

Commitment Control Budgets Overview Inquiry

Budgets Overview Inquiry

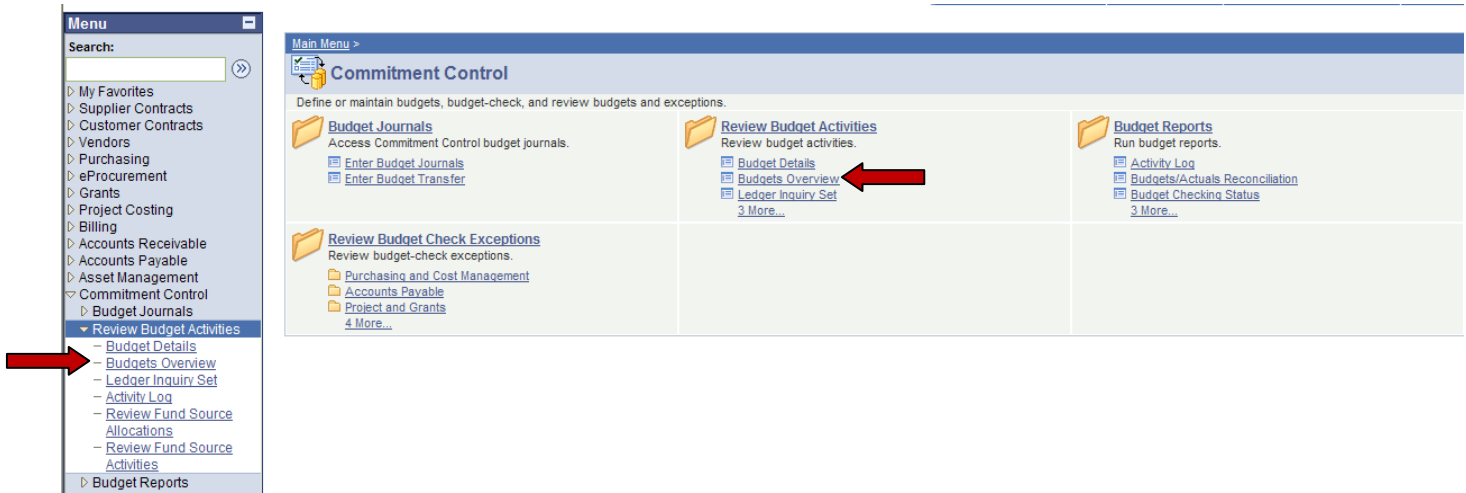
This documentation will outline a PeopleSoft Finance inquiry available for tracking budget amounts and expenditures. This inquiry shows revenue and expense transactions.

Step 1: Navigate to Budgets Overview Screen

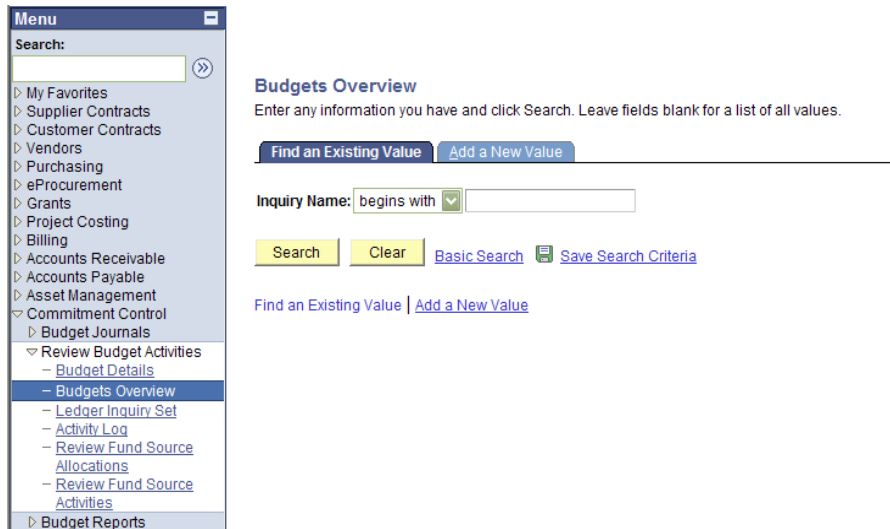
Navigation Path:

- >Commitment Control
- >Review Budget Activities
- >Budgets Overview

You can use the menu on the left or you can use the folders on the main screen to navigate to the Budgets Overview Inquiry.



Following the above path leads to the following screen:



The first time this inquiry is run, it will be necessary to create an inquiry name. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create an inquiry name.

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Step 2: Create an Inquiry Name

On the Add a New Value tab, click in the Inquiry Name box and type a name for your inquiry. In this example, BUDGET_OV is used as an Inquiry Name. Click Add.

Note: This step is only necessary once. On subsequent budget overview inquiries, you can use the search feature on the “Find an Existing Value” to locate the inquiry name created in this step.

The screenshot displays the PeopleSoft interface for the 'Budgets Overview' inquiry. On the left is a 'Menu' pane with a search field and a list of navigation options. The 'Commitment Control' folder is expanded, and 'Budgets Overview' is selected. The main area shows the 'Budgets Overview' header with two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red. Below the buttons is an 'Inquiry Name' field containing the text 'BUDGET_OV'. A red arrow points from the text 'Enter an Inquiry Name' to the field. Below the field is a yellow 'Add' button, with a red arrow pointing from the text 'Click Add' to it. At the bottom of the main area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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Step 3: The Budgets Overview Inquiry Criteria


The Budgets Overview search parameters screen looks like this. Information can be added or changed at the various points outlined by the numbers on the screen print. Consult the table below to understand key fields.


The screenshot shows the 'Budget Inquiry Criteria Budget Overview' screen. Red arrows point to the following fields:

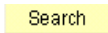
- 1**: Description field containing 'Budgets Overview'.
- 2**: Business Unit dropdown menu showing 'UND01'.
- 3**: Ledger Group dropdown menu showing 'FNDDTL'.
- 4**: 'View Stat Code Budgets' checkbox.
- 5**: 'Type of Calendar' dropdown menu showing 'Detail Accounting Period'.
- 6**: 'From Year' field in the table showing '2008'.
- 7**: 'ChartField Criteria' table with columns for ChartField, From Value, To Value, and Value Set.

Field	Description																																										
1	A description of the inquiry parameters. Adding a description will be helpful when multiple inquiry names have been created.																																										
2	Business Unit will default to UND01. It does not need to be changed.																																										
3	<p>Ledger Group</p> <p>Use the search feature and select the appropriate ledger group. Several Ledger Groups are available.</p> <p>Note: Revenues and expenditures are found on separate ledgers. Two inquiries must be made to find both revenue and expense.</p> <table border="1" data-bbox="527 1486 1203 1906"> <thead> <tr> <th>Ledger Group</th> <th>Description</th> <th>Ledger Group Type</th> </tr> </thead> <tbody> <tr><td>CASH</td><td>Cash Ledger Group</td><td>Expense</td></tr> <tr><td>CASHR</td><td>Cash Revenue Ledger Group</td><td>Revenue</td></tr> <tr><td>CSHDTL</td><td>Cash Detail Ledger Group</td><td>Expense</td></tr> <tr><td>FNDDTL</td><td>Fund Detail Ledger Group</td><td>Expense</td></tr> <tr><td>FUND</td><td>Fund Ledger Group</td><td>Expense</td></tr> <tr><td>GNTDTL</td><td>Grant Detail Ledger Group</td><td>Expense</td></tr> <tr><td>GNTTRN</td><td>Grant Transaction Ledger Group</td><td>Expense</td></tr> <tr><td>GRANT</td><td>Grant Ledger Group</td><td>Expense</td></tr> <tr><td>GRNTREV</td><td>Grant Revenue Ledger Group</td><td>Revenue</td></tr> <tr><td>PRJDTL</td><td>Project Detail Ledger Group</td><td>Expense</td></tr> <tr><td>PROJECT</td><td>Project Ledger Group</td><td>Expense</td></tr> <tr><td>PROJREV</td><td>Project Revenue Ledger Group</td><td>Revenue</td></tr> <tr><td>REVENUE</td><td>Revenue Ledger Group</td><td>Revenue</td></tr> </tbody> </table>	Ledger Group	Description	Ledger Group Type	CASH	Cash Ledger Group	Expense	CASHR	Cash Revenue Ledger Group	Revenue	CSHDTL	Cash Detail Ledger Group	Expense	FNDDTL	Fund Detail Ledger Group	Expense	FUND	Fund Ledger Group	Expense	GNTDTL	Grant Detail Ledger Group	Expense	GNTTRN	Grant Transaction Ledger Group	Expense	GRANT	Grant Ledger Group	Expense	GRNTREV	Grant Revenue Ledger Group	Revenue	PRJDTL	Project Detail Ledger Group	Expense	PROJECT	Project Ledger Group	Expense	PROJREV	Project Revenue Ledger Group	Revenue	REVENUE	Revenue Ledger Group	Revenue
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**Commitment Control
Budgets Overview Inquiry**

	<p>If you know the fund you are searching for, the following table will help determine the ledger group to search:</p> <table border="1"> <thead> <tr> <th rowspan="2">Expense Type</th> <th colspan="2">Fund Number Range</th> <th rowspan="2">Ledger Group</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Auxiliaries</td> <td>10000</td> <td>11999</td> <td>Fnddtl</td> </tr> <tr> <td>Auxiliaries</td> <td>14000</td> <td>14999</td> <td>Prjdtl</td> </tr> <tr> <td>Local</td> <td>20000</td> <td>23999</td> <td>Fnddtl</td> </tr> <tr> <td>Local (unexpended plant)</td> <td>28000</td> <td>28999</td> <td>Prjdtl</td> </tr> <tr> <td>Appropriation</td> <td>30000</td> <td>35999</td> <td>Fnddtl</td> </tr> <tr> <td>Appropriation (capital improvements)</td> <td>38000</td> <td>39999</td> <td>Prjdtl</td> </tr> <tr> <td>Grant & Contract</td> <td>40000</td> <td>49999</td> <td>Gntdtl</td> </tr> <tr> <td>Scholarships</td> <td>50000</td> <td>57999</td> <td>Fnddtl</td> </tr> <tr> <td>Loans</td> <td>62500</td> <td>69999</td> <td>Cshdtl</td> </tr> <tr> <td>Other Restricted</td> <td>79000</td> <td>79299</td> <td>Fnddtl</td> </tr> <tr> <td>Agency</td> <td>82500</td> <td>84999</td> <td>Cshdtl</td> </tr> </tbody> </table>	Expense Type	Fund Number Range		Ledger Group	From	To	Auxiliaries	10000	11999	Fnddtl	Auxiliaries	14000	14999	Prjdtl	Local	20000	23999	Fnddtl	Local (unexpended plant)	28000	28999	Prjdtl	Appropriation	30000	35999	Fnddtl	Appropriation (capital improvements)	38000	39999	Prjdtl	Grant & Contract	40000	49999	Gntdtl	Scholarships	50000	57999	Fnddtl	Loans	62500	69999	Cshdtl	Other Restricted	79000	79299	Fnddtl	Agency	82500	84999	Cshdtl
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4	<p>Display Chart </p> <p>Check this box to include a chart of your revenues or expenditures with your inquiry results.</p>																																																		
5	<p>Type of Calendar</p> <p>The choices available are:</p> <ul style="list-style-type: none"> • Detail Accounting Period (details your transactions by accounting period) • Detail Budget Period (details your transactions for the fiscal year(s)) • Summary Accounting Period (summarizes your transactions by accounting period) • Summary Budget Period (summarizes your transactions for the fiscal year(s)) 																																																		
6	<p>From Period To Period</p> <p>The Detail Accounting Period and the Summary Accounting Period allow you to identify which period(s) you inquire on.</p> <p>The Detail Budget Period and the Summary Budget Period will return data based on the entire fiscal year(s) you've identified.</p>																																																		
7	<p>Account-DeptID-Fund Search Criteria</p> <p>Enter the fund or department for which you wish to look at revenue/expenditure totals or use search tool to locate the correct fund/account/deptID.</p> <p>Please note: The illustration is showing available fields based on the FNDDTL ledger. If you are inquiring on a project, you will need to change the Ledger Group to a project ledger group or other ledger group (see Item #3).</p>																																																		

Once all search criteria are entered, click . This will save the entered set of search criteria. On subsequent visits to the budgets overview screen, choosing the "Find Existing Value" on the first page will allow for this search page to be brought up immediately.

Once all information has been provided, click . This will bring up a summary of expenditures or revenue for the selected funds. An example is shown in Step 4.

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Step 4: Budgets Overview Inquiry Results

The top section of the budgets overview screen will display a summary of fund/department activity.

The lower section contains detailed information.

**Inquiry Results
Budget Overview**

Business Unit: UND01
 Ledger Group: FNDDTL Fund Detail Budget
 Type of Calendar: Detail Accounting Period
 Amounts in Base Currency: USD
 Revenue Associated

[Return to Criteria](#) Max Rows: [Display Options](#)

Ledger Totals (29 Rows)

Budget:	171,433.00	} Summarizes the data according to the search parameters entered.	Net Transfers:	0.00
Expense:	140,690.20			
Encumbrance:	0.00			
Pre-Encumbrance:	0.00			
Budget Balance:	30,742.80			
Associate Revenue:	0.00			
Available Budget:	30,742.80			

Budget Overview Results													Customize	Find	View All	First	1-29 of 29	Last
		Ledger Group	Account	Fund	Dept	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available					
1		FNDDTL	511000	31400	3100	2008	1	126,000.00	5,250.00	0.00	0.00	120,750.00	95.83					
2		FNDDTL	511000	31400	3100	2008	2	0.00	10,500.00	0.00	0.00	-10,500.00	0.00					
3		FNDDTL	511000	31400	3100	2008	3	0.00	10,500.00	0.00	0.00	-10,500.00	0.00					
4		FNDDTL	511000	31400	3100	2008	4	0.00	10,500.00	0.00	0.00	-10,500.00	0.00					
5		FNDDTL	511000	31400	3100	2008	5	0.00	10,500.00	0.00	0.00	-10,500.00	0.00					
6		FNDDTL	511000	31400	3100	2008	6	0.00	10,500.00	0.00	0.00	-10,500.00	0.00					
7		FNDDTL	511000	31400	3100	2008	7	0.00	10,500.00	0.00	0.00	-10,500.00	0.00					
8		FNDDTL	511000	31400	3100	2008	8	0.00	10,500.00	0.00	0.00	-10,500.00	0.00					

Details of the search parameters

**Commitment Control
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Step 5: Viewing Data by Account

Additional detail on fund/department activity can be found by clicking the links in the lower portion of the screen.

The lower detail may be downloaded to Excel by clicking the Download icon.

Inquiry Results
Budget Overview

Business Unit: UND01
Ledger Group: FNDDTL Fund Detail Budget
Type of Calendar: Detail Accounting Period
Amounts in Base Currency: USD
Revenue Associated

Clicking [Return to Criteria](#) will return you to the initial search criteria page.

[Return to Criteria](#) Max Rows: 100 [Display Options](#)

Ledger Groups (29 Rows)

Net Transfers: 0.00

Budget:	171,433.00
Expense:	140,690.20
Encumbrance:	0.00
Pre-Encumbrance:	0.00
Budget Balance:	30,742.80
Associate Revenue:	0.00
Available Budget:	30,742.80

Click this icon to download the results to Excel.

Click these links to see the details ledger and budget amounts at the account levels.

	Ledger Group	Account	Fund	Dept	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
1	[icon] FNDDTL	511000	31400	3100	2008	1	126,000.00	5,250.00	0.00	0.00	120,750.00	95.83
2	[icon] FNDDTL	511000	31400	3100	2008	2	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
3	[icon] FNDDTL	511000	31400	3100	2008	3	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
4	[icon] FNDDTL	511000	31400	3100	2008	4	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
5	[icon] FNDDTL	511000	31400	3100	2008	5	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
6	[icon] FNDDTL	511000	31400	3100	2008	6	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
7	[icon] FNDDTL	511000	31400	3100	2008	7	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
8	[icon] FNDDTL	511000	31400	3100	2008	8	0.00	10,500.00	0.00	0.00	-10,500.00	0.00

These links will lead to line-item details for activity on the given fund.

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Please note: If you selected the "Display Chart" on your search parameters, your results will look like this:

Inquiry Results
Budget Overview

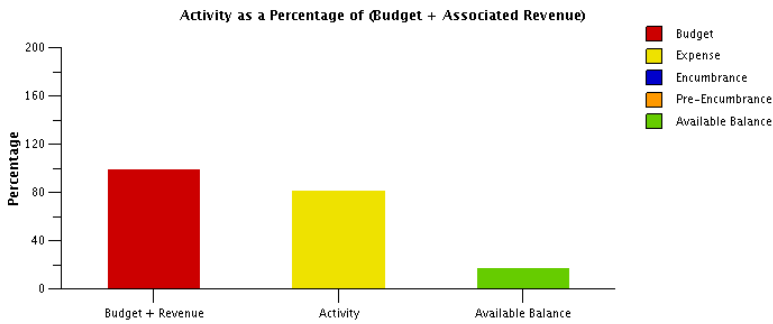
Business Unit: UND01
 Ledger Group: FNDDTL Fund Detail Budget
 Type of Calendar: Detail Accounting Period
 Amounts in Base Currency: USD
 Revenue Associated

[Return to Criteria](#) Max Rows: [Display Options](#)

Ledger Totals (29 Rows)

Budget:	171,433.00	Net Transfers:	0.00
Expense:	140,690.20		
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You can hide the chart by clicking the down arrow



Budget Overview Results Customize Find View All First 1-29 of 29 Last

	Ledger Group	Account	Fund	Dept	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	FNDDTL	511000	31400	3100	2008	1	126,000.00	5,250.00	0.00	0.00	120,750.00	95.83
2	FNDDTL	511000	31400	3100	2008	2	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
3	FNDDTL	511000	31400	3100	2008	3	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
4	FNDDTL	511000	31400	3100	2008	4	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
5	FNDDTL	511000	31400	3100	2008	5	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
6	FNDDTL	511000	31400	3100	2008	6	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
7	FNDDTL	511000	31400	3100	2008	7	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
8	FNDDTL	511000	31400	3100	2008	8	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
9	FNDDTL	511000	31400	3100	2008	9	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
10	FNDDTL	511000	31400	3100	2008	10	0.00	10,500.00	0.00	0.00	-10,500.00	0.00
11	FNDDTL	511000	31400	3100	2008	11	0.00	5,250.00	0.00	0.00	-5,250.00	0.00
12	FNDDTL	512000	31400	3100	2008	1	5,956.00	0.00	0.00	0.00	5,956.00	100.00
13	FNDDTL	512000	31400	3100	2008	6	0.00	34.43	0.00	0.00	-34.43	0.00