

View a Budget Overview

The purpose of this job aid is to explain how to view a Budget Overview for Cost Centers, Sponsored Projects (Grants), and Capital Projects (Plant Funds).

View a Budget Overview

1. To view **Budget Overview**, begin by navigating to: **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budget Overview**
2. Click Search and select a previously generated Run Control. Click Search on the following screen to run previously entered criteria.
3. The **Inquiry Results** page is displayed with the information defined in your search criteria. Results include the Available Budget, the Accounts, and the associated details of the budget.
 - a. The **Ledger Total** section provides a budget activity summary.
 - The **Budget** field displays the total amount budgeted for the Cost Center or Project.
 - The **Expense** field indicates the total expenses charged against the budget, e.g. AP Vouchers, Expense Reports, and Journals.
 - The **Encumbrance** field indicates the total encumbrances charged against the budget, e.g. Purchase Orders and Travel Authorizations.
 - The **Pre-Encumbrance** field indicates the total pre-encumbrances against against the budget, i.e. Requisitions.
 - The **Available Budget** indicates the total dollar amount remaining for the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-encumbrances.

Return to Criteria		Max Rows <input type="text" value="100"/>	Display Options	Search
Ledger Totals (11 Rows)				
Budget	5,653,339.27	Revenue Estimate	4,872,849.00	
Expense	2,655,698.70	Recognized Revenue	2,983,173.85	
Encumbrance	296,098.46	Available Budget	1,889,675.15	
Pre-Encumbrance	55,529.86	Collected Revenue	0.00	
Budget Balance	2,646,012.25	Uncollected Revenue (Rec-Coll)	2,983,173.85	
Associate Revenue	0.00			
Available Budget	2,646,012.25			

Note: Associate Revenue will display on the OPE Ledger or the OPE_OPR Ledger inquiry set only.

4. The **Budget Overview Results** grid provides options for viewing additional information.

- a. The **Max Rows** field defaults to **100**. This field determines the maximum number of lines that display in the Budget Overview Results table as well as the transaction Activity Log page. If needed, you can indicate the number of rows that you want to view by increasing or decreasing the **Max Row** field.

Note: This change applies to your current session only.

- b. Click the **Horizontal Scrollbar** at the bottom of the grid to scroll to the right side to view additional balances.
- c. The contents of the **Budget Overview Results** table to can be downloaded to Microsoft Excel by clicking the Download icon.
- d. Starting from the left side of the grid, the appropriate monetary link can be clicked to drill-down to the **Activity Log** page to view details for dollar amounts.

- The **Show Budget Details** icon is used to view the Budget Details page. This section displays budget information for a specific ledger, i.e. OPE, and budget account, i.e. G1200.



Note: *This icon is not available when viewing information by Calendar Type “Detail Accounting Period”.*

- The **Show Budget Transaction Types** icon is used to access the Budget Transaction Types page. This page display the amount of the original budget and any amount rolled over from the previous fiscal year (if applicable).



- e. A **Ledger Group** is related to a different source of funds.
 - **OPE_CHILD1** (Operations Expense) used to view budget activity for a **Cost Center** at the B level.
 - **OPR** (Operations Revenue) is used to view budget activity for a **Cost Center** at the parent level.
 - **OPE_OPR** ledger inquiry set is used to view a combined ledger for a **Cost Center** at the parent level.
 - **OPE_CH_OPR** ledger inquiry set is used to view a combined ledger for a **Cost Center** at the B level.
 - **PLANT** is used to view budget activity for a **Capital Project** (Plant Fund).
 - **GRT_CHILD1** is used to view budget activity for a **Sponsored Project (Grant)**.
 - **DETAIL** is used to view General Ledger Account Information, i.e. 63003 = Office Supplies, for a **Cost Center, Sponsored Project, or Capital Project**.
- f. The **Budget Account** describes the purpose of the funds, e.g. A1200 (Wages), B4000 (Operating Expenses), G4010 (Salaries), G4110 (Travel – Domestic).
- g. The **ChartField** values indicate the funding source for the Ledger Group.

5. Click the **Show Budget Details** icon to view the **Budget Details** page.

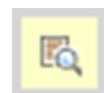


- The **Budget** field displays the total amount budgeted.
- The **Expense** field displays the total expenses charged against the budget, e.g. AP Vouchers, Expense Reports, and Journals.
- The **Encumbrance** field displays the total encumbrances charged against the budget, e.g. Purchase Orders, Travel Authorizations, and Salaries.
- The **Pre-encumbrance** field displays the total pre-encumbrance charge against the budget, i.e. Requisitions.
- The **Available Budget** section indicates the total dollar amount remaining the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-encumbrances.

a. To view specific details for each **Ledger Amounts**, click the appropriate icon.

- The **Drill to Ledger** icon (open green book) displays ledger details by accounting period (month).
- The **Activity Log** icon (closed gold book) displays transaction details for the ledger.
- The **Parent/Children** link displays budget account information. If viewing information at the Parent level, this section provides all child budget accounts established for the Cost Center or Project and the available budget for each account.

6. Click the **Show Budget Transaction Types** icon to view the amount of the original budget, the total adjustment amount, and the adjustment and original transfer amounts. This section also provides the budget closing amount and any amount rolled over from the previous fiscal year.



7. For information on viewing **Transaction Lines**, refer to “Budget Details” job aid.