
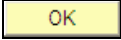



Budget Detail Inquiry

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.	Click in the Business Unit field. 
6.	Enter the desired information into the Business Unit field. Enter a valid value e.g. " FIU01 ".
7.	Click in the Ledger Group field. 
8.	Enter the desired information into the Ledger Group field. Enter a valid value e.g. " CC_PG ".
9.	Click in the Project field. 
10.	Enter the desired information into the Project field. Enter a valid value e.g. " 80000010 ".
11.	Click the Search button. 
12.	Click the scrollbar.
13.	Note: A row for each budgetary account for the Project ID will be displayed.
14.	Note: You can select the Account you wish to view. However, for the purpose of this UPK, click the highlighted account. 
15.	Note: The Commitment Control Budget Details page displays a summary of Budget, Expense, Encumbrance, and Pre- Encumbrance for the Project and Budgetary Account selected.
16.	Click the Drill to Ledger button to review the transaction details for the balance. 

17.	<p>Note: This page displays information about the Account, including such information as</p> <ul style="list-style-type: none">- Department- Class- Fund Code- Program- PC Business Unit- Project ID- Activity- Budget Period.
18.	<p>Click the Amounts tab.</p> 
19.	<p>Note: The Amounts tab will display the amount for that specific Budget account.</p>
20.	<p>Click the OK button.</p> 
21.	<p>Click the Home link.</p> 
22.	<p>Congratulations. You successfully ran a Budget Details Inquiry. End of Procedure.</p>