<input type="text" value="2024"/> 🔍	<input type="text" value="3"/> 🔍
<input checked="" type="checkbox"/>	OPR	FY	<input type="text" value="2024"/> 🔍	<input type="text" value="3"/> 🔍	<input type="text" value="2024"/> 🔍	<input type="text" value="3"/> 🔍

# Budgets Overview – Summary Info

Inquiry Results			
Business Unit		UTSA1	
Type of Calendar		Detail Budget Period	
Amounts in Base Currency		USD	
Revenue Associated:		<input checked="" type="checkbox"/>	
<a href="#">Return to Criteria</a>	Max Rows	<input type="text" value="100"/>	<a href="#">Display Options</a> <input type="button" value="Search"/>
Ledger Totals (4 Rows)			
Budget	404,855.93	Revenue Estimate	500,000.00
Expense	93,794.96	Recognized Revenue	328,405.59
Encumbrance	74,725.10	Available Budget	171,594.41
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	236,335.87	Uncollected Revenue (Rec-Coll)	328,405.59
Associate Revenue	0.00		
Available Budget	236,335.87		



# Budgets Overview – Budget

Inquiry Results

Business Unit	UTSA1
Type of Calendar	Detail Budget Period
Amounts in Base Currency	USD
Revenue Associated:	<input checked="" type="checkbox"/>

[Return to Criteria](#) Max Rows

**Ledger Totals (4 Rows)**

Budget	404,855.93
Expense	93,794.96
Encumbrance	74,725.10
Pre-Encumbrance	0.00
Budget Balance	236,335.87
Associate Revenue	0.00
Available Budget	236,335.87

## **Budget** includes

- Original Budget
- Budget Adjustments and Transfers
- Roll Forward from Prior Year

# Budgets Overview - Expense

Inquiry Results

Business Unit	UTSA1
Type of Calendar	Detail Budget Period
Amounts in Base Currency	USD
Revenue Associated:	<input checked="" type="checkbox"/>

[Return to Criteria](#) Max Rows

**Ledger Totals (4 Rows)**

Budget	404,855.93
Expense	93,794.96
Encumbrance	74,725.10
Pre-Encumbrance	0.00
Budget Balance	236,335.87
Associate Revenue	0.00
Available Budget	236,335.87

**Expense** includes

- Actual Year-to-Date Expenditures

# Budgets Overview - Encumbrance

Inquiry Results

Business Unit	UTSA1
Type of Calendar	Detail Budget Period
Amounts in Base Currency	USD
Revenue Associated:	<input checked="" type="checkbox"/>

[Return to Criteria](#) Max Rows

**Ledger Totals (4 Rows)**

Budget	404,855.93
Expense	93,794.96
<b>Encumbrance</b>	<b>74,725.10</b>
Pre-Encumbrance	0.00
Budget Balance	236,335.87
Associate Revenue	0.00
Available Budget	236,335.87

**Encumbrance: Commitment to spend money at a future point in time**

Includes

- Non-Personnel, Operational Commitments
- Monthly Salary Commitments

# Budgets Overview – Other Info

Inquiry Results

Business Unit UTSA1  
Type of Calendar Detail Budget Period  
Amounts in Base Currency USD  
Revenue Associated:

[Return to Criteria](#) Max Rows

**Ledger Totals (4 Rows)**

Budget	404,855.93
Expense	93,794.96
Encumbrance	74,725.10
Pre-Encumbrance	0.00
Budget Balance	236,335.87
Associate Revenue	0.00
Available Budget	236,335.87

**Pre-Encumbrance** is not used at UTSA; it should be zero

**Associate Revenue** is no longer used at UTSA; Budget Adjustments are processed instead

# Budgets Overview - Revenues

**Revenue generating units should monitor revenues in this section**

Not applicable to non-revenue generating units

Inquiry Results

Business Unit UTSA1  
 Type of Calendar Detail Budget Period  
 Amounts in Base Currency USD  
 Revenue Associated:

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

**Ledger Totals (4 Rows)**

Budget	404,855.93	Revenue Estimate	500,000.00
Expense	93,794.96	Recognized Revenue	328,405.59
Encumbrance	74,725.10	Available Budget	171,594.41
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	236,335.87	Uncollected Revenue (Rec-Coll)	328,405.59
Associate Revenue	0.00		
Available Budget	236,335.87		

Revenue Estimate	500,000.00
Recognized Revenue	328,405.59
Available Budget	171,594.41
Collected Revenue	0.00
Uncollected Revenue (Rec-Coll)	328,405.59

# Budgets Overview – Revenue Estimate

Display Options

Revenue Estimate	500,000.00
Recognized Revenue	328,405.59
Available Budget	171,594.41
Collected Revenue	0.00
Uncollected Revenue (Rec-Coll)	328,405.59

**Revenue Estimate**  
Represents original budgeted revenue

# Budgets Overview – Recognized Revenue

Display Options

Revenue Estimate	500,000.00
<b>Recognized Revenue</b>	<b>328,405.59</b>
Available Budget	171,594.41
Collected Revenue	0.00
Uncollected Revenue (Rec-Coll)	328,405.59

## Recognized Revenue

- Represents actual revenues collected, deposited into a cost center
- Cost centers that do not generate revenues should reflect a zero

# Budgets Overview – Available Revenue Budget

Display Options	<input type="button" value="Search"/>
Revenue Estimate	500,000.00
Recognized Revenue	328,405.59
<b>Available Budget</b>	<b>171,594.41</b>
Collected Revenue	0.00
Uncollected Revenue (Rec-Coll)	328,405.59

## Available Budget

The over/under compared to recognized revenues

- Positive:  
Recognized revenue < budgeted revenue
- Negative:  
Recognized revenue > budgeted revenue



# Budgets Overview – Collected/Uncollected

Display Options

Revenue Estimate	500,000.00
Recognized Revenue	328,405.59
Available Budget	171,594.41
Collected Revenue	0.00
Uncollected Revenue (Rec-Coll)	328,405.59


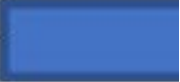

## Collected and Uncollected Revenue

- Concepts not fully used at UTSA
- Disregard amounts that may be posted here

# Budgets Overview – Chartfield & Transaction Types

**Revenue & Expense Details** are shown by Budgetary Accounts

**Budget Overview Results**

	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept
1		OPE	A4000	Operating Expenses	4200	AUX Housing & Food Service	
2					4200	AUX Housing & Food Service	

**Transaction Type Details** are shown by selecting the magnifying glass

# Budgets Overview – Transaction Types

After selecting the magnifying glass, the transaction type details will pop up

Budget Transaction Type	Budget Amount
Original	0.00 USD
Adjustment	0.00 USD
Transfer Adjustment	525,042.00 USD
Transfer Original	0.00 USD
Closing	0.00 USD
Roll Forward	0.00 USD
	525,042.00 USD

**Transaction Type Details**  
are shown

- This is a quick way to see totals by transaction type
- Each budgetary account has a magnifying glass to show details

# Budgetary Accounts

Budgetary Account	Operating Expenditures (OPE)
A1000	Staff Salaries (Administrative & Professional and Classified)
A1200	Wages
A2000	Faculty Salaries
A2100	GRA/GTA (graduate research/teaching assistant) Salaries
A3000	Payroll Related Costs
A4000	Operating Expenses (Maintenance and operations)
A6000	Debt Service
A7000	Expense Transfers
A9000	Reserves

**Budgetary Accounts** start with the letter "A". This differs from 5-digit general ledger accounts (used for actuals).

# What Next...

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If budgets and expenditures are in the correct cost center **and** there are sufficient budgets to cover current and projected expenditures, then no action is required at that time.

If there is either insufficient funds or actuals are posted in an incorrect Chartfield, process one of the following budget-related transactions:

- Budget transfer
- Position funding
- Request an accounting correction



# Summary

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This presentation covered the following items:

- Where to find the Budgets Overview screen in PeopleSoft
- How to use this information for budget-to-actual reviews
- The difference between Budget and Accounting Periods
- Line-by-line walk through of budget and actual information
- Review of revenue recognition information and how it relates to the budget
- A list of budgetary accounts

# Contact Us

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If you have questions, you can contact us at

[Budget and Financial Planning](#)

Email: [budget@utsa.edu](mailto:budget@utsa.edu)

Microsoft Teams

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