

How to check your Project ID budget 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 Group
Ledger Group: GRT_CHILD1
5. Click Save
6. In the Chartfield Criteria box navigate down to the Project Line and enter the Project ID you wish to look up.

Budget Inquiry Criteria
Budget Overview

Inquiry: PROJECTS Description: Project ID

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: UTSA1 Ledger Group/Set: Ledger Group Ledger Group: GRT_CHILD1
 View Stat Code Budgets Grants - Child
 Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	GRT_CHILD1				<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
PC Bus Unit	%	%	i		Update/Add
Project	%	%	i		Update/Add
Activity	%	%	i		Update/Add

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

Save Notify Refresh Add Update/Display