

View Budget Overview Inquiry for Project Costing

In this Quick Reference Guide, you will learn how to view your project budgets using the Budget Overview Inquiry in the Commitment Control module. 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.

The screenshot displays the 'Inquiry Results' page. At the top, a summary box shows: Business Unit: MN201, Ledger Group: KK_PRJ_CHD, Type of Calendar: Detail Budget Period, Amounts in Base Currency: USD, and Revenue Associated: 0. Below this, there are controls for 'Return to Criteria', 'Max Rows' (set to 100), 'Display Options', and a 'Search' button. A 'Ledger Totals (1 Rows)' section shows a summary of Budget (114,000.00), Expense (95,989.66), Encumbrance (0.00), Pre-Encumbrance (0.00), Budget Balance (18,010.34), Associate Revenue (0.00), and Available Budget (18,010.34). Below the summary is the 'Budget Overview Results' table with columns: Details, Budget Transaction Types, Ledger Group, Fund, Fund Code Description, Fin DeptID, Department Description, Appropriation ID (CFS), ChartField3 Description, Account, and Account Description. The first row shows details for 'Building Construction-Bonded' with a budget of 3600.

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.

2. 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.
3. 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. Refer to the “ Project Budget Definitions Quick Reference Guide for more information. <ul style="list-style-type: none"> • “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.

- 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.

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"/>

- 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.
AppropriID	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

- 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.
- 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.
- 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"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Open
Fin DeptID	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Closed
Fund	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Hold
AppropriD	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add		
PC Bus Unit	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add		
Project	G02RC25GV0012 <input type="text"/>	G02RC25GV0012 <input type="text"/>		<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:

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (1 Rows)

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		

Budget Overview Results

	Details	Budget Transaction Types	Ledger Group	Fund	Fund Code Description	Fin DeptID	Department Description	Appropriation ID (CFS)	ChartField3 Description	Account	Account Description
1			KK_PRJ_CHD	3600	Building Construction-Bonded						

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

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.

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	2		ALL
Fund: Building Construction-Bonded		PC Bus Unit: Administration Department			Project: Repair Parking Lots Roads					
Activity: Construction										
<input type="button" value="Display Chart"/> ⓘ										
Ledger Amounts										
Max Rows <input type="text" value="100"/>										
Budget:				114,000.00 USD				Attributes		
Expense:				95,989.66 USD				Parent / Children Associated Budgets		
Encumbrance:				0.00 USD						
Pre-Encumbrance:				0.00 USD						
Associate Revenue				0.00 USD						
Available Budget										
Without Tolerance		18,010.34		USD		Percent (15.8%)		Forecasts		
With Tolerance		18,010.34		USD		Percent (15.8%)				
Budget Exceptions										
Exception Errors		0		Exception Warnings		0				
<input type="button" value="OK"/>										

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.

Budget Transaction Types																																	
Ledger Group	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	PC Business Unit	Project	Activity	Source Type	Bi																								
KK_PRJ_CHD	3600				G0201	G02RC25GV0012	2		Al																								
<table border="1"> <thead> <tr> <th>Budget Transaction Type</th> <th>Budget Amount</th> <th>Base Currency</th> </tr> </thead> <tbody> <tr> <td>Original</td> <td>114,000.00 USD</td> <td></td> </tr> <tr> <td>Adjustment</td> <td>0.00 USD</td> <td></td> </tr> <tr> <td>Transfer Correction</td> <td>0.00 USD</td> <td></td> </tr> <tr> <td>Transfer</td> <td>0.00 USD</td> <td></td> </tr> <tr> <td>System Closing</td> <td>0.00 USD</td> <td></td> </tr> <tr> <td>System Rollforward</td> <td>0.00 USD</td> <td></td> </tr> <tr> <td colspan="2">Total Budgeted Amount</td> <td>114,000.00 USD</td> </tr> </tbody> </table>										Budget Transaction Type	Budget Amount	Base Currency	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
Budget Transaction Type	Budget Amount	Base Currency																															
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	95,989.86

- 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.

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

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project	Activity
1	Project ID:	G02RC25GV0012	N	3600				G0201	G02RC25GV0012	2
1	Project ID:	G02RC25GV0012	N	3600				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

Transaction Line Identifiers

Journal ID 0027755509 PC Business Unit G0201
 Project G02RC25GV0012 Activity 2
 Transaction ID 27755509

Transaction Line Details

Fund Code	PC Business Unit	Project	Activity
3600	G0201	G02RC25GV0012	2

Line Status Valid
 Budget Date 06/13/2012
 Line Amount 99,000.000

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 Description
 PC_BUDGET Ledger Group
 *Transaction Type
 Project ID From G02RC25GV0012 Project ID To G02RC25GV0012
 Tran ID 0008312220 Tran Date 06/13/2012
 Process Status Process Instance
 Maximum Rows 100 Transaction/Act Log Integrity

Commitment Control Activity Log Lines

Budget Chartfields Amounts

Line	Journal Line Drill Down	Ledger Group	Ledger	GL Bu	Project ID	Account	Fund	Fin DeptID	PC Bus Unit	Project
1		KK_PRJ_CHD	KK_PRC_BUD	MN001	G02RC25GV0012		3600		G0201	G02RC25GV0012
1		KK_PRJ_PAR	KK_PRP_BUD	MN001	G02RC25GV0012				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.