



Business Process Document
PS FIN General Ledger: Inquiring on Budget Overview
Child Ledger

Department	
Responsibility/Role	
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Inquiring on Budget Overview Child Ledger

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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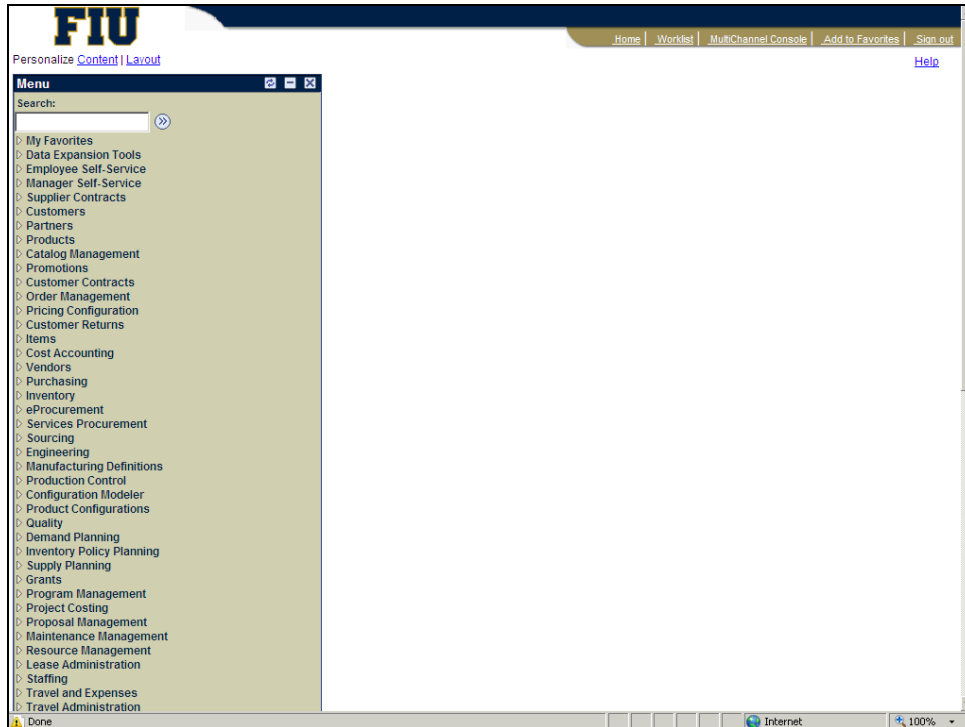


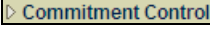
Procedure

In this topic you will view a Budget Transaction on the departmental level.

Inquiring the child Ledger (CC_DEP) will provide you with the total budget, expenses, encumbrances, and pre-encumbrances by budgetary (roll-up) account within a department ID. It also provides you with an overall available budget for the department ID.

The following topic will demonstrate how to inquire on a budget overview child ledgers for a department ID. This functionality can also be used to inquire on budget overview 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.

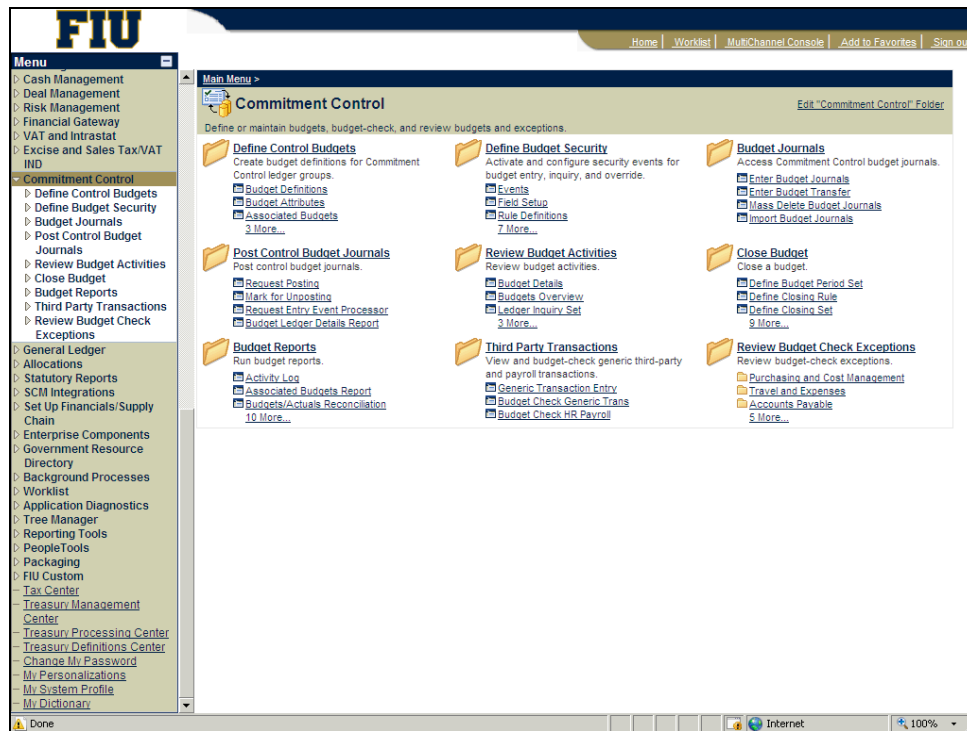


Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 



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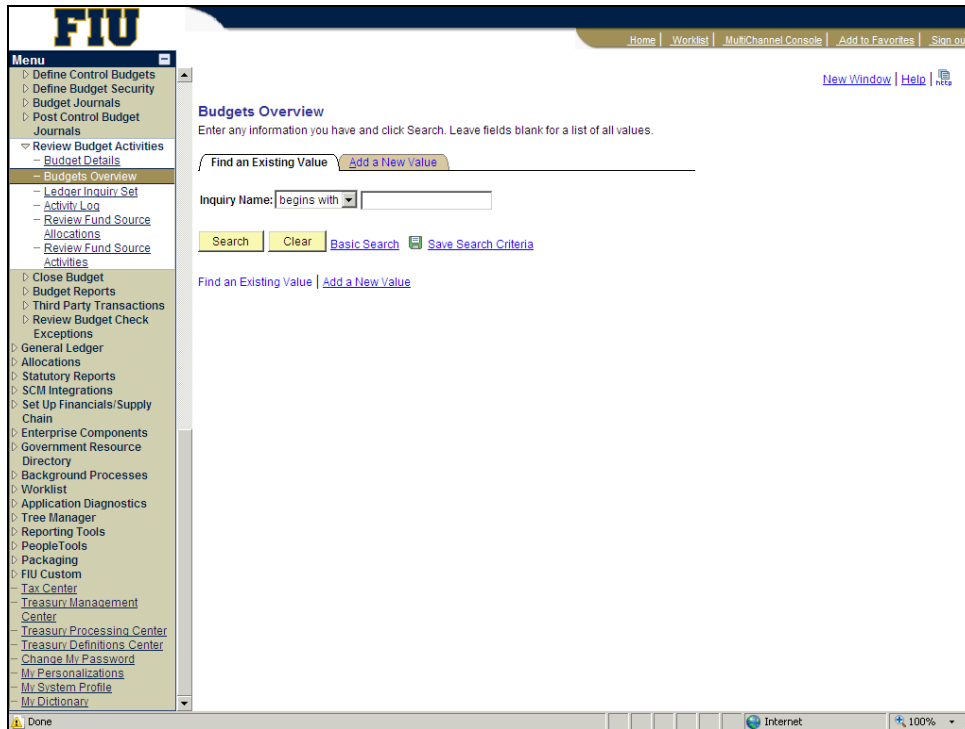
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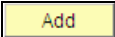


Step	Action
3.	Click the Review Budget Activities link. Review Budget Activities
4.	Click the Budgets Overview link. Budgets Overview

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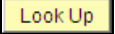



Step	Action
5.	Click the Add a New Value tab. 
6.	Enter the desired information into the Inquiry Name field. Enter " CC_DEP ". For Contracts and Grants: " CC_PG " for Project IDs
7.	Click the Add button. 



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
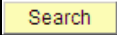
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Step	Action
8.	Enter the desired information into the Description field. Enter " CC Child Ledger ".
9.	Click the Look up Ledger Group (Alt+5) button. 
10.	Click an entry in the Description column. 
11.	Enter the desired information into the From Budget Period field. Enter " 2010 ".
12.	Enter the desired information into the To Budget Period field. Enter " 2010 ".
13.	Enter the desired information into the ChartField From Value field. Enter " 144000102 ".
14.	Click the ChartField To button. 
15.	Enter the desired information into the Department field. Enter " 144000102 ".
16.	Click the Look Up button. 
17.	Click an entry in the Description column. 

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Step	Action
18.	Click the Save button. 
19.	Click the Search button. 
20.	Ledger Totals: Total budget, expenses, encumbrance, pre- encumbrance and available balance for the inquired department ID.
21.	Budget Overview Results: This section is based on detail amounts by budgetary (roll up) accounts.
22.	Hyperlinks: Clicking on one of these hyperlink amounts will display the detail amounts by transaction lines.

Step	Action
23.	Click the Home link. 



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Step	Action
24.	Congratulations. You have successfully Inquired on a Budget Overview on a Child Ledger. End of Procedure.