



Business Process Document
PS FIN Grants Suite Inquiries and Reports: Budget
Detail Inquiry

Department	
Responsibility/Role	
File Name	Budget Detail Inquiry_BUSPROC.doc
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Budget Detail Inquiry

Trigger:

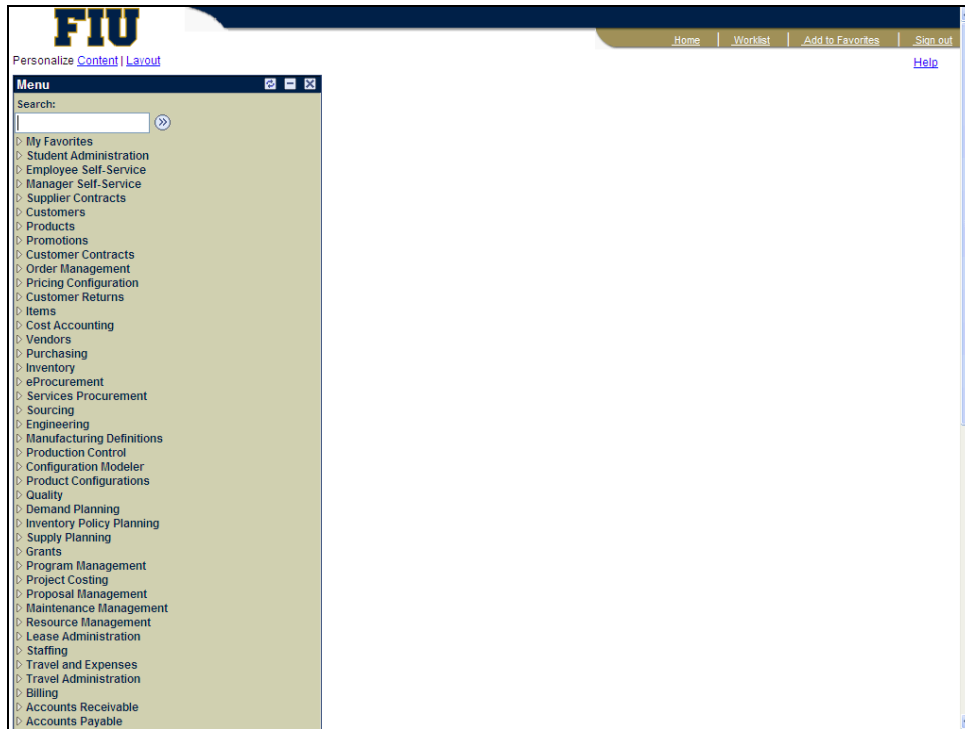
Required Field(s)	Comments

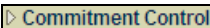
Output - Results	Comments

Additional Information

Procedure

The **Budget Detail Inquiry** provides detail information about Activity across several control Budgets.



Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 



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Step	Action
3.	Click the Review Budget Activities link. Review Budget Activities
4.	Click the Budget Details link. Budget Details

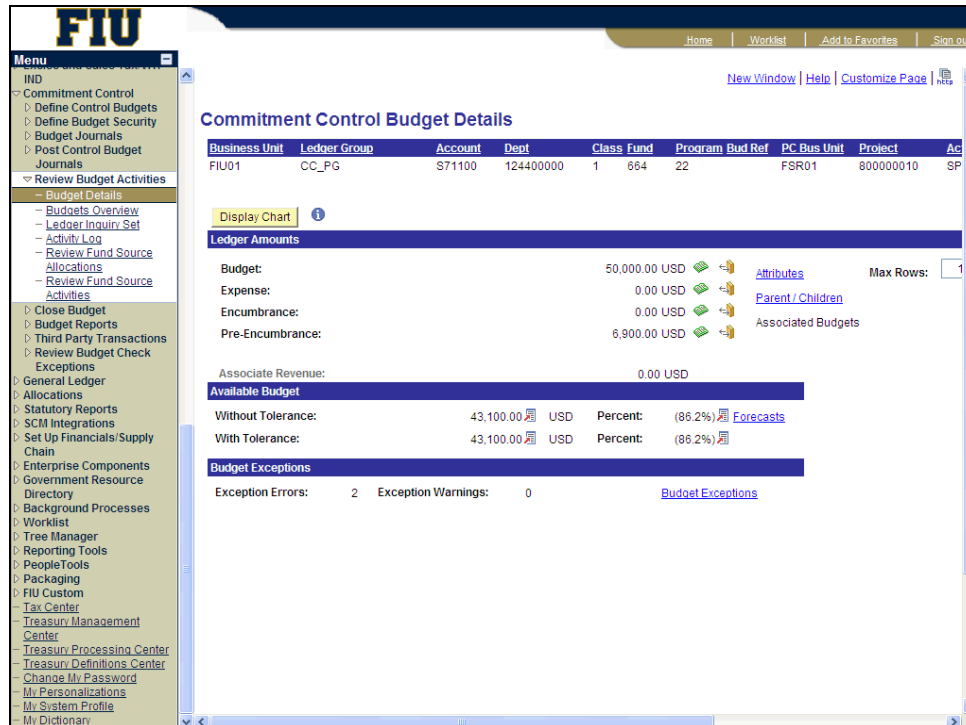
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Step	Action
5.	Click in the Business Unit field. <input type="text"/>
6.	Enter the desired information into the Business Unit field. Enter " FIU01 ".
7.	Click in the Ledger Group field. <input type="text"/>
8.	Enter the desired information into the Ledger Group field. Enter " CC_PG ".
9.	Click in the Project field. <input type="text"/>
10.	Enter the desired information into the Project field. Enter " 80000010 ".
11.	Click the Search button. <input type="button" value="Search"/>
12.	Click the scrollbar.
13.	Note: A row for each budgetary account for the Project ID will be displayed.
14.	Note: You can select the Account you wish to view. However, for the purpose of this UPK, click the highlighted account. <input type="text" value="S71100"/>

Step	Action
15.	<p>Note: The Commitment Control Budget Details page displays a summary of Budget, Expense, Encumbrance, and Pre- Encumbrance for the Project and Budgetary Account selected.</p>


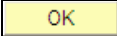


Step	Action
16.	<p>Click the Drill to Ledger button to review the transaction details for the balance.</p> 
17.	<p>Note: This page displays information about the Account, including such information as</p> <ul style="list-style-type: none"> - Department - Class - Fund Code - Program - PC Business Unit - Project ID - Activity - Budget Period.

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Step	Action
18.	Click the Amounts tab. 
19.	Note: The Amounts tab will display the amount for that specific Budget account.
20.	Click the OK button. 



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FIU Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project	Activity	Budget P
FIU01	CC_PG	S71100	124400000	1	664	22		FSR01	800000010	SPN	ALLPER

Display Chart

Ledger Amounts

Budget: 50,000.00 USD [Attributes](#) Max Rows: 100
Expense: 0.00 USD [Parent / Children](#)
Encumbrance: 0.00 USD [Associated Budgets](#)
Pre-Encumbrance: 20,700.00 USD

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance: 29,300.00 USD Percent: (58.6%) [Forecasts](#)
With Tolerance: 29,300.00 USD Percent: (58.6%)

Budget Exceptions

Exception Errors: 0 Exception Warnings: 0 Budget Exceptions

Step	Action
21.	Click the Home link. Home
22.	Congratulations. You successfully ran a Budget Details Inquiry. End of Procedure.