Budget Overview Inquiry

1.	Click the **Commitment Control** link. Commitment Control
2.	Click the **Review Budget Activities** link. Review Budget Activities
3.	Click the **Budgets Overview** link. Budgets Overview
4.	**Note:** You will need to create a new inquiry as a result of the upgrade (by using the Add a New Value tab). The existing inquiries that you created prior to the upgrade will not reflect the correct amounts due to the addition of chartfields. Once you have created and saved the inquiry, you will no longer need to add a new inquiry. Instead, you can use the Find an Existing Value tab to retrieve the new Inquiry you created.
5.	Click the **Add a New Value** tab. Add a New Value
6.	Click in the **Inquiry Name** field.
7.	Enter the desired information into the **Inquiry Name** field. For example enter a valid value e.g. "**Overview**".
8.	Click the **Add** button. Add
9.	Click in the **Description** field.
10.	Enter the desired information into the **Description** field. Enter a valid value e.g. "**My Inquiry**".
11.	**Note:** Adding a meaningful description will be helpful when multiple Inquiry names have been created.
12.	Click in the **Ledger Group** field.
13.	Enter the desired information into the **Ledger Group** field. Enter a valid value e.g. "**CC_PG**".
14.	Click the **Look up Ledger Group (Alt+5)** button.
15.	Click the **CC_PG** link. CC_PG

16.	**Note:** The From Budget Period and To Budget Period will be automatically populated with a value of ‘ALLPER’ once you have selected the Ledger Group value of ‘CC_PG’. These values should be left to show the current available balance for the project ID. If you would like to drill down on the Expense, Encumbrance, and Pre-Encumbrance detail for transactions that occurred prior to 7/1/2009, you will need to remove the ‘ALLPER’ values from both fields. This search will display additional rows in the results for the old chartfield strings associated with the project ID which were zeroed out (for Expenses and Encumbrances) during the Grants implementation in order to add the department as well convert the fund.
17.	Click the **scrollbar** to scroll the screen down to display additional field.
18.	Click in the **Project** field. %
19.	Enter the desired information into the **Project** field. Enter a valid value e.g. "**800000001**".
20.	Click the **ChartField From Value** button.
21.	Click an entry in the **Project** column. 800000001
22.	Click the **Save** button. Save
23.	Click the **Search** button. Search
24.	**Note**: An overview of the Project ID's budget is displayed, including Total Budget, Expense, Encumbrance, Pre-Encumbrance, and Available Budget.
25.	Click the **scrollbar** to scroll the screen down to display additional fields.
26.	**Note:** A row for each budgetary account associated to the Project ID will be displayed. You will also see the following details: - Class - Fund - Program - PC Business Unit - Project # - Activity
27.	Click the **scrollbar** to scroll the screen to the right to displays additional fields..
28.	**Note:** This page displays more information about each Budgetary Account including information such as: - Budget - Expenses - Pre-Encumbrance - Available Budget - Percent Available

29.	Click the **scrollbar** to scroll the screen back to the left to display the Budget Overview Results page.
30.	Click the **Home** link. Home
31.	Congratulations. You successfully ran an inquiry for Budgets Overview Inquiry **End of Procedure.**