Budget Details

The Budget Details page is used to view financial activity for a single budget account (e.g. A4000, G4010).

1. To view Budget Details, begin by navigating to: Navigator > Commitment Control > Review Budget Activities > Budget Details

2. From the Budget Details search page:
   a. Verify the Business Unit is defaulting with “UTARL”.
   b. Enter or lookup a Ledger group:
      i. To view the overall balance for a Project, select ledger “GRT_PARENT” for a Sponsored Project or select “PLANT_PRNT” for a Capital Project.
      ii. To view budget activity for a single budget account, select ledger “GRT_CHILD1” for a Sponsored Project or select “PLANT” for a Capital Project.
      iii. To view budget activity for a Cost Center, select ledger “OPE” or “OPR”.
      iv. To view budget activity for a specific GL Account, select ledger “DETAIL”.
   c. Click Search.

3. Depending on the Ledger group selected, the appropriate ChartFields will be available to search by.

4. If multiple results are available matching your input criteria, they will be displayed below. Click View Details on the account you would like to view.
5. The **Commitment Control Budget Details** page is displayed. This page provides a summary of budget information for a specific Cost Center or Project. The header section contains the ledger group, budget account, and the chartfield values that you are currently viewing. Balances are updated as soon as transactions receive a “Valid” budget check.

6. The **Ledger Amounts** section contains:
   a. Total amount budgeted for the Cost Center or Project
   b. Total Expenses charged against the budget (e.g. AP Vouchers, Expense Reports, Journals)
c. Total Encumbrances charged against the budget (e.g. Purchase Orders and Travel Authorizations)
d. Total Pre-Encumbrances charged against the budget (e.g. Requisitions) The Budget Details page allows you to view one ledger at a time (e.g. OPE, OPR, Grant Parent or Grant Child).

7. The **Available Budget** section indicates the total dollar amount remaining in the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-Encumbrances.

8. To view additional details for the **Ledger Amounts**, click the associated link or icon.
   a. The **Drill to Ledger** (green icon) displays budget period information by Accounting Period. It will also provide the transaction amount for each period.
   b. The **Activity Log** (gold icon) displays transaction details.
   c. The **Parent/Children** link displays budget account information for Projects. If viewing information at the Parent level, this section provides all budget accounts established for the Project and the available budget for each account. This link is only available (active) when viewing information for a Sponsored Project or a Capital Project.