
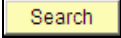



Inquiring on Budget Overview Parent Ledger

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_PRD ". For Contracts and Grants: " CC_PRP " for Project IDs
7.	Click the Add button. 
8.	Enter " From and To " period. For Contracts and Grants: This field is not applicable
9.	Enter the desired information into the Description field. Enter a valid value e.g. " CC Parent Ledger ".
10.	Click the Look up Ledger Group (Alt+5) button. 
11.	Click an entry in the Description column. For Contracts and Grants: " CC_PRP " for Project Projects 
12.	Enter the desired information into the ChartField From Value field. Enter a valid value e.g. " 144000102 ".
13.	Click the ChartField To button. 
14.	Enter the desired information into the Department field. Enter a valid value e.g. " 144000102 ".
15.	Click the Look Up button. 

16.	Click an entry in the Description column. PANTHERSOFT FINANCIALS
17.	Click the Save button. 
18.	Click the Search button. 
19.	The Budget Balance equals: -The original budget minus(-) expenses, encumbrance and pre-encumbrance +/- net transfers
20.	For cash based departments IDs (Agency dept Ids). Associated Revenue: corresponds to the cash balance.
21.	Available Budget equals: Budget Balance plus (+) Associate Revenue
22.	Click the Home link. 
23.	Congratulations. You have successfully Inquired on a Budget Overview from the Parent Ledger. End of Procedure.