KK.060.009 - PERFORMING BUDGET DETAILS INQUIRIES

Purpose	• To perform a Budget Details inquiry. • Identify available fields for creating a Budget Details inquiry. • To access specific journals that created amounts in detail ledgers. • To view Budget Detail Attributes for a specific ChartField combination. • To identify the purpose of the Display Chart button. • To identify the difference between Available Budget with Tolerance and Available Budget without Tolerance. • To identify if a ChartField combination contains any budget errors or warnings.
Description	The Budget Details inquiry is used to inquire about a specific control budget and is important for audit tracking purposes. This inquiry enables users to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships and budget attributes.
Security Role	BOR_KK_INQUIRY
Dependencies/ Constraints	None

Additional Information	• Budget transactions were posted to the General Ledger via Commitment Control. • Users can make a search as narrow or wide as needed. If looking for a specific budget, enter as many known variables as possible. • The Available Budget section indicates which budget amount is still available, including associated revenue. The ledger group definition specifies which ledgers affect spending or the available budget. • The Without Tolerance field displays the total amount available, excluding the tolerance percentage. For example, if the total budget is 1000 and the business unit committed or expended 900, the amount available would be 100. • The With Tolerance field displays the total amount available including the tolerance percentage. For example, if the total budget is 1000, the business unit committed or expended 1010, and the tolerance percentage is 10%, the amount available would be 90. • The Percent field displays the percentage of the budget available.

Procedure

Below are step-by-step instructions on reviewing specific budget details for a single control budget for the fiscal year.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Commitment Control** link.
4.	Click the **Review Budget Activities** link.
5.	Click the **Budget Details** link. Use the **Budget Details** search page to specify budget detail search criteria to view specific budget detail for a control budget.
6.	Enter a Business Unit in the **Business Unit** field.
7.	Enter or search for a Ledger Group in the **Ledger Group** field.
8.	Click **Search.**
9.	Enter an Account in the **Account** field.
10.	Enter a Fund Code in the **Fund Code** field.
11.	Enter a Budget Reference in the **Budget Reference** field.
12.	Click the **Search** button.
13.	Click **View Details** link.
14.	Click the **Drill to Ledger** button. The Drill to Ledger icon allows users to view transactions which make up the expense, encumbrance or pre-encumbrance amounts in the detail ledgers.
15.	The system displays the **Budget ChartFields** and **Amounts** lines for each budget activity. Users can drill down to view the details for the line by clicking the **Drill Down** button, if needed.
16.	To view the ChartField details and the details for the amounts, click the **Amounts** tab.
17.	To view the budget journal associated with this line, users can click the show journal detail button from either the Budget ChartField details or the Amounts tab, click the **Show Journal Detail** button.
18.	Return to the Budget Detail Overview browser tab.
19.	Click the **OK** button.
20.	Click the **Drill to Activity Log** button to display the budget activity lines on the **Activity Log** page.

Step	Action
21.	To view source transaction line details, click the **Drill Down** button.
22.	Click the **OK** button.
23.	Click the **Drill to Activity Log Inquiry** button.
24.	In the **Max Rows** field, users enter the number of lines to see to drill down to the ledger or the activity logs. ***Note:*** *The default value is 100 lines.*
25.	Click the **Attributes** link to open the **Budget Detail Attributes** page. The Budget Detail Attributes page allows users to view the Commitment Control Option, Tolerance Percentage, and the Budget Status for the specified ChartField combination. Once users review this page, close the browser window and return to the previous page.
26.	Click the **OK** button.
27.	Click the **Display Chart** button to display a two-dimensional bar chart graph if the budgeted amount is not equal to zero, or a pie chart if the budgeted amount is equal to zero or a budget does not exist.
28.	To close the view, click the **Hide Chart** button.
29.	Click the **View Related Links** button to view the formula used for the system calculation of the **Without Tolerance** field and **With Tolerance** field amounts and their percentages.
30.	Click the **OK** button.
31.	The **Budget Exceptions** section lists the number of errors and warnings that exist for the budget. If Exception Errors exists, click the **Budget Exceptions** link to review the Commitment Control Budget Exceptions page.