

To check balance on PDTR account within new \*Budget View\*

Login to myUPEI

From Self-Service Menu, click on:

- Financial Information
  - View Budget/Projects
    - Budget

Once you are in your Budget View, click on the "Object View"

Budget

My Cost Centers **Object View**

Filter

Object	Budget	Actuals	Encumbrances	Remaining
Liability		\$1,700.00	\$0.00	
Revenue	\$0.00	\$200,000.00	\$0.00	-\$200,000.00
Expense	\$839,687.00	\$342,315.68	\$2,301.51	\$495,069.81
Net Revenue - Expense	-\$839,687.00	-\$142,315.68		

PDTR funds are listed as under "Liability". Click on drop down next to this.

My Cost Centers **Object View**

Filter

Object	Budget	Actuals	Encumbrances	
Liability		\$1,700.00	\$0.00	
299999 SMITH D		\$1,700.00	\$0.00	
Revenue	\$0.00	\$200,000.00	\$0.00	
Expense	\$839,687.00	\$342,315.68	\$2,301.51	
Net Revenue - Expense	-\$839,687.00	-\$142,315.68		

Click on the object code for your PDTR fund to get details at a individual transaction level.

Filter

Object	Budget	Actuals
^ Liability		\$1,700.00
^ 299999 SMITH D		\$1,700.00
10-2-00-000000-299999 GENERAL : SMITH D		\$1,700.00
v Revenue	\$0.00	\$200,000.00
v Expense	\$839,687.00	\$342,315.68
<b>Net Revenue - Expense</b>	<b>-\$839,687.00</b>	<b>-\$142,315.68</b>



Click on account number to drill into details.



10-2-00-000000-299999 GENERAL : SMITH D

FY2018 Export

< Object View

Encumbrances			
No transactions to view.			
Actuals			-\$1,700.00
Document	Date	Description	Amount
J003450	2018-02-12	2017-18 PDTR Allocation	-\$1,700.00
Page 1 of 1			Per Page: 25 Total: 1
Budget			
No transactions to view.			