Budget Detail Inquiry

1.	Click the **Vertical** scrollbar.
2.	Click the **Commitment Control** link. Commitment Control
3.	Click the **Review Budget Activities** link. Review Budget Activities
4.	Click the **Budget Details** link. Budget Details
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. "**800000010**".
11.	Click the **Search** button. Search
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. S71100
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.	**Note:** This page displays information about the Account, including such information as - Department - Class - Fund Code - Program - PC Business Unit - Project ID - Activity - Budget Period.
18.	Click the **Amounts** tab. 
19.	**Note:** The Amounts tab will display the amount for that specific Budget account.
20.	Click the **OK** button. 
21.	Click the **Home** link. 
22.	Congratulations. You successfully ran a Budget Details Inquiry. **End of Procedure.**