SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

June 24, 2024

View Budget Overview Inquiry for Grants Management

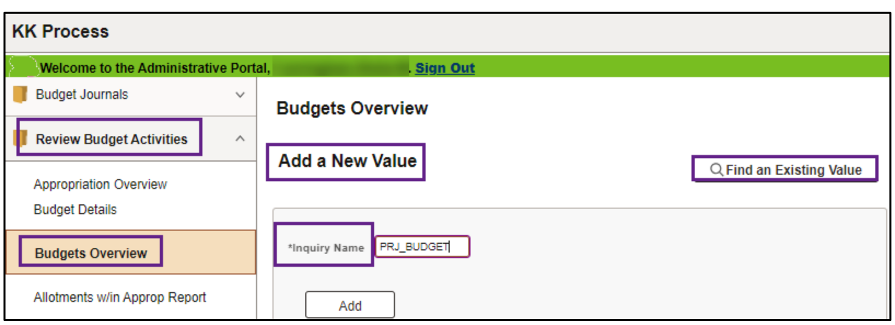
In this Quick Reference Guide, you will learn how to view your project budgets using the Budget Overview Inquiry in the Commitment Control module for managing incoming grants. The Budget Overview Inquiry results display the project budget, along with amounts that have been spent and encumbered, as well as the project balance. You are also able to drill down to view more detailed information. **Note:** You will need the Budget Inquiry role to view the Budget Overview Inquiry page.

Step 1: Create a Budget Overview Inquiry

1. Navigate to the Budgets Overview page in the Commitment Control module.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process. Left-menu, Review Budget Activities, Budgets Overview.
WorkCenter	Accounting, GL/KK WorkCenter. Left-menu, Links section, KK Links, Budgets Overview.

1. On the Budgets Overview page, search for an existing query name in the **Find an Existing Value** page. If there isn't one, select the **Add a New Value** tab and create a new query name. **Note:** In the future, you can reuse the inquiry by selecting the Find an Existing Value tab and searching for this inquiry name.



2. Select the **Inquiry Name** in the Search Results section.

Step 2: Enter the Budget Overview Inquiry Criteria

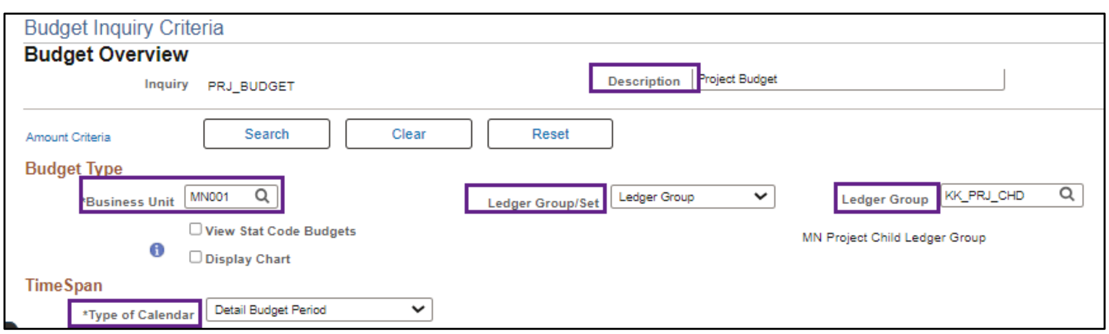
The Budget Inquiry Criteria page displays. Use it to search for the budget(s) you would like to view. When you save the inquiry, you can reuse the criteria you have entered each time you access the inquiry but you can also overwrite it.

1. Enter a **Description** for the inquiry in the Description field such as “Project Budget.”
2. Complete the **Budget Type** section described below.

Field Name	Field Description
***Business Unit**	Select the Business Unit “MN001.” This is the only Business Unit used for budgets.
***Ledger Group Set**	Accept the default “Ledger Group.”
***Ledger Group**	Select the Ledger Group related to the inquiry you are setting up. Check with your agency if you don’t know. Refer to the “Project Budget Definitions Quick Reference Guide for more information. • “KK_PRJ_CHD” for all Business Units except B2202, H6001, and H5502. • “KK_PRJ_CDE” for B2202, H6001, and H5502 Business Units only.
Display Chart	Select this option to display a graphic chart with the results.

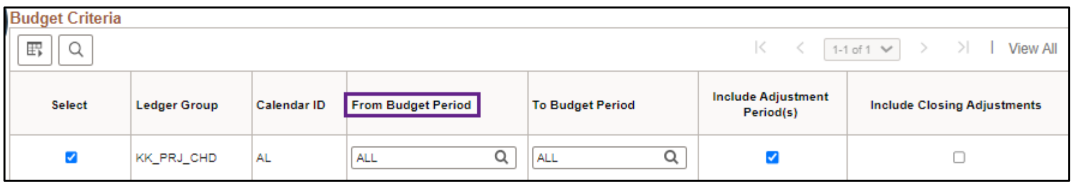
3. Select the **Type of Calendar** for your inquiry.

Field Name	Field Description
Detail Budget Period (Recommended)	This is the recommended and default option. With this option selected, the **Budget Criteria** section allows you to select a Budget Period range for your inquiry.
Detail Accounting Period	When the “Detail Accounting Period” is selected, the **Budget Criteria** section allows you to select Accounting Fiscal Years and Accounting Period ranges for your inquiry.



4. Complete the **Budget Criteria** section which displays different parameters based on the Type of Calendar selected above.

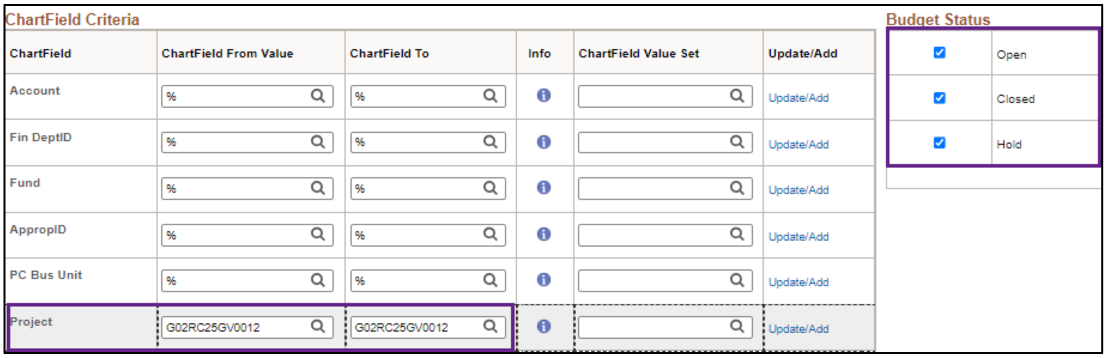
Calendar	Field Description
Detail Budget Period	If the **Detail Budget Period** calendar is selected, accept the "ALL" From Budget Period and "ALL" To Budget Period range.
Detail Accounting Period	If the **Detail Accounting Period** is selected, enter the From Year and From Period, and the To Year and To Period range.
Include Adjustment Period(s)	Accept the default "Include Adjustment Period(s)" option.
Include Closing Adjustments	Leave the "Include Closing Adjustments" option unchecked.



5. Enter the **ChartFields** for the Inquiry you want to view. The ChartFields displayed will be different, depending on the Ledger Group you have selected. Complete the **ChartField Criteria** section.

Field Name	Field Description
Account	Enter Account criteria to limit your search.
Fin DeptID	Enter Financial Department ID criteria to limit your search.
Fund	Enter Fund criteria to limit your search.
AppropID	Enter Appropriation ID criteria to limit your search.
PC Bus Unit	Enter PC Bus Unit criteria to limit your search.
Project	Enter Project ID criteria to limit your search.
Activity	Enter Activity criteria to limit your search.
Source Type	Enter the Source Type to limit your search

a. The ChartFields entered should be based on your agency's Project Budget Definition, such as PC BUS Unit, Project and Activity. Refer to the appendix in the [Project Budget Definitions]() Quick Reference Guide for more information.
b. Use the **percent sign (%) wildcard** to represent one or more characters of a field. For example, you can enter 4% in the Account field to include all Account codes that begin with 4.
c. Accept the defaults in **Budget Status** section to include budgets that are open, closed and on hold.

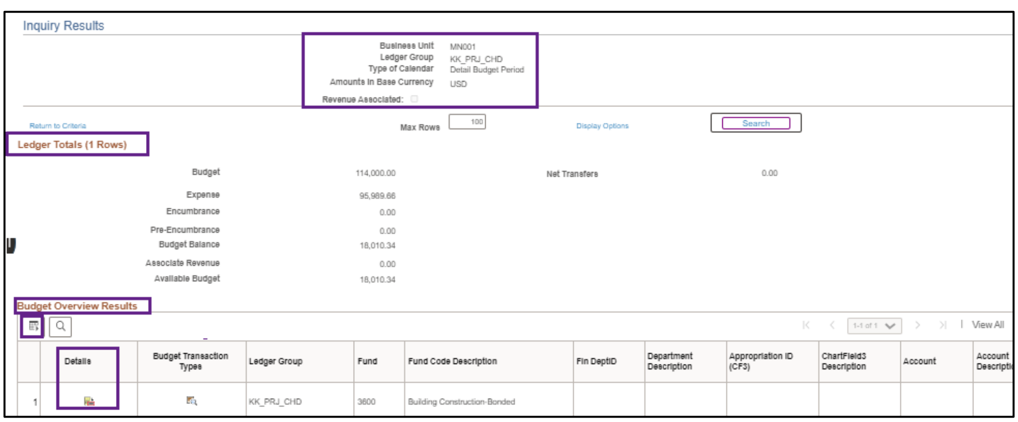


6. At the bottom of the page, press the **Save** button.
7. Press the **Search** button located in the header of the page.

Step 3: View the Inquiry Results page

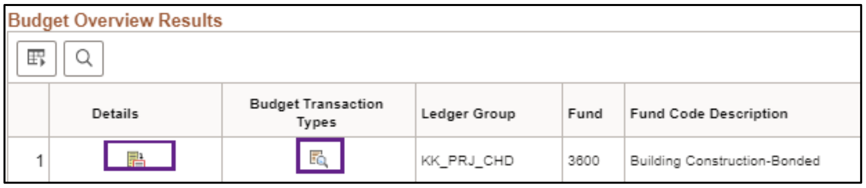
The Inquiry Results page displays.

1. View the **header** section of the Inquiry Results page which displays basic information regarding your inquiry including the Business Unit and Ledger Group selected on the Budget Criteria page.
2. View the **Ledger Totals** section which indicates the number of rows in your results and displays summary totals for your inquiry results including Budget, Expense, Encumbrance, Pre-Encumbrance, Budget Balance, Associate Revenue and Available Budget.
3. View the **Budget Overview Results** section which displays rows of data resulting from your inquiry. ChartFields display, along with amounts based on the ledger selected.
4. Download the data by pressing the **Grid Action** icon and selecting “Download Budget Overview Results Table to Excel.”

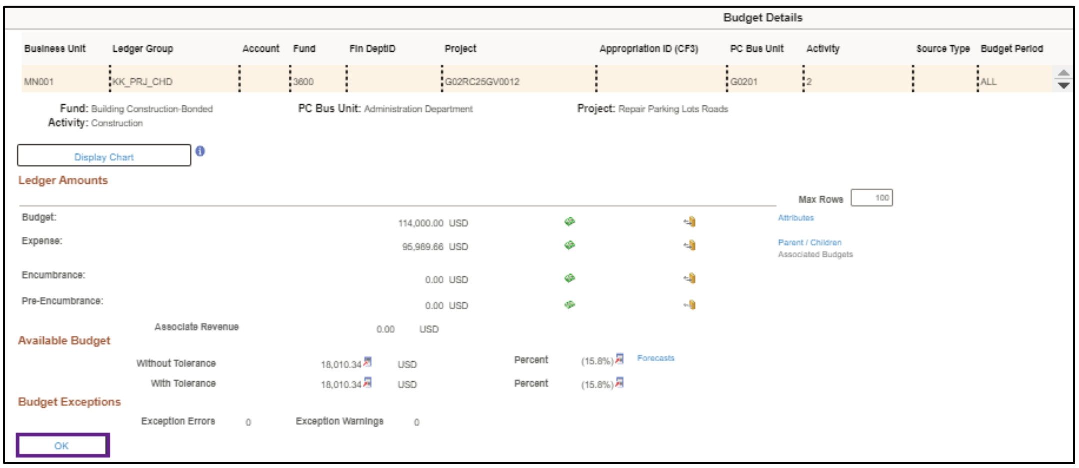


Step 4: Drill Down to View Budget Details and Budget Transaction Type pages (Optional)

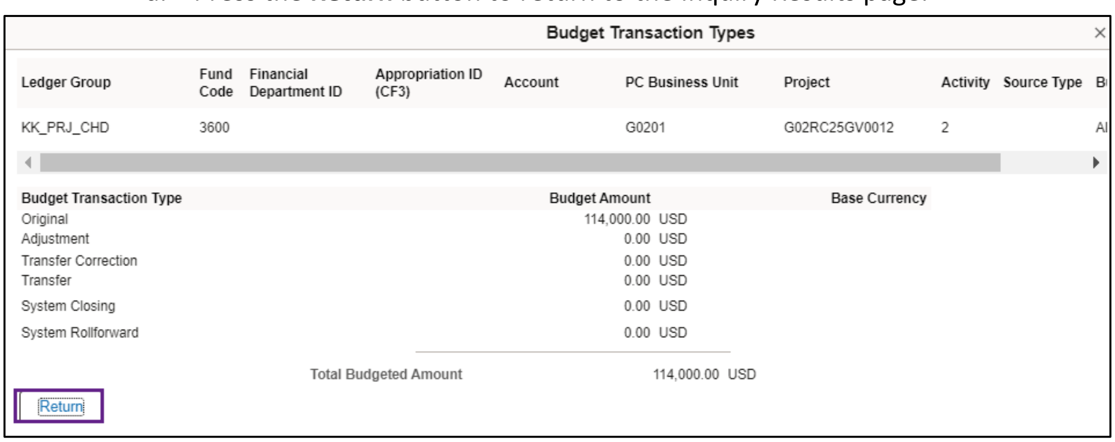
The Budget Overview Results section displays rows for each activity. Use the **Show Budget Details** and the **Show Budget Transaction Types** icons for each line to view additional details.



1. When you press the **Show Budget Details** icon, the Budget Details page displays showing additional detail for the budget line selected.
    a. **Note:** The Show Budget Details icon is not available if you select the "Detail Accounting Period" option for the Calendar Type on the Budget Overview criteria search page.
    b. Press the **OK** button to return to the Inquiry Results page.



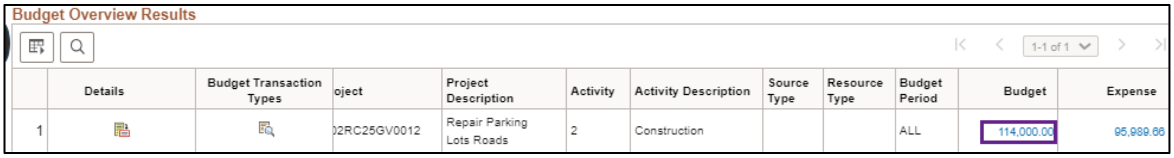
2. Press the **Show Budget Transaction Types** icon to view a breakdown of the transaction types and amounts included in the summarized row. Types include Original, Adjustment, Transfer Correction, Transfer, System Closing, and System Roll forward.
    a. Press the **Return** button to return to the Inquiry Results page.



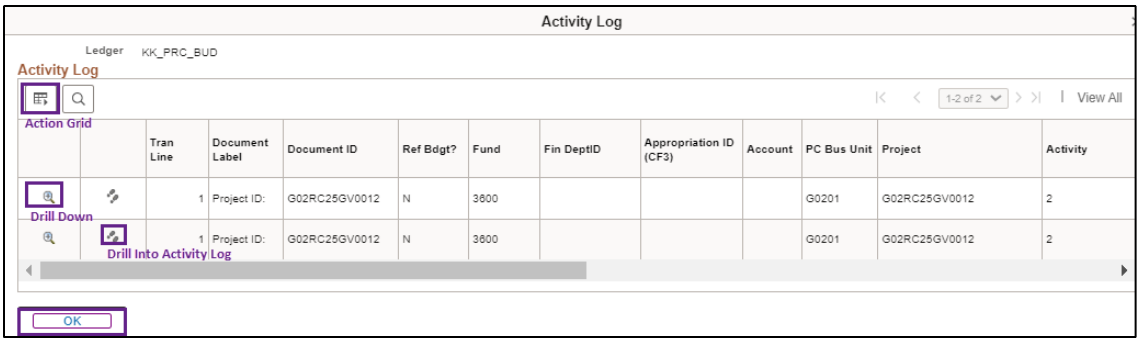
Step 5: Select an Amount to View Activity Logs and More Detail

When you select an amount displayed in the Budget Overview Results section, you can view the Activity Log page and drill down to view more detail about the journal.

1. Press the link for any **amount** displayed in the Budget Overview Results section.



2. The Activity Log page displays. A listing of transactions that make up the amount is displayed, including Journal ID, the ChartFields required by your agency's Project Budget Definition, Amount, Budget Entry Type, Transaction ID and Date.
3. View more details by selecting the **Action Grid Menu, Drill Down** and **Drill Into Activity Log Inquiry** icons.



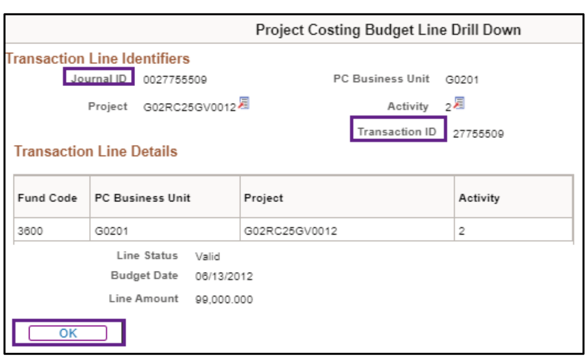
Action Grid Menu

You can download the data by pressing the **Action Grid Menu** icon under the Activity Log header. Select "Download Activity Log Table to Excel."

Drill Down

You can press the **Drill Down** icon for a transaction to view the Line Drill Down page which displays information for the journal, such as the journal line number and Journal ID.

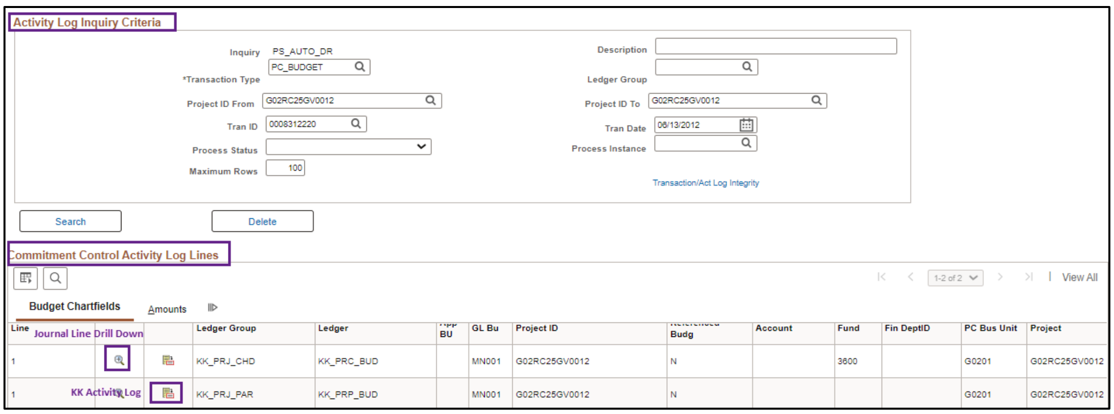
- The Line Drill Down page that you view will depend on the type of budget that you are viewing and which amount you selected on the Inquiry page.
- Press the **OK** button to return to the Activity Log page.



Drill Into Activity Inquiry

Press the **Drill to Activity Log Inquiry** icon and the Commitment Control Activity Log page for the transaction opens in a new window.

- The **Activity Log Inquiry Criteria** section displays the criteria automatically supplied by SWIFT which has brought in activity lines related to the amount selected.
- The **Commitment Control Activity Log** section displays the journal lines. You can select icons to access the Journal Line Drill Down for the related ledger and Budget Detail Inquiry page for each line.
- Close the new window(s) to return to the Activity Log page.



3. Press the **OK** button to return to the Activity Log page.
4. To return to the Budget Overview page, select the **Return to Criteria** link located in the header or bottom of the page