Inquiring Budget Details

1.	Click the **Commitment Control** link. Commitment Control
2.	Click the **Review Budget Activities** link. Review Budget Activities
3.	Click the **Budget Details** link. Budget Details
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 a valid value e.g. "**144000102**".
7.	Enter the desired information into the **Budget Period** field. Enter a valid value e.g. "**2009**". **For Contracts and Grants:** this field is not applicable
8.	Click the **Search** button. Search
9.	You can change the **Max Rows** number of rows for the inquiry.
10.	Click the **Drill to Ledger** button.
11.	Click the **Show all columns** button.
12.	Click the **Drill Down** button.

13.	Click the **Show all columns** button.
14.	Click the scrollbar to see the entire page.
15.	Click the **Show Journal Detail** button.
16.	Click the **Budget Lines** tab.
17.	Click the **Budget Errors** tab.
18.	Click the **Close** button.
19.	Click the **OK** button.
20.	Click the **Drill to Activity Log** button.
21.	Click the scrollbar to view the entire page.
22.	Click the **Drill Down** button.
23.	Click the **OK** button.
24.	Click the **Attributes** link.
25.	Click the **OK** button.
26.	Click the **Home** link.
27.	Congratulations. You have successfully Inquired Budget Details. **End of Procedure.**