




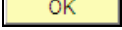


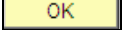

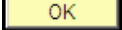



Inquiring Budget Details

1.	Click the Commitment Control link. 
2.	Click the Review Budget Activities link. 
3.	Click the Budget Details link. 
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 
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. 
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.