



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

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<b>Responsibility/Role</b>	
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**Inquiring on Budget Overview Parent Ledger**

Trigger:

<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Results</b>	<b>Comments</b>

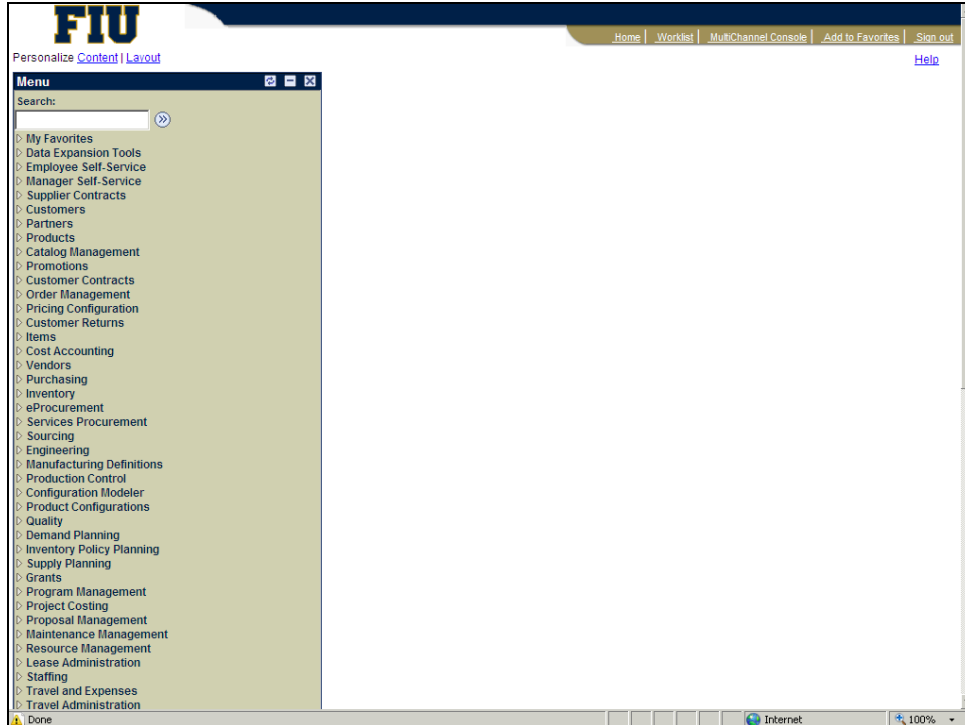
**Additional Information**

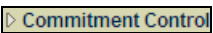
## Procedure

In this topic you will Inquire on a Budget Overview from the Parent Ledger '**CC\_PRD**' for **Department ID** and '**CC\_PRP**' for **Projects**.

Inquiring the parent ledger (CC\_PRD) will provide you with total expenses, encumbrance, pre-encumbrance and available budget for a specific department ID.

The following topic will demonstrate how to inquire on a budget overview parent 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 <b>Vertical</b> scrollbar.
2.	Click the <b>Commitment Control</b> link. 



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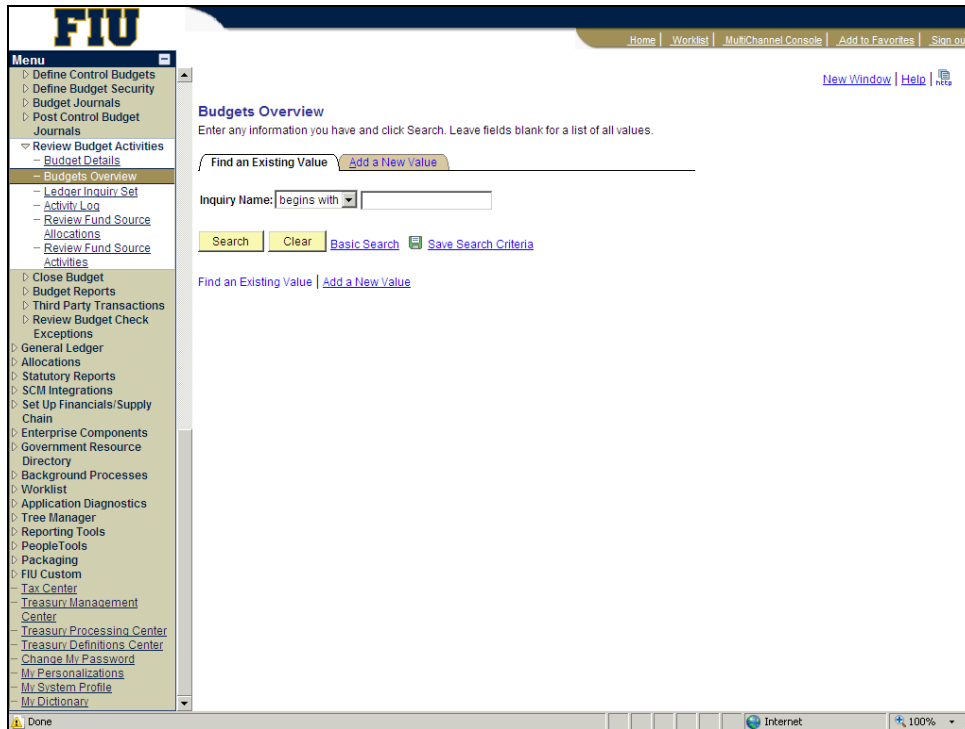
## PS FIN General Ledger: Inquiring on Budget Overview Parent Ledger


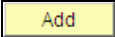
The screenshot displays the FIU web application interface. The left-hand side contains a navigation menu with categories such as Cash Management, Deal Management, Risk Management, Financial Gateway, VAT and IntraStat, Excise and Sales Tax/VAT/IND, and Commitment Control. The Commitment Control menu is expanded, showing sub-items like Define Control Budgets, Define Budget Security, Budget Journals, Post Control Budget Journals, Review Budget Activities, Budget Reports, and Third Party Transactions. The main content area is titled 'Commitment Control' and contains several sub-menus: Define Control Budgets, Define Budget Security, Budget Journals, Post Control Budget Journals, Review Budget Activities, Budget Reports, Third Party Transactions, and Review Budget Check Exceptions. The 'Review Budget Activities' sub-menu is highlighted, and the 'Review Budget Activities' link is visible within it.

Step	Action
3.	Click the <b>Review Budget Activities</b> link. <a href="#">Review Budget Activities</a>
4.	Click the <b>Budgets Overview</b> link. <a href="#">Budgets Overview</a>

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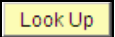


Step	Action
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Inquiry Name</b> field.  Enter " <b>CC_PRD</b> ".  <b>For Contracts and Grants:</b> " <b>CC_PRP</b> " for Project IDs
7.	Click the <b>Add</b> button. 
8.	Enter " <b>From and To</b> " period.  <b>For Contracts and Grants:</b> This field is not applicable



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
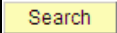
## PS FIN General Ledger: Inquiring on Budget Overview Parent Ledger

Step	Action
9.	Enter the desired information into the <b>Description</b> field.  Enter <b>"CC Parent Ledger"</b> .
10.	Click the <b>Look up Ledger Group (Alt+5)</b> button. 
11.	Click an entry in the <b>Description</b> column.  <b>For Contracts and Grants:</b> <b>"CC_PRP"</b> for Project Projects <a href="#">Parent Department</a>
12.	Enter the desired information into the <b>ChartField From Value</b> field. Enter <b>"144000102"</b> .
13.	Click the <b>ChartField To</b> button. 
14.	Enter the desired information into the <b>Department</b> field. Enter <b>"144000102"</b> .
15.	Click the <b>Look Up</b> button. 
16.	Click an entry in the <b>Description</b> column. <a href="#">PANTHERSOFT FINANCIALS</a>

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Step	Action
17.	Click the <b>Save</b> button. 
18.	Click the <b>Search</b> button. 
19.	<b>The Budget Balance equals:</b>  -The original budget minus(-) expenses, encumbrance and pre-encumbrance +/- net transfers
20.	For cash based departments IDs (Agency dept Ids).  <b>Associated Revenue:</b> corresponds to the cash balance.
21.	<b>Available Budget equals:</b>  Budget Balance plus (+) Associate Revenue

The screenshot shows the 'Budget Overview' page in the FIU system. The left sidebar contains a menu with options like 'Define Control Budgets', 'Review Budget Activities', and 'Close Budget'. The main content area displays 'Inquiry Results' for 'Budget Overview' with the following details:


- Business Unit: FIU01
- Ledger Group: CC\_PRD CC Parent Ledger
- Type of Calendar: Detail Budget Period
- Amounts in Base Currency: USD
- Revenue Associated:

Below the details is a 'Ledger Totals (1 Rows)' table:

Item	Value	Net Transfers	Value
Budget:	1,719,811.73		
Expense:	659,699.36		
Encumbrance:	339,472.51		
Pre-Encumbrance:	0.00		
<b>Budget Balance:</b>	<b>720,639.86</b>		
Associate Revenue:	0.00		
<b>Available Budget:</b>	<b>720,639.86</b>		

At the bottom, there is a 'Budget Overview Results' table with columns: Ledger Group, Account, Dept, Class, Fund, Program, Bud Ref, Budget Period, Budget, Expense, Encumbr.

Ledger Group	Account	Dept	Class	Fund	Program	Bud Ref	Budget Period	Budget	Expense	Encumbr.
1	CC_PRD	000000	144000102	1	210	61	2009	1,719,811.73	659,699.36	339.47

Step	Action
22.	Click the <b>Home</b> link. 



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### PS FIN General Ledger: Inquiring on Budget Overview Parent Ledger

Step	Action
23.	Congratulations. You have successfully Inquired on a Budget Overview from the Parent Ledger. <b>End of Procedure.</b>