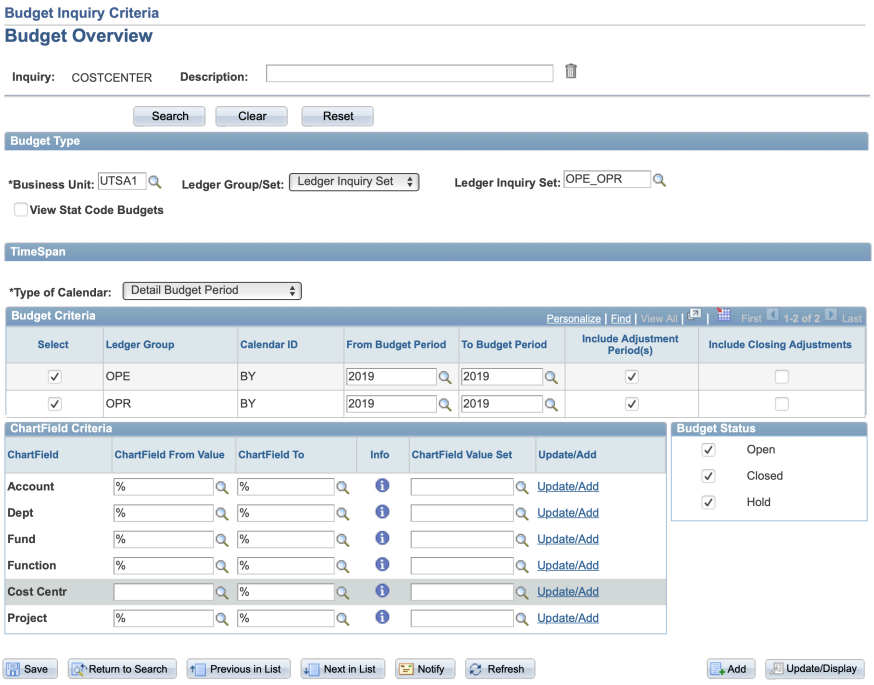
How to check your Cost Center Balance in Peoplesoft

1. Login to Peoplesoft
   https://my.utshare.utsystem.edu/psp/ZAIHPRD/EMPLOYEE/EMPL/h/?tab=UTZ_AP_NVT_ESS
2. Navigate to the following
   Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

3. Click Add a New Value
   Inquiry Name: (enter) Projects then click Add
4. Set up inquiry criteria as below:

   Business Unit: UTSA1
   Ledger Group/Set: Ledger Inquiry Set
   Ledger Inquiry Set: OPE_OPR

   Type of Calendar:
   Detail Budget Period – allows you to look at the cost center for the full fiscal year
   Detail Accounting Period – allows you to look at activity between months (periods).
   September =1, October =2, November = 3, etc.

5. Click Save

6. In the Chartfield Criteria box navigate down to the Cost Center Line and enter the Cost Center you wish to look up.