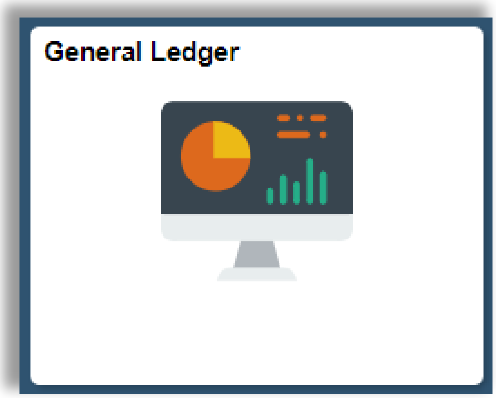
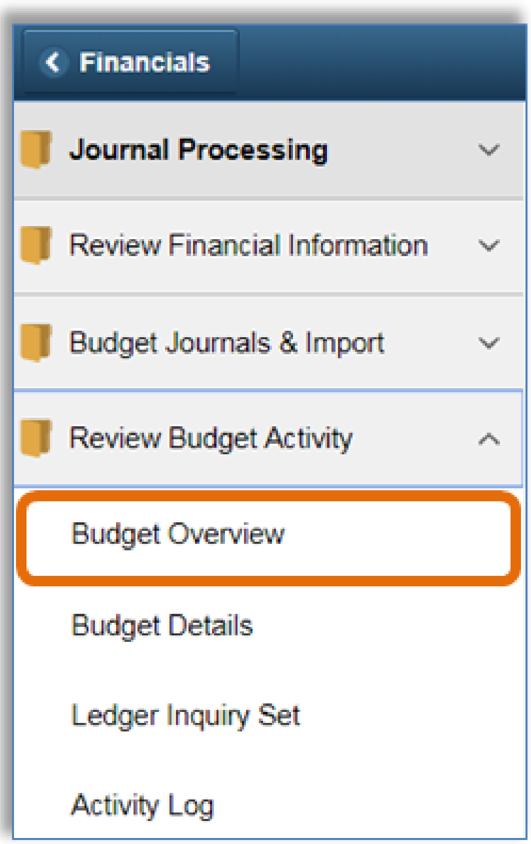
How to Inquire on a Budget Balance in Finance 9.2

1. **Log into Finance Production** with your User ID and password.

2. Click on the **General Ledger** tile on the Financials page**.**



3. Navigate to **Review Budget Activity > Budget Overview** from the left, side menu.



4. At this point, if you have never accessed the Budget Overview page, you will need to create an Inquiry Name.

   Click on **Add a new value.**

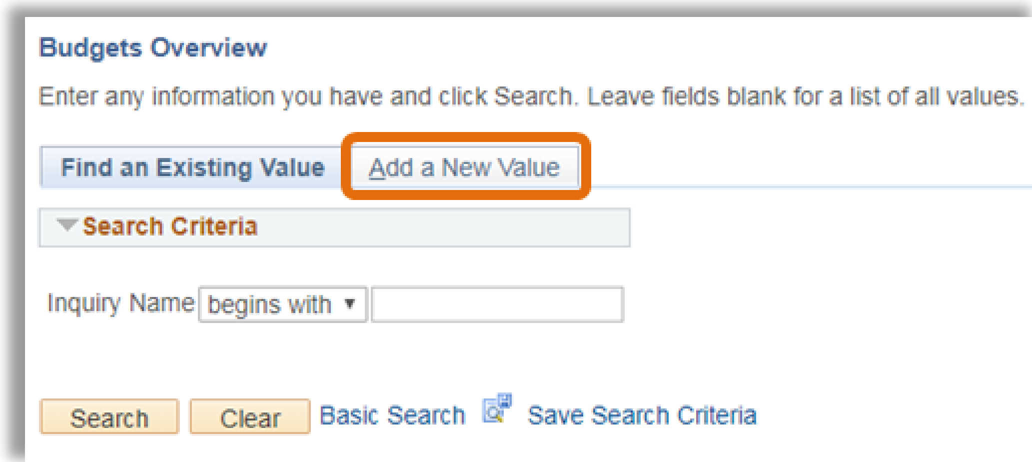
   Enter an inquiry name with no spaces (for example, BUDOVVW)

   Click **Add**.

   The **Budget Overview** page will appear.

   Note: The next time you return to the Budget Overview page:

   - Click **Find an Existing Value**
   - Click **Search**
   - Select the inquiry name you wish to use.



5. Enter a **Description** of your inquiry [optional].

6. In the **Business Unit**, accept the default, or enter **UMBOS**.

7. In the **Ledger Group/Set** field, accept the default Ledger Group

8. In the **Ledger Group** field click on the magnifying glass and chose the appropriate ledger.

SELECT:	FOR:
ORG	Most funds, including the General Operations Fund (Fund # 51161)
APPROP	Gifts (Fund # 53510)
PROJ_GRT	Non-sponsored projects and grants not administered by the Office of Research and Sponsored Programs
SPONS_CAT	For grants administered by the Office of Research and Sponsored Programs

9. In the **Type of Calendar** field accept the default Detail Budget Period.

10. In the **From Budget Period** enter fiscal year you wish to review.

11. In the **To Budget Period** enter fiscal year you wish to review.

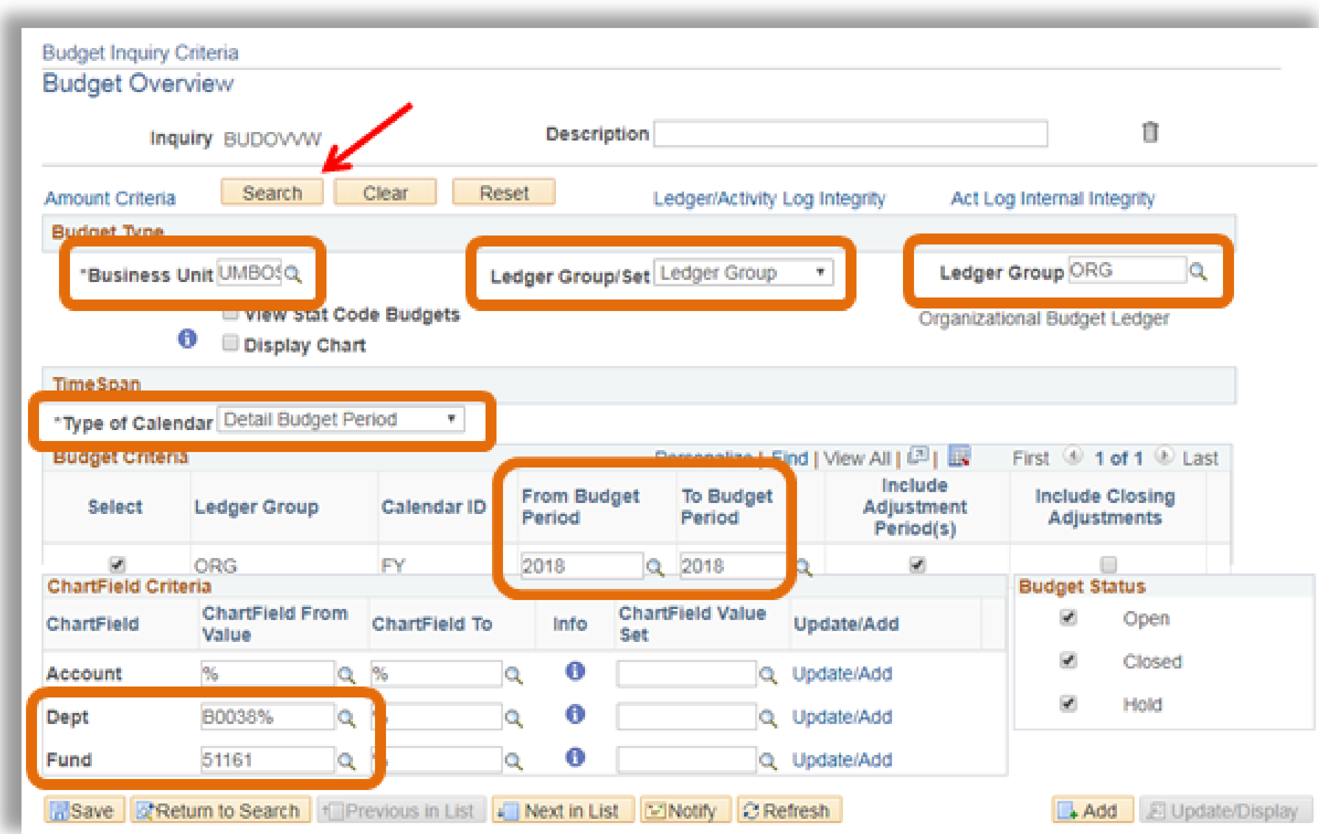
12. In the **Dept Chartfield From** field enter your **Dept ID** chartfield.

    Note: to learn more about Chartfields review the 'Introduction to Chartfields' PowerPoint presentation located on the Controller's Job Aid website.

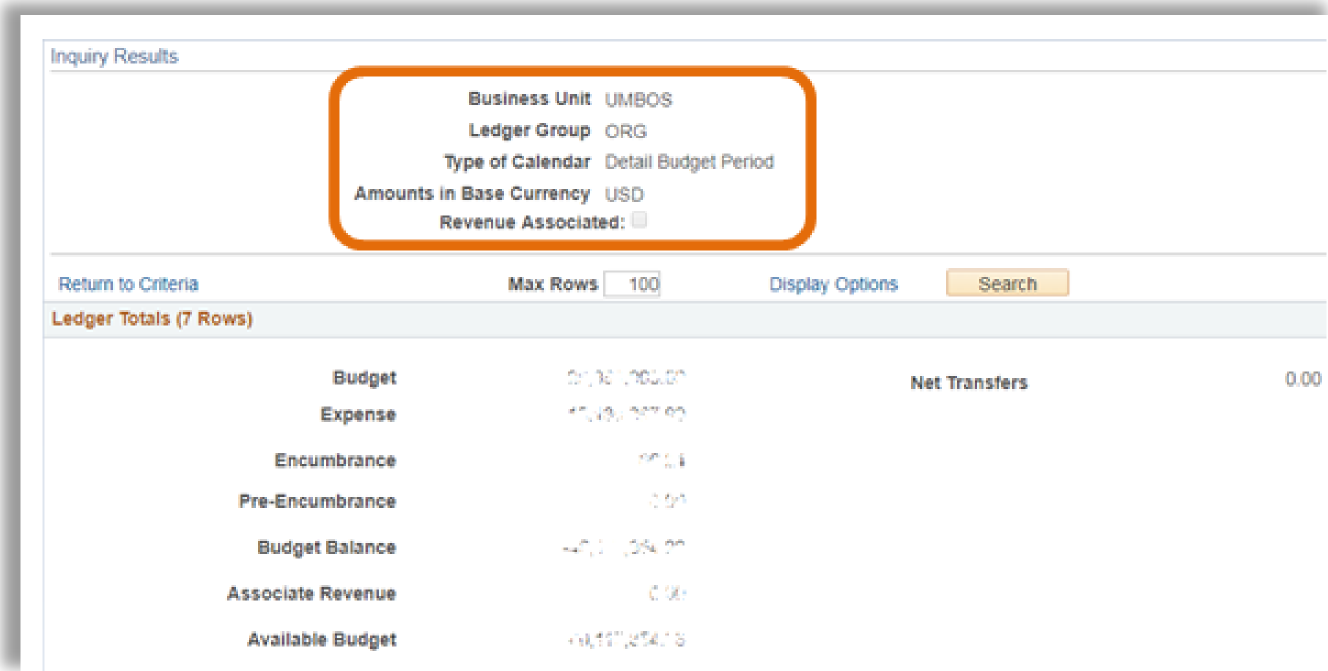
13. In the **Fund Chartfield From** field enter the **Fund** you wish to review.

14. Click **Search** (near the top, left of the page).

    The Budget Information for your selected department, fund and time period will appear. The top of the screen displays the Budget, Expenses, Encumbrances, Pre-Encumbrances, Budget Balance, Associated Revenue and Available Balance.

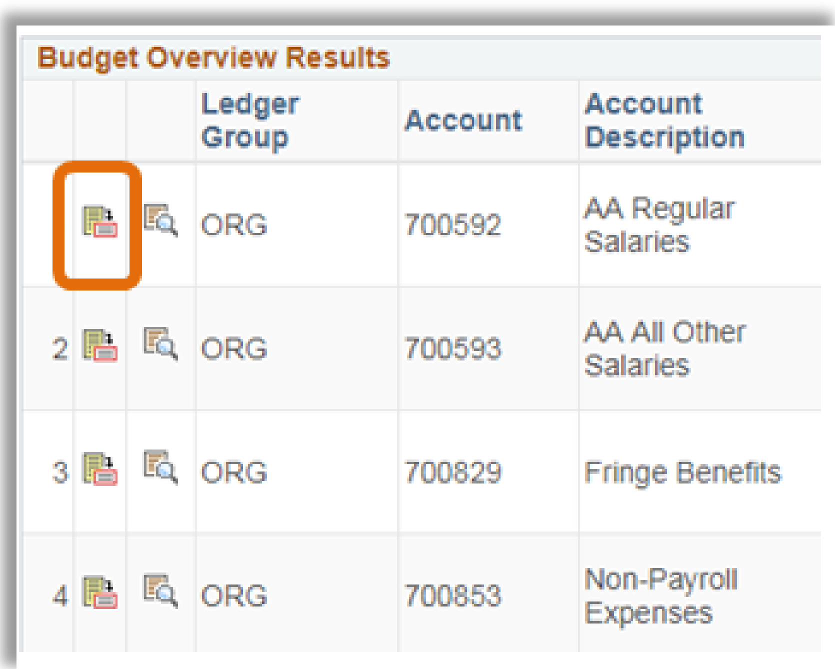


15. The Budget Information for your selected department, fund and time period will appear. The top of the screen displays the Budget, Expenses, Encumbrances, Pre-Encumbrances, Budget Balance, Associated Revenue and Available Balance.

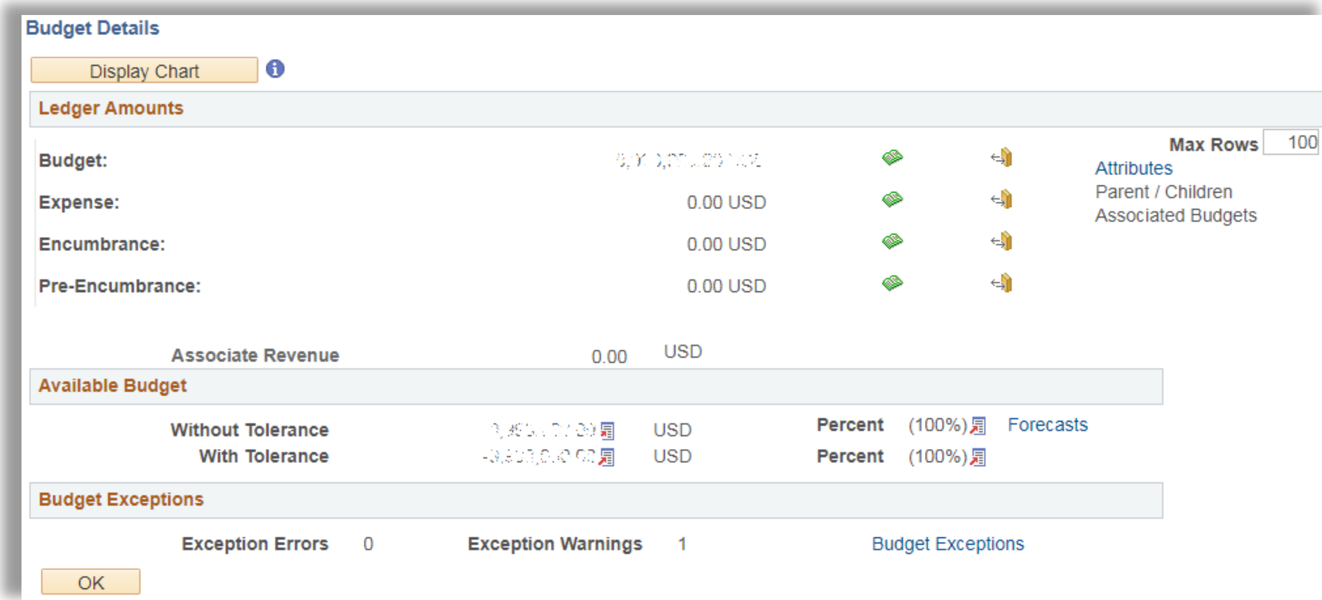


16. The lower part of the screen displays the Budget, Expenses, Encumbrances, Pre-Encumbrances, and Available Budget by budget bucket.

To the left of each budget bucket line there are two icons: **Show Budget Details** and **Show Budget Transaction Types**.



17. If you click on the **Budget Details icon**, you will see results similar to what is shown below.



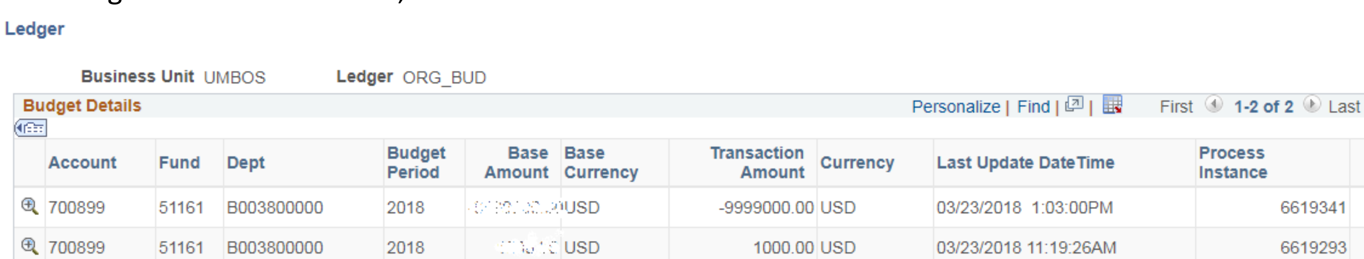
The screenshot above shows 700891 (Direct Expenses) budget, expenses, encumbrances, pre-encumbrances and available budget with and without tolerances for a General Operations Fund (Org budget).

Note: It is possible to set tolerances for transactions to exceed budgets by a specific percentage. The campus has chosen not to use this feature and the amounts in both the With Tolerance and the Without Tolerance available budgets will be the same.

Next to each budget, expense, encumbrance and pre-encumbrance line, there are two icons. The green icon is **Drill to Ledger**, the orange icon is **Drill to Activity Log**.

18. Click the **Drill to Ledger** icon. This brings up some information about the 700891 (Direct Expense) Budget.

19. To the right of the Amount tab, click on the **Show All Columns** icon.

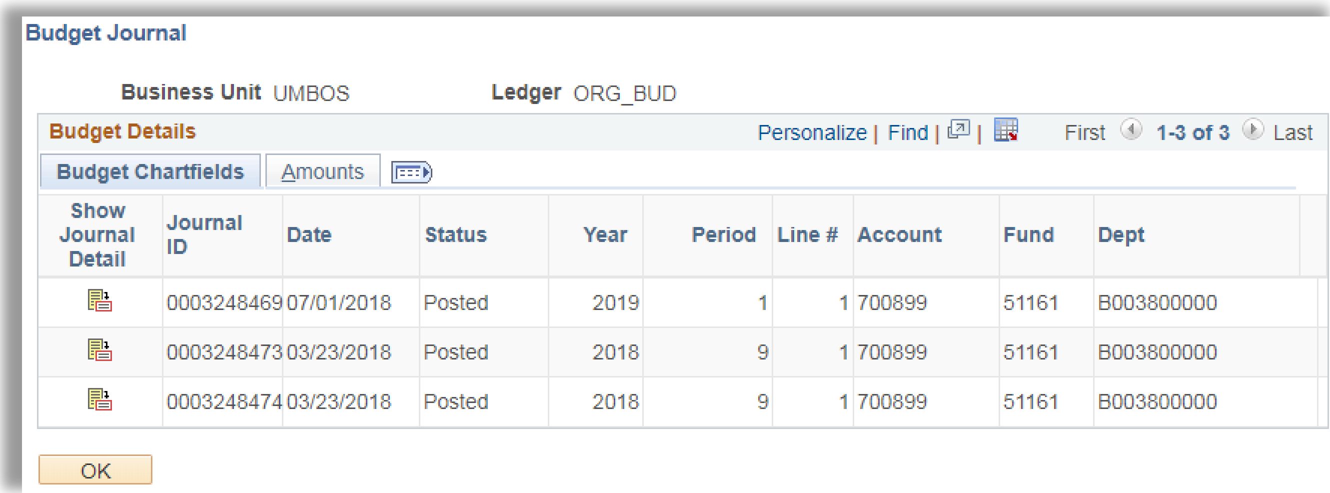


Account	Fund	Dept	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
700899	51161	B003800000	2018	[illegible]	USD	-9999000.00	USD	03/23/2018 1:03:00PM	6619341
700899	51161	B003800000	2018	[illegible]	USD	1000.00	USD	03/23/2018 11:19:26AM	6619293

As shown above, the Amount column is added to the view.

To the left of each line is a **Drill Down icon** that looks like a magnifying glass.

20. The screenshot below shows the result of clicking on the **Drill Down icon** on the first row.



Budget Journal

Business Unit UMBOS   Ledger ORG_BUD

Budget Details   Personalize | Find | First 1-3 of 3 Last

Budget Chartfields | Amounts

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Account	Fund	Dept
	0003248469	07/01/2018	Posted	2019	1	1	700899	51161	B003800000
	0003248473	03/23/2018	Posted	2018	9	1	700899	51161	B003800000
	0003248474	03/23/2018	Posted	2018	9	1	700899	51161	B003800000

OK

21. Click on the **Show All Columns icon** next to the Amount tab.

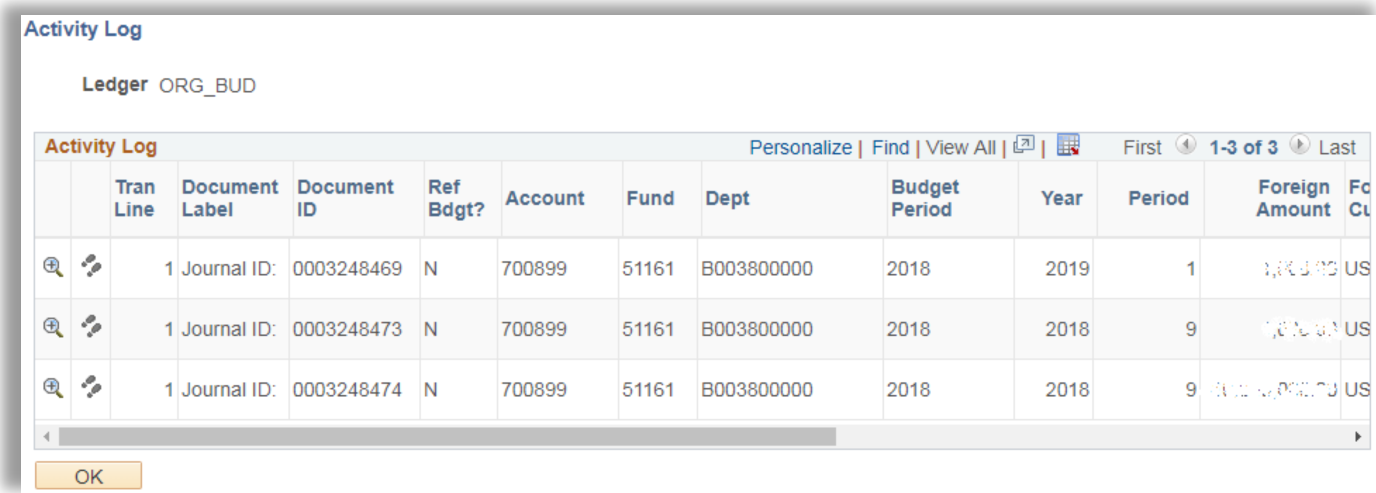
    This brings up the list of Budget Entries that make up the Direct Expense (700891) Budget for the fund chosen.

22. At the top, right of the screen is a grid-like box with an arrow – this is the **Download icon**. When you click on the icon, an Excel window should open and the data from this screen will be loaded into an Excel spreadsheet (as shown below), which you may save and manipulate.

23. On your PeopleSoft page, scroll down and click the yellow **OK box** to the lower left of your screen to return to the previous PeopleSoft page.

24. Click the yellow **OK box** on the lower left of your screen to return to the previous PeopleSoft page. You should now be back at the Direct expenses page.

25. Now click on the orange **Drill to Activity Log** button next to the expense line amount. The results are shown below.



Activity Log

Ledger ORG_BUD

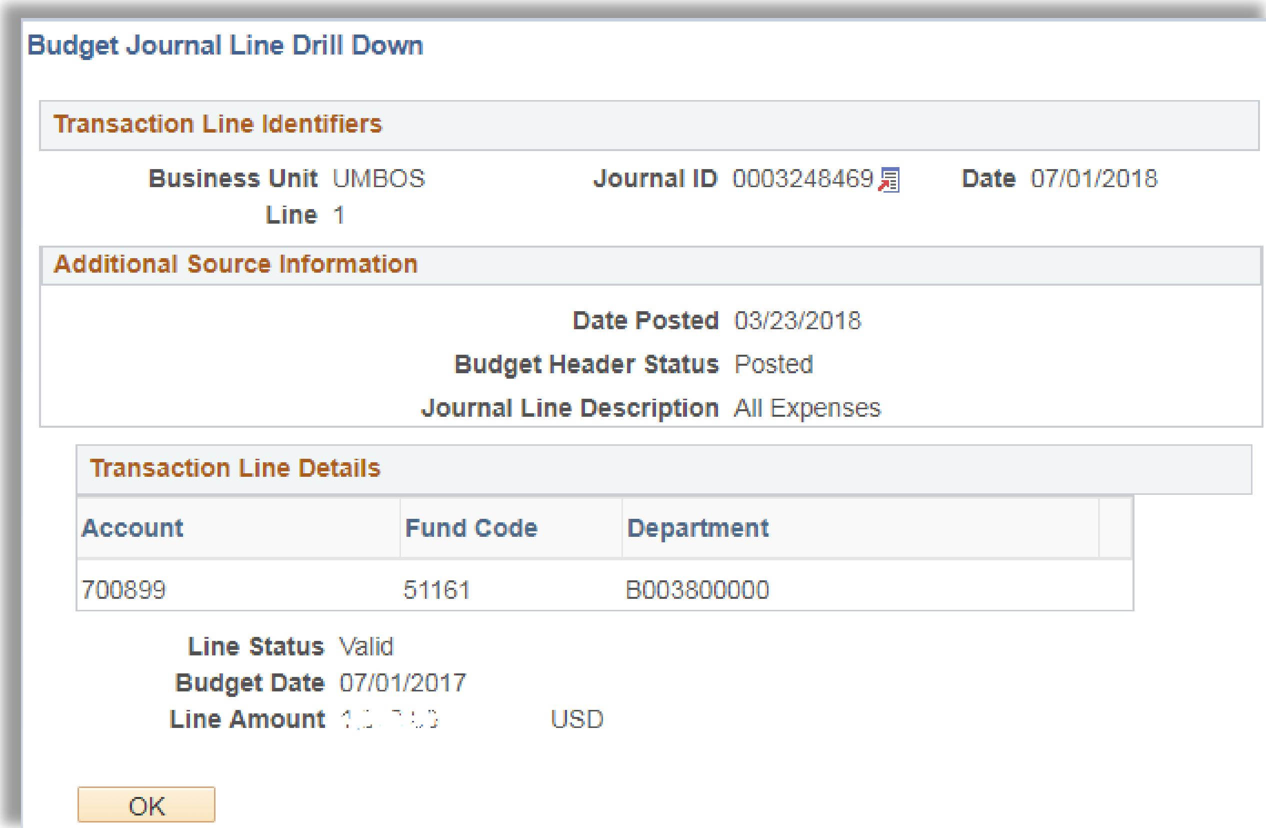
Activity Log — Personalize | Find | View All | First 1-3 of 3 Last

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Budget Period	Year	Period	Foreign Amount	Fc Cu
1	Journal ID:	0003248469	N	700899	51161	B003800000	2018	2019	1	[illegible]	US
1	Journal ID:	0003248473	N	700899	51161	B003800000	2018	2018	9	[illegible]	US
1	Journal ID:	0003248474	N	700899	51161	B003800000	2018	2018	9	[illegible]	US

OK

The Activity Log Details Page appears. This brings up a list of the expenses that have posted to the chartfield.

26. Click on the **Magnifying** glass. This will bring up some more information about the selected expense.



Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit UMBOS Journal ID 0003248469 Date 07/01/2018
Line 1

Additional Source Information

Date Posted 03/23/2018
Budget Header Status Posted
Journal Line Description All Expenses

Transaction Line Details

Account	Fund Code	Department
700899	51161	B003800000

Line Status Valid
Budget Date 07/01/2017
Line Amount [illegible] USD

OK

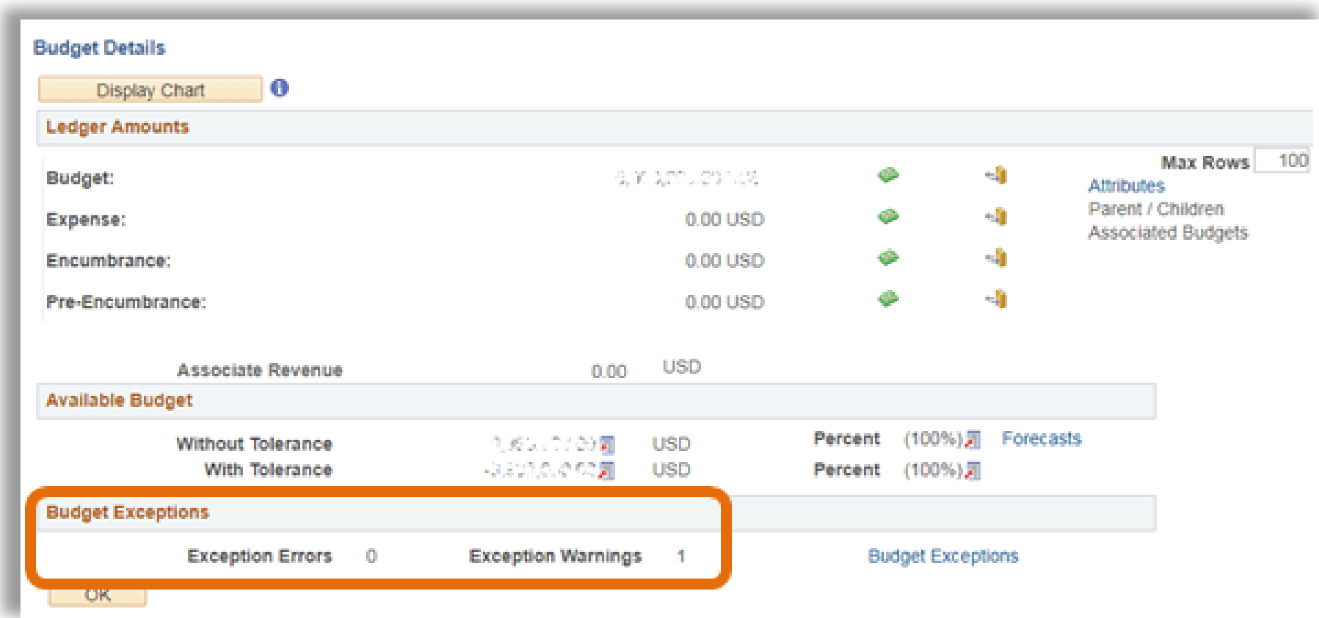
Clicking the Ok button returns you to the Activity Log Detail view.

Clicking on the Download button should open an Excel spreadsheet and allow you to view the activity log data in a spreadsheet, which you may save to your local computer.

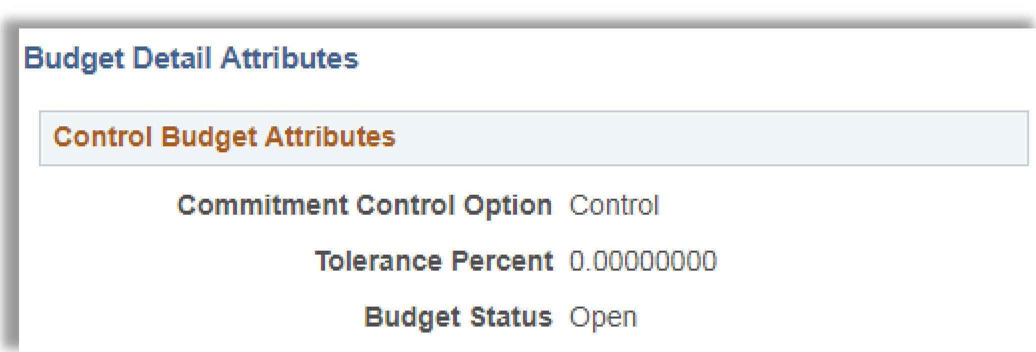
Click the OK button in the lower left hand corner of the screen to return to the Commitment Control Budget Details screen.

You can follow the previous steps to view the Activity Log Details for Encumbrances and Pre-Encumbrances in a similar manner.

You will notice on the bottom of the page a section for **Budget Exceptions**. This section shows the number of Exception Errors and Exception Warnings. If these are not 0, please call the Budget Office for assistance.



27. On the right side of the screen is a blue hyperlink called Attributes, click on the **Attributes link.**



The Commitment Control Options used are:

Control
Overdrafts (overspending the budget amount) are not allowed and if sufficient funds are not available for the expense, a budget checking error will result.

Tracking
The budget allows overdrafts (overspending). Departments are allowed to overspend if their higher level budget administrator authorizes the additional spending and will cover the additional expenses.

Budget Status is **Open** (available for use) or **Closed** (not available to be used).