



Business Process Document

PS FIN General Ledger: Inquiring Budget Details

Department	
Responsibility/Role	
File Name	Inquiring Budget Details_BUSPROC.doc
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Last Changed by	
Status	

Inquiring Budget Details

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

Inquiring on Budget Details allows you to reconcile your budget totals by providing information regarding the transactions.

These transactions include, but are not limited to budget journal IDs, voucher IDs, on-line journal IDs, or purchase order (PO) numbers.

The following topic will demonstrate how to inquire on the budget details for a department ID. This functionality can also be used to inquire on budget details for Project IDs. Please refer to the business process documentation as well as the 'Managing Grants in PeopleSoft' course offered by OSRA for more information specific to Contracts & Grants.



Step	Action
1.	Click the Commitment Control link. 



Step	Action
2.	Click the Review Budget Activities link. Review Budget Activities
3.	Click the Budget Details link. Budget Details

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Menu

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Budget Details

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

Find an Existing Value

Business Unit:

Ledger Group:

Account:

Department:

Operating Unit:

Fund Code:

Class Field:

Program Code:

Budget Reference:

Affiliate:

Fund Affiliate:

PC Business Unit:

Project:

Activity:

Budget Period:

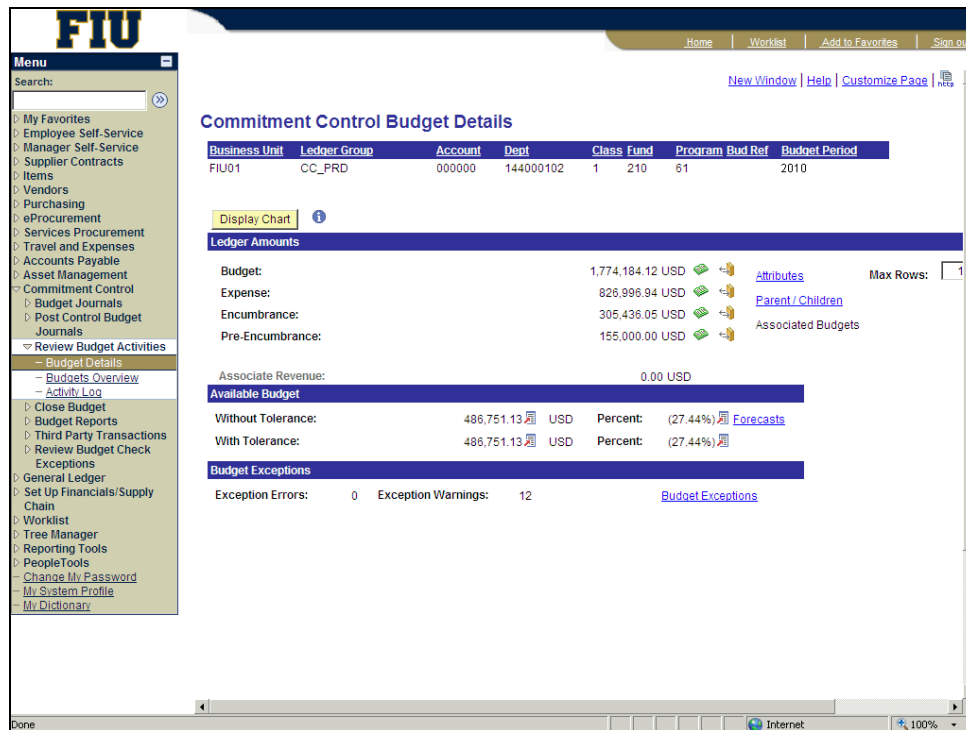
Statistics Code:

[Basic Search](#) [Save Search Criteria](#)

Done Internet 100%

Step	Action
4.	Click the Look up Ledger Group (Alt+5) button.
5.	Click an entry in the Description column. For Contracts and Grants: CC_PRP for Projects or CC_PRD for Dept IDs Parent Department
6.	You can also enter a budgetary (roll up) account number if you desire to acquire details on a specific type of expenditures. In that case, you will need to select the child ledger (CC_DEP) in Ledger Group . For Contracts and Grants: You can enter 'Department or Project ID' in this field: CC_PG (child), CC_PRP (parent) for projects. Let's continue: Enter the desired information into the Department field. Enter " 144000102 ".
7.	Enter the desired information into the Budget Period field. Enter " 2010 ". For Contracts and Grants: this field is not applicable

Step	Action
8.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>
9.	You can change the Max Rows number of rows for the inquiry.



Commitment Control Budget Details

Business Unit	Ledger Group	Account	Dept	Class	Fund	Program	Bud Ref	Budget Period
FIU01	CC_FRD	000000	144000102	1	210	61		2010

Ledger Amounts

Budget:	1,774,184.12 USD	Attributes	Max Rows: <input type="text" value="1"/>
Expense:	826,996.94 USD	Parent/Children	
Encumbrance:	305,436.05 USD	Associated Budgets	
Pre-Encumbrance:	155,000.00 USD		


Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	486,751.13 USD	Percent: (27.44%)	Forecasts
With Tolerance:	486,751.13 USD	Percent: (27.44%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	12	Budget Exceptions
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Step	Action
10.	Click the Drill to Ledger button. 

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PS FIN General Ledger: Inquiring Budget Details



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- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
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- [My System Profile](#)
- [My Dictionary](#)

Ledger

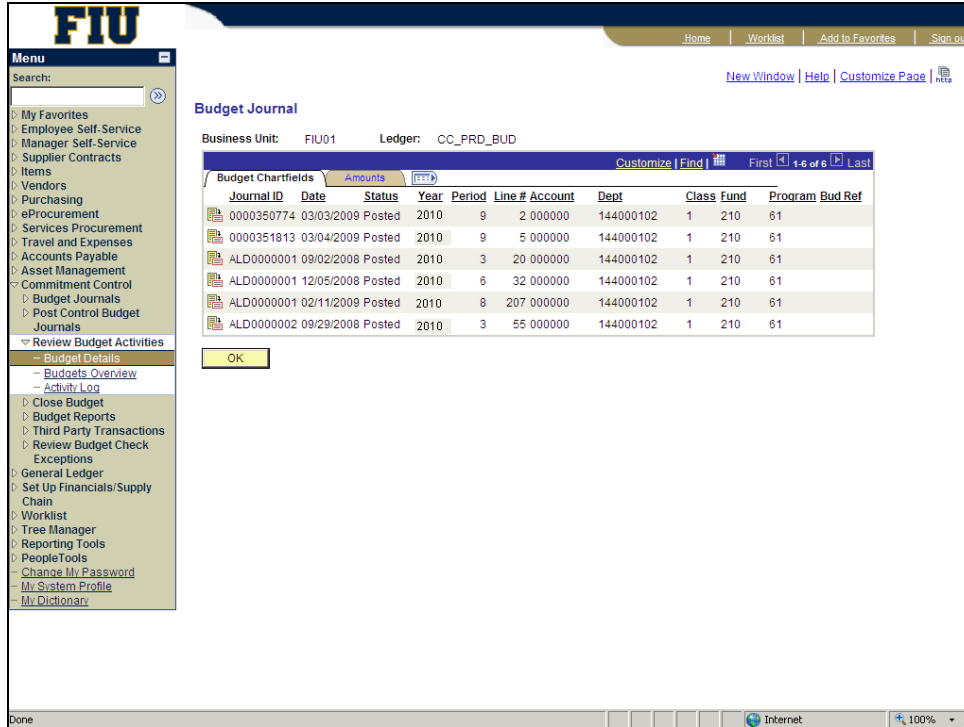
Business Unit: FIU01 Ledger: CC_FRD_BUD

Customize | Find | First 1-5 of 5 | Last

Account	Dept	Class	Fund	Program	Bud Ref	Budget Period
000000	144000102	1	210	61		2010
000000	144000102	1	210	61		2010
000000	144000102	1	210	61		2010
000000	144000102	1	210	61		2010
000000	144000102	1	210	61		2010


Done Internet 100%

Step	Action
11.	Click the Show all columns button.
12.	Click the Drill Down button.



FIU







Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Budget Journal



Business Unit: FIU01 Ledger: CC_PRD_BUD

Customize | Find | # | First | 4-6 of 6 | Last

Journal ID	Date	Status	Year	Period	Line #	Account	Dept	Class	Fund	Program	Bud Ref
 0000350774	03/03/2009	Posted	2010	9	2	000000	144000102	1	210	61	
 0000351813	03/04/2009	Posted	2010	9	5	000000	144000102	1	210	61	
 ALD0000001	09/02/2008	Posted	2010	3	20	000000	144000102	1	210	61	
 ALD0000001	12/05/2008	Posted	2010	6	32	000000	144000102	1	210	61	
 ALD0000001	02/11/2009	Posted	2010	8	207	000000	144000102	1	210	61	
 ALD0000002	09/29/2008	Posted	2010	3	55	000000	144000102	1	210	61	

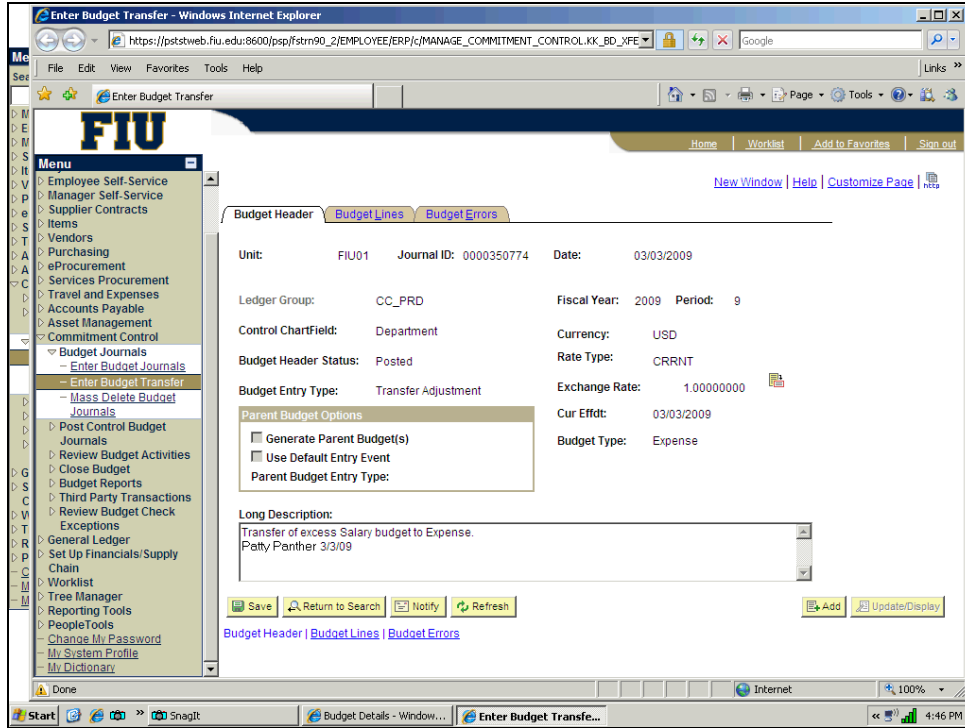
OK

Done Internet 100%

Step	Action
13.	Click the Show all columns button. 
14.	Click the scrollbar to see the entire page.
15.	Click the Show Journal Detail button. 

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Step	Action
16.	Click the Budget Lines tab. Budget Lines



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The screenshot shows the 'Enter Budget Transfer' web application. The browser address bar displays the URL: https://pstkweb.fiu.edu:8600/psp/strm90_2/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_BO_XFE. The application header features the FIU logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. A menu on the left lists various system functions, with 'Enter Budget Transfer' selected. The main content area has three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Errors' tab is active, displaying the following information:

Unit: FIU01 Journal ID: 0000350774 Date: 03/03/2009 Budget Header Status: **Posted**

Line	Ledger	Budget Period	Speed Type	Account	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Pr
1	CC_PRD_BUD 2009		Speed Type	000000	144000103	1	210	61			
2	CC_PRD_BUD 2009		Speed Type	000000	144000102	1	210	61			

Totals section:

Total Lines:	Total Debits:	Total Credits:
2	50,000.00	-50,000.00

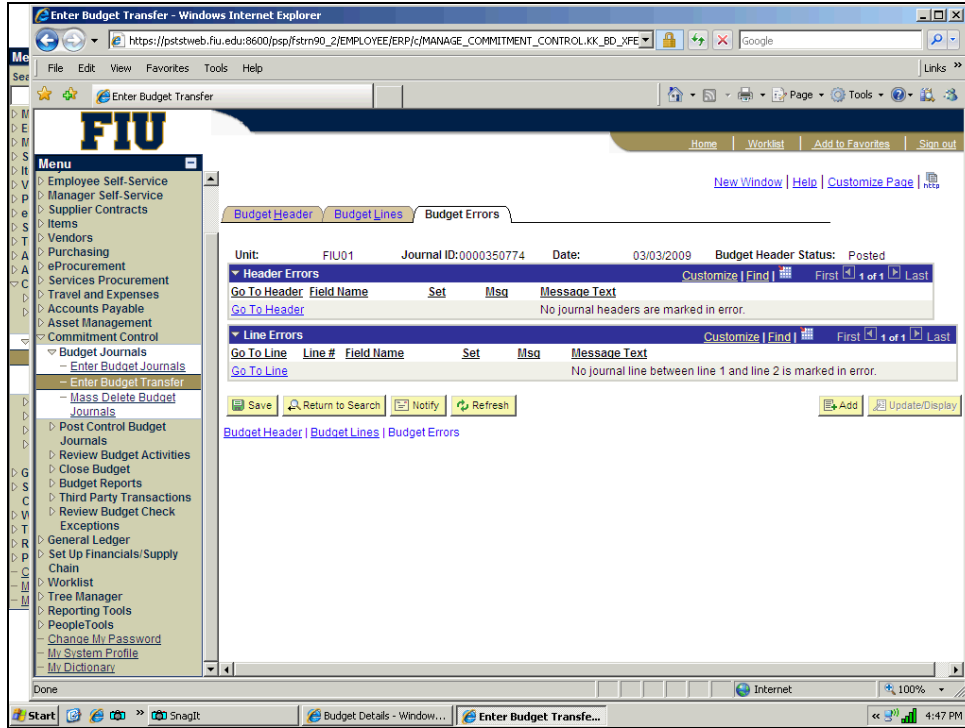
Buttons: Save, Return to Search, Notify, Refresh


Links: [Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Step	Action
17.	Click the Budget Errors tab. Budget Errors

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Step	Action
18.	Click the Close button. 



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Ledger

Business Unit: FIU01 Ledger: CC_PFD_BUD

Customize | Find | First 1-5 of 5 | Last

Account	Dept	Class	Fund	Program	Bud Ref	Budget Period	Base Amount	Transaction Amount	Last Update DateTime	Process Instance
000000	144000102	1	210	61		2009	1812612.07 USD	1812612.07 USD	06/23/2008 11:24:31AM	1861139
000000	144000102	1	210	61		2009	-60692.34 USD	-60692.34 USD	09/29/2008 1:56:50PM	1983360
000000	144000102	1	210	61		2009	-32108.00 USD	-32108.00 USD	12/05/2008 8:53:40AM	2063701
000000	144000102	1	210	61		2009	9622.39 USD	9622.39 USD	02/11/2009 10:32:47AM	2137616
000000	144000102	1	210	61		2009	44750.00 USD	44750.00 USD	03/04/2009 11:26:42AM	2169521

OK

Step	Action
19.	Click the OK button.

OK

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The screenshot displays the 'Commitment Control Budget Details' page in the FIU web application. The page includes a navigation menu on the left, a search bar, and a table of budget details. The table shows the following data:

Business Unit	Ledger Group	Account	Dept	Class	Fund	Program	Bud Ref	Budget Period
FIU01	CC_PRD	000000	144000102	1	210	61		2009

Below the table, there is a 'Display Chart' button and a 'Ledger Amounts' section. The 'Ledger Amounts' section shows the following data:


Budget:	1,774,184.12 USD	Attributes	Max Rows: <input type="text" value="1"/>
Expense:	826,996.94 USD	Parent/Children	
Encumbrance:	305,436.05 USD	Associated Budgets	
Pre-Encumbrance:	155,000.00 USD		
Associate Revenue:	0.00 USD		

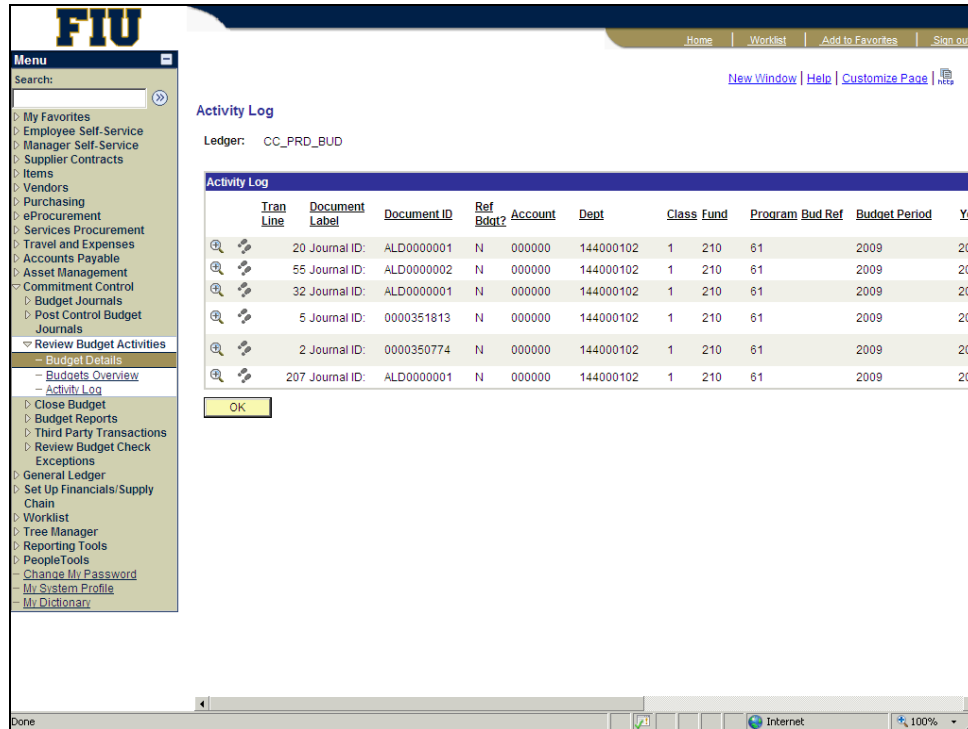
The 'Available Budget' section shows the following data:

Without Tolerance:	486,751.13 USD	Percent: (27.44%)	Forecasts
With Tolerance:	486,751.13 USD	Percent: (27.44%)	

The 'Budget Exceptions' section shows the following data:


Exception Errors:	0	Exception Warnings:	12	Budget Exceptions
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Step	Action
20.	Click the Drill to Activity Log button. 



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Home | Worklist | Add to Favorites | Sign out

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Menu


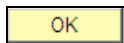
Search:

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Items
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Travel and Expenses
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 - My System Profile
 - My Dictionary

Activity Log

Ledger: CC_PRD_BUD

	Tran Line	Document Label	Document ID	Ref Bldg?	Account	Dept	Class	Fund	Program	Bud Ref	Budget Period	Yes
	20	Journal ID:	ALD0000001	N	000000	144000102	1	210	61		2009	200
	55	Journal ID:	ALD0000002	N	000000	144000102	1	210	61		2009	200
	32	Journal ID:	ALD0000001	N	000000	144000102	1	210	61		2009	200
	5	Journal ID:	0000351813	N	000000	144000102	1	210	61		2009	200
	2	Journal ID:	0000350774	N	000000	144000102	1	210	61		2009	200
	207	Journal ID:	ALD0000001	N	000000	144000102	1	210	61		2009	200

Step	Action
21.	Click the scrollbar to view the entire page.
22.	Click the Drill Down button. 
23.	Click the OK button. 

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Search: [New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Dept	Class	Fund	Program	Bud Ref	Budget Period
FIU01	CC_PRD	000000	144000102	1	210	61		2009

[Display Chart](#) ⓘ

Ledger Amounts

Budget:	1,774,184.12 USD	Attributes	Max Rows: <input type="text" value="1"/>
Expense:	826,996.94 USD	Parent/Children	
Encumbrance:	305,436.05 USD	Associated Budgets	
Pre-Encumbrance:	155,000.00 USD		
Associate Revenue:	0.00 USD		

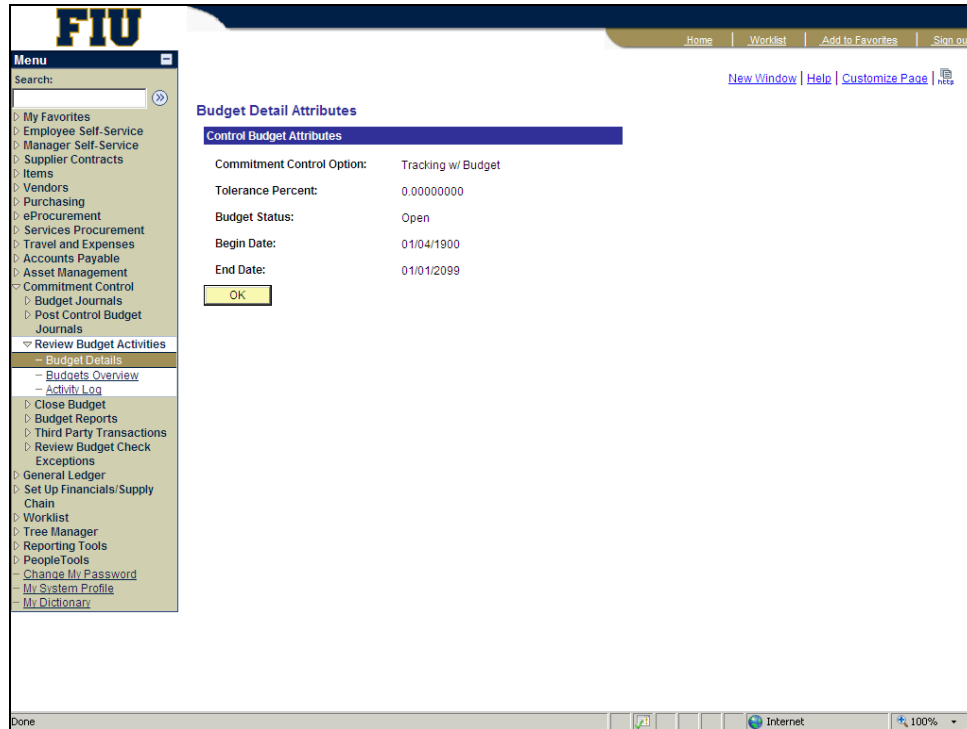
Available Budget

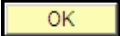
Without Tolerance:	486,751.13 USD	Percent: (27.44%)	Forecasts
With Tolerance:	486,751.13 USD	Percent: (27.44%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	12	Budget Exceptions
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Step	Action
24.	Click the Attributes link. Attributes



Step	Action
25.	Click the OK button. 

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Commitment Control Budget Details

Business Unit	Ledger Group	Account	Dept	Class	Fund	Program	Bud Ref	Budget Period
FIU01	CC_PRD	00000	144000102	1	210	61		2009

Ledger Amounts

Budget: 1,774,184.12 USD

Expense: 826,996.94 USD

Encumbrance: 305,436.05 USD

Pre-Encumbrance: 155,000.00 USD

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance: 486,751.13 USD Percent: (27.44%)

With Tolerance: 486,751.13 USD Percent: (27.44%)

Budget Exceptions

Exception Errors: 0 Exception Warnings: 12

Step	Action
26.	Click the Home link.
27.	Congratulations. You have successfully Inquired Budget Details. End of Procedure.