

Inquiring Budget Exceptions

1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 
3.	Click the Review Budget Activities link. 
4.	Click the Budget Details link. 
5.	Enter the desired information into the Ledger Group field. Enter a valid value e.g. " cc_prd ".
6.	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. " 2010 ".
8.	Click the Search button. 
9.	Click the Budget Exceptions link. 
10.	Click the Vertical scrollbar.
11.	Click the Warning list item. 
12.	Click the Save button. 
13.	Click the Search button. 
14.	Click the Show all columns button. 
15.	Click the Transfer button. 
16.	Click the Close button. 
17.	Click the Home link. 
18.	Congratulations. You have successfully Inquired Budget Exceptions. End of Procedure.