



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

Department	
Responsibility/Role	
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Project Budget Inquiry

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

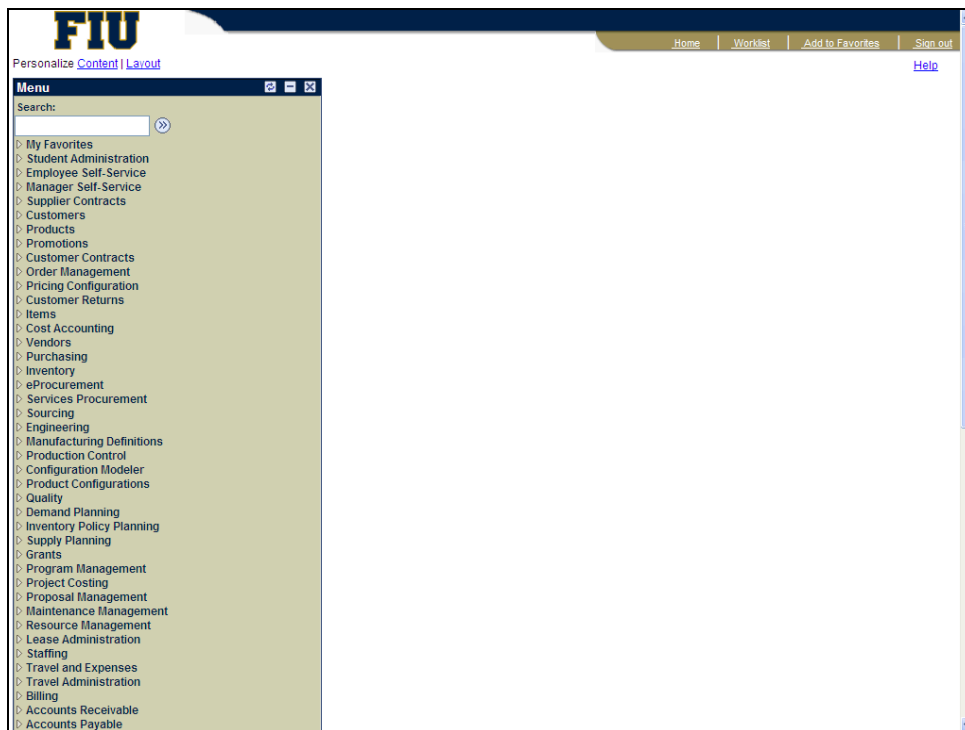
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
PS FIN Grants Suite Inquiries and Reports: Project Budget Inquiry



Procedure

The **Project Budget Inquiry** will allow users to view the Budget setup for the Award by Project, PI, and Organizational Department.



Step	Action
1.	Click the Grants link. 



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Step	Action
2.	Click the Awards link. ▶ Awards
3.	Click the Project Budget Inquiry link. Project Budget Inquir

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Project Budget Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [dropdown] [input]

Project: begins with [dropdown] [input]

Budget Plan ID: = [dropdown] [input]

Budget Type: = [dropdown] [input]

Description: begins with [dropdown] [input]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
4.	Click in the Business Unit field.
5.	Enter the desired information into the Business Unit field. Enter " FSR01 ".
6.	Note: The Project Budget Inquiry can be run using one of several search criteria including: - Project ID - Budget Plan ID - Description
7.	Click in the Project field.
8.	Enter the Invoice number that you wish to work with into the Project field. For example, enter " 800000010 ".
9.	Click the Search button.
10.	Note: The Budget Lines tab displays the Budget Items associated with the current Budget including their Transaction ID's and Budget Amounts.



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Budget Inquiry

Business Unit: FSR01 Project: 800000010 Description: Panther Recreational Park (Tes)

Budget Period: 1 Currency: USD

Budget Item	Activity	An Type	Transaction ID	BU Amount
3SALARY&FRINGE	SPN	BUD	10038159	8,000.00
3SALARY&FRINGE	SPN	BUD	10038160	17,230.00
3SALARY&FRINGE	SPN	BUD	10038161	3,868.00
3EQUIPMENT/OCO	SPN	BUD	10038162	6,900.00
F&A	SPN	BUD	10038163	9,000.00
3EQUIPMENT/OCO	SPN	BUD	10040553	10,000.00
3EQUIPMENT/OCO	SPN	BUD	10040555	25,000.00
	SPN	BUD	10040557	50,000.00

Sponsor Direct: 120,998.00 Sponsor FA: 9,000.00 Total Sponsor Budget: 129,998.00

Institution C/S: 0.00

Return to Search | Notify

Step	Action
11.	Click the Home link.
12.	Congratulations. You successfully ran an inquiry for a Project Budget. End of Procedure.