



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

Department	
Responsibility/Role	
File Name	Project Budget Inquiry_BUSPROC.doc
Version	
Document Generation Date	9/4/2009
Date Modified	9/4/2009
Last Changed by	
Status	

Project Budget Inquiry

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

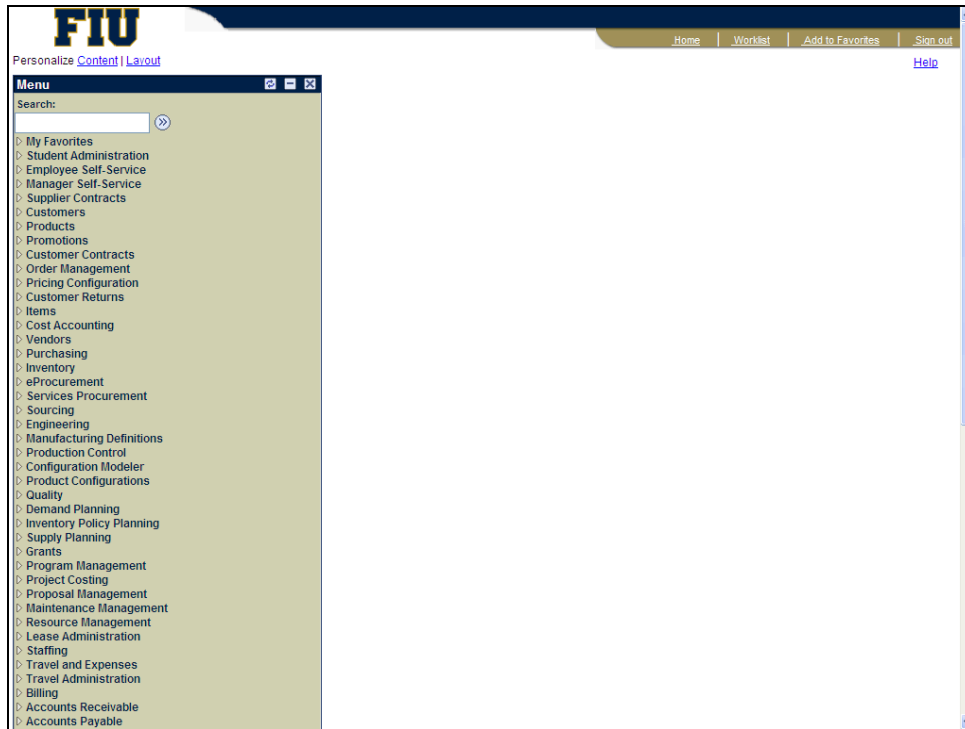
Business Process Document


PS FIN Grants Suite Inquiries and Reports: Project Budget Inquiry



Procedure

The **Project Budget Inquiry** will allow users to view the Budget setup for the Award by Project, PI, and Organizational Department.



Step	Action
1.	Click the Grants link. 



Business Process Document

PS FIN Grants Suite Inquiries and Reports: Project Budget Inquiry



Step	Action
2.	Click the Awards link. ▶ Awards
3.	Click the Project Budget Inquiry link. Project Budget Inquir

Business Process Document

PS FIN Grants Suite Inquiries and Reports: Project Budget Inquiry



Step	Action
4.	Click in the Business Unit field. <input type="text"/>
5.	Enter the desired information into the Business Unit field. Enter " FSR01 ".
6.	Note: The Project Budget Inquiry can be run using one of several search criteria including: - Project ID - Budget Plan ID - Description
7.	Click in the Project field. <input type="text"/>
8.	Enter the Invoice number that you wish to work with into the Project field. For example, enter " 800000010 ".
9.	Click the Search button. <input type="button" value="Search"/>
10.	Note: The Budget Lines tab displays the Budget Items associated with the current Budget including their Transaction ID's and Budget Amounts.



Business Process Document

PS FIN Grants Suite Inquiries and Reports: Project Budget Inquiry

FIU Home | Worksheet | Add to Favorites | Sign out

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

Budget Inquiry

Business Unit: FSR01 Project: 800000010 Description: Panther Recreational Park (Tes)

Budget Period: 1 Currency: USD Find | View All First 1 of 3 Last

Details Customize | Find | First 1-8 of 8 Last

Budget Item	Activity	An Type	Transaction ID	BU Amount
3SALARY&FRINGE	SPN	BUD	10038159	8,000.00
3SALARY&FRINGE	SPN	BUD	10038160	17,230.00
3SALARY&FRINGE	SPN	BUD	10038161	3,868.00
3EQUIPMENT/OCO	SPN	BUD	10038162	6,900.00
F&A	SPN	BUD	10038163	9,000.00
3EQUIPMENT/OCO	SPN	BUD	10040553	10,000.00
3EQUIPMENT/OCO	SPN	BUD	10040555	25,000.00
	SPN	BUD	10040557	50,000.00

Sponsor Direct: 129,998.00 Sponsor FA: 9,000.00 Total Sponsor Budget: 129,998.00

Institution C/S: 0.00

[Return to Search](#) [Notify](#)

Step	Action
11.	Click the Home link.
12.	Congratulations. You successfully ran an inquiry for a Project Budget. End of Procedure.