



**Business Process Document**  
**PS FIN Grants Suite Inquiries and Reports: Budget**  
**Detail Inquiry**

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Budget Detail Inquiry_BUSPROC.doc
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### Budget Detail Inquiry

Trigger:

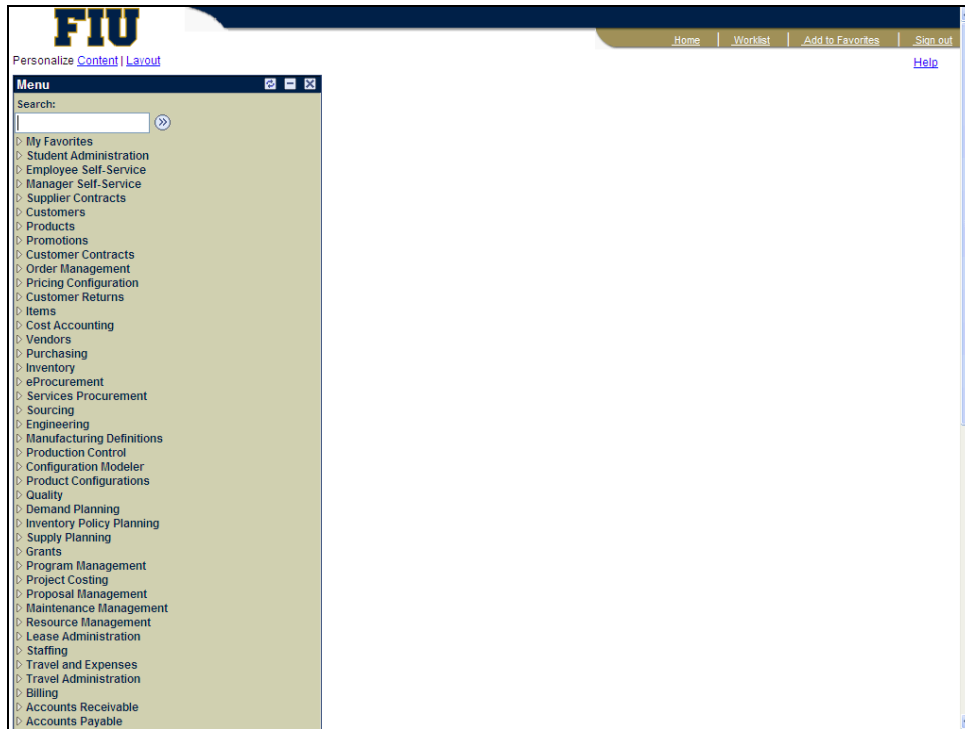
Required Field(s)	Comments

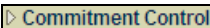
Output - Results	Comments

### Additional Information

## Procedure

The **Budget Detail Inquiry** provides detail information about Activity across several control Budgets.

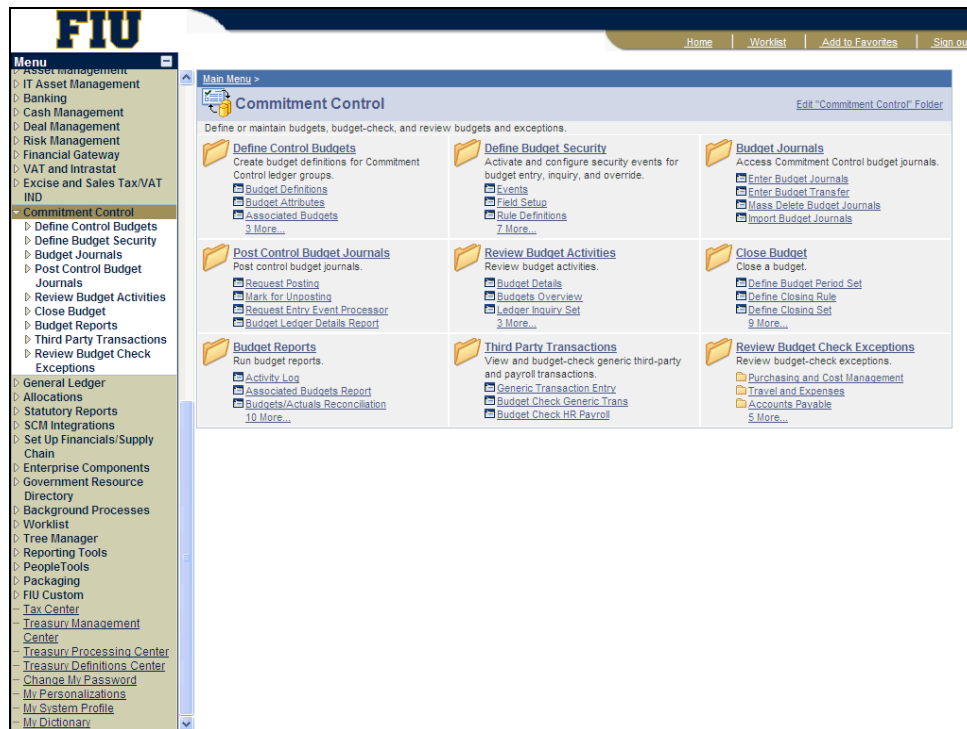


Step	Action
1.	Click the <b>Vertical</b> scrollbar.
2.	Click the <b>Commitment Control</b> link. 



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## PS FIN Grants Suite Inquiries and Reports: Budget Detail Inquiry



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

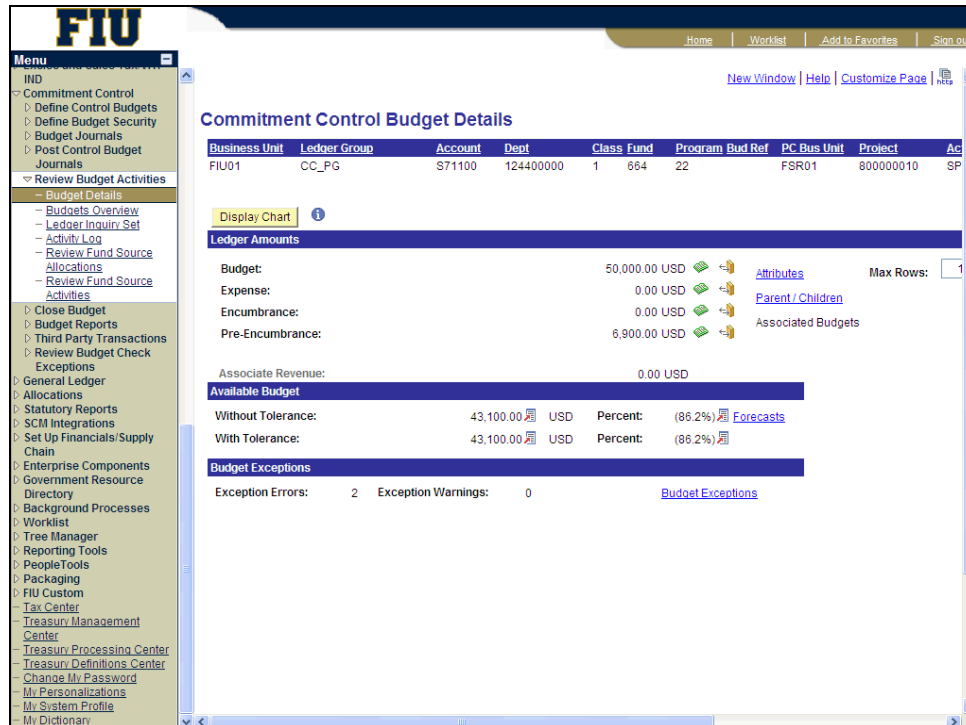
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## PS FIN Grants Suite Inquiries and Reports: Budget Detail Inquiry



Step	Action
5.	Click in the <b>Business Unit</b> field. <input type="text"/>
6.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>FIU01</b> ".
7.	Click in the <b>Ledger Group</b> field. <input type="text"/>
8.	Enter the desired information into the <b>Ledger Group</b> field. Enter " <b>CC_PG</b> ".
9.	Click in the <b>Project</b> field. <input type="text"/>
10.	Enter the desired information into the <b>Project</b> field. Enter " <b>80000010</b> ".
11.	Click the <b>Search</b> button. <input type="button" value="Search"/>
12.	Click the scrollbar.
13.	<b>Note:</b> A row for each budgetary account for the Project ID will be displayed.
14.	<b>Note:</b> You can select the Account you wish to view. However, for the purpose of this UPK, click the <b>highlighted</b> account. <input type="text" value="S71100"/>

Step	Action
15.	<p><b>Note:</b> The Commitment Control Budget Details page displays a summary of Budget, Expense, Encumbrance, and Pre- Encumbrance for the Project and Budgetary Account selected.</p>


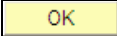


Step	Action
16.	<p>Click the <b>Drill to Ledger</b> button to review the transaction details for the balance.</p> 
17.	<p><b>Note:</b> This page displays information about the Account, including such information as</p> <ul style="list-style-type: none"> <li>- Department</li> <li>- Class</li> <li>- Fund Code</li> <li>- Program</li> <li>- PC Business Unit</li> <li>- Project ID</li> <li>- Activity</li> <li>- Budget Period.</li> </ul>

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## PS FIN Grants Suite Inquiries and Reports: Budget Detail Inquiry



Step	Action
18.	Click the <b>Amounts</b> tab. 
19.	<b>Note:</b> The Amounts tab will display the amount for that specific Budget account.
20.	Click the <b>OK</b> button. 



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## PS FIN Grants Suite Inquiries and Reports: Budget Detail Inquiry

Step	Action
21.	Click the <b>Home</b> link. 
22.	Congratulations. You successfully ran a Budget Details Inquiry. <b>End of Procedure.</b>