Budget Overview Screen

Updated: 4/23/14

Portal

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1. The UCF Portal can be accessed at http://my.ucf.edu
2. Your login ID is your PID (if you do not know your PID you can click the link “What is my PID & NID?”).
3. Enter your PID password
4. Click sign on.
5. Then click Staff Applications
6. Next select UCF Financials

Budget Overview

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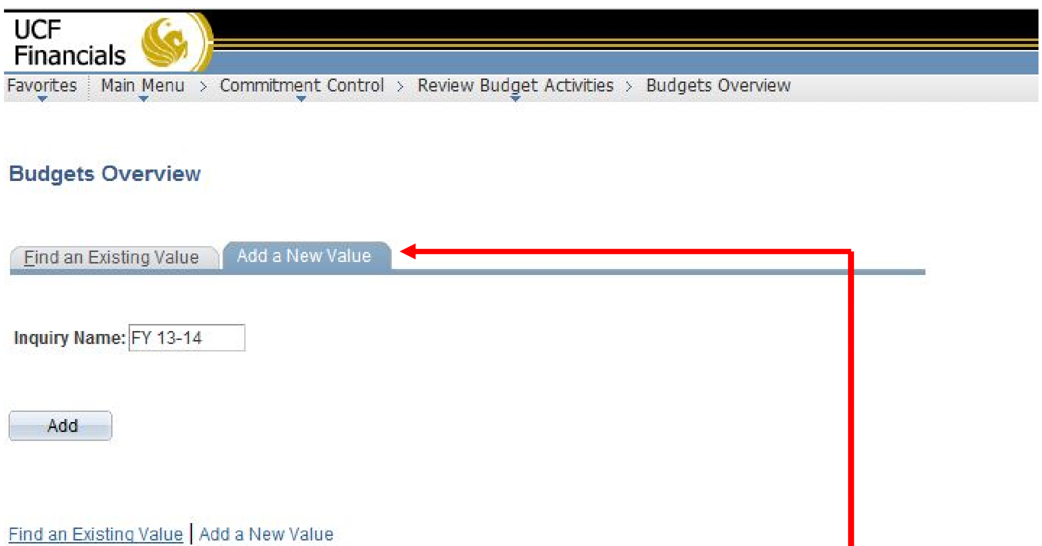
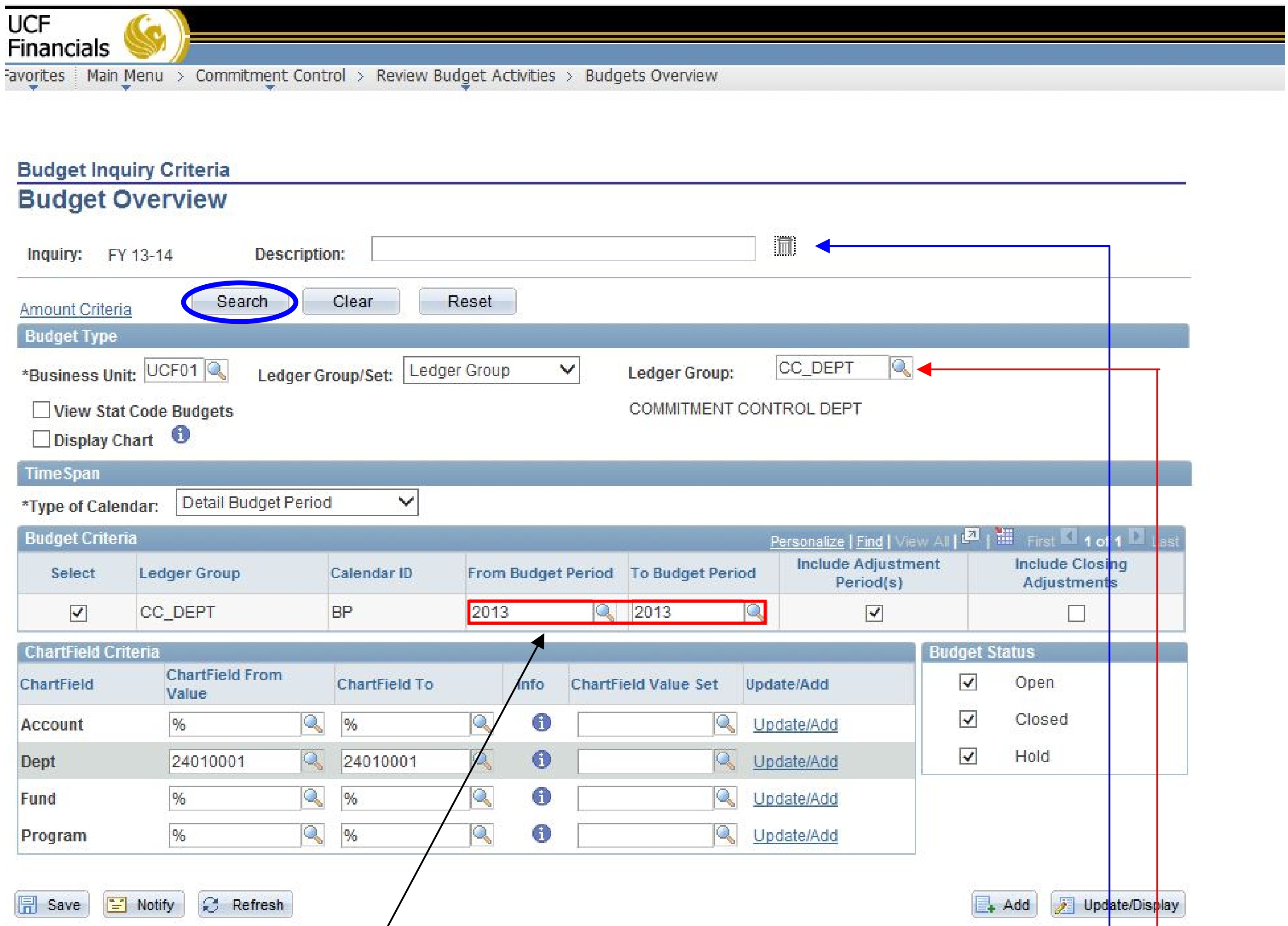
The budget overview screen provides an available balance for department and/or project number at that point in time. This balance only accounts for transactions that have been processed in PeopleSoft.

1. **Navigation:** Commitment Control > Review Budget Activities > Budgets Overview
2. The following screen will appear:



3. *First time skip to step 5.* If you have accessed this screen before click the search button.
4. Once you have selected a search criteria name that you have saved, you can skip to step #16.
5. *For the first time* accessing this screen you need to click the “Add a New Value” tab.
6. Type, “**FY 13 14**” (or some name that will help you remember the criteria that you selected) in the Inquiry Name box and hit the ADD button.
7. The screen below will appear.

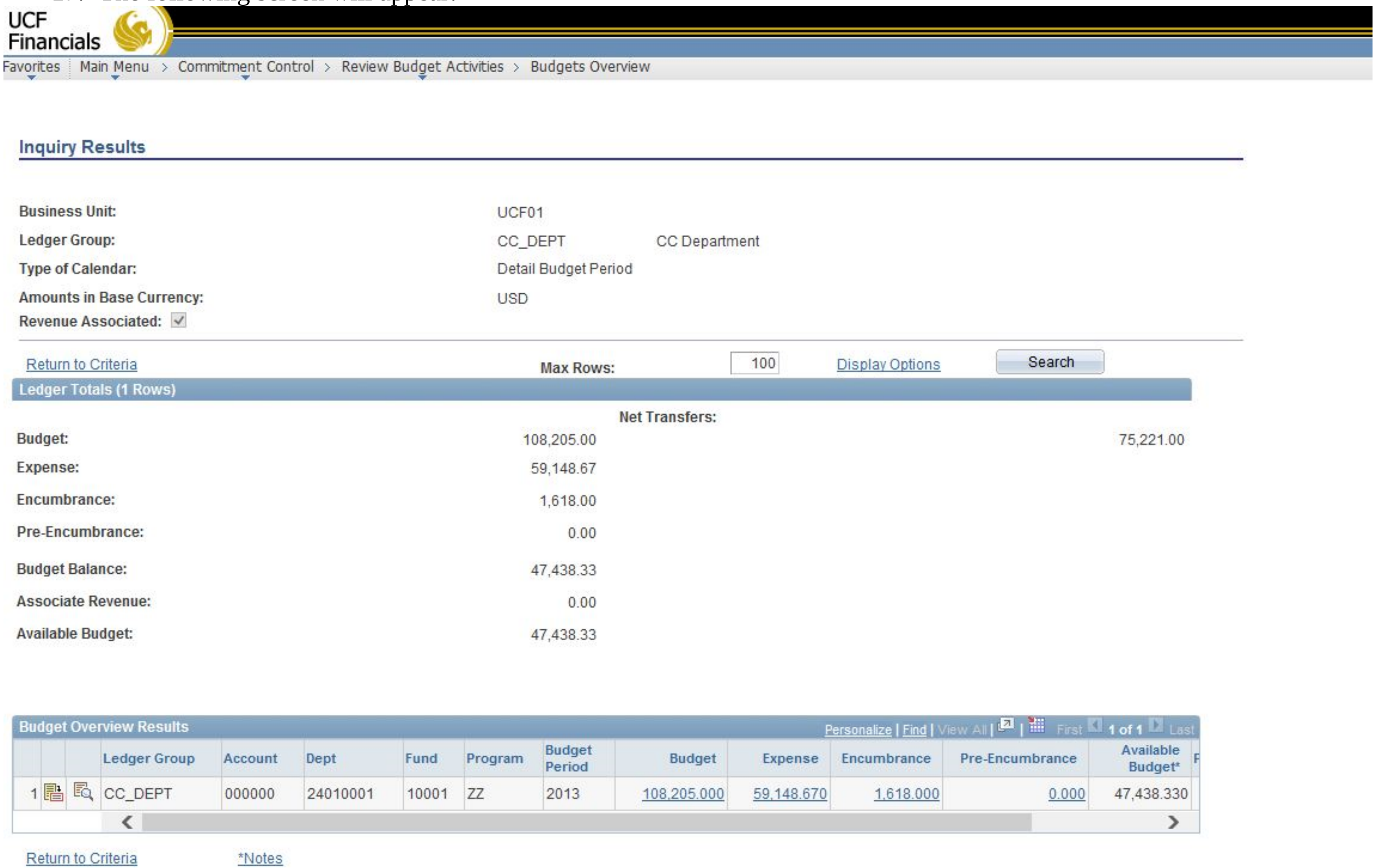
NOTE: You can create an inquiry name for each fiscal year and a separate one for projects. Again, you can name it based on your own information. You just can’t have spaces in your name.



8. Enter a description to help you remember why you created this criteria (i.e. Department Operations)
9. Enter UCF01 in "Business Unit" box.
10. Click on the magnifying glass to the right of the Ledger Group text box.
11. Then click "CC_DEPT" to look up a department # or CC_PROJ to look up a Project #.
12. Your screen should now look like this for "***CC_DEPT***":
13. Enter the Budget Period (from & to) for the appropriate year. A list of budget periods can b Budget Cheat Sheet (http://trainingresource.cos.ucf.edu) under Tracking Operations.
14. Enter the department number in the DEPTID row under ChartField Values by removing the then entering your eight-digit dept number. Repeat in the To Value column.
15. Click the SAVE button. It will save this information for future use.
16. Next click the **Search button** in the upper left corner.

NOTE*: The Budget overview screen can also be used to look up a "group" of available balances by using range. For example, if you want to view your all of your dept/project numbers at once you would enter 24XX0001 for the Chartfield value and 24xx9999 the To Value.*

17. The following screen will appear:


UCF Financials

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Inquiry Results

Business Unit:	UCF01	
Ledger Group:	CC_DEPT	CC Department
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)

Budget:	108,205.00	Net Transfers:	75,221.00
Expense:	59,148.67		
Encumbrance:	1,618.00		
Pre-Encumbrance:	0.00		
Budget Balance:	47,438.33		
Associate Revenue:	0.00		
Available Budget:	47,438.33		

Budget Overview Results   Personalize | Find | View All | First 1 of 1 Last

	Ledger Group	Account	Dept	Fund	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1	CC_DEPT	000000	24010001	10001	ZZ	2013	108,205.000	59,148.670	1,618.000	0.000	47,438.330

Return to Criteria   *Notes

Terms and Definitions:

a. **Budget**: Certified Forward plus any allocation provided in that fiscal year
b. **Expense**: This is a total of all expenses that have been charged.
c. **Encumbrances**: Total of requisitions that have been assigned a purchase order number, TAR #, and/or some IDIs (ie. Computer store).
d. **Pre-Encumbrance**: Requisitions that have been created and approved, but not issued a PO (or TAR) #.
e. **Budget Balance** = Budget – Expenses –Encumbrances – PreEncumbrances
f. **Associate Revenue**: All cash accounts utilize except Auxiliary and C&G Matches. Revenue generated on overhead, lab fees, etc. It only appears if the cash account <u>does not</u> have a budget.
g. **Remaining Balance**: The balance that is available to spend (according to PeopleSoft).
h. **Net Transfer**: A total of transfers processed *after* the initial load from your allocation and/or certified forward.