




Inquiring on Budget Overview Child Ledger

1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 
3.	Click the Review Budget Activities link. 
4.	Click the Budgets Overview link. 
5.	Click the Add a New Value tab. 
6.	Enter the desired information into the Inquiry Name field. Enter a valid value e.g. " CC_DEP ". For Contracts and Grants: " CC_PG " for Project IDs
7.	Click the Add button. 
8.	Enter the desired information into the Description field. Enter a valid value e.g. " CC Child Ledger ".
9.	Click the Look up Ledger Group (Alt+5) button. 
10.	Click an entry in the Description column. 
11.	Enter the desired information into the From Budget Period field. Enter a valid value e.g. " 2010 ".
12.	Enter the desired information into the To Budget Period field. Enter a valid value e.g. " 2010 ".
13.	Enter the desired information into the ChartField From Value field. Enter a valid value e.g. " 144000102 ".
14.	Click the ChartField To button. 
15.	Enter the desired information into the Department field. Enter a valid value e.g. " 144000102 ".
16.	Click the Look Up button. 
17.	Click an entry in the Description column. 

18.	Click the Save button. 
19.	Click the Search button. 
20.	Ledger Totals: Total budget, expenses, encumbrance, pre- encumbrance and available balance for the inquired department ID.
21.	Budget Overview Results: This section is based on detail amounts by budgetary (roll up) accounts.
22.	<u>Hyperlinks:</u> Clicking on one of these hyperlink amounts will display the detail amounts by transaction lines.
23.	Click the Home link. 
24.	Congratulations. You have successfully Inquired on a Budget Overview on a Child Ledger. End of Procedure.