

## 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
<b>Navigation Collection</b>	Accounting, Commitment Control, KK Process. Left-menu, Review Budget Activities, Budgets Overview.
<b>WorkCenter</b>	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
<b>*Business Unit</b>	Select the Business Unit “MN001.” This is the only Business Unit used for budgets.
<b>*Ledger Group Set</b>	Accept the default “Ledger Group.”
<b>*Ledger Group</b>	Select the Ledger Group related to the inquiry you are setting up. Check with your agency if you don’t know. Refer to the “ <a href="#">Project Budget Definitions</a> Quick Reference Guide for more information. <ul style="list-style-type: none"> <li>• “KK_PRJ_CHD” for all Business Units except B2202, H6001, and H5502.</li> <li>• “KK_PRJ_CDE” for B2202, H6001, and H5502 Business Units only.</li> </ul>
<b>Display Chart</b>	Select this option to display a graphic chart with the results.

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

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

The screenshot shows the 'Budget Inquiry Criteria' page with the 'Budget Overview' section. The 'Description' field is populated with 'Project Budget'. Under the 'Budget Type' section, the 'Business Unit' is set to 'MN001', 'Ledger Group/Set' is 'Ledger Group', and 'Ledger Group' is 'KK\_PRJ\_CHD'. The '\*Type of Calendar' dropdown is set to 'Detail Budget Period'. There are also checkboxes for 'View Stat Code Budgets' and 'Display Chart'.

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

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

The screenshot shows the 'Budget Criteria' form with the following fields and values:

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

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
<b>Account</b>	Enter Account criteria to limit your search.
<b>Fin DeptID</b>	Enter Financial Department ID criteria to limit your search.
<b>Fund</b>	Enter Fund criteria to limit your search.
<b>AppropID</b>	Enter Appropriation ID criteria to limit your search.
<b>PC Bus Unit</b>	Enter PC Bus Unit criteria to limit your search.
<b>Project</b>	Enter Project ID criteria to limit your search.
<b>Activity</b>	Enter Activity criteria to limit your search.
<b>Source Type</b>	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.

ChartField Criteria						Budget Status	
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add	<input checked="" type="checkbox"/>	
Account	% <input type="text"/>	% <input type="text"/>	<a href="#">i</a>	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Open
Fin DeptID	% <input type="text"/>	% <input type="text"/>	<a href="#">i</a>	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Closed
Fund	% <input type="text"/>	% <input type="text"/>	<a href="#">i</a>	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Hold
AppropriID	% <input type="text"/>	% <input type="text"/>	<a href="#">i</a>	<input type="text"/>	Update/Add		
PC Bus Unit	% <input type="text"/>	% <input type="text"/>	<a href="#">i</a>	<input type="text"/>	Update/Add		
Project	G02RC25GV0012 <input type="text"/>	G02RC25GV0012 <input type="text"/>	<a href="#">i</a>	<input type="text"/>	Update/Add		

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

## Step 3: View the Inquiry Results page



The Inquiry Results page displays.

- 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.
- 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.
- 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.
- Download the data by pressing the **Grid Action** icon and selecting “Download Budget Overview Results Table to Excel.”




Inquiry Results											
Business Unit: MN001 Ledger Group: KK_PRJ_CHD Type of Calendar: Detail Budget Period Amounts in Base Currency: USD Revenue Associated: <input type="checkbox"/>											
Return to Criteria <span style="float: right;">Max Rows: <input type="text" value="100"/> Display Options <input type="button" value="Search"/></span>											
<b>Ledger Totals (1 Rows)</b>											
Budget	114,000.00		Net Transfers		0.00						
Expense	95,989.66										
Encumbrance	0.00										
Pre-Encumbrance	0.00										
Budget Balance	18,010.34										
Associate Revenue	0.00										
Available Budget	18,010.34										
<b>Budget Overview Results</b>											
<input type="button" value="Grid Action"/> <input type="button" value="Search"/> <span style="float: right;">View All</span>											
	Details	Budget Transaction Types	Ledger Group	Fund	Fund Code Description	Fin DeptID	Department Description	Appropriation ID (CF)	ChartField5 Description	Account	Account Description
1	<a href="#">i</a>	FF	KK_PRJ_CHD	3600	Building Construction-Banded						

## 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.

Budget Overview Results					
	Details	Budget Transaction Types	Ledger Group	Fund	Fund Code Description
1			KK_PRJ_CHD	3600	Building Construction-Bonded

- When you press the **Show Budget Details** icon, the Budget Details page displays showing additional detail for the budget line selected.
  - 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.
  - Press the **OK** button to return to the Inquiry Results page.

Budget Details										
Business Unit	Ledger Group	Account	Fund	Fin DeptID	Project	Appropriation ID (CF3)	PC Bus Unit	Activity	Source Type	Budget Period
MN001	KK_PRJ_CHD		3600		G02RC25GV0012		G0201			ALL
Fund: Building Construction-Bonded		PC Bus Unit: Administration Department			Project: Repair Parking Lots Roads					
Activity: Construction										
<input type="button" value="Display Chart"/>										
<b>Ledger Amounts</b>										
Max Rows <input type="text" value="100"/>										
Budget:				114,000.00 USD						
Expense:				95,989.66 USD						
Encumbrance:				0.00 USD						
Pre-Encumbrance:				0.00 USD						
Available Budget		Associate Revenue		0.00 USD						
Without Tolerance		18,010.34		USD		Percent (15.8%)				
With Tolerance		18,010.34		USD		Percent (15.8%)				
<b>Budget Exceptions</b>										
Exception Errors		0		Exception Warnings		0				
<input type="button" value="OK"/>										

- 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.
  - Press the **Return** button to return to the Inquiry Results page.

Budget Transaction Types									
Ledger Group	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	PC Business Unit	Project	Activity	Source Type	Budget Period
KK_PRJ_CHD	3600				G0201	G02RC25GV0012	2		ALL
<b>Budget Transaction Type</b>				<b>Budget Amount</b>		<b>Base Currency</b>			
Original				114,000.00 USD					
Adjustment				0.00 USD					
Transfer Correction				0.00 USD					
Transfer				0.00 USD					
System Closing				0.00 USD					
System Rollforward				0.00 USD					
Total Budgeted Amount				114,000.00 USD					
<input type="button" value="Return"/>									

## 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.

Budget Overview Results											
Details	Budget Transaction Types	Project	Project Description	Activity	Activity Description	Source Type	Resource Type	Budget Period	Budget	Expense	
1		G02RC25GV0012	Repair Parking Lots Roads	2	Construction			ALL	114,000.00	95,989.88	

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.

Activity Log											
Ledger KK_PRC_BUD											
Activity Log											
Action Grid	Tran Line	Document Label	Document ID	Ref Bldgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project	Activity
	1	Project ID:	G02RC25GV0012	N	3800				G0201	G02RC25GV0012	2
	1	Project ID:	G02RC25GV0012	N	3800				G0201	G02RC25GV0012	2

OK

## 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.

Project Costing Budget Line Drill Down			
<b>Transaction Line Identifiers</b>			
Journal ID	0027755509	PC Business Unit	G0201
Project	G02RC25GV0012	Activity	2
<b>Transaction Line Details</b>			
Fund Code	PC Business Unit	Project	Activity
3800	G0201	G02RC25GV0012	2
Line Status	Valid		
Budget Date	08/13/2012		
Line Amount	99,000.000		

OK

## 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.

**Activity Log Inquiry Criteria**

Inquiry: PS_AUTO_DR *Transaction Type: PC_BUDGET Project ID From: G02RC25GV0012 Tran ID: 0008312220 Process Status: <span style="border: 1px solid black; padding: 2px;">▼</span> Maximum Rows: 100	Description: <input style="width: 90%;" type="text"/> Ledger Group: <input style="width: 90%;" type="text"/> Project ID To: G02RC25GV0012 Tran Date: 08/19/2012 Process Instance: <input style="width: 90%;" type="text"/>
--	--

Transaction/Act Log Integrity

**Commitment Control Activity Log Lines**

1/2 of 2 | View All

Line	Journal Line Drill Down	Budget Chartfields	Amounts	ID	Ledger Group	Ledger	APP BU	GL Bu	Project ID	Budget	Account	Fund	Fin DeptID	PC Bus Unit	Project
1					KK_PRJ_CHD	KK_PRC_BUD		MN001	G02RC25GV0012	N		3800		G0201	G02RC25GV0012
1					KK_PRJ_PAR	KK_PRP_BUD		MN001	G02RC25GV0012	N				G0201	G02RC25GV0012

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