



State of Minnesota

**SWIFT**   
Statewide Integrated Financial Tools

# **Course Code BC1**

## **Budget Inquiry and Analysis**

### **User Guide**

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Minnesota Management & Budget  
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at <http://www.mn.gov/mmb/accounting/swift/>



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**SWIFT**  
Statewide Integrated Financial Tools

# BC1 Budget Inquiry and Analysis

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### Budget Details Inquiry

The *Budget Details* page displays information about expense or revenue budget lines. The Ledger Amounts section displays amounts applicable to the type of budget you are viewing, such as budgeted, expended, encumbered, and pre-encumbered amounts for an expense budget line. You can drill down to see more detail from this page. A chart can also be displayed to view a graphical presentation of the data.

Navigation: Favorites > Main Menu > Commitment Control > Review Budget Activities > Budget Details

[New Window](#)

#### Commitment Control Budget Details

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	Appropriation ID	Account
MN001	KK_EXP_BUD	2015	1000	G1037000	G100007	41130

Fund: General      Fin DeptID: Enterprise Human Resources      Appropriation ID: Enterprise Human Resources  
 Account: Prof-Tech Serv-Outside Vend

ⓘ

#### Ledger Amounts

Budget:	80,000.00 USD			<b>Max Rows:</b> <input type="text" value="100"/> <a href="#">Attributes</a> <a href="#">Parent / Children</a> <a href="#">Associated Budgets</a>
Expense:	29,294.00 USD			
Encumbrance:	46,000.00 USD			
Pre-Encumbrance:	0.00 USD			

Associate Revenue: 0.00 USD

#### Available Budget

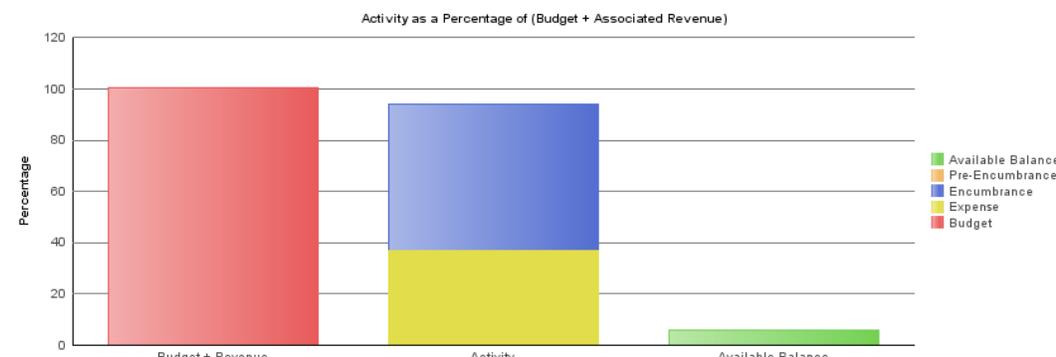
Without Tolerance:	4,706.00 USD	Percent: (5.88%)	<a href="#">Forecasts</a>
With Tolerance:	4,706.00 USD	Percent: (5.88%)	

#### Budget Exceptions

Exception Errors: 0      Exception Warnings: 0      Budget Exceptions

#### Chart

Activity as a Percentage of (Budget + Associated Revenue)



Category	Expense	Encumbrance	Available Balance
Budget + Revenue	0%	0%	100%
Activity	~38%	~58%	0%
Available Balance	0%	0%	~100%

Return to Search    Previous in List    Next in List    Notify

### Budgets Overview Inquiry

The *Budgets Overview* page is often used to view summary expense or revenue budget information and to drill down to view underlying transaction details.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

**Inquiry Results**

**Business Unit:** MN001  
**Ledger Group:** KK\_EXP\_BUD Expense Budget  
**Type of Calendar:** Detail Budget Period  
**Amounts in Base Currency:** USD  
**Revenue Associated:**

[Return to Criteria](#)      **Max Rows:**       [Display Options](#)     

**Ledger Totals (16 Rows)**

		<b>Net Transfers:</b>	
<b>Budget:</b>	3,500,901.61		0.00
<b>Expense:</b>	2,773,624.58		
<b>Encumbrance:</b>	101,319.01		
<b>Pre-Encumbrance:</b>	0.00		
<b>Budget Balance:</b>	625,958.02		
<b>Associate Revenue:</b>	0.00		
<b>Available Budget:</b>	625,958.02		

**Budget Overview Results** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-16 of 16 | [Last](#)

		Ledger Group	Account	Fund	Fin DeptID	AppropID	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Percent
1		KK_EXP_BUD	41000	1000	G1037000	G100007	2015	3,103,000.000	2,445,960.040	0.000	0.000	
2		KK_EXP_BUD	41030	1000	G1037000	G100007	2015	136,000.000	217,170.060	0.000	0.000	
3		KK_EXP_BUD	41050	1000	G1037000	G100007	2015	1,500.000	1,016.190	0.000	0.000	
4		KK_EXP_BUD	41070	1000	G1037000	G100007	2015	30,000.000	20,636.840	0.000	0.000	
5		KK_EXP_BUD	41100	1000	G1037000	G100007	2015	0.000	315.000	1,390.000	0.000	
6		KK_EXP_BUD	41110	1000	G1037000	G100007	2015	1,000.000	129.140	0.000	0.000	
7		KK_EXP_BUD	41130	1000	G1037000	G100007	2015	80,000.000	29,294.000	46,000.000	0.000	
8		KK_EXP_BUD	41150	1000	G1037000	G100007	2015	25,000.000	3,605.000	4,686.500	0.000	

Lesson 2 covers reports, including the Manager's Financial Report (MFR), Allotments within Appropriation Report, and the Appropriation Transfer Detail Report.

### Manager's Financial Report (MFR)

The Manager's Financial Report (MFR) displays the Current Budget, Pre-encumbered, Encumbered, Expended, Unobligated, and Unexpended Amounts by Account Class.

MANAGER'S FINANCIAL REPORT		Run Date/Time: 5/4/2015 4:17 PM				
Selection Criteria: Budget Period - 2015, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - G100011 to G100011		Source Report #: KK002				
Break On: Budget Period, Fund		As of Date: 05/04/2015				
<b>Budget Period:</b> 2015	<b>Fund:</b> 2000	<b>DeptID:</b> RANGE	<b>AppropID:</b> RANGE			
	Restrict Misc Special Revenue	G100 to G10Z	G100011 to G100011			
<b>Remaining Payroll Projection</b>						
Full-Time (41000):	\$0.00	Part-Time (41030):	\$0.00			
		<b>Total:</b> \$0.00				
Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000 Full Time - Salary	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
41110 Printing And Advertising	900.00	0.00	0.00	0.00	900.00	900.00
41130 Prof-Tech Serv-Outside Vend	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
41150 Computer and System Services	475.00	0.00	0.00	0.00	475.00	475.00
41155 Communications	0.00	0.00	0.00	339.18	-339.18	-339.18
41300 Supplies	150.00	0.00	0.00	500.00	-350.00	-350.00
42010 Statewide Indirect Costs	400.00	0.00	282.67	234.33	-117.00	165.67
43000 Other Operating Costs	66,103.05	0.00	250.00	57,447.12	8,405.93	8,655.93
<b>Total</b>	<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>
<b>Report Total</b>	<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>

### Allotments within Appropriation

The Allotments within Appropriation Report displays the high level information about an appropriation that also can be viewed from the *Appropriation Overview* page. It also displays Budget, Pre-encumbered, Encumbered, Expended, Unobligated, and Unexpended amounts for Payroll and Non-Payroll Allotments.

ALLOTMENTS WITHIN APPROPRIATION REPORT		Run Date/Time: 5/4/2015 2:48 PM					
Selection Criteria: Budget Period - 2015, Fund - 1000 to 9999, Agency - G10, AppropID - G100011 to G100011		Source Report #: KK001					
AGENCY: G10 Mn Management & Budget		As of Date: 05/04/2015					
<b>Budget Period:</b> 2015	<b>Fund:</b> 2000	<b>DeptID:</b> G1010000	<b>AppropID:</b> G100011				
	Restrict Misc Special Revenue	Minnesota Management & Budget	Combined Charities Admin				
<b>AppropID Short Descr:</b> CC Adm	<b>Approp Type:</b> 04	<b>Bud Auth Opt:</b> E	<b>Legal Citation:</b> MS 43A.50 2				
			<b>Bud Program:</b> G1001				
			<b>Bud Activity:</b> G100107				
			<b>Budget Status:</b> Open				
<b>Appropriations</b>		<b>Receipts</b>					
Original	0	Original Estimate	64,100				
Current	0	Current Estimate	64,100				
Cancel	0	Collected	60,039				
Reduction	0	Variance Est-Col	4,061				
Other Classes	0	Dedicated Cap	0				
<b>Roll Forward</b>		<b>Transfers</b>					
Roll Forward In	7,428	Anticipated In	0				
Roll Forward Out	0	Actual In	0				
		Anticipated Out	0				
		Actual Out	0				
<b>Allotment-Free</b>		<b>Budgeted</b>					
Uncommitted	10,975	Budget/Encumbrance Authority	71,528				
Unexpended	8,947	Spending Authority	67,467				
		Transfer Authority	67,467				
		<b>Remaining</b>	12,475				
			8,947				
			8,947				
<b>ALLOTMENT BALANCES</b>							
<b>Allotment DeptID and Descr</b>	<b>Account Group</b>	<b>Budget</b>	<b>Pre-Encumbered</b>	<b>Encumbered/Committed</b>	<b>Expended</b>	<b>Unobligated</b>	<b>Unexpended</b>
G1027100-Combined Charities Admin	PAYRLL	1,500	0	1,500	0	0	1,500
G1027100-Combined Charities Admin	NONPAY	10,028	0	533	1,074	8,422	8,955
G1027110-Combined Charities Donations	NONPAY	60,000	0	0	57,447	2,553	2,553
		71,528	0	2,033	58,521	10,975	13,007
<b>Totals by Account Group</b>							
Payroll Allotments	PAYRLL	1,500	0	1,500	0	0	1,500
Non-Payroll Allotments	NONPAY	70,028	0	533	58,521	10,975	11,507

### Appropriation Transfer Detail

The Appropriation Transfer Detail Report provides detailed information regarding transfers in and out of appropriations.

 <span style="float: right;">Run DateTime: 5/4/2015 4:01 PM Source Report #: KK003 As of Date: 05/04/2015</span>																
APPROPRIATION TRANSFER DETAIL REPORT																
Selection Criteria: Budget Period - 2015, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - 0 to Z, Posted Through - 5/4/2015																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Appropriation Budget</td> <td style="width: 15%;">Budget Period: 2015</td> <td style="width: 10%;">Fund: 1000</td> <td style="width: 15%;">DeptID: G1010000</td> <td style="width: 15%;">AppropID: G100001</td> <td style="width: 25%;">Accounting Services</td> </tr> </table>											Appropriation Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100001	Accounting Services
Appropriation Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100001	Accounting Services											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Referred Transfer Budget</td> <td style="width: 15%;">Budget Period: 2015</td> <td style="width: 10%;">Fund: 1000</td> <td style="width: 15%;">DeptID: G1010000</td> <td style="width: 15%;">AppropID: G100005</td> <td style="width: 25%;"></td> </tr> </table>											Referred Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100005	
Referred Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100005												
Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out							
In	XTN	0001731840	07/07/2014	Original	1	0.00	500,000.00	0.00	0.00	0.00						
In	XTN	0001763533	07/22/2014	Original	2	0.00	444,232.00	0.00	0.00	0.00						
<b>Total Transfers With: 2015 / 1000 / G1010000 / G100005</b>						<b>0.00</b>	<b>944,232.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Referred Transfer Budget</td> <td style="width: 15%;">Budget Period: 2015</td> <td style="width: 10%;">Fund: 1000</td> <td style="width: 15%;">DeptID: G1010000</td> <td style="width: 15%;">AppropID: G100009</td> <td style="width: 25%;"></td> </tr> </table>											Referred Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100009	
Referred Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100009												
Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out							
Out	XTN	0001815426	08/17/2014	Original	1	0.00	0.00	0.00	0.00	12,174.89						
In	XTN	0001819264	08/21/2014	Original	1	0.00	530,000.00	0.00	0.00	0.00						
<b>Total Transfers With: 2015 / 1000 / G1010000 / G100009</b>						<b>0.00</b>	<b>530,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,174.89</b>						
<b>Total Transfers Out and In For: 2015 / 1000 / G1010000 / G100001</b>						<b>0.00</b>	<b>1,474,232.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,174.89</b>						

The Budget Inquiry and Analysis User Guide will cover the following lessons:

- Viewing Budget Inquiries
- Running Budget Reports



## Lesson 1: Viewing Budget Inquiries

### Lesson Overview

In this lesson, you will learn how to view the following SWIFT inquiry pages:

- Appropriation Overview
- Budget Details
- Budgets Overview

You will also learn how to drill down from these inquiry pages to view more detail on activity logs and ledger pages.

After completing this lesson, you should be able to:

- Use Inquiries to Review Budget Data

## Viewing the Appropriation Overview Inquiry

### Topic Overview

In this topic, you will learn how to view the *Appropriation Overview* page. The *Appropriation Overview* page is a central place where you can look up high level information about your appropriations and drill down to see more detail. You will use this page to manage your appropriations.

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	2000	G1010000	G100011	2015
<b>Fund</b>	Restrict Misc Special Revenue	<b>Fin DeptID</b>	Minnesota Management & Budget	<b>AppropID</b>	Combined Charities Admin
<b>Appropriation Type</b>	04		Special - Dedicated	<a href="#">ChartField Attributes</a>	
<b>Budget Authority Option</b>	E		Encumber Budget/Spend Collected	<a href="#">Associated Budgets</a>	
<b>Legal Citation</b>	MS 43A.50 2		Combined Charities Registration		
<b>Budget Program</b>	G1001		Statewide Services		
<b>Budget Activity</b>	G100107		Human Resource Management	<b>Budget Status</b>	Open
<b>Ledger Amounts</b>					
<b>Budget</b>			<b>Antic Trans In</b>		0.00
<b>Appropriation</b>			<b>Transfer In</b>		0.00
Original	0.00		<b>Antic Trans Out</b>		0.00
Current	0.00		<b>Transfer Out</b>		0.00
<b>Receipts</b>			<b>Roll Forward In</b>	7,428.05	
Original Estimate	64,100.00		<b>Roll Forward Out</b>	0.00	
Current Estimate	64,100.00		<b>Cancel</b>	0.00	
Collected	60,039.15		<b>Reduction</b>	0.00	
Dedicated Cap	0.00				
		<b>Budgeted</b>		<b>Remaining</b>	
<b>Budget/Encumbrance Authority</b>		71,528.05		12,436.62	
<b>Spending Authority</b>		67,467.20		8,908.44	<a href="#">Drill to Activity Log</a>
<b>Transfer Authority</b>		67,467.20		8,908.44	
<b>Allotment Break-Down</b>					
<b>Payroll</b>			<b>Non-Payroll</b>		<a href="#">Allotment Drilldown</a>
<b>Payroll Allotment</b>	1,500.00		<b>Operating Allotment</b>	70,028.05	
			<b>Pre Encumbered</b>	0.00	
			<b>Encumbered</b>	532.67	
<b>Expended</b>	0.00		<b>Expended</b>	58,558.76	
<b>Balances</b>					
<b>Allotment-Free</b>	0.00	<b>Uncommitted</b>	10,936.62	<b>Unexpended</b>	8,908.44
<b>Budget Exceptions</b>					
<b>Exception Errors</b>	0	<b>Exception Warnings</b>	0	<b>Budget Exceptions</b>	

After completing this topic, you should be able to:

- View the Appropriation Overview page

# Process Steps

## View the Appropriation Overview page

This topic covers viewing the *Appropriation Overview* page.

Steps to complete:

- Step 1: Select the Appropriation(s) to view on the Appropriation Overview search page
- Step 2: View the Appropriation Overview Header Section
- Step 3: View the Ledger Amounts Section
- Step 4: View the Allotment Break-Down Section
- Step 5: View the Balances Section
- Step 6: View the Budget Exceptions Section
- Step 7: Drill Down to Activity Log from the Ledger Amounts Section
- Step 8: Select the Allotment Drilldown in the Allotment Break-Down Section

### Step 1: Select the Appropriation(s) to view on the Appropriation Overview search page

Begin by navigating to the *Appropriation Overview* search page.

1. **Navigation Links:** Commitment Control, Review Budget Activities, Appropriation Overview.
2. Complete the *Enter Budget Journals* page as described below.

Field Name	Field Description
<b>*Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
<b>*Ledger Group</b>	Accept the default "KK_Approp" ledger group.
<b>Budget Period</b>	Enter Budget Period criteria to limit your search.
<b>Fund Code</b>	Enter Fund Code criteria to limit your search.
<b>Financial Department ID</b>	Enter Financial Department ID criteria to limit your search.
<b>Appropriation ID (CF3)</b>	Enter Appropriation ID criteria to limit your search. For example, enter "begins with G10" to limit your search to appropriations for Minnesota Management and Budget.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Appropriation Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Use Saved Search:

Business Unit: =

Ledger Group: =

Budget Period: begins with

Fund Code: begins with

Financial Department ID: begins with

Appropriation ID (CF3): begins with

[Basic Search](#)

3. Click on the **Search** button.
4. In the **Search Results** section, click on the entry for the appropriation that you want to view. The *Appropriation Overview* page displays. The *Appropriation Overview* page is divided into five sections described in the following steps.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Appropriation Overview

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropriationID	Budget Period
MN001	KK_APPROP	2000	G1010000	G100011	2015

Personalize | Find | View All | First 1 of 1 Last

Fund Restrict Misc Special Revenue      Fin DeptID Minnesota Management & Budget      AppropID Combined Charities Admin

Appropriation Type 04      Special - Dedicated      [ChartField Attributes](#)

Budget Authority Option E      Encumber Budget/Spend Collected      [Associated Budgets](#)

Legal Citation MS 43A.50 2      Combined Charities Registration

Budget Program G1001      Statewide Services

Budget Activity G100107      Human Resource Management      Budget Status Open

#### Ledger Amounts

	Budgeted	Remaining
Budget		
Appropriation		
Original	0.00	
Current	0.00	
Receipts		
Original Estimate	64,100.00	
Current Estimate	64,100.00	
Collected	60,039.15	
Dedicated Cap	0.00	
Antic Trans In		0.00
Transfer In		0.00
Antic Trans Out		0.00
Transfer Out		0.00
Roll Forward In		7,428.05
Roll Forward Out		0.00
Cancel		0.00
Reduction		0.00
Budget/Encumbrance Authority	71,528.05	12,436.62
Spending Authority	67,467.20	8,908.44
Transfer Authority	67,467.20	8,908.44

[Drill to Activity Log](#)

#### Allotment Break-Down

Payroll	Non-Payroll	Allotment Drilldown
Payroll Allotment	1,500.00	
	Operating Allotment	70,028.05
	Pre Encumbered	0.00
	Encumbered	532.67
Expended	0.00	58,558.76

#### Balances

Allotment-Free	Uncommitted	Unexpended
0.00	10,936.62	8,908.44

#### Budget Exceptions

Exception Errors	Exception Warnings	Budget Exceptions
0	0	

**Step 2: View the Appropriation Overview Header Section**

The **Appropriation Overview** header section displays the appropriation ChartFields and the appropriation attributes, including legal citation, related Program and Budget Activity, Appropriation Type, Budget Authority Option and Budget Status.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Appropriation Overview

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	2000	G1010000	G100011	2015
<b>Fund</b> Restrict Misc Special Revenue		<b>Fin DeptID</b> Minnesota Management & Budget		<b>AppropID</b> Combined Charities Admin	
<b>Appropriation Type</b> 04		Special - Dedicated		<a href="#">ChartField Attributes</a>	
<b>Budget Authority Option</b> E		Encumber Budget/Spend Collected		<a href="#">Associated Budgets</a>	
<b>Legal Citation</b> MS 43A.50 2		Combined Charities Registration			
<b>Budget Program</b> G1001		Statewide Services			
<b>Budget Activity</b> G100107		Human Resource Management		<b>Budget Status</b> Open	

1. You can click on the **ChartField Attributes** link to view the attribute values for the appropriation, along with the description and effective date. Attributes include the Legal Cite, Budget Authority Options, Appropriation Type, Budget Activity, Program, and Dedicated Receipt Cap.

CFs and their Attrib values

### ChartField Attribute Values

SetID	ChartField Value	Effective Date	Field Name	ChartField Attribute	ChartField Attribute Value	Attribute Value Description
SHARE	G100011	07/21/2011	CHARTFIELD3	LEGAL_CITE	MS 43A.50 2	Combined Charities Registration
SHARE	G100011	07/02/2011	CHARTFIELD3	BUD_AUTH_OPT	E	Encumber Budget/Spend Collected
SHARE	G100011	01/01/1901	CHARTFIELD3	APPROP_TYPE	04	Special - Dedicated
SHARE	G100011	01/01/1901	CHARTFIELD3	BUD_ACT	G100107	Human Resource Management
SHARE	G100011	01/01/1901	CHARTFIELD3	BUD_PROG	G1001	Statewide Services
SHARE	G100011	01/01/1901	CHARTFIELD3	DED_REC_CAP	N	No Dedicated Receipt Cap

Return

2. You can click on the **Associated Budgets** link to view the revenue budgets entered for the appropriation, including the Fund, Financial Department ID, Appropriation ID, Account, Budget Period and amount.

### Associated Revenue Budgets

Assoc. Rev. Ledger Group	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Budget Period	Associated Revenue
KK_REVENUE	2000	G1037100	G100011	622321	2015	\$4,100.000
KK_REVENUE	2000	G1037110	G100011	512606	2015	\$60,000.000

OK

3. Click on the **OK** button to return to the *Appropriation Overview* page.



**Step 3: View the Ledger Amounts Section**

View values entered in ledgers for the appropriation in the Ledger Amounts section.

Ledger Amounts			
Budget		Antic Trans In	0.00
Appropriation		Transfer In	0.00
Original	0.00	Antic Trans Out	0.00
Current	0.00	Transfer Out	0.00
Receipts		Roll Forward In	7,428.05
Original Estimate	64,100.00	Roll Forward Out	0.00
Current Estimate	64,100.00	Cancel	0.00
Collected	60,039.15	Reduction	0.00
Dedicated Cap	0.00		
		<b>Budgeted</b>	<b>Remaining</b>
Budget/Encumbrance Authority		71,528.05	12,436.62
Spending Authority		67,467.20	8,908.44
Transfer Authority		67,467.20	8,908.44

[Drill to Activity Log](#)

Field Name	Field Description
<b>Appropriation -- Original</b>	The original Appropriation amount that was entered into SWIFT.
<b>Appropriation -- Current</b>	The current Appropriation amount includes any adjustments made to the Original Appropriation amount.
<b>Receipts -- Original Estimate</b>	The original estimated receipts amount.
<b>Receipts -- Current Estimate</b>	The current estimated receipts amount includes any adjustments made to the Original Estimated Receipts amount.
<b>Receipts -- Collected</b>	The amount of receipts actually collected.
<b>Receipts -- Dedicated Cap</b>	The cap on Dedicated Receipts, if any.
<b>Antic Transfer In</b>	The amount of Anticipated Transfers In.
<b>Transfer In</b>	The amount of actual Transfers In.
<b>Antic Trans Out</b>	The amount of Anticipated Transfers Out.
<b>Transfer Out</b>	The amount of actual Transfers Out.
<b>Roll Forward In</b>	The amount rolled forward into the appropriation from the previous budget period.
<b>Roll Forward Out</b>	The amount rolled forward out of the appropriation to the next budget period.
<b>Cancel</b>	The amount of the appropriation that has been cancelled. A cancellation reduces the amount of the Budget/Encumbrance and Spending authority.



Field Name	Field Description
<b>Reduction</b>	The amount of the appropriation that has been reduced. A Reduction is a withdrawal of appropriation authority by the Legislative or Executive branch of government. The reduction reduces the amount of the Budget/Encumbrance authority and the Spending authority.
<b>Budget/Encumbrance Authority (Budgeted and Remaining)</b>	The Budget/Encumbrance Authority is used to limit total obligations against the appropriation. Total expense budgets cannot exceed this amount. The total of encumbrances and anticipated transfers cannot exceed this amount. The calculation used to determine the Budget Encumbrance Authority depends on the Budget Authority Option for the appropriation.
<b>Spending Authority (Budgeted and Remaining)</b>	The Spending Authority is used to limit expenditure and appropriation transfers made against the appropriation. The calculation used to determine the Spending Authority depends on the Budget Authority Option for the appropriation.
<b>Transfer Authority (Budgeted and Remaining)</b>	The Transfer Authority is used to limit actual transfers out, deposit corrections, reductions, and cancellations. The calculation used to determine the Transfer Authority depends on the Budget Authority Option for the appropriation.

Ledger Amounts			
Budget		Antic Trans In	0.00
Appropriation		Transfer In	0.00
Original	0.00	Antic Trans Out	0.00
Current	0.00	Transfer Out	0.00
Receipts		Roll Forward In	7,428.05
Original Estimate	64,100.00	Roll Forward Out	0.00
Current Estimate	64,100.00	Cancel	0.00
Collected	60,039.15	Reduction	0.00
Dedicated Cap	0.00		
		<b>Budgeted</b>	<b>Remaining</b>
Budget/Encumbrance Authority		71,528.05	12,436.62
Spending Authority		67,467.20	8,908.44
Transfer Authority		67,467.20	8,908.44

[Drill to Activity Log](#)

**Note:** Refer to Step 7 to learn about the *Drill to Activity Log* link.

**Step 4: View the Allotment Break-Down Section**

The **Allotment Break-Down** section shows Payroll or Non-Payroll allotment amounts described below.

Allotment Break-Down			
Payroll		Non-Payroll	<a href="#">Allotment Drilldown</a>
Payroll Allotment	1,500.00	Operating Allotment	70,028.05
		Pre Encumbered	0.00
		Encumbered	532.67
Expended	0.00	Expended	58,558.76

Section Name	
<b>Payroll</b>	<b>Payroll Allotment</b> displays the amount budgeted for Payroll expenses. <b>Expended</b> displays the amount spent on Payroll expenses.
<b>Non-Payroll</b>	<b>Operating Allotment</b> displays the amount budgeted for non-payroll expenses. <b>Pre-Encumbered</b> displays the amount pre-encumbered for non-payroll expenses. <b>Encumbered</b> displays the amount encumbered for non-payroll expenses. <b>Expended</b> displays the amount spent for non-payroll expenses.

**Note:** Refer to Step 8 to learn about the *Allotment Drilldown* link.

**Step 5: View the Balances Section**

The **Balances** section displays Allotment-Free, Uncommitted and Unexpended balances for the appropriation as described below.

Balances						
	Allotment-Free	0.00	Uncommitted	10,936.62	Unexpended	8,908.44

Field Name	Field Description
<b>Allotment Free</b>	Displays the amount that is available to budget. Allotment Free = Budget/Encumbrance Authority - Payroll Allotment - Operating Allotment.
<b>Uncommitted</b>	Uncommitted = Budget/Encumbrance Authority - (Greater of Payroll Allotment or Payroll Expended) - Pre-Encumbrance - Encumbrance - Non-Payroll Expended.
<b>Unexpended</b>	Unexpended = Spending Authority - Payroll Expended - Non-Payroll Expended.

### Step 6: View the Budget Exceptions Section

The **Budget Exception** section shows the number of Budget Exception errors and warnings that may exist for the appropriation.

Budget Exceptions		
Exception Errors	0	Exception Warnings 0 Budget Exceptions

### Step 7: Drill Down to Activity Log from the Ledger Amounts Section

You can click on the *Drill to Activity Log* link in the **Ledger Amounts** section to view the *Ledger* page which displays budget journals entered for the appropriation, such as transfers and roll forwards.

Ledger Amounts			
Budget		Antic Trans In	0.00
Appropriation		Transfer In	0.00
Original	0.00	Antic Trans Out	0.00
Current	0.00	Transfer Out	0.00
Receipts		Roll Forward In	7,428.05
Original Estimate	64,100.00	Roll Forward Out	0.00
Current Estimate	64,100.00	Cancel	0.00
Collected	60,039.15	Reduction	0.00
Dedicated Cap	0.00		
		<b>Budgeted</b>	<b>Remaining</b>
Budget/Encumbrance Authority		71,528.05	12,436.62
Spending Authority		67,467.20	8,908.44
Transfer Authority		67,467.20	8,908.44

[Drill to Activity Log](#)

1. Click on the **Drill to Activity Log** link. The *Ledger* page displays information entered on budget journal transactions, including the Journal ID, Transaction Line, Journal Class code, Fund Code, Fin DeptID, Approp ID, Budget Period, Year, Period (Accounting), Budget Type Entry, Transaction Date, and Transaction ID.

Ledger																
Ledger: KK_APP_BUD																
Drill to Activity Log Inquiry	Journal ID	Tran Line	Ref Bdgt?	Journal Class	Fund Code	Fin DeptID	AppropID	Budget Period	Year	Period	Base Currency	Monetary Amount	Budget Entry Type	Auto-Generated Parent Budget(s)	Tran ID	Commitment
	PAJ1081314	36 N		APP	2000	G1010000	G100011	2015	2014		1 USD		Original	N	0016449393	06/08/2013
	0001815084	1 N		RFW	2000	G1010000	G100011	2015	2015		2 USD	7428.05 Sys Close		N	0025767268	08/16/2014

OK

- From the *Ledger* page, you can click on the **Drill to Activity Log Inquiry** icon (  ) for a *Journal ID* to view more detail.

The *Commitment Control Activity Log* page opens in a new window showing the related journal activity for the *Journal ID*. The search criteria automatically entered by SWIFT displays in the **Activity Log Inquiry Criteria** section, and the **Commitment Control Activity Log Lines** section displays the search results.

The print screen below shows a partial list of the fields available for viewing with the **Show All Columns** selected, including the Journal ID, Transaction Line, Journal Class code, Fund Code, Fin DeptID, Approp ID, Budget Period, Year, Period (Accounting), Budget Type Entry, Transaction Date, and Transaction ID.

### Commitment Control Activity Log

**Activity Log Inquiry Criteria**

Inquiry:	PS_AUTO_DR	Description:	<input type="text"/>
*Transaction Type:	GL_BD_JRNL <input type="text"/>	Ledger Group:	<input type="text"/>
Application Business Unit:	<input type="text"/>	Journal ID From:	0001815084 <input type="text"/>
Journal ID To:	<input type="text"/>	Journal ID To:	0001815084 <input type="text"/>
Journal Date From:	<input type="text"/>	Journal Date To:	<input type="text"/>
Tran ID:	0025767268 <input type="text"/>	Tran Date:	08/16/2014 <input type="text"/>
Process Status:	<input type="text"/>	Process Instance:	<input type="text"/>
Maximum Rows:	100		

**Commitment Control Activity Log Lines**

Line	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Fund	Fin DeptID	AppropID	Budget Period	Year	Period	Transaction Amount
2	KK_APPROP	KK_APP_BUD	MN001	MN001	0001815084	2014-08-16	N	2000	G1010000	G100011	2014	2015	2	-7,428.05
1	KK_APPROP	KK_APP_BUD	MN001	MN001	0001815084	2014-08-16	N	2000	G1010000	G100011	2015	2015	2	7,428.05

- In the **Commitment Control Activity Log Lines** section of the page, you can click on the **Drill Down** icon (  ) for a line to view more detail. The *Budget Journal Line Drill Down* page displays showing information entered on the budget journal. If you click on the **View Related Links** (  ) icon next to the *Journal ID*, you can view the budget journal entry pages in a new window. Close the window to return to the *Budget Journal Line Drill Down* page.

### Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit: MN001      Journal ID: 0001815084       Date: 08/16/2014  
 Line: 2

Additional Source Information

Date Posted: 08/16/2014  
 Budget Header Status: Posted  
 Journal Line Description:

Transaction Line Details

Fund Code	Financial Department ID	Appropriation ID (CF3)
2000	G1010000	G100011

Line Status: Valid  
 Budget Date: 07/01/2013  
 Line Amount: -7,428.05      USD

- On the *Budget Journal Line Drill Down* page, click the **OK** button to return to the *Commitment Control Activity Log* page.

- 5. In the **Commitment Control Activity Log Lines** section, you can also click on **Return to Budget Detail** () icon for a line to view more detail.

### Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry:	PS_AUTO_DR	Description:	<input type="text"/>
*Transaction Type:	GL_BD_JRNL	Ledger Group:	<input type="text"/>
Application Business Unit:	<input type="text"/>	Journal ID From:	0001815084
Journal ID To:		Journal ID To:	0001815084
Journal Date From:	<input type="text"/>	Journal Date To:	<input type="text"/>
Tran ID:	0025767268	Tran Date:	08/16/2014
Process Status:	<input type="text"/>	Process Instance:	<input type="text"/>
Maximum Rows:	100		

### Commitment Control Activity Log Lines

Line	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Fund	Fin DeptID	AppropriID	Budget Period	Year	Period	Transaction Amount
2	KK_APPROP	KK_APP_BUD	MN001	MN001	0001815084	2014-08-16	N	2000	G1010000	G100011	2014	2015	2	-7,428.05
1	KK_APPROP	KK_APP_BUD	MN001	MN001	0001815084	2014-08-16	N	2000	G1010000	G100011	2015	2015	2	7,428.05

- The *Commitment Control Budget Details* page displays in a new window. Refer to the [Viewing Budget Details Inquiry](#) Topic for more information about this page.

### Commitment Control Budget Details

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	AppropriID
MN001	KK_APPROP	2014	2000	G1010000	G100011

**Fund:** Restrict Misc Special Revenue     
**Fin DeptID:** Minnesota Management & Budget     
**AppropriID:** Combined Charities Admin

#### Ledger Amounts

Budget:	-1,929.13 USD				<b>Max Rows:</b> <input type="text" value="100"/>
Expense:	62,300.43 USD				<a href="#">Attributes</a>
Encumbrance:	0.00 USD				<a href="#">Parent / Children</a>
Pre-Encumbrance:	0.00 USD				<a href="#">Associated Budgets</a>

Associate Revenue: 64,229.56 USD

Available Budget

Without Tolerance:	0.00 USD	Percent:	(0%)
With Tolerance:	0.00 USD	Percent:	(0%)

#### Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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- Close the *Commitment Controls Budget Details* and *Activity Log* windows to return to the Ledger page.

- Click the **OK** button on the *Ledger* page to return to the *Appropriation Overview* page.

Ledger

Ledger: KK\_APP\_BUD

Drill to Activity Log Inquiry	Journal ID	Tran Line	Ref Bdgt?	Journal Class	Fund Code	Fin DeptID	AppropID	Budget Period	Year	Period	Base Currency	Monetary Amount	Budget Entry Type	Auto-Generated Parent Budget(s)	Tran ID	Commitment
	PAJ1081314	36	N	APP	2000	G1010000	G100011	2015	2014	1	USD		Original	N	0016449393	06/08/2013
	0001815084	1	N	RFW	2000	G1010000	G100011	2015	2015	2	USD	7428.05	Sys Close	N	0025767268	08/16/2014

OK

**Step 8: Select the Allotment Drilldown in the Allotment Break-Down Section**

You can view allotments for the appropriation, along with related budget amounts by clicking on the Allotment Drilldown link in the **Allotment Break-Down** section.

Allotment Break-Down			
Payroll			<a href="#">Allotment Drilldown</a>
Payroll Allotment	1,500.00	Non-Payroll	
		Operating Allotment	70,028.05
		Pre Encumbered	0.00
		Encumbered	532.67
Expended	0.00	Expended	58,558.76

- Click on the **Allotment Drilldown** link. The *Parent & Children Budgets* page displays Payroll and Non-Payroll allotment information, including ChartFields and Budget, Expense, Encumbrance, Pre-Encumbrance, and Available Budget amounts. The print screen below displays information with the **Show Tabs** () icon selected.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

New Window ? Help Personalize Page

**Parent & Children Budgets**

Parent Budget  Child Budget Amounts in Base Currency: USD

Ledger Group	Fund	Fin DeptID	AppropID	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
1 KK_ALLOT	2000	G1027100	G100011	NONPAY	2015	10,028.05	1,111.64	532.67	0.00	8,383.74
2 KK_ALLOT	2000	G1027110	G100011	NONPAY	2015	60,000.00	57,447.12	0.00	0.00	2,552.88
3 KK_ALLOT	2000	G1027100	G100011	PAYRLL	2015	1,500.00	0.00	0.00	0.00	1,500.00

Parent: None

OK

- To see additional detail for an amount, click on the **View Related Links** icon () next to the Budget, Expense, Encumbrance, Pre-Encumbrance and Available Budget amount.

A screen displays asking if you want to **Drill to Ledger** or **Drill to Activity Log**.

? Help

Please select one of the following links:

[Drill to Ledger](#)  
[Drill to Activity Log](#)

- If you select **Drill to Ledger**, the *Ledger* page appears displaying a list of transactions related to the amount selected. Transaction Amounts, along with related ChartFields, Budget Period, Fiscal Year and Accounting Periods display. In this example, the KK\_ALL\_BUD ledger displays because a budget amount was selected.

From the *Ledger* page, click the **OK** button to return to the *Parent & Children Budgets* page.

Ledger										
Business Unit:		MN001	Ledger:		KK_ALL_BUD					
Budget Details										
Fund	Fin DeptID	AppropID	Account	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
2000	G1027100	G100011	NONPAY	2015	3000.00	USD	3000.00	USD	06/25/2014 2:52:17PM	10840896
2000	G1027100	G100011	NONPAY	2015	7428.05	USD	7428.05	USD	08/18/2014 1:35:12AM	11522994
2000	G1027100	G100011	NONPAY	2015	4600.00	USD	4600.00	USD	10/09/2014 8:46:56AM	12055665
2000	G1027100	G100011	NONPAY	2015	-5000.00	USD	-5000.00	USD	01/26/2015 2:22:33PM	13058215

- If you select **Drill to Activity Log**, the *Activity Log* page appears. Information displayed will depend on the amount selected on the *Parent & Children Budgets* page. In this example, a budget amount was selected.

Activity Log												
Ledger: KK_ALL_BUD												
Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Account	AppropID	Budget Period	Year	Period	Foreign An	
2	Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
3	Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
4	Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
5	Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
6	Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
7	Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		

4. You can click on the **Drill Down** icon (  ) for a transaction to view the *Journal Line Drill Down* page.
  - If you click on the **View Related Links** (  ) icon next to the *Journal ID*, you can view the budget journal entry pages in a new window. Close the new window to return to the *Budget Journal Line Drill Down* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Budget Journal Line Drill Down

**Transaction Line Identifiers**

Business Unit: MN001      Journal ID: 0001709487       Date: 07/01/2014  
 Line: 2

**Additional Source Information**

Date Posted: 06/25/2014  
 Budget Header Status: Posted  
 Journal Line Description: Printing And Advertising

**Transaction Line Details**

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
2000	G1037100	G100011	41110

Line Status: Valid  
 Budget Date: 07/01/2014  
 Line Amount: 1,000.00      USD

5. Click on the **OK** button to return to the *Activity Log* page.

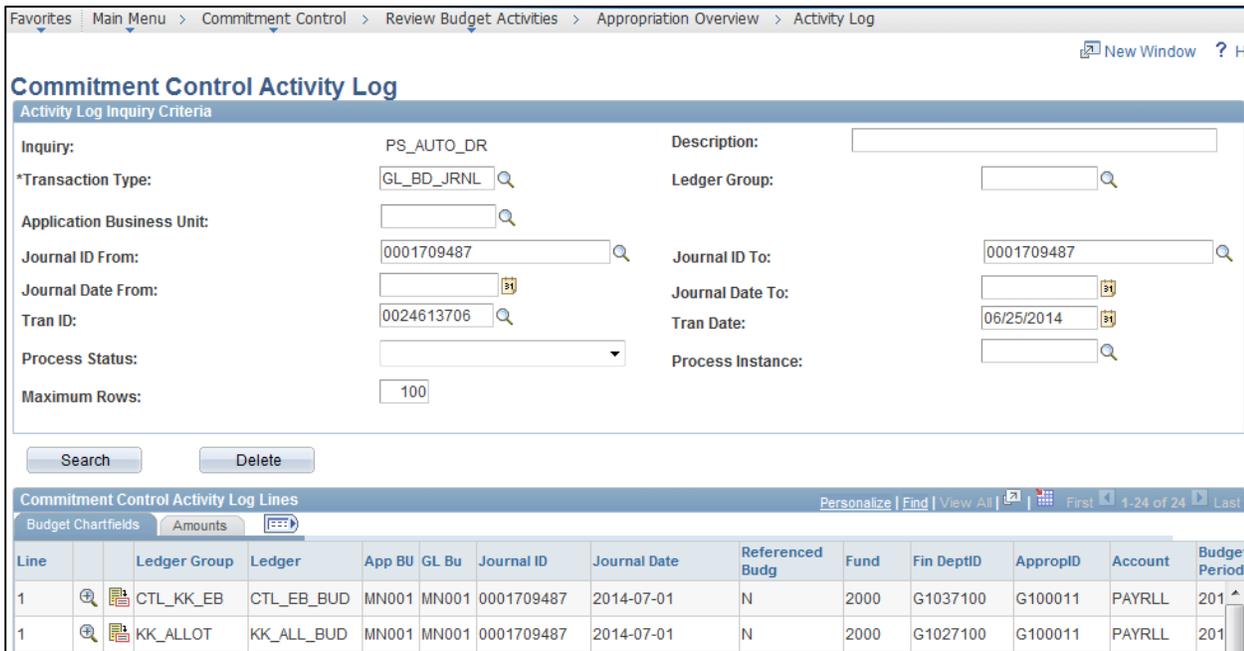
Activity Log

Ledger: KK\_ALL\_BUD

Activity Log												
Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Account	AppropID	Budget Period	Year	Period	Foreign An	
 	2 Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
 	3 Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
 	4 Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
 	5 Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
 	6 Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		
 	7 Journal ID:	0001709487	N	2000	G1027100	NONPAY	G100011	2015	2015	1		

- You can click on the **Drill to Activity Log Inquiry** icon (  ) and the *Commitment Control Activity Log* page for the transaction opens in a new window showing the related journal activity for the *Journal ID*. The search criteria automatically entered by SWIFT displays in the **Activity Log Inquiry Criteria** section, and the **Commitment Control Activity Log Lines** section displays the search results.

The print screen below shows a partial list of the fields available, including the Ledger Group, Journal ID, Transaction Line, Journal Class code, Fund Code, Fin DeptID, Approp ID, Budget Period, Year, Period (Accounting), Budget Type Entry, Transaction Date, and Transaction ID.



The screenshot shows the 'Commitment Control Activity Log' window. The top section is 'Activity Log Inquiry Criteria' with various search fields. The bottom section is 'Commitment Control Activity Log Lines' showing a table of results.

Line	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Fund	Fin DeptID	AppropID	Account	Budget Period
1	CTL_KK_EB	CTL_EB_BUD	MN001	MN001	0001709487	2014-07-01	N	2000	G1037100	G100011	PAYRLL	201
1	KK_ALLOT	KK_ALL_BUD	MN001	MN001	0001709487	2014-07-01	N	2000	G1027100	G100011	PAYRLL	201

- Close the window to return to the *Activity Log* page.
- From the *Activity Log* page, click on the **OK** button to return to the *Parent & Children Budgets* page.
- Click on the **OK** button to return to the *Appropriation Overview* page.

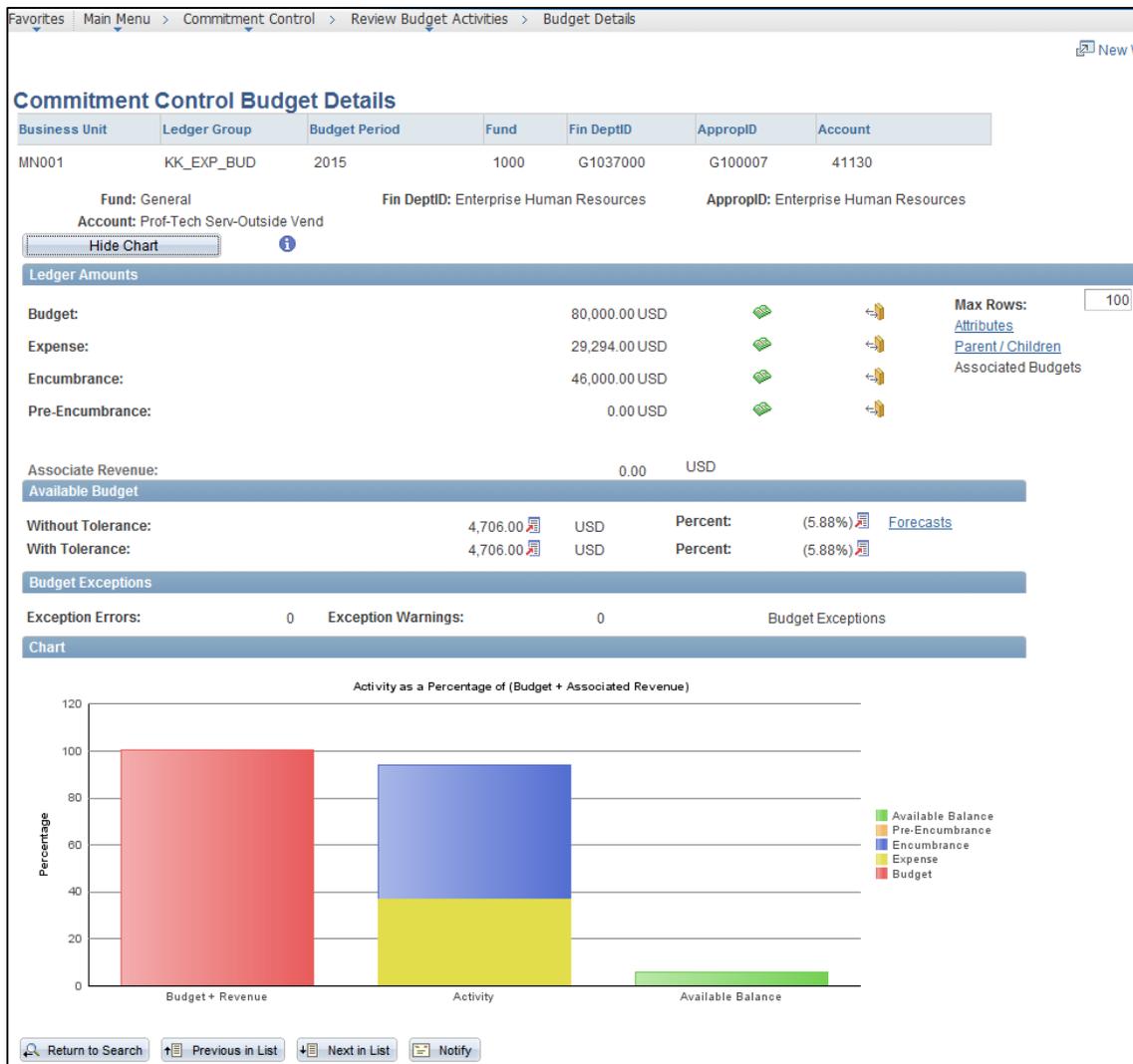
Having completed this topic, you should now be able to:

- View the *Appropriation Overview* page

## Viewing Budget Details Inquiry

### Topic Overview

In this topic, you will learn how to view the Budget Details Inquiry. The *Budget Details* page displays information for one expense or revenue budget line which is referenced in the header of the page. Information displayed on the page depends on budget selected. If an expense budget is selected, the **Ledger Amounts** section displays budgeted, expended, encumbered, and pre-encumbered amounts. If a revenue budget is selected, the **Ledger Amounts** section displays Revenue Estimate, Recognized Revenue, and Collected Revenue amounts. A chart can be displayed to view a graphical presentation of the data. Options to drill-down to more detail are also available.



The screenshot shows the 'Commitment Control Budget Details' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Commitment Control > Review Budget Activities > Budget Details. The main header displays the following information:

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	AppropriID	Account
MN001	KK_EXP_BUD	2015	1000	G1037000	G100007	41130

Below the header, it specifies: Fund: General, Fin DeptID: Enterprise Human Resources, AppropriID: Enterprise Human Resources, and Account: Prof-Tech Serv-Outside Vend. There is a 'Hide Chart' button and an information icon.

The 'Ledger Amounts' section is expanded, showing the following data:

Budget:	80,000.00 USD				
Expense:	29,294.00 USD				
Encumbrance:	46,000.00 USD				
Pre-Encumbrance:	0.00 USD				
Associate Revenue:	0.00 USD				

Below the ledger amounts, there is an 'Available Budget' section with a bar chart showing:

Without Tolerance:	4,706.00 USD	Percent: (5.88%)
With Tolerance:	4,706.00 USD	Percent: (5.88%)

The 'Budget Exceptions' section shows 0 Exception Errors and 0 Exception Warnings. At the bottom, there is a 'Chart' section with a bar chart titled 'Activity as a Percentage of (Budget + Associated Revenue)'. The chart shows three bars: 'Budget + Revenue' (100%), 'Activity' (approximately 94%), and 'Available Balance' (approximately 6%). The legend for the chart includes: Available Balance (green), Pre-Encumbrance (orange), Encumbrance (blue), Expense (yellow), and Budget (red).

After completing this topic, you should be able to:

- View the Budget Details Inquiry

# Process Steps

## View the Budget Details Inquiry

This topic covers viewing the Budget Details Inquiry.

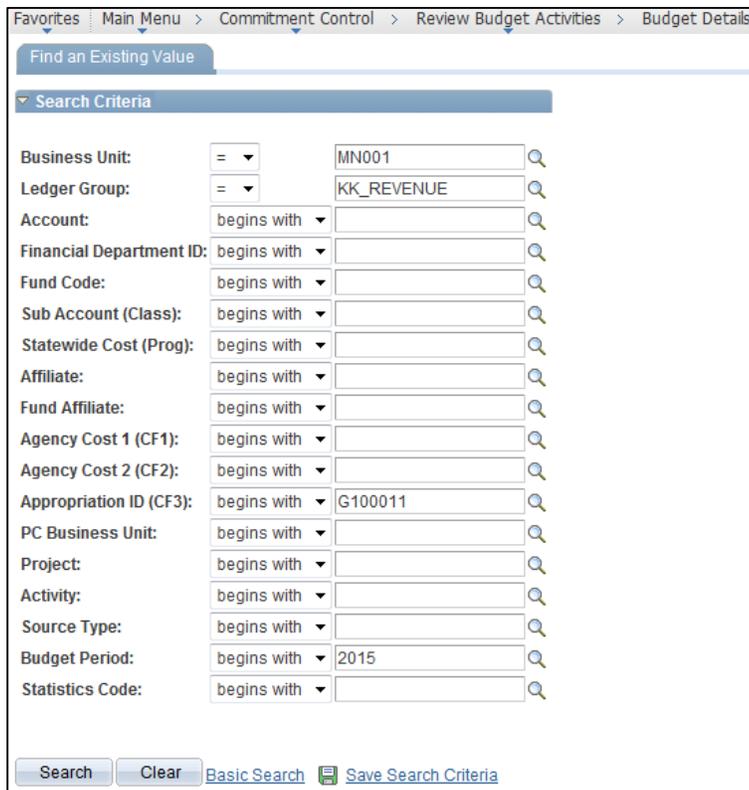
Steps to complete:

- Step 1: Enter the Budget Detail Inquiry Criteria
- Step 2: View the Budget Details page
- Step 3: Drill Down to Ledger, Budget Journal and Journal Entry pages
- Step 4: Drill Down to Activity Log, Journal Line Drill Down, Journal Entry pages and Commitment Control Activity Log

### Step 1: Enter Budget Detail Inquiry Criteria

Begin by navigating to the *Budget Details* search page.

1. **Navigation Links:** Commitment Control, Review Budget Activities, Budget Details.
2. On the *Budget Details* page, enter search criteria to locate the budget you want to view.



The screenshot shows a web browser window with the following breadcrumb trail: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. Below the breadcrumb is a search bar with the text "Find an Existing Value". Underneath is a section titled "Search Criteria" with a dropdown arrow. The search criteria form includes the following fields:

- Business Unit: = [MN001]
- Ledger Group: = [KK\_REVENUE]
- Account: begins with [ ]
- Financial Department ID: begins with [ ]
- Fund Code: begins with [ ]
- Sub Account (Class): begins with [ ]
- Statewide Cost (Prog): begins with [ ]
- Affiliate: begins with [ ]
- Fund Affiliate: begins with [ ]
- Agency Cost 1 (CF1): begins with [ ]
- Agency Cost 2 (CF2): begins with [ ]
- Appropriation ID (CF3): begins with [G100011]
- PC Business Unit: begins with [ ]
- Project: begins with [ ]
- Activity: begins with [ ]
- Source Type: begins with [ ]
- Budget Period: begins with [2015]
- Statistics Code: begins with [ ]

At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".



Field Name	Field Description
<b>*Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
<b>*Ledger Group</b>	Select the related ledger group. Most commonly used options are: -- KK_EXP_BUD (expense budgets) -- KK_REVENUE (revenue budgets)
<b>Financial Department ID</b>	Enter a Financial Department ID to narrow your search.
<b>Appropriation ID</b>	Enter an Appropriation ID to narrow your search.
<b>Budget Period</b>	Enter a Budget Period to narrow your search.

**Note.** Additional fields are available to narrow your search. In this example, we are looking up revenue budgets for an appropriation.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Find an Existing Value

Search Criteria

Business Unit: = MN001

Ledger Group: = KK\_REVENUE

Account: begins with

Financial Department ID: begins with

Fund Code: begins with

Sub Account (Class): begins with

Statewide Cost (Prog): begins with

Affiliate: begins with

Fund Affiliate: begins with

Agency Cost 1 (CF1): begins with

Agency Cost 2 (CF2): begins with

Appropriation ID (CF3): begins with G100011

PC Business Unit: begins with

Project: begins with

Activity: begins with

Source Type: begins with

Budget Period: begins with 2015

Statistics Code: begins with

Search Clear Basic Search Save Search Criteria

3. Click on the **Search** button.
4. If multiple entries display in the **Search Results** section, click on the entry that you want to view.

**Search Results**

View All First 1-2 of 2 Last

Business Unit	Ledger Group	Account	Financial Department ID	Fund Code	Sub Account (Class)	Statewide Cost (Prog)	Affiliate	Fund Affiliate	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Appropriation ID (CF3)	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
MN001	KK_REVENUE	512606	G1037110	2000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	G100011	(blank)	(blank)	(blank)	(blank)	2015	(blank)
MN001	KK_REVENUE	622321	G1037100	2000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	G100011	(blank)	(blank)	(blank)	(blank)	2015	(blank)

## Step 2: View the Budget Details page

The *Commitment Control Budget Details* page displays showing the budget ChartField information in the header, Ledger Amounts, Available Budget, and any Budget Exceptions. Information displayed on the page depends on budget selected. If an expense budget is selected, the **Ledger Amounts** section displays budgeted, expended, encumbered, and pre-encumbered amounts. If a revenue budget is selected, the **Ledger Amounts** section displays Revenue Estimate, Recognized Revenue, and Collected Revenue amounts.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

New Window ? Help Personalize Page

### Commitment Control Budget Details

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	AppropID	Account
MN001	KK_REVENUE	2015	2000	G1037110	G100011	512606
Fund: Restrict Misc Special Revenue		Fin DeptID: Combined Charities Donations		AppropID: Combined Charities Admin		
Account: All Other Reimb - Internal						
Display Chart						

#### Ledger Amounts

Revenue Estimate:	60,000.00 USD			Max Rows: <input type="text" value="100"/>
Recognized Revenue:	56,139.15 USD			<a href="#">Attributes</a>
Collected Revenue:	56,139.15 USD			<a href="#">Parent / Children</a>
				<a href="#">Associated Budgets</a>
Uncollected Revenue (Rec-Coll):	0.00 USD			

#### Available Budget

Without Tolerance:	3,860.85 USD	Percent:	(6.43%) <a href="#">Forecasts</a>
With Tolerance:	3,860.85 USD	Percent:	(6.43%) <a href="#">Forecasts</a>

#### Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
-------------------	---	---------------------	---	-------------------

Return to Search Previous in List Next in List Notify

1. You can click on the **Display Chart** button to view a graphic illustration at the bottom of the page that compares the Revenue Estimate, Activity (Collected Revenue), and available balance. Click on the **Hide Chart** button to remove the chart.

**Commitment Control Budget Details**

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	AppropriID	Account
MN001	KK_REVENUE	2015	2000	G1037110	G100011	512606

Fund: Restrict Misc Special Revenue      Fin DeptID: Combined Charities Donations      AppropriID: Combined Charities Admin  
 Account: All Other Reimb - Internal

ⓘ

**Ledger Amounts**

Revenue Estimate:	60,000.00 USD			Max Rows: <input type="text" value="100"/>
Recognized Revenue:	56,139.15 USD			<a href="#">Attributes</a>
Collected Revenue:	56,139.15 USD			<a href="#">Parent / Children</a>
				<a href="#">Associated Budgets</a>

Uncollected Revenue (Rec-Coll): 0.00 USD

**Available Budget**

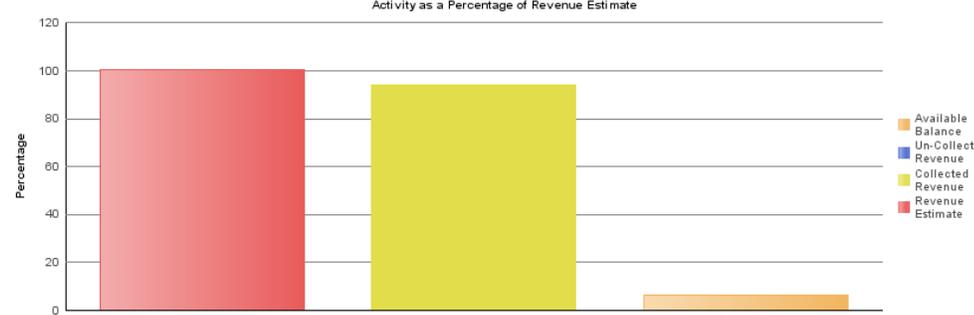
Without Tolerance:	3,860.85 USD	Percent: (6.43%)	<a href="#">Forecasts</a>
With Tolerance:	3,860.85 USD	Percent: (6.43%)	

**Budget Exceptions**

Exception Errors: 0      Exception Warnings: 0      Budget Exceptions

**Chart**

Activity as a Percentage of Revenue Estimate



Category	Percentage
Revenue Estimate	100%
Activity	93.6%
Available Balance	8.3%

2. If you click on the **Associated Budgets** link in the **Ledger Amounts** section, the *Associated Expense Budget* page displays. This page shows appropriation budgets associated with the budget you are reviewing. The Fund, Financial Department ID, Appropriation ID, and Budget Period display. The link will not be available if there are no associated budgets.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

**Associated Expense Budget**

Assoc. Exp. BD	Fund Code	Financial Department ID	Appropriation ID (CF3)	Budget Period
KK_APPROP	2000	G1010000	G100011	2015

3. Click the **OK** button to return to the *Commitment Control Budget Details* page.

- If you click on the **Forecasts** link in the **Available Budget** section, the *Budget Forecasts Amounts* page displays listing the fields described below.

**Budget Forecasts Amounts**

---

**Forecasts**

Projected Budget: 60,000.00 USD

Projected Actual: 67,626.37 USD

Projected Variance: -7,626.37 USD      **Percent:** (-12.71%)

Field Name	Field Description
<b>Projected Budget</b>	<i>Projected Budget</i> field forecasts budgeted amount plus associated revenue, assuming that associated revenue continues at current rate.
<b>Projected Actual</b>	<i>Projected Actual</i> field forecasts amount of spending over the course of the budget, assuming commitments and spending continue at current rate.
<b>Projected Variance</b>	<i>Projected Variance</i> field is the difference between the <i>Projected Budget</i> and the <i>Projected Actual</i> amount.

- Click on the **OK** button to return to the *Commitment Control Budget Details* page.

### Step 3: Drill Down to Ledger, Budget Journal and Journal Entry pages

- If you click on the **Drill To Ledger** icon (  ) for a ledger amount, the *Ledger* page displays showing the related ChartFields for the amount.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details New Window

**Ledger**

Business Unit: MN001      Ledger: KK\_REV\_BUD

Budget Details Personalize | Find | First 1 of 1 Last

Fund	Fin DeptID	AppropID	Account	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
2000	G1037110	G100011	512606	2015	60000.00	USD	60000.00	USD	06/03/2014 10:41:30AM	10576387

- You can click on the **Drill Down** icon (  ) to display the *Budget Journal* page which provides information about the journal, including Journal ID, Status, Date, and ChartFields.

**Budget Journal**

Business Unit: MN001      Ledger: KK\_REV\_BUD

**Budget Details**

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Fund	Fin DeptID	AppropID	Account	Budget Period	Monetary Amount	Line Descr
	0001677381	07/01/2014	Posted	2015	1	2	2000	G1037110	G100011	512606	2015	60,000.00	Original

OK

- You can click on the **Show Journal Detail** () to view the *Budget Journal Entry* pages in a new window. Close the New Window to return to the *Ledger* page.
- From the *Ledger* page, click the **OK** button to return to the *Commitment Control Budget Details* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

New Window ? Help Personalize Page

**Commitment Control Budget Details**

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	AppropID	Account
MN001	KK_REVENUE	2015	2000	G1037110	G100011	512606

Fund: Restrict Misc Special Revenue      Fin DeptID: Combined Charities Donations      AppropID: Combined Charities Admin  
Account: All Other Reimb - Internal

Display Chart 

**Ledger Amounts**

Revenue Estimate:	60,000.00 USD			Max Rows: <input type="text" value="100"/>
Recognized Revenue:	56,139.15 USD			<a href="#">Attributes</a>
Collected Revenue:	56,139.15 USD			Parent / Children
Uncollected Revenue (Rec-Coll):	0.00 USD			<a href="#">Associated Budgets</a>

**Available Budget**

Without Tolerance:	3,860.85 USD	Percent: (6.43%)	<a href="#">Forecasts</a>
With Tolerance:	3,860.85 USD	Percent: (6.43%)	

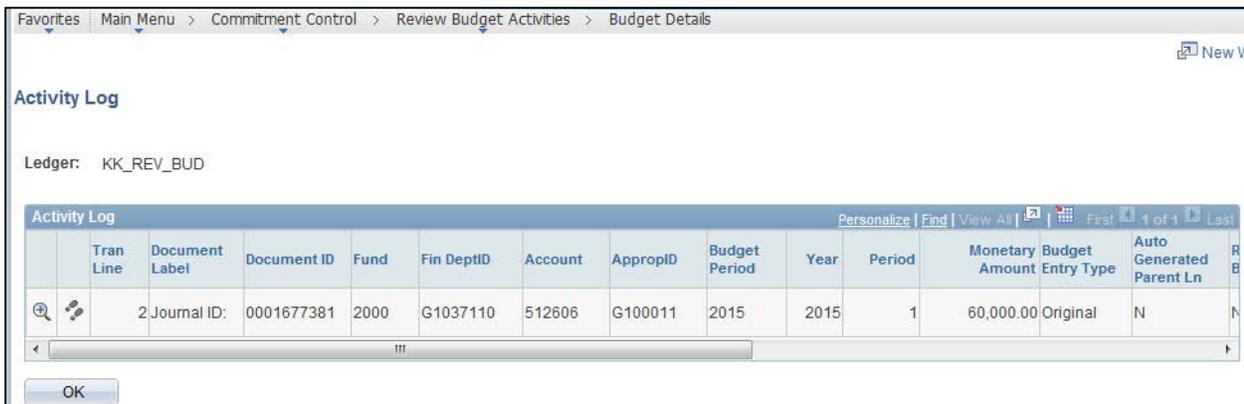
**Budget Exceptions**

Exception Errors: 0      Exception Warnings: 0      Budget Exceptions

Return to Search   Previous in List   Next in List   Notify

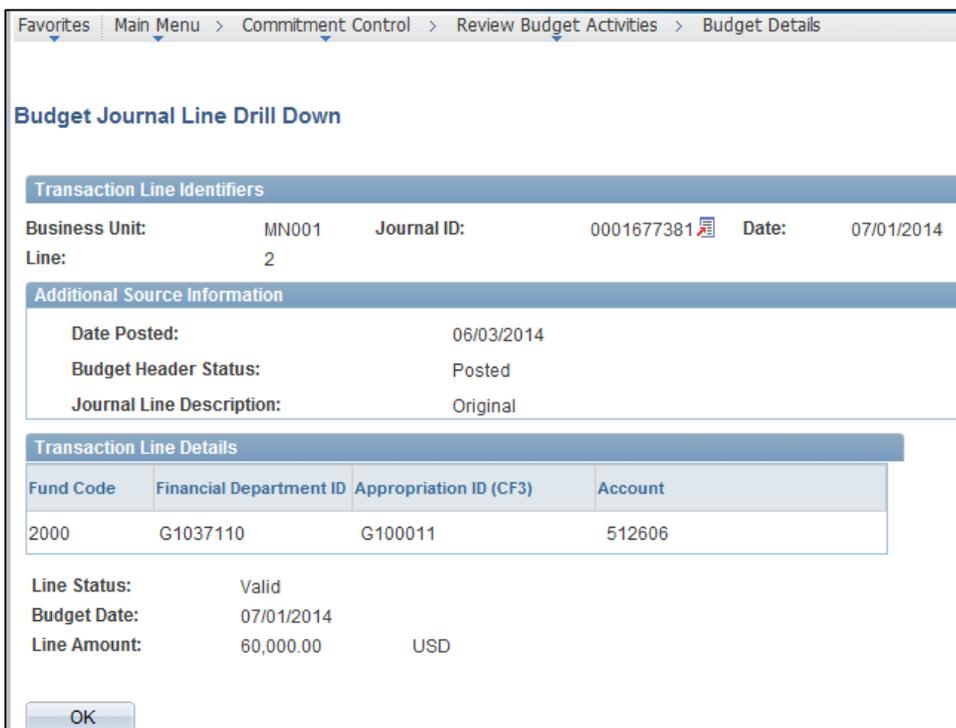
**Step 4: Drill Down to Activity Log, Journal Line Drill Down, Journal Entry pages and Commitment Control Activity Log**

1. If you click on the **Drill to Activity** icon (  ) for a ledger amount, the *Activity Log* page displays more detail for the amount, including Journal ID, ChartFields, and Transaction ID.



Tran Line	Document Label	Document ID	Fund	Fin DeptID	Account	AppropID	Budget Period	Year	Period	Monetary Amount	Budget Entry Type	Auto Generated Parent Ln
2	Journal ID:	0001677381	2000	G1037110	512606	G100011	2015	2015	1	60,000.00	Original	N

2. You can click on the **Drill Down** icon (  ) for a transaction to view the *Line Drill Down* page which displays information for the journal, such as the journal line number and *Journal ID*. The page that you view will depend on the type of amount selected on the *Budget Details* page.



**Transaction Line Identifiers**

Business Unit: MN001      Journal ID: 0001677381      Date: 07/01/2014  
 Line: 2

**Additional Source Information**

Date Posted: 06/03/2014  
 Budget Header Status: Posted  
 Journal Line Description: Original

**Transaction Line Details**

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
2000	G1037110	G100011	512606

Line Status: Valid  
 Budget Date: 07/01/2014  
 Line Amount: 60,000.00      USD

- Click on the **View Related Links** icon next to the Journal ID (  ) to view the *Budget Journal Entry* pages in a new window. Close the New Window to return to the *Budget Journal Line Drill Down* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: 0001677381    Date: 07/01/2014  
 Ledger Group: KK\_REVENUE    Fiscal Year: 2015    Period: 1  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    Currency: USD  
 Budget Header Status: Posted    Rate Type: CRRNT  
 Budget Entry Type: Original    Exchange Rate: 1.00000000   
 Parent Budget Options  
 Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:  
 Cur Effdt: 07/01/2014  
 Budget Type: Revenue  
[Attachments \(0\)](#)  
[Approvals](#)

Long Description:

- From the *Budget Journal Line Drill Down* page, click on the **OK** button to return to the *Activity Log* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details New Window ?

Activity Log

Ledger: KK\_REV\_BUD

Activity Log													
Tran Line	Document Label	Document ID	Fund	Fin DeptID	Account	AppropID	Budget Period	Year	Period	Monetary Amount	Budget Entry Type	Auto Generated Parent Ln	
2	Journal ID:	0001677381	2000	G1037110	512606	G100011	2015	2015	1	60,000.00	Original	N	

OK

- Click on the **OK** button to return to the *Commitment Control Budget Details* page.

Having completed this topic, you should now be able to:

- View the Budgets Detail page

## Viewing Budget Overview Inquiry

### Topic Overview

In this topic, you will learn how to create and view a Budget Overview Inquiry. The Budget Overview Inquiry is often used to view summary expense or revenue budget information and to drill down to view underlying transaction details.

Available amounts may be inflated if Payroll budgets are included in the inquiry results. The Manager's Financial Report and the Allotment within Appropriation Report are programed to display payroll reserved amounts as encumbered: Payroll Budget – Payroll Expended = Encumbered Amount. Online inquiries and queries within SWIFT do not show payroll reserved amounts as encumbered.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Inquiry Results

Business Unit: MN001  
 Ledger Group: KK\_EXP\_BUD Expense Budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows:  [Display Options](#)

Ledger Totals (16 Rows)

		Net Transfers:	
Budget:	3,500,901.61		0.00
Expense:	2,773,624.58		
Encumbrance:	101,319.01		
Pre-Encumbrance:	0.00		
Budget Balance:	625,958.02		
Associate Revenue:	0.00		
Available Budget:	625,958.02		

Budget Overview Results												
		Ledger Group	Account	Fund	Fin DeptID	AppropriID	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Percen
1		KK_EXP_BUD	41000	1000	G1037000	G100007	2015	3,103,000.000	2,445,960.040	0.000	0.000	
2		KK_EXP_BUD	41030	1000	G1037000	G100007	2015	136,000.000	217,170.060	0.000	0.000	
3		KK_EXP_BUD	41050	1000	G1037000	G100007	2015	1,500.000	1,016.190	0.000	0.000	
4		KK_EXP_BUD	41070	1000	G1037000	G100007	2015	30,000.000	20,636.840	0.000	0.000	
5		KK_EXP_BUD	41100	1000	G1037000	G100007	2015	0.000	315.000	1,390.000		
6		KK_EXP_BUD	41110	1000	G1037000	G100007	2015	1,000.000	129.140	0.000	0.000	
7		KK_EXP_BUD	41130	1000	G1037000	G100007	2015	80,000.000	29,294.000	46,000.000	0.000	
8		KK_EXP_BUD	41150	1000	G1037000	G100007	2015	25,000.000	3,605.000	4,686.500	0.000	

After completing this topic, you should be able to:

- View the Budget Overview Inquiry

# Process Steps

## View the Budget Overview Inquiry

This topic covers setting up and viewing the Budget Overview Inquiry.

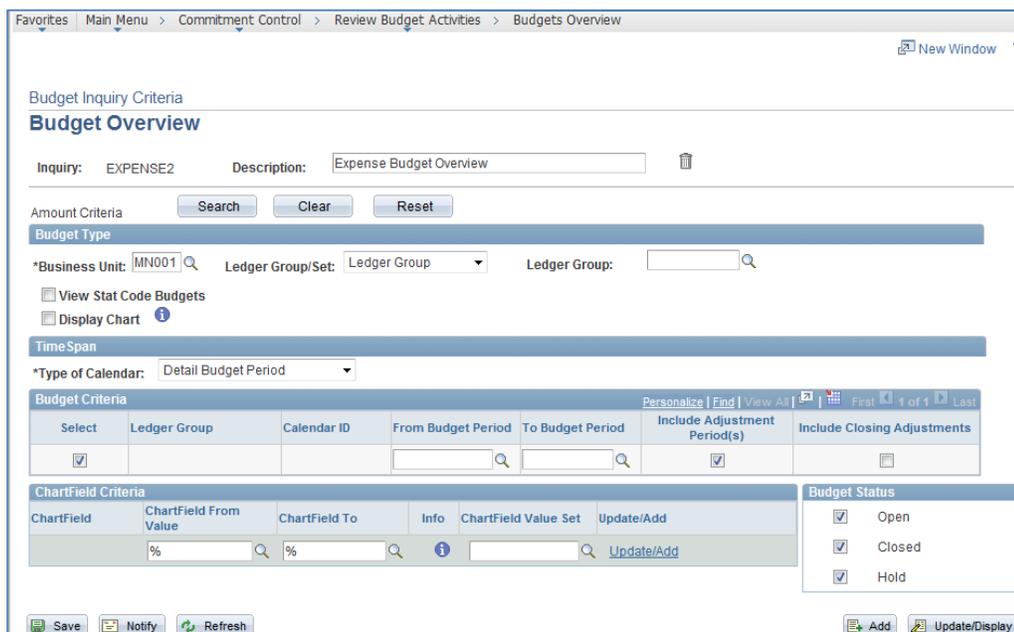
Steps to complete:

- Step 1: Create a Budget Overview Inquiry
- Step 2: Enter the Budget Overview Inquiry Criteria
- Step 3: View the Inquiry Results page
- Step 4: Drill Down to View Budget Details and Budget Transaction Type pages
- Step 5: Select an Amount to View Activity Logs and More Detail
- Step 6: Use the Amount Criteria page

### Step 1: Create a Budget Overview Inquiry

Begin by navigating to the *Budgets Overview* page.

1. **Navigation Links:** Commitment Control, Review Budget Activities, Budgets Overview.
2. Select the **Add a New Value** tab.
3. Enter a query name in the *Inquiry Name* field; for example “EXPENSE” or “REVENUE” (10 characters).  
**Note:** In the future, you can reuse the inquiry by selecting the **Find an Existing Value** tab and searching for this inquiry name.
4. Click the **Add** button. The *Budget Inquiry Criteria* page displays.



**Budget Inquiry Criteria**

**Budget Overview**

Inquiry: EXPENSE2    Description: Expense Budget Overview

Amount Criteria    Search    Clear    Reset

**Budget Type**

\*Business Unit: MN001    Ledger Group/Set: Ledger Group    Ledger Group: [ ]

View Stat Code Budgets  
 Display Chart

**Time Span**

\*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>			[ ]	[ ]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
	% [ ]	% [ ]	[ i ]	[ ]	Update/Add

**Budget Status**

Open  
 Closed  
 Hold

Save    Notify    Refresh    Add    Update/Display

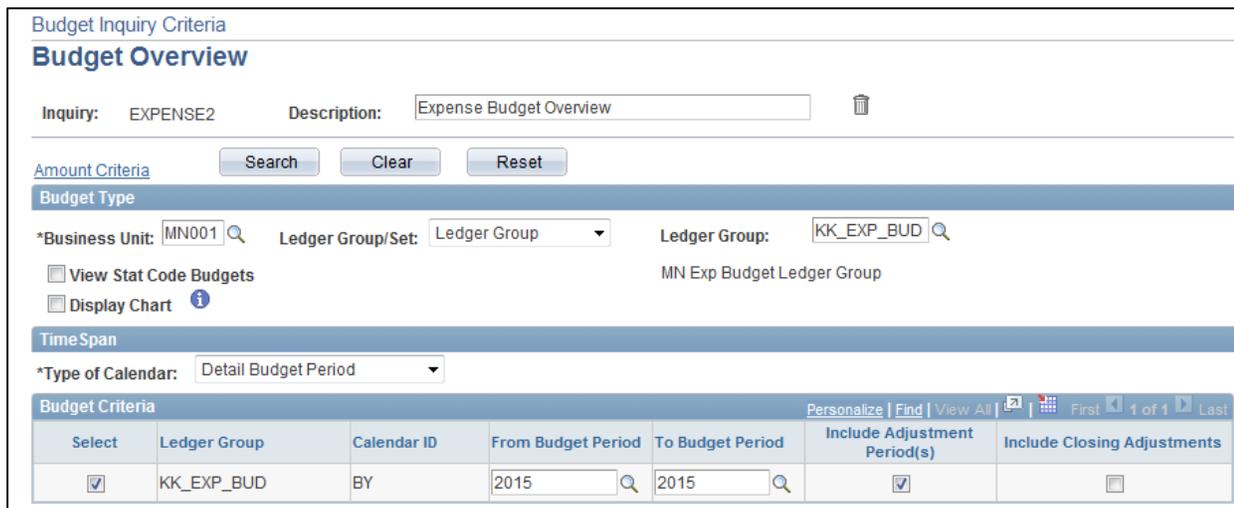
**Step 2: Enter the Budget Overview Inquiry Criteria**

Next, you will enter the Budget Overview criteria to search for the budget(s) you would like to view. When you save the inquiry, you can reuse the criteria you have entered each time you access the inquiry but you can overwrite it.

1. Enter a **Description** for the inquiry in the *Description* field; for example “Expense Budget Overview” (the field length is 40 characters).
2. Complete the **Budget Type** section described below.

Field Name	Field Description
<b>*Business Unit</b>	Select the <i>Business Unit</i> “MN001”, if necessary. This is the only <i>Business Unit</i> used for budgets.
<b>*Ledger Group Set</b>	Accept the default “Ledger Group”. (Users can create Ledger sets but Ledger Group is more commonly used.)
<b>*Ledger Group</b>	Select the Ledger Group related to the inquiry you are setting up. Options include: Allotment, Appropriation, Expense Budget, and Revenue Budget. (Project Ledger is not typically used but can be used with inquiry ledger sets created by the user.)
<b>Display Chart</b>	Click this option to display a graphic chart with the results.

**Note:** the View Stat Code Budgets option is not used in Minnesota.



Budget Inquiry Criteria  
**Budget Overview**

Inquiry: EXPENSE2    Description: Expense Budget Overview

Amount Criteria    Search    Clear    Reset

**Budget Type**

\*Business Unit: MN001    Ledger Group/Set: Ledger Group    Ledger Group: KK\_EXP\_BUD  
 MN Exp Budget Ledger Group

View Stat Code Budgets     Display Chart

**TimeSpan**

\*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_EXP_BUD	BY	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Select the *Type of Calendar* for your inquiry.

Field Name	Field Description
<b>Detail Budget Period</b>	This is the recommended and default option. With this option selected, the Budget Criteria section allows you to select a Budget Period range for your inquiry.

Field Name	Field Description
<b>Detail Accounting Period</b>	When the "Detail Accounting Period" is selected, the <b>Budget Criteria</b> section allows you to select Accounting Fiscal Years and Accounting Period ranges for your inquiry.

**Note:** the Summary Accounting Period and Budget Period options are not used in Minnesota.

- Complete the **Budget Criteria** section which displays different parameters based on the *Type of Calendar* selected above.

Calendar	
<b>Detail Budget Period</b>	If the <b>Detail Budget Period</b> calendar is selected, enter the <i>From Budget Period</i> and <i>To Budget Period</i> range.
<b>Detail Accounting Period</b>	If the <b>Detail Accounting Period</b> is selected, enter the <i>From Year</i> and <i>From Period</i> , and the <i>To Year</i> and <i>To Period</i> range.
<b>Include Adjustment Period(s)</b>	Accept the default "Include Adjustment Period(s)" option.
<b>Include Closing Adjustments</b>	Leave the "Include Closing Adjustments" option unchecked.

### Budget Overview

Inquiry: EXPENSE2      Description: Expense Budget Overview

[Amount Criteria](#)    Search    Clear    Reset

**Budget Type**

\*Business Unit: MN001    Ledger Group/Set: Ledger Group    Ledger Group: KK\_EXP\_BUD  
View Stat Code Budgets    MN Exp Budget Ledger Group  
Display Chart

**Time Span**

\*Type of Calendar: Detail Budget Period

**Budget Criteria**    Personalize | Find | View All | First | 1 of 1 | Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_EXP_BUD	BY	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Fin DeptID	%	%	i		Update/Add
Fund	%	%	i		Update/Add
AppropriID	G100007	G100007	i		Update/Add

**Budget Status**

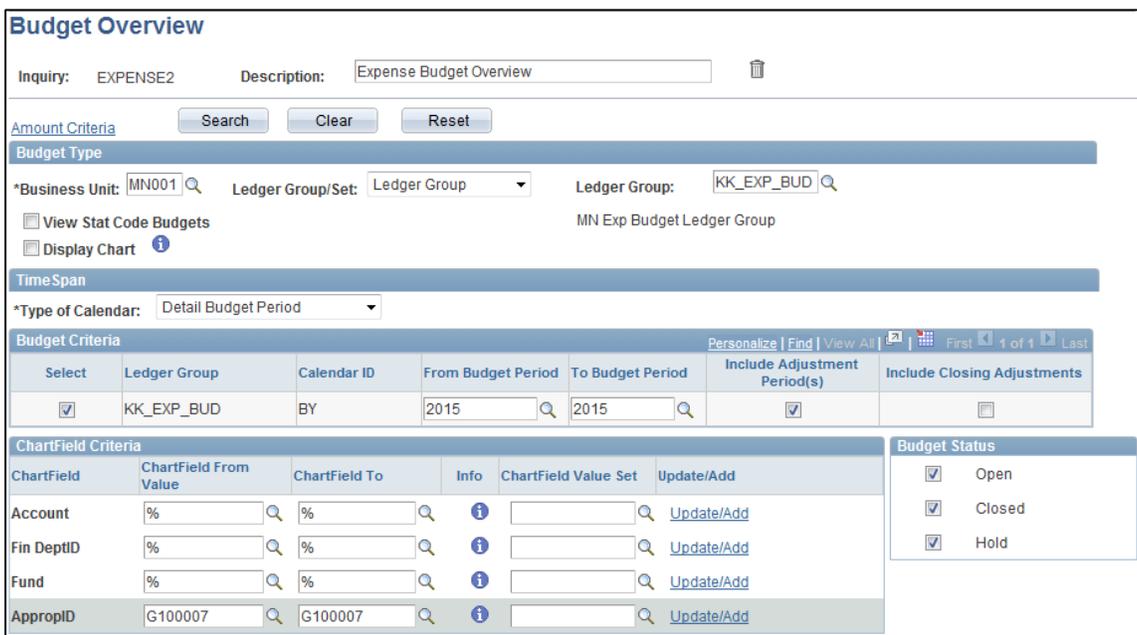
- Open
- Closed
- Hold

- Next, you will enter the ChartFields for the Inquiry you want to view. The ChartFields displayed will be different, depending on the Ledger Group you have selected. Complete the **ChartField Criteria** section described below.

- Use the % (percent sign) wildcard to represent one or more characters of a field. For example, you can enter 4% in the account field to include all account codes that begin with 4.

Field Name	Field Description
Account	Enter Account criteria to limit your search.
Fin DeptID	Enter Financial Department ID criteria to limit your search.
Fund	Enter Fund criteria to limit your search.
Appropriation ID	Enter Appropriation ID criteria to limit your search.

- Accept the defaults in **Budget Status** section to include budgets that are open, closed and on hold.
- Click on the **Save** button.



The screenshot shows the 'Budget Overview' page with the following sections:

- Inquiry:** EXPENSE2, Description: Expense Budget Overview
- Amount Criteria:** Search, Clear, Reset buttons.
- Budget Type:** \*Business Unit: MN001, Ledger Group/Set: Ledger Group, Ledger Group: KK\_EXP\_BUD. Includes checkboxes for 'View Stat Code Budgets' and 'Display Chart'.
- Time Span:** \*Type of Calendar: Detail Budget Period.
- Budget Criteria:** Table with columns: Select, Ledger Group, Calendar ID, From Budget Period, To Budget Period, Include Adjustment Period(s), Include Closing Adjustments. One row is visible for KK\_EXP\_BUD.
- ChartField Criteria:** Table with columns: ChartField, ChartField From Value, ChartField To, Info, ChartField Value Set, Update/Add. Rows include Account, Fin DeptID, Fund, and Appropriation ID.
- Budget Status:** Checkboxes for Open, Closed, and Hold.

- Click on the **Search** button located in the header of the page. The *Inquiry Results* page displays showing the results of your inquiry. Proceed to Step 2.

**Note:** Additional options available in the header of the *Budget Overview* page may be used to clear, reset or delete your inquiry:

Other Options	Description
<b>Clear Button</b>	Click the <b>Clear</b> button to clear all entries on the page, except for the default selections.
<b>Reset Button</b>	Click the <b>Reset</b> button to clear entries in the <b>ChartField Criteria</b> section and on the <b>Amount Criteria</b> page.
<b>Wastebasket Icon</b>	Click this <b>Wastebasket</b> icon to delete the saved inquiry.

### Step 3: View the Inquiry Results page

After you click on the **Search** button, the *Inquiry Results* page displays.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

**Inquiry Results**

Business Unit: MN001  
 Ledger Group: KK\_EXP\_BUD Expense Budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#)      Max Rows:       [Display Options](#)     

**Ledger Totals (16 Rows)**

		Net Transfers:	
Budget:	3,500,901.61		0.00
Expense:	2,773,624.58		
Encumbrance:	101,319.01		
Pre-Encumbrance:	0.00		
Budget Balance:	625,958.02		
Associate Revenue:	0.00		
Available Budget:	625,958.02		

**Budget Overview Results** Personalize | [Find](#) | [View All](#) | [First](#) | 1-16 of 16 | [Last](#)

	Ledger Group	Account	Fund	Fin DeptID	AppropriID	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Percent
1	KK_EXP_BUD	41000	1000	G1037000	G100007	2015	3,103,000.000	2,445,960.040	0.000	0.000	
2	KK_EXP_BUD	41030	1000	G1037000	G100007	2015	136,000.000	217,170.060	0.000	0.000	
3	KK_EXP_BUD	41050	1000	G1037000	G100007	2015	1,500.000	1,016.190	0.000	0.000	
4	KK_EXP_BUD	41070	1000	G1037000	G100007	2015	30,000.000	20,636.840	0.000	0.000	
5	KK_EXP_BUD	41100	1000	G1037000	G100007	2015	0.000	315.000	1,390.000	0.000	
6	KK_EXP_BUD	41110	1000	G1037000	G100007	2015	1,000.000	129.140	0.000	0.000	
7	KK_EXP_BUD	41130	1000	G1037000	G100007	2015	80,000.000	29,294.000	46,000.000	0.000	
8	KK_EXP_BUD	41150	1000	G1037000	G100007	2015	25,000.000	3,605.000	4,686.500	0.000	

- View the **header** section of the *Inquiry Results* page which displays basic information regarding your inquiry including the Business Unit and Ledger Group selected on the *Budget Criteria* page.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

**Inquiry Results**

Business Unit: MN001  
 Ledger Group: KK\_EXP\_BUD Expense Budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#)      Max Rows:       [Display Options](#)

- View the **Ledger Totals** section which indicates the number of rows in your results and displays summary totals for your inquiry results. The amounts shown will depend upon the ledger selected. For example, expense inquiries will show totals for Budget, Expense, Encumbrance, Pre-Encumbrance, Budget Balance, Associate Revenue and Available Budget. Revenue inquiries will display amounts for Revenue Estimate, Recognized Revenue, Available Budget, Collected Revenue and Uncollected Revenue.

Ledger Totals (16 Rows)		
		Net Transfers:
Budget:	3,500,901.61	0.00
Expense:	2,773,624.58	
Encumbrance:	101,319.01	
Pre-Encumbrance:	0.00	
Budget Balance:	625,958.02	
Associate Revenue:	0.00	
Available Budget:	625,958.02	

- View the **Budget Overview Results** section which displays rows of data resulting from your inquiry. ChartFields display, along with amounts based on the ledger selected.

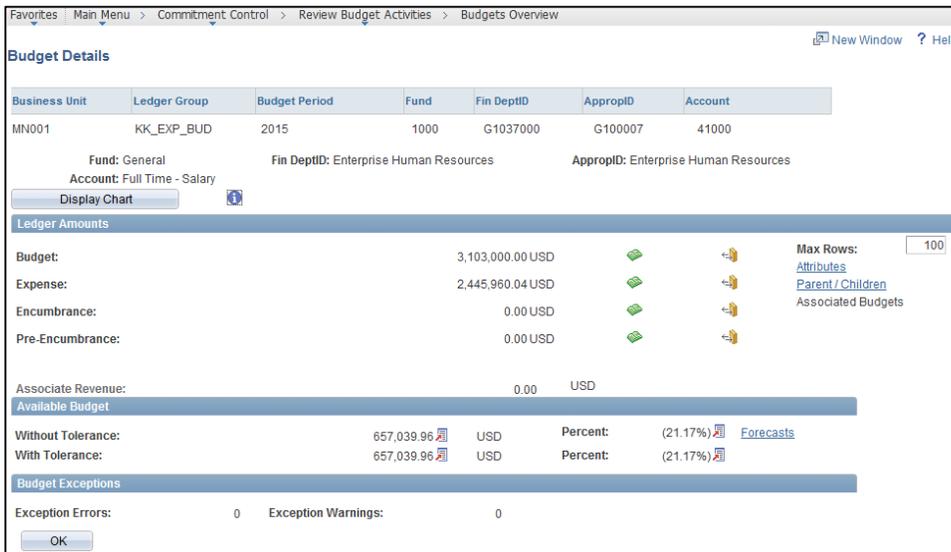
Budget Overview Results												
Personalize   Find   View All   First 1-16 of 16 Last												
		Ledger Group	Account	Fund	Fin DeptID	AppropID	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Percent
1		KK_EXP_BUD	41000	1000	G1037000	G100007	2015	3,103,000.000	2,445,960.040	0.000	0.000	
2		KK_EXP_BUD	41030	1000	G1037000	G100007	2015	136,000.000	217,170.060	0.000	0.000	
3		KK_EXP_BUD	41050	1000	G1037000	G100007	2015	1,500.000	1,016.190	0.000	0.000	
4		KK_EXP_BUD	41070	1000	G1037000	G100007	2015	30,000.000	20,636.840	0.000	0.000	
5		KK_EXP_BUD	41100	1000	G1037000	G100007	2015	0.000	315.000	1,390.000	0.000	

**Step 4: Drill Down to View Budget Details and Budget Transaction Type pages (Optional)**

The **Budget Overview Results** section displays icons for each line which can be used to view additional detail.

Budget Overview Results												
		Ledger Group	Account	Fund	Fin DeptID	AppropID	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Percent
1		KK_EXP_BUD	41000	1000	G1037000	G100007	2015	3,103,000.000	2,445,960.040	0.000	0.000	
2		KK_EXP_BUD	41030	1000	G1037000	G100007	2015	136,000.000	217,170.060	0.000	0.000	
3		KK_EXP_BUD	41050	1000	G1037000	G100007	2015	1,500.000	1,016.190	0.000	0.000	
4		KK_EXP_BUD	41070	1000	G1037000	G100007	2015	30,000.000	20,636.840	0.000	0.000	
5		KK_EXP_BUD	41100	1000	G1037000	G100007	2015	0.000	315.000	1,390.000	0.000	

1. When you click on the **Show Budget Details** icon () the *Budget Details* page displays. Refer to the [Viewing Budget Detail Inquiry](#) for more information. Click on the **OK** button to return to the *Inquiry Results* page.



**Budget Details**

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	AppropID	Account
MN001	KK_EXP_BUD	2015	1000	G1037000	G100007	41000

Fund: General      Fin DeptID: Enterprise Human Resources      AppropID: Enterprise Human Resources  
Account: Full Time - Salary



**Ledger Amounts**

Budget:	3,103,000.00 USD			Max Rows: <input type="text" value="100"/>
Expense:	2,445,960.04 USD			<a href="#">Attributes</a>
Encumbrance:	0.00 USD			<a href="#">Parent / Children</a>
Pre-Encumbrance:	0.00 USD			<a href="#">Associated Budgets</a>
Associate Revenue:	0.00 USD			

**Available Budget**

Without Tolerance:	657,039.96 USD	Percent: (21.17%) <a href="#">Forecasts</a>
With Tolerance:	657,039.96 USD	Percent: (21.17%) <a href="#">Forecasts</a>

**Budget Exceptions**

Exception Errors: 0      Exception Warnings: 0

2. You can click on the **Show Budget Transaction Types** icon () to view a breakdown of the transaction types and amounts included in the summarized row. Types include Original, Adjustment, Transfer Correction, Transfer, System Closing, and System Roll forward.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

### Budget Transaction Types

Ledger Group	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Budget Period
KK_EXP_BUD	1000	G1037000	G100007	41000	2015

Budget Transaction Type	Budget Amount	Base Currency
Original	2,798,000.000	
Adjustment	305,000.000	
Transfer Correction	0.000	
Transfer	0.000	
System Closing	0.000	
System Rollforward	0.000	
<b>Total Budgeted Amount:</b>	<b>3,103,000.00</b>	<b>USD</b>

[Return](#)

3. Click on the **Return** button to return to the *Inquiry Results* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview [New Window](#)

### Inquiry Results

Business Unit: MN001  
 Ledger Group: KK\_EXP\_BUD Expense Budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows:  [Display Options](#) [Search](#)

Ledger Totals (16 Rows)

		Net Transfers:	
Budget:	3,500,901.61		0.00
Expense:	2,773,624.58		
Encumbrance:	101,319.01		
Pre-Encumbrance:	0.00		
Budget Balance:	625,958.02		
Associate Revenue:	0.00		
Available Budget:	625,958.02		

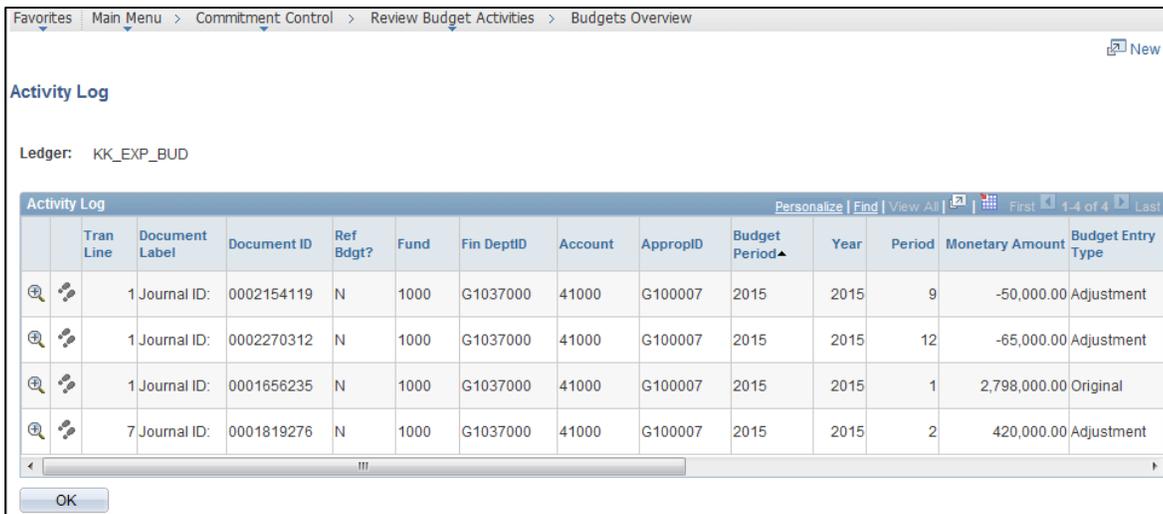
  

Budget Overview Results											
	Ledger Group	Account	Fund	Fin DeptID	Appropriation ID	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Percent
1	KK_EXP_BUD	41000	1000	G1037000	G100007	2015	3,103,000.000	2,445,960.040	0.000	0.000	
2	KK_EXP_BUD	41030	1000	G1037000	G100007	2015	136,000.000	217,170.060	0.000	0.000	
3	KK_EXP_BUD	41050	1000	G1037000	G100007	2015	1,500.000	1,016.190	0.000	0.000	
4	KK_EXP_BUD	41070	1000	G1037000	G100007	2015	30,000.000	20,636.840	0.000	0.000	

**Step 5: Select an Amount to View Activity Logs and More Detail**

When you click on an amount displayed in the **Budget Overview Results** section, you can view the *Activity Log* page and drill down to view more detail about the journal.

1. Click on the link for any amount displayed in the **Budget Overview Results** section to view the *Activity Log* page. A listing of transactions that make up the amount is displayed, including Journal ID, ChartFields, Amount, Budget Entry Type, Transaction ID and Date.



Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Account	AppropID	Budget Period	Year	Period	Monetary Amount	Budget Entry Type
1	Journal ID: 0002154119	0002154119	N	1000	G1037000	41000	G100007	2015	2015	9	-50,000.00	Adjustment
1	Journal ID: 0002270312	0002270312	N	1000	G1037000	41000	G100007	2015	2015	12	-65,000.00	Adjustment
1	Journal ID: 0001656235	0001656235	N	1000	G1037000	41000	G100007	2015	2015	1	2,798,000.00	Original
7	Journal ID: 0001819276	0001819276	N	1000	G1037000	41000	G100007	2015	2015	2	420,000.00	Adjustment

2. You can click on the **Drill Down** icon (  ) for a transaction to view the *Line Drill Down* page which displays information for the journal, such as the journal line number and *Journal ID*. The *Line Drill Down* page that you view will depend on the type of budget that you are viewing and which amount you selected on the *Inquiry* page. For example:
  - If you selected a Budget amount, you will drill down to the *Budget Journal Line Drill Down* page.
  - If you selected an Expended amount, you may see the *General Ledger, Payables Voucher* or *Procurement Card Line Drill Down* pages.
  - If you selected an Encumbrance amount, you will drill down to the *Purchase Order Line Drill Down* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

### Budget Journal Line Drill Down

**Transaction Line Identifiers**

Business Unit: MN001    Journal ID: 0001656235     Date: 07/01/2014  
 Line: 1

**Additional Source Information**

Date Posted: 05/21/2014  
 Budget Header Status: Posted  
 Journal Line Description: Original

**Transaction Line Details**

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
1000	G1037000	G100007	41000

Line Status: Valid  
 Budget Date: 07/01/2014  
 Line Amount: 2,798,000.00    USD

- You can click on the **View Related Links** icon () next to the *Journal ID* to view the journal entry pages in a new window.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview > Enter Budget Journals

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: 0001656235    Date: 07/01/2014  
 Ledger Group: KK\_EXP\_BUD    Fiscal Year: 2015    Period: 1  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    Currency: USD  
 Budget Header Status: Posted    Rate Type: CRRNT  
 Budget Entry Type: Original    Exchange Rate: 1.00000000   
 Parent Budget Options  
 Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type: Original    Cur Effdt: 07/01/2014  
 Budget Type: Expense    [Attachments \(0\)](#)  
[Approvals](#)

Long Description: FY15 EB 

Alternate Description 

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

- Depending on the type of amount selected, when you click on the **View Related Links** icon () , you may see a submenu that allows you to go to the *Source Entry* pages for the transaction or to the *Source Inquiry* pages for the transaction.

4. Close the new window to return to the (*Budget Journal*) *Line Drill Down* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

### Budget Journal Line Drill Down

**Transaction Line Identifiers**

Business Unit: MN001      Journal ID: 0001656235       Date: 07/01/2014  
 Line: 1

**Additional Source Information**

Date Posted: 05/21/2014  
 Budget Header Status: Posted  
 Journal Line Description: Original

**Transaction Line Details**

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
1000	G1037000	G100007	41000

Line Status: Valid  
 Budget Date: 07/01/2014  
 Line Amount: 2,798,000.00      USD

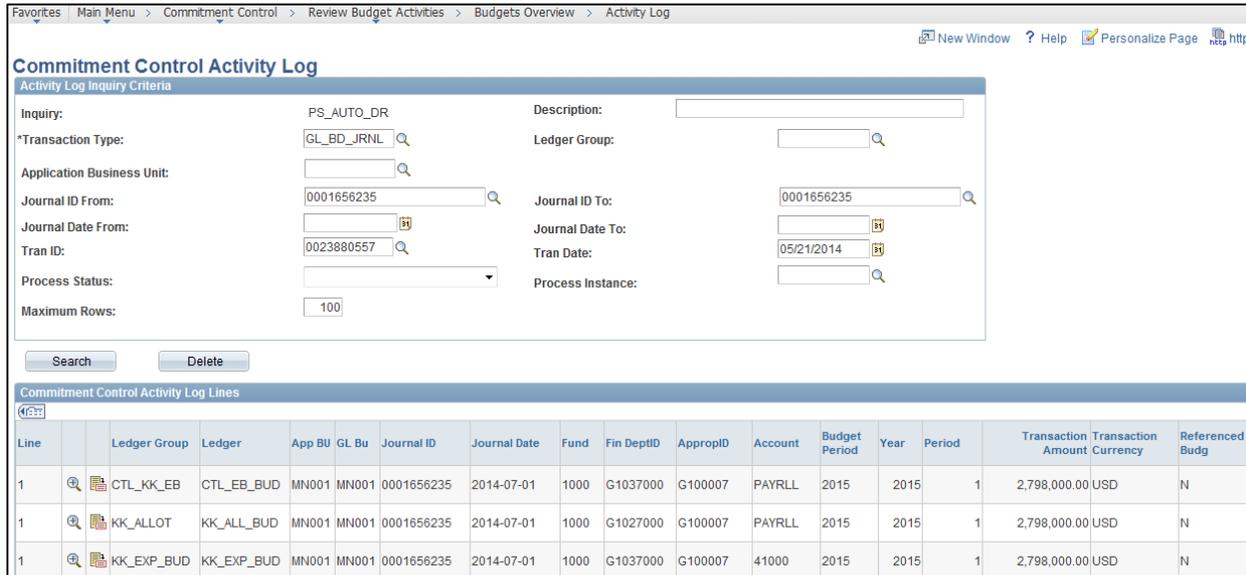
5. Click on the **OK** button to return to the *Activity Log* page.

**Activity Log**

Ledger: KK\_EXP\_BUD

Activity Log													
Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Account	AppropID	Budget Period▲	Year	Period	Monetary Amount	Budget Entry Type	
	1 Journal ID:	0002154119	N	1000	G1037000	41000	G100007	2015	2015	9	-50,000.00	Adjustment	
	1 Journal ID:	0002270312	N	1000	G1037000	41000	G100007	2015	2015	12	-65,000.00	Adjustment	
	1 Journal ID:	0001656235	N	1000	G1037000	41000	G100007	2015	2015	1	2,798,000.00	Original	
	7 Journal ID:	0001819276	N	1000	G1037000	41000	G100007	2015	2015	2	420,000.00	Adjustment	

6. You can click on the **Drill to Activity Log Inquiry** icon (  ) and the *Commitment Control Activity Log* page for the transaction opens in a new window.



**Commitment Control Activity Log Inquiry Criteria**

Inquiry: PS\_AUTO\_DR Description:

\*Transaction Type: GL\_BD\_JRNL Ledger Group:

Application Business Unit:

Journal ID From: 0001656235 Journal ID To: 0001656235

Journal Date From:  Journal Date To:

Tran ID: 0023880557 Tran Date: 05/21/2014

Process Status:  Process Instance:

Maximum Rows: 100

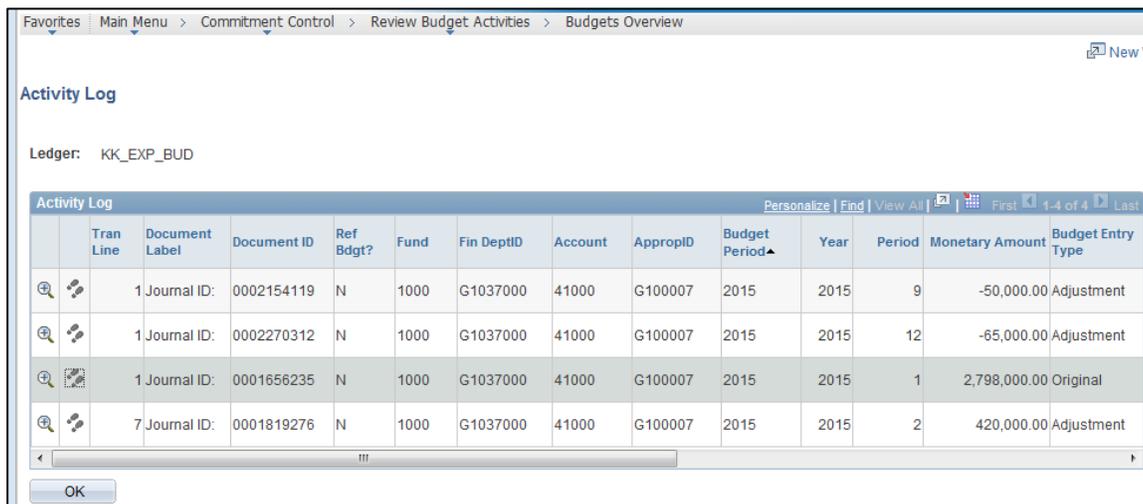
---

**Commitment Control Activity Log Lines**

Line	Ledger Group	Ledger	App BU	GL BU	Journal ID	Journal Date	Fund	Fin DeptID	AppropID	Account	Budget Period	Year	Period	Transaction Amount	Transaction Currency	Referenced Budg
1	CTL_KK_EB	CTL_EB_BUD	MN001	MN001	0001656235	2014-07-01	1000	G1037000	G100007	PAYRLL	2015	2015	1	2,798,000.00	USD	N
1	KK_ALLOT	KK_ALL_BUD	MN001	MN001	0001656235	2014-07-01	1000	G1027000	G100007	PAYRLL	2015	2015	1	2,798,000.00	USD	N
1	KK_EXP_BUD	KK_EXP_BUD	MN001	MN001	0001656235	2014-07-01	1000	G1037000	G100007	41000	2015	2015	1	2,798,000.00	USD	N

- The **Activity Log Inquiry Criteria** section displays the criteria automatically supplied by SWIFT which has brought in activity lines related to the amount selected.
- The **Commitment Control Activity Log** section displays the journal lines. You can click on icons to access the *Journal Line Drill Down* (  ) for the related ledger and *Budget Detail Inquiry* page (  ) for each line.

7. Close the new window(s) to return to the *Activity Log* page.



**Activity Log**

Ledger: KK\_EXP\_BUD

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Account	AppropID	Budget Period	Year	Period	Monetary Amount	Budget Entry Type
1	Journal ID: 0002154119		N	1000	G1037000	41000	G100007	2015	2015	9	-50,000.00	Adjustment
1	Journal ID: 0002270312		N	1000	G1037000	41000	G100007	2015	2015	12	-65,000.00	Adjustment
1	Journal ID: 0001656235		N	1000	G1037000	41000	G100007	2015	2015	1	2,798,000.00	Original
7	Journal ID: 0001819276		N	1000	G1037000	41000	G100007	2015	2015	2	420,000.00	Adjustment

8. Click on the **OK** button to return to the *Inquiry Results* page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview New Window

**Inquiry Results**

Business Unit: MN001  
 Ledger Group: KK\_EXP\_BUD Expense Budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows:  [Display Options](#)

**Ledger Totals (16 Rows)**

**Net Transfers:**

Budget: 3,500,901.61 0.00  
 Expense: 2,773,624.58  
 Encumbrance: 101,319.01  
 Pre-Encumbrance: 0.00  
 Budget Balance: 625,958.02  
 Associate Revenue: 0.00  
 Available Budget: 625,958.02

Budget Overview Results											
	Ledger Group	Account	Fund	Fin DeptID	AppropID	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Perce
1	KK_EXP_BUD	41000	1000	G1037000	G100007	2015	3,103,000.000	2,445,960.040	0.000	0.000	
2	KK_EXP_BUD	41030	1000	G1037000	G100007	2015	136,000.000	217,170.060	0.000	0.000	
3	KK_EXP_BUD	41050	1000	G1037000	G100007	2015	1,500.000	1,016.190	0.000	0.000	

9. To return to the *Budget Overview* page, click on the *Return to Criteria* link located in the header or bottom of the page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: EXPENSE2 Description: Expense Budget Overview

[Amount Criteria](#)

**Budget Type**

\*Business Unit: MN001 Ledger Group/Set: Ledger Group Ledger Group: KK\_EXP\_BUD  
 View Stat Code Budgets MN Exp Budget Ledger Group  
 Display Chart

**Time Span**

\*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_EXP_BUD	BY	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Fin DeptID	%	%	i		Update/Add
Fund	%	%	i		Update/Add
AppropID	G100007	G100007	i		Update/Add

**Budget Status**

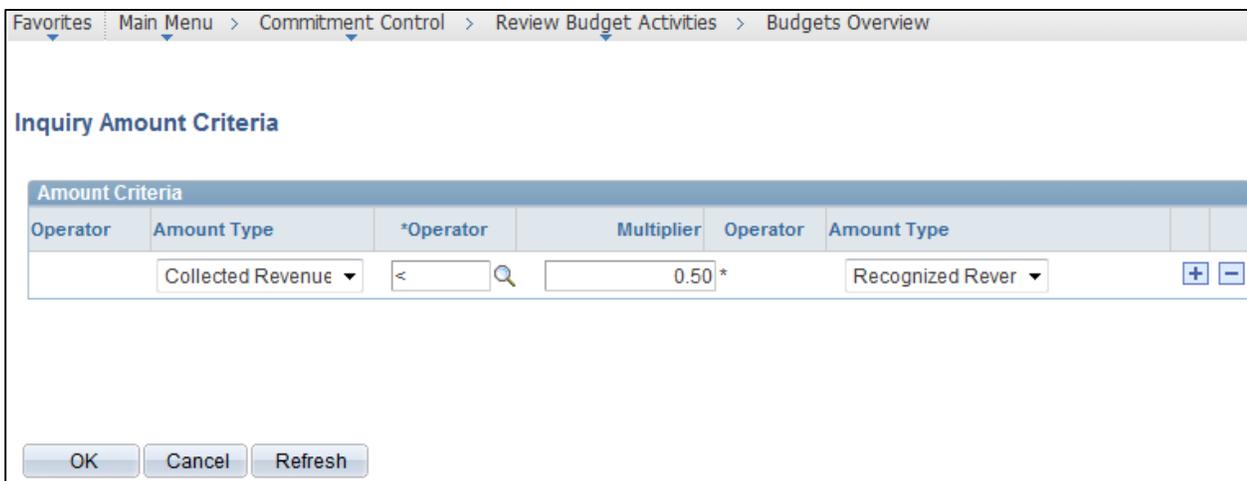
Open  
 Closed  
 Hold

### Step 6: Use the Amount Criteria page

You can use the Amount Criteria option to specify criteria for the amounts that SWIFT will use when it selects ledger rows.

1. Optionally, click on the *Amount Criteria* link in the header (top-left of the page) to open the Inquiry Amount page where you can specify amount criteria to use when SWIFT selects ledger rows. In the example below, the inquiry results will only include revenue budgets where the Collected Amount is less than 50% of the Recognized Amount.

**Warning:** You will need to use the **Reset** button on the *Budget Overview* page to remove the *Amount Criteria* selections you have made.



Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

#### Inquiry Amount Criteria

Operator	Amount Type	*Operator	Multiplier	Operator	Amount Type
	Collected Revenue	<	0.50 *		Recognized Rever

OK Cancel Refresh

Having completed this topic, you should now be able to:

- View the Budget Overview Inquiry

### Lesson Summary

After completing this lesson, you should now be able to:

- View the Appropriation Overview page
- View the Budget Details Inquiry
- View the Budget Overview Inquiry



## Lesson 2: Running Budget Reports

### Lesson Overview

In this lesson, you will learn how to run the following SWIFT budget reports:

- Manager's Financial Report (MFR)
- Allotment within Appropriation Report
- Appropriation Transfer Details Report

After completing this lesson, you should be able to:

- Use SWIFT Reports to View Budget Data

## Running Manager's Financial Report (MFR)

### Topic Overview

In this topic, you will learn how to run the Manager's Financial Report (MFR). This report provides real time budget information to assist managers, budget coordinators, and other interested staff. A print screen and description of the report is provided below.

Account Class and Description		Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000	Full Time - Salary	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
41110	Printing And Advertising	900.00	0.00	0.00	0.00	900.00	900.00
41130	Prof-Tech Serv-Outside Vend	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
41150	Computer and System Services	475.00	0.00	0.00	0.00	475.00	475.00
41155	Communications	0.00	0.00	0.00	339.18	-339.18	-339.18
41300	Supplies	150.00	0.00	0.00	500.00	-350.00	-350.00
42010	Statewide Indirect Costs	400.00	0.00	282.67	234.33	-117.00	165.67
43000	Other Operating Costs	66,103.05	0.00	250.00	57,447.12	8,405.93	8,655.93
<b>Total</b>		<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>
<b>Report Total</b>		<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>

Report Sections	Description
<b>Header</b>	The header of the report displays the report parameters (Selection Criteria) that were used to generate the report.
<b>Remaining Payroll Projections</b>	Salary Projection information from SEMA4 displays for full and part time positions. This information can be compared to the encumbered amounts. Salary Projections are highly dependent upon Intend to Fill and Position End Date fields being completed with the correct information in SEMA4.
<b>Detail Lines by Account Class and Description</b>	The status of expense budgets display, showing the Current Budget, Pre-encumbered, Encumbered/Committed, Expended, Unobligated (available to encumber), and Unexpended amounts by account class. (Expense Budgets are established using the 5-digit account class.)

After completing this topic, you should be able to:

- Run the Manager's Financial Report

# Process Steps

## *Run Manager's Financial Report*

This topic covers running the Manager's Financial Report.

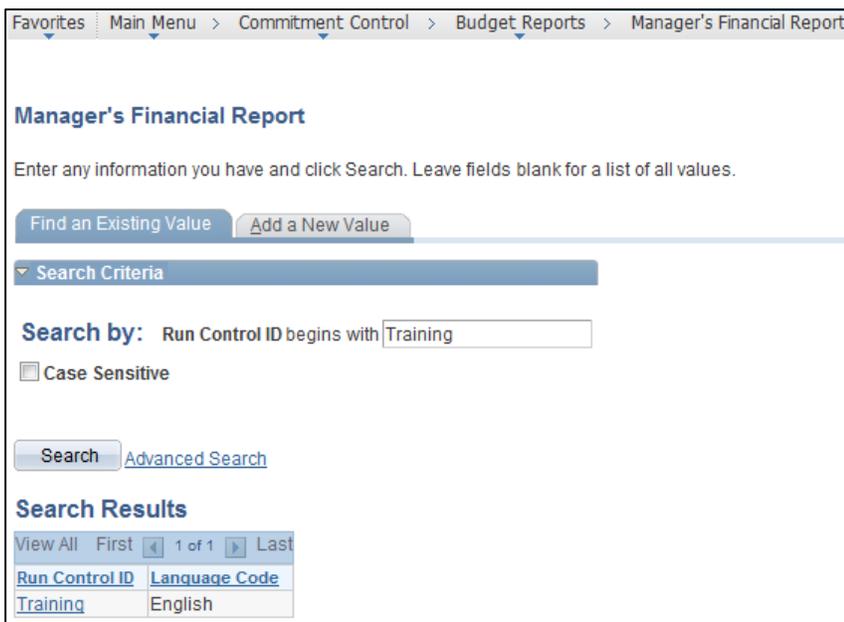
Steps to complete:

- Step 1: Enter your Manager's Financial Report Criteria
- Step 2: View the Report

### Step 1: Enter your Manager's Financial Report Criteria

Begin by navigating to the *Manager's Financial Report* page.

1. **Navigation Links:** Commitment Control, Budget Reports, Manager's Financial Report.
2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.



The screenshot shows a web browser window with the following content:

- Navigation path: Favorites | Main Menu > Commitment Control > Budget Reports > Manager's Financial Report
- Section title: **Manager's Financial Report**
- Instruction: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Buttons: Find an Existing Value (selected), Add a New Value
- Search Criteria dropdown menu
- Search by: Run Control ID begins with
- Case Sensitive checkbox (unchecked)
- Buttons: Search, Advanced Search
- Section title: **Search Results**
- Navigation: View All, First, 1 of 1, Last
- Table with columns: Run Control ID, Language Code
- Table content: Training, English

3. On the *Manager's Financial Report* page, enter the parameters for your report as described below.

Favorites Main Menu > Commitment Control > Budget Reports > Manager's Financial Report

## Manager's Financial Report

Run Control ID: Training [Report Manager](#) [Process Monitor](#)

**Report Parameters**

*Budget Period:	<input type="text" value="2015"/>		* Break:
*Fund From:	<input type="text" value="0"/>	*Fund To:	<input type="text" value="Z"/>
*DeptID From:	<input type="text" value="G100"/>	*DeptID To:	<input type="text" value="G10Z"/>
*AppropID From:	<input type="text" value="G100011"/>	*AppropID To:	<input type="text" value="G100011"/>

**Note:** In this example, we are running a report that will include all Fin DeptID's for one appropriation. Using the generic Fund and DeptID ranges makes it easy to reuse this *Run Control ID* to report on any appropriation.

Field(s)	Field Description
*Budget Period	Enter the Budget Period or click on the <b>Lookup</b> icon and select a <i>Budget Period</i> .
*Fund From and Fund To	Enter the range of funds to include in the report in the <i>Fund From</i> and <i>Fund To</i> fields. <b>TIP:</b> To include any fund, enter "0" in the <i>From</i> field and "Z" in the <i>To</i> field.
*DeptID From and DeptID To	Enter the range of Fin DeptID's to include in the report in the <i>DeptID From</i> and <i>DeptID To</i> fields. <b>TIP:</b> To include all Fin DeptID's in an appropriation, enter your Business Unit + "0" (G100) in the <i>From</i> field and your Business Unit + "Z" in the <i>To</i> field (G10Z).
*AppropID From and To	Enter the range of appropriations to include in the report in the <i>AppropID From</i> field and the <i>AppropID To</i> field. <b>TIP:</b> To include all Appropriations for your agency, enter "0" in the <i>AppropID From</i> field and "Z" in the <i>AppropID To</i> field.

- Place a checkmark in the **Break** column if you want the page breaks between Fin DeptID pages and/or AppropID pages.
- Click on the **Run** button. The *Process Scheduler Request* page displays.

Favorites | Main Menu > Commitment Control > Budget Reports > Manager's Financial Report

### Process Scheduler Request

User ID: 00637298      Run Control ID: Training

Server Name:       Run Date: 04/30/2015

Recurrence:       Run Time: 4:07:06PM

Time Zone:  🔍

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Manager's Financial Report	M_KK002	Application Engine	Web	PDF	<a href="#">Distribution</a>

- Accept the default process selected “**Manager’s Financial Report (M\_KK002)**” and click on the **OK** button to return to the *Manager’s Financial Report* page.

**Note:** the *Process Instance* number now appears below the **Run** button. This number is useful information to provide to the SWIFT Helpdesk, if you experience difficulty and need to assistance.

- Click on the **Process Monitor** link and monitor the progress of the job with the *Process Name* “**M\_KK002**” for the report that you ran. You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* = “Success” and the *Distribution Status* = “Posted”.

Favorites | Main Menu > Commitment Control > Budget Reports > Manager's Financial Report > Process Monitor

Process List | **Server List**

View Process Request For

User ID: 00637298 🔍      Type:       Last:       1 Days

Server:       Name:  🔍      Instance:  to

Run Status:       Distribution Status:   Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13927341		Application Engine	M_KK002	00637298	04/30/2015 4:07:06PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Manager's Financial Report](#)

Process List | [Server List](#)

## Step 2: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

### Option 1: Navigate to the View Log/Trace page.

1. From the *Process List* page, click on the **Details** link for the process that you ran. The Process Detail page displays.
2. Click on the **View Log/Trace** link.

Favorites | Main Menu > Commitment Control > Budget Reports > Manager's Financial Report > Process Monitor

### Process Detail

Process	
Instance	13927341
Type	Application Engine
Name	M_KK002
Description	Manager's Financial Report
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID: Training	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 04/30/2015 4:18:09PM CDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 04/30/2015 4:07:06PM CDT	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At: 04/30/2015 4:18:29PM CDT	<a href="#">Batch Timings</a>
Ended Process At: 04/30/2015 4:18:43PM CDT	<a href="#">View Log/Trace</a>

OK    Cancel

3. Click on the **M\_KK002.pdf** link. The PDF of the file displays in a new window.

Favorites | Main Menu > Commitment Control > Budget Reports > Manager's Financial Report > Process Monitor

### View Log/Trace

Report	
Report ID: 12658443	Process Instance: 13927341 <a href="#">Message Log</a>
Name: M_KK002	Process Type: Application Engine
Run Status: Success	

Manager's Financial Report

Distribution Details	
Distribution Node: fms91nd	Expiration Date: 05/07/2015

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">AE_M_KK002_13927341.stdout</a>	300	04/30/2015 4:18:43.896570PM CDT
<a href="#">AE_M_KK002_13927341.trc</a>	2,309	04/30/2015 4:18:43.896570PM CDT
<a href="#">M_KK002.pdf</a>	54,375	04/30/2015 4:18:43.896570PM CDT
<a href="#">M_KK002_13927341.xml</a>	5,032	04/30/2015 4:18:43.896570PM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	00637298

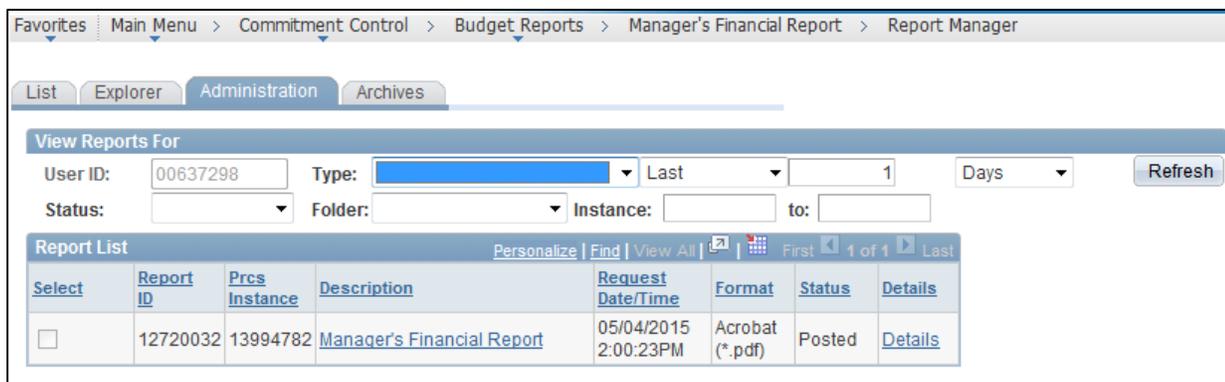
Return

- View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this topic.

Account Class and Description		Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000	Full Time - Salary	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
41110	Printing And Advertising	900.00	0.00	0.00	0.00	900.00	900.00
41130	Prof:Tech Serv-Outside Vend	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
41150	Computer and System Services	475.00	0.00	0.00	0.00	475.00	475.00
41155	Communications	0.00	0.00	0.00	339.18	-339.18	-339.18
41300	Supplies	150.00	0.00	0.00	500.00	-350.00	-350.00
42010	Statewide Indirect Costs	400.00	0.00	282.67	234.33	-117.00	165.67
43000	Other Operating Costs	66,103.05	0.00	250.00	57,447.12	8,405.93	8,655.93
<b>Total</b>		<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>
<b>Report Total</b>		<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>

**Option 2: Navigate to the Administration tab of the Report Manager.**

- From the *Process List* page, click on the **Go Back to Manager's Financial Report** link at the bottom of the page.
- At the *Manager's Financial Report* page, click on the **Report Manager** link at the top of the page.
- Click on the **Administration** tab.



Favorites | Main Menu > Commitment Control > Budget Reports > Manager's Financial Report > Report Manager

Administration | Explorer | List | Archives

View Reports For

User ID: 00637298 Type: Last Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	12720032	13994782	Manager's Financial Report	05/04/2015 2:00:23PM	Acrobat (*.pdf)	Posted	Details

- Click on the **Manager's Financial Report** link listed in the **Description** column for the report that you ran. The PDF of the report displays in a new window.

- View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this topic.

Account Class and Description		Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000	Full Time - Salary	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
41110	Printing And Advertising	900.00	0.00	0.00	0.00	900.00	900.00
41130	Prof:Tech Serv-Outside Vend	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
41150	Computer and System Services	475.00	0.00	0.00	0.00	475.00	475.00
41155	Communications	0.00	0.00	0.00	339.18	-339.18	-339.18
41300	Supplies	150.00	0.00	0.00	500.00	-350.00	-350.00
42010	Statewide Indirect Costs	400.00	0.00	282.67	234.33	-117.00	165.67
43000	Other Operating Costs	66,103.05	0.00	250.00	57,447.12	8,405.93	8,655.93
<b>Total</b>		<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>
<b>Report Total</b>		<b>71,528.05</b>	<b>0.00</b>	<b>2,032.67</b>	<b>58,520.63</b>	<b>10,974.75</b>	<b>13,007.42</b>

You should now be able to:

- Run the Manager's Financial Report

## Running Allotments within Appropriation Report

### Topic Overview

In this topic, you will learn how to run the Allotments within Appropriation Report. This report provides real time budget summary information by allotments within an appropriation. A print screen and description of the report is provided below.

<u>Appropriation</u>		<u>Receipts</u>		<u>Roll Forward</u>		<u>Transfers</u>	
Original	0	Original Estimate	64,100	Roll Forward In	7,428	Anticipated In	0
Current	0	Current Estimate	64,100	Roll Forward Out	0	Actual In	0
Cancel	0	Collected	60,039			Anticipated Out	0
Reduction	0	Variance Est-Col	4,061			Actual Out	0
Other Classes	0	Dedicated Cap	0				

<u>Allotment-Free</u>		<u>Budgeted</u>	<u>Remaining</u>
Uncommitted	10,975	71,528	12,475
Unexpended	8,947	67,467	8,947
		67,467	8,947

**ALLOTMENT BALANCES**

<u>Allotment DeptID and Descr</u>	<u>Account Group</u>	<u>Budget</u>	<u>Pre-Encumbered</u>	<u>Encumbered/Committed</u>	<u>Expended</u>	<u>Unobligated</u>	<u>Unexpended</u>
G1027100-Combined Charities Admin	PAYROLL	1,500	0	1,500	0	0	1,500
G1027100-Combined Charities Admin	NONPAY	10,028	0	533	1,074	8,422	8,955
G1027110-Combined Charities Donations	NONPAY	60,000	0	0	57,447	2,553	2,553
		71,528	0	2,033	58,521	10,975	13,007
<b>Totals by Account Group</b>							
Payroll Allotments	PAYROLL	1,500	0	1,500	0	0	1,500
Non-Payroll Allotments	NONPAY	70,028	0	533	58,521	10,975	11,507

Report Sections	Description
<b>Header</b>	The header of the report displays the report parameters (Selection Criteria) that was used to generate the report. It also displays information available from the <i>Appropriation Overview</i> page, including Appropriation Attributes, the Original and Current Appropriation amount, Estimated and Collected Receipts amounts, Roll Forwards, Transfers, and Balance amounts, and the remaining Budget/Encumbrance, Spending, and Transfer Authority.
<b>Allotment Balances</b>	Allotment balances display by Account Group (Payroll/Non Payroll) listing Budgeted, Pre-Encumbered, Encumbered/Committed, Expended, Unobligated (available), and Unexpended amounts.
<b>Total by Account Group</b>	Payroll and Non-Payroll allotment totals display showing Budget, Pre-Encumbered, Encumbered/Committed, Expended, Unobligated (available), and Unexpended.

After completing this topic, you should be able to:

- Run Allotments within Appropriation Report

## Process Steps

### *Run Allotments within Appropriations Report*

This topic covers running the Allotments within Appropriations Report.

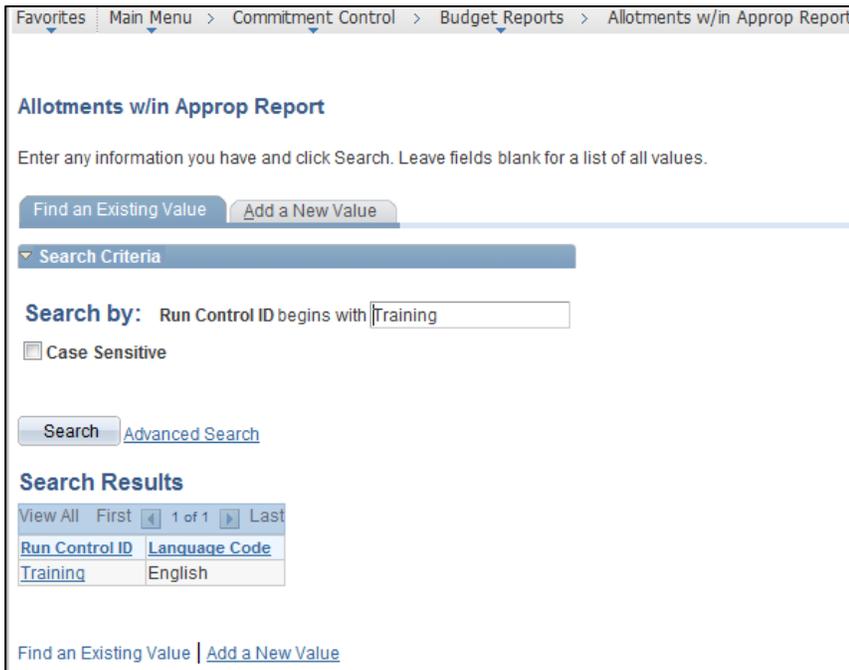
Steps to complete:

- Step 1: Enter your Allotments w/in Approp Report Criteria
- Step 2: View the Report

#### **Step 1: Enter your Allotments w/in Approp Report Criteria**

Begin by navigating to the *Allotments w/in Approp Report* page.

1. **Navigation Links:** Commitment Control, Budget Reports, Allotments w/in Approp Report.
2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.



Favorites | Main Menu > Commitment Control > Budget Reports > Allotments w/in Approp Report

### Allotments w/in Approp Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

**Search by:** Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

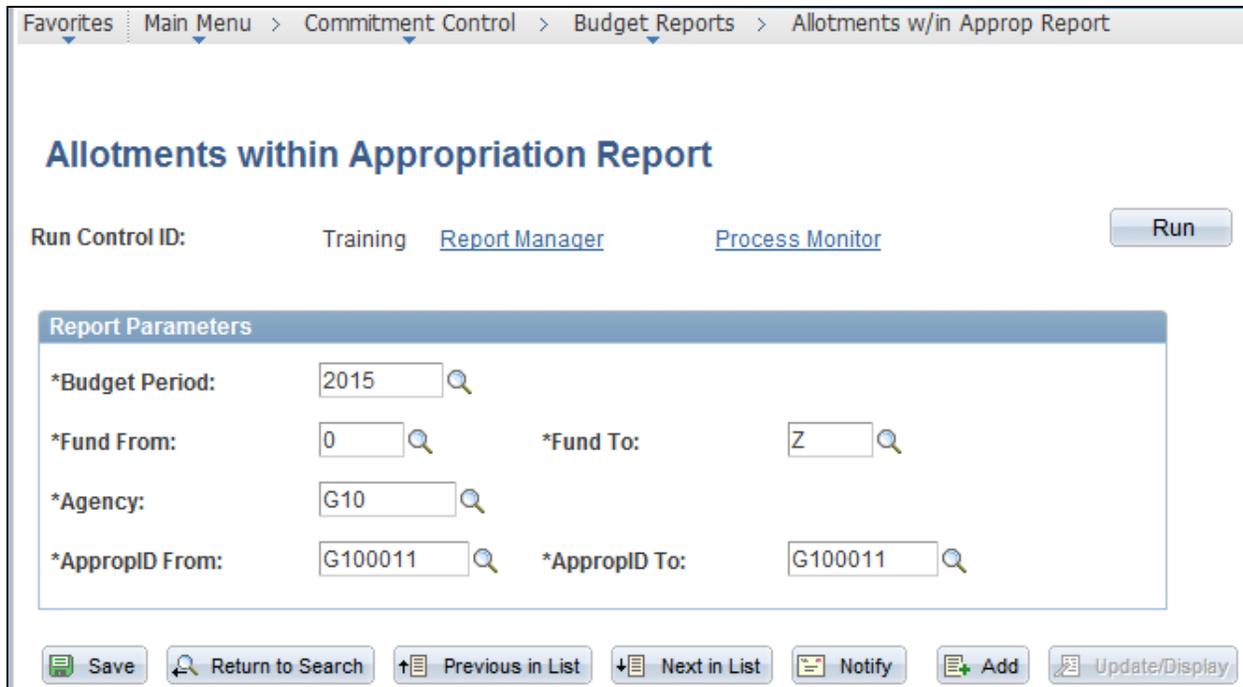
#### Search Results

View All | First | 1 of 1 | Last

Run Control ID	Language Code
<a href="#">Training</a>	English

[Find an Existing Value](#) | [Add a New Value](#)

- On the *Allotments within Appropriation Report* page, enter the parameters for your report as described below.



**Note:** In this example, we are running a report that will include all Fin DeptID's for one appropriation. Using the generic Fund and DeptID ranges makes it easy to reuse this *Run Control ID* to report on any appropriation.

Field(s)	Field Description
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon and select a <i>Budget Period</i> .
<b>*Fund From and Fund To</b>	Enter the range of funds to include in the report in the <i>Fund From</i> and <i>Fund To</i> fields. <b>TIP:</b> To include any fund, enter "0" in the <i>From</i> field and "Z" in the <i>To</i> field.
<b>*Agency</b>	Enter the three-digit <i>Agency Code</i> or click on the <b>Lookup</b> icon and select the <i>Agency Code</i> .
<b>*Appropriation From and To</b>	Enter the range of appropriations to include in the report in the <i>Appropriation From</i> field and the <i>Appropriation To</i> field.

- Click on the **Run** button. The *Process Scheduler Request* page displays.

Favorites | Main Menu > Commitment Control > Budget Reports > Allotments w/in Approp Report

### Process Scheduler Request

User ID: 00637298      Run Control ID: Training

Server Name:       Run Date: 05/04/2015

Recurrence:       Run Time: 2:45:36PM

Time Zone:  🔍

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Allotments w/in Approp Report	M_KK001	Application Engine	Web	PDF	<a href="#">Distribution</a>

- Accept the default process selected “**Allotments w/in Approp Report (M\_KK001)**” and click on the **OK** button to return to the *Allotments w/in Approp Report* page.

**Note:** the *Process Instance* number now appears below the **Run** button. This number is useful information to provide to the SWIFT Helpdesk if you experience difficulty and need to assistance.

- Click on the **Process Monitor** link and monitor the progress of the job with the *Process Name* “**M\_KK001**” for the report that you ran. You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* = “Success” and the *Distribution Status* = “Posted”.

Favorites | Main Menu > Commitment Control > Budget Reports > Allotments w/in Approp Report > Process Monitor

Process List | Server List

### View Process Request For

User ID: 00637298 🔍      Type:       Last:       1 Days

Server:       Name:  🔍      Instance: 13994798      to:

Run Status:       Distribution Status:        Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13994798		Application Engine	M_KK001	00637298	05/04/2015 2:45:36PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Allotments w/in Approp Report](#)

## Step 2: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

### Option 1: Navigate to the View Log/Trace page

1. From the *Process List* page, click on the **Details** link for the process that you ran. The Process Detail page displays.

Favorites | Main Menu > Commitment Control > Budget Reports > Allotments w/in Approp Report > Process Monitor

### Process Detail

<b>Process</b>	
Instance 13994798	Type Application Engine
Name M_KK001	Description Allotments w/in Approp Report
Run Status Success	Distribution Status Posted
<b>Run</b>	
Run Control ID Training	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location Server	
Server PSNT	
Recurrence	
<b>Date/Time</b>	
Request Created On 05/04/2015 2:47:43PM CDT	<a href="#">Parameters</a> Transfer
Run Anytime After 05/04/2015 2:45:36PM CDT	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At 05/04/2015 2:48:07PM CDT	<a href="#">Batch Timings</a>
Ended Process At 05/04/2015 2:48:38PM CDT	<a href="#">View Log/Trace</a>

OK Cancel

2. Click on the **View Log/Trace** link.

Favorites | Main Menu > Commitment Control > Budget Reports > Allotments w/in Approp Report > Process Monitor

### View Log/Trace

<b>Report</b>		
Report ID: 12720048	Process Instance: 13994798	<a href="#">Message Log</a>
Name: M_KK001	Process Type: Application Engine	
Run Status: Success		
Allotments w/in Approp Report		
<b>Distribution Details</b>		
Distribution Node: fms91nd	Expiration Date: 05/11/2015	
<b>File List</b>		
Name	File Size (bytes)	Datetime Created
<a href="#">AE_M_KK001_13994798_stdout</a>	300	05/04/2015 2:48:38.269149PM CDT
<a href="#">AE_M_KK001_13994798.trc</a>	2,309	05/04/2015 2:48:38.269149PM CDT
<a href="#">M_KK001.pdf</a>	53,695	05/04/2015 2:48:38.269149PM CDT
<a href="#">M_KK001_13994798.xml</a>	4,191	05/04/2015 2:48:38.269149PM CDT
<b>Distribute To</b>		
<b>Distribution ID Type</b>	<b>*Distribution ID</b>	
User	00637298	

Return

- Click on the **M\_KK001.pdf** link. The PDF of the file displays in a new window. A description of the report is provided in the **Overview** section of this topic.



ALLOTMENTS WITHIN APPROPRIATION REPORT

Run DateTime: 5/4/2015 2:48 PM  
Source Report #: KK001  
As of Date: 05/04/2015

Selection Criteria: Budget Period - 2015, Fund - 1000 to 9999, Agency - G10, AppropID - G100011 to G100011  
AGENCY: G10 Ma Management & Budget

Budget Period: 2015 Fund: 2000 Restrict Misc Special Revenue DeptID: G1010000 AppropID: G100011  
Minnesota Management & Budget Combined Charities Admin

AppropID Short Descr	Approp Type	Bud Auth Opt	Legal Citation	Bud Program	Bud Activity	Budget Status
CC Adm	04	E	MS 43A.50 2	G1001	G100107	Open

Appropriations	
Original	0
Current	0
Cancel	0
Reduction	0
Other Classes	0

Receipts	
Original Estimate	64,100
Current Estimate	64,100
Collected	60,039
Variance Est-Col	4,061
Dedicated Cap	0

Roll Forward	
Roll Forward In	7,428
Roll Forward Out	0

Transfers	
Anticipated In	0
Actual In	0
Anticipated Out	0
Actual Out	0

	Budgeted	Remaining
Allotment-Free	0	
Uncommitted	10,975	12,475
Unexpended	8,947	8,947
<b>Budget/Encumbrance Authority</b>	<b>71,528</b>	<b>12,475</b>
<b>Spending Authority</b>	<b>67,467</b>	<b>8,947</b>
<b>Transfer Authority</b>	<b>67,467</b>	<b>8,947</b>

**ALLOTMENT BALANCES**

Account Group	Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
G1027100-Combined Charities Admin	1,500	0	1,500	0	0	1,500
G1027100-Combined Charities Admin	10,028	0	533	1,074	8,422	8,955
G1027110-Combined Charities Donations	60,000	0	0	57,447	2,553	2,553
	71,528	0	2,033	58,521	10,975	13,007
<b>Totals by Account Group</b>						
Payroll Allotments	1,500	0	1,500	0	0	1,500
Non-Payroll Allotments	70,028	0	533	58,521	10,975	11,507

- View and print the report as you would normally. Close the window when you are finished.

**Option 2: Navigate to the Administration tab of the Report Manager**

- From the *Process List* page, click on the **Go Back to Allotments w/in Approp Report** link at the bottom of the page.
- At the *Allotments within Appropriation Report* page, click on the **Report Manager** link at the top of the page.
- Click on the **Administration** tab.

Favorites | Main Menu > Commitment Control > Budget Reports > Allotments w/in Approp Report > Report Manager

List | Explorer | **Administration** | Archives

View Reports For

User ID: 00637298 Type: Last 1 Days Refresh

Status: Folder: Instance: 13994798 to: 13994798

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	12720048	13994798	Allotments w/in Approp Report	05/04/2015 2:47:43PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

4. Click on the **Allotments w/in Approp Report** link for the report that you ran. The PDF of the report displays in a new window.
5. View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this topic.

<u>Appropriations</u>	<u>Receipts</u>	<u>Roll Forward</u>	<u>Transfers</u>
Original 0	Original Estimate 64,100	Roll Forward In 7,428	Anticipated In 0
Current 0	Current Estimate 64,100	Roll Forward Out 0	Actual In 0
Cancel 0	Collected 60,039		Anticipated Out 0
Reduction 0	Variance Est-Col 4,061		Actual Out 0
Other Classes 0	Dedicated Cap 0		

<u>Allotment-Free</u>	<u>Budgeted</u>	<u>Remaining</u>
Uncommitted 10,975	Budget/Encumbrance Authority 71,528	12,475
Unexpended 8,947	Spending Authority 67,467	8,947
	Transfer Authority 67,467	8,947

**ALLOTMENT BALANCES**

<u>Allotment DeptID and Descr</u>	<u>Account Group</u>	<u>Budget</u>	<u>Pre-Encumbered</u>	<u>Encumbered/Committed</u>	<u>Expended</u>	<u>Unobligated</u>	<u>Unexpended</u>
G1027100-Combined Charities Admin	PAYRLL	1,500	0	1,500	0	0	1,500
G1027100-Combined Charities Admin	NONPAY	10,028	0	533	1,074	8,422	8,955
G1027110-Combined Charities Donations	NONPAY	60,000	0	0	57,447	2,553	2,553
		71,528	0	2,033	58,521	10,975	13,007
<b>Totals by Account Group</b>							
Payroll Allotments	PAYRLL	1,500	0	1,500	0	0	1,500
Non-Payroll Allotments	NONPAY	70,028	0	533	58,521	10,975	11,507

You should now be able to:

- Run the Allotments w/in Approp Report

## Running Appropriation Transfer Detail Report

### Topic Overview

In this topic, you will learn how to run the Appropriation Transfer Detail Report. This report provides detailed information regarding transfers in and out of appropriations. A print screen and description of the report is provided below.

 <span style="float: right;">Run Date/Time: 5/4/2015 4:01 PM Source Report #: KK003 As of Date: 05/04/2015</span>																			
APPROPRIATION TRANSFER DETAIL REPORT																			
Selection Criteria: Budget Period - 2015, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - 0 to Z, Posted Through - 5/4/2015																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Appropriation Budget</td> <td style="width: 15%;">Budget Period: 2015</td> <td style="width: 10%;">Fund: 1000</td> <td style="width: 10%;">DeptID: G1010000</td> <td style="width: 10%;">AppropID: G100001</td> <td colspan="5">Accounting Services</td> </tr> </table>										Appropriation Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100001	Accounting Services				
Appropriation Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100001	Accounting Services														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Referenced Transfer Budget</td> <td style="width: 15%;">Budget Period: 2015</td> <td style="width: 10%;">Fund: 1000</td> <td style="width: 10%;">DeptID: G1010000</td> <td style="width: 10%;">AppropID: G100005</td> <td colspan="5"></td> </tr> </table>										Referenced Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100005					
Referenced Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100005															
<b>Transfer Type</b>	<b>Journal Class</b>	<b>KK Journal ID</b>	<b>Posted Date</b>	<b>Tran Type</b>	<b>Ref #</b>	<b>Anticipated In</b>	<b>Actual In</b>	<b>Anticipated Out</b>	<b>Actual Out</b>										
In	XTN	0001731840	07/07/2014	Original	1	0.00	500,000.00	0.00	0.00										
In	XTN	0001763533	07/22/2014	Original	2	0.00	444,232.00	0.00	0.00										
<b>Total Transfers With: 2015 / 1000 / G1010000 / G100005</b>						<b>0.00</b>	<b>944,232.00</b>	<b>0.00</b>	<b>0.00</b>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Referenced Transfer Budget</td> <td style="width: 15%;">Budget Period: 2015</td> <td style="width: 10%;">Fund: 1000</td> <td style="width: 10%;">DeptID: G1010000</td> <td style="width: 10%;">AppropID: G100009</td> <td colspan="5"></td> </tr> </table>										Referenced Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100009					
Referenced Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100009															
<b>Transfer Type</b>	<b>Journal Class</b>	<b>KK Journal ID</b>	<b>Posted Date</b>	<b>Tran Type</b>	<b>Ref #</b>	<b>Anticipated In</b>	<b>Actual In</b>	<b>Anticipated Out</b>	<b>Actual Out</b>										
Out	XTN	0001815426	08/17/2014	Original	1	0.00	0.00	0.00	12,174.89										
In	XTN	0001819264	08/21/2014	Original	1	0.00	530,000.00	0.00	0.00										
<b>Total Transfers With: 2015 / 1000 / G1010000 / G100009</b>						<b>0.00</b>	<b>530,000.00</b>	<b>0.00</b>	<b>12,174.89</b>										
<b>Total Transfers Out and In For: 2015 / 1000 / G1010000 / G100001</b>						<b>0.00</b>	<b>1,474,232.00</b>	<b>0.00</b>	<b>12,174.89</b>										

Report Sections	Description
<b>Header</b>	The header of the report displays the report parameters (Selection Criteria) that was used to generate the report.
<b>Appropriation Budget</b>	The <b>Appropriation Budget</b> heading lists information for the appropriation being reported on, including the Budget Period, Fund, DeptID, and Approp ID.
<b>Referenced Transfer Budget</b>	The <b>Referenced Transfer Budget</b> heading listed below the Appropriation Budget lists the appropriation that has received a Transfer Out or sent a Transfer In to the appropriation listed in the Appropriation Budget heading.
<b>Transaction Detail</b>	The transfer transaction lines listed below the Referenced Transfer Budget includes the following detail regarding the transfer(s): Transfer Type (In/Out) Journal Class: (XTN – Actual Transfer; XAT – Anticipated Transfer) KK Journal ID, Posted Date, Tran Type (Original/Correction), Ref#, and amounts for Anticipated In, Actual In, Anticipated Out and Actual Out.
<b>Total Transfers Out and In for: #####</b>	This line displays a total of the Transfers In and Out for the appropriation listed in the Appropriation Budget heading.



APPROPRIATION TRANSFER DETAIL REPORT

Run Date/Time: 5/4/2015 4:01 PM  
Source Report #: KK003  
As of Date: 05/04/2015

Selection Criteria: Budget Period - 2015, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - 0 to Z, Posted Through - 5/4/2015

Appropriation Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100001	Accounting Services
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Referred Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100005	
--------------------------	---------------------	------------	------------------	-------------------	--

Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out
In	XTN	0001731840	07/07/2014	Original	1	0.00	500,000.00	0.00	0.00
In	XTN	0001763533	07/22/2014	Original	2	0.00	444,232.00	0.00	0.00
<b>Total Transfers With: 2015 / 1000 / G1010000 / G100005</b>						<b>0.00</b>	<b>944,232.00</b>	<b>0.00</b>	<b>0.00</b>

Referred Transfer Budget	Budget Period: 2015	Fund: 1000	DeptID: G1010000	AppropID: G100009	
--------------------------	---------------------	------------	------------------	-------------------	--

Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out
Out	XTN	0001815426	08/17/2014	Original	1	0.00	0.00	0.00	12,174.89
In	XTN	0001819264	08/21/2014	Original	1	0.00	530,000.00	0.00	0.00
<b>Total Transfers With: 2015 / 1000 / G1010000 / G100009</b>						<b>0.00</b>	<b>530,000.00</b>	<b>0.00</b>	<b>12,174.89</b>

<b>Total Transfers Out and In For: 2015 / 1000 / G1010000 / G100001</b>	<b>0.00</b>	<b>1,474,232.00</b>	<b>0.00</b>	<b>12,174.89</b>
-------------------------------------------------------------------------	-------------	---------------------	-------------	------------------

In the **Appropriation Transfer Detail Report** shown above, the appropriation listed in the **Appropriation Budget** heading is Approp ID "G101000". On the *Appropriation Overview* page for this appropriation shown below, the *Transfer In* amount is \$1,474,232 and a *Transfer Out* amount is \$12,174.89. These amounts agree with the amounts listed in the **Total Transfers Out and In** line of the report.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Appropriation Overview

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	1000	G1010000	G100001	2015

<b>Fund</b> General	<b>Fin DeptID</b> Minnesota Management & Budget	<b>AppropID</b> Accounting Services
<b>Appropriation Type</b> 05	Biennial	<a href="#">ChartField Attributes</a>
<b>Budget Authority Option</b> A	Appropriation Only	<a href="#">Associated Budgets</a>
<b>Legal Citation</b> 13 142 01 013 000	Minnesota Management and Budget	
<b>Budget Program</b> G1001	Statewide Services	
<b>Budget Activity</b> G100101	Accounting Services	<b>Budget Status</b> Open

Ledger Amounts			
<b>Budget</b>		<b>Antic Trans In</b>	0.00
<b>Appropriation</b>		<b>Transfer In</b>	1,474,232.00
Original	3,944,105.00	<b>Antic Trans Out</b>	0.00
Current	3,944,105.00	<b>Transfer Out</b>	12,174.89
<b>Receipts</b>		<b>Roll Forward In</b>	12,496.78
Original Estimate	0.00	<b>Roll Forward Out</b>	0.00
Current Estimate	0.00	<b>Cancel</b>	0.00
Collected	0.00	<b>Reduction</b>	0.00
Dedicated Cap	0.00		

	Budgeted	Remaining
Budget/Encumbrance Authority	5,418,658.89	1,245,956.71
Spending Authority	5,418,658.89	1,515,158.62
Transfer Authority	5,418,658.89	1,515,158.62

[Drill to Activity Log](#)

- If you click on the **Drill to Activity Log** link in the **Ledger Amounts** section of the *Appropriation Overview* page, you will see the individual transfer journals that are listed on the report.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

Ledger: KK\_APP\_BUD

Drill to Activity Log Inquiry	Tran Line	Journal ID	Ref Bdgt?	Journal Class	Fund Code	Fin DeptID	AppropID	Budget Period	Year	Period	Base Currency	Monetary Amount	Budget Entry Type	Auto-Generated Parent Budget(s)	Tran ID
		2PAJ1109314	N	APP	1000	G1010000	G100001	2015	2014		1USD	3944105.00	Original	N	0016712789
		20001731840	N	XTN	1000	G1010000	G100001	2015	2015		1USD	500000.00	Transfer	N	0024833986
		40001763533	N	XTN	1000	G1010000	G100001	2015	2015		1USD	444232.00	Transfer	N	0025141665
		10001814997	N	RFW	1000	G1010000	G100001	2015	2015		2USD	12174.89	Sys Close	N	0025767181
		10001815426	N	XTN	1000	G1010000	G100001	2015	2015		2USD	-12174.89	Transfer	N	0025767606
		20001819264	N	XTN	1000	G1010000	G100001	2015	2015		2USD	530000.00	Transfer	N	0025841848
		10002084747	N	RFW	1000	G1010000	G100001	2015	2015		8USD	321.89	Sys Close	N	0029552615

OK

- If you click on the **Drill to Activity Log Inquiry** for one of the transfers (Journal Classes XAT, XTA, XTN) you will see the appropriations involved in the transfer. In this example, appropriation "G100005" transferred \$500,000 to appropriation "G101000". This transfer was shown on the report print screen shown on the previous page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview > Activity Log

### Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry: PS\_AUTO\_DR Description:

\*Transaction Type: GL\_BD\_JRNL Ledger Group:

Application Business Unit:

Journal ID From: 0001731840 Journal ID To: 0001731840

Journal Date From:  Journal Date To:

Tran ID: 0024833986 Tran Date: 07/07/2014

Process Status:  Process Instance:

Maximum Rows: 100

Search Delete

Line	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Fund	Fin DeptID	AppropID	Account	Budget Period	Year	Period	Transaction Amount
1	KK_APPROP	KK_APP_BUD	MN001	MN001	0001731840	2014-07-07	N	1000	G1010000	G100005		2015	2015	1	-500,000.00
2	KK_APPROP	KK_APP_BUD	MN001	MN001	0001731840	2014-07-07	N	1000	G1010000	G100001		2015	2015	1	500,000.00

Save Notify Refresh

After completing this topic, you should be able to:

- Run the Appropriation Transfer Detail Report

## Process Steps

### *Run the Appropriation Transfer Detail Report*

This topic covers running the Appropriation Transfer Detail Report.

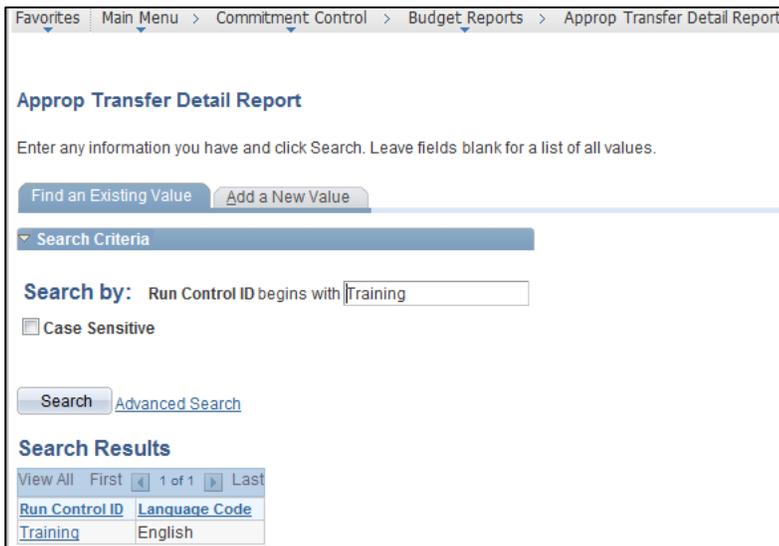
Steps to complete:

- Step 1: Enter your Appropriation Transfer Detail Report Criteria
- Step 2: View the Report

#### **Step 1: Enter your Appropriation Transfer Detail Report Criteria**

Begin by navigating to the *Appropriation Transfer Detail Report* page.

1. **Navigation Links:** Commitment Control, Budget Reports, Appropriation Transfer Detail Report.
2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.



Favorites | Main Menu > Commitment Control > Budget Reports > Approp Transfer Detail Report

### Approp Transfer Detail Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

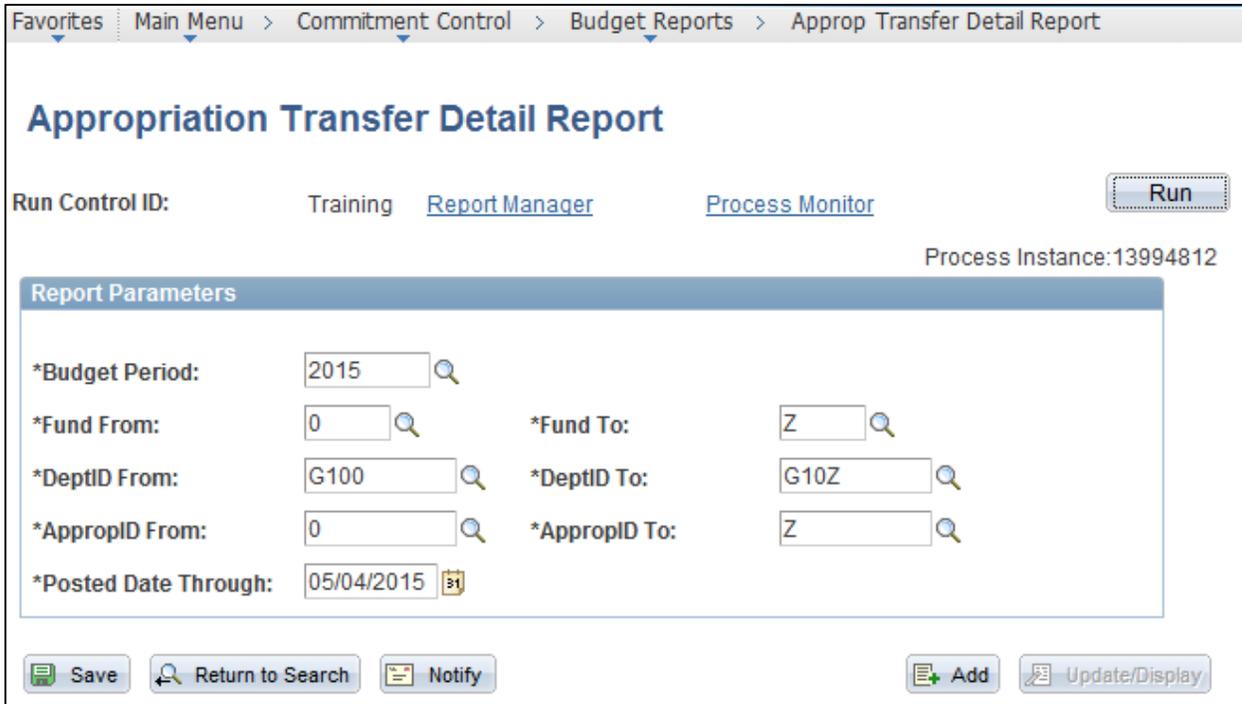
Search | [Advanced Search](#)

### Search Results

View All | First | 1 of 1 | Last

Run Control ID	Language Code
<a href="#">Training</a>	English

- On the *Appropriation Transfer Detail Report* page, enter the parameters for your report as described below.



The screenshot shows the 'Appropriation Transfer Detail Report' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Commitment Control > Budget Reports > Approp Transfer Detail Report. Below this, the title 'Appropriation Transfer Detail Report' is displayed. The 'Run Control ID' is 'Training', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is visible on the right. The 'Process Instance' is '13994812'. A 'Report Parameters' section contains the following fields:
 

- \*Budget Period: 2015
- \*Fund From: 0
- \*Fund To: Z
- \*DeptID From: G100
- \*DeptID To: G10Z
- \*AppropID From: 0
- \*AppropID To: Z
- \*Posted Date Through: 05/04/2015

 At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

**Note:** In this example, we have used generic Fund and Approp ID parameters but have specified a DeptID range from G100 to G10Z. These parameters will produce a report that includes all transfers for the agency code "G10" (Minnesota Management & Budget) since Fin DeptID's always start with the three-digit agency code.

Field(s)	Field Description
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon and select a <i>Budget Period</i> .
<b>*Fund From and Fund To</b>	Enter the range of funds to include in the report in the <i>Fund From</i> and <i>Fund To</i> fields. <b>TIP:</b> To include any fund, enter "0" in the <i>From</i> field and "Z" in the <i>To</i> field.
<b>*DeptID From and DeptID To</b>	Enter the range of Fin DeptID's to include in the report in the <i>DeptID From</i> field and the <i>DeptID To</i> field.
<b>*AppropID From and AppropID To</b>	Enter the range of appropriations to include in the report in the <i>AppropID From</i> and <i>To</i> fields. <b>TIP:</b> To include all appropriations, enter a "0" in the <i>From</i> field and a "Z" in the <i>To</i> field.

- Click on the **Run** button. The *Process Scheduler Request* page displays.

Favorites | Main Menu > Commitment Control > Budget Reports > Approp Transfer Detail Report

### Process Scheduler Request

User ID: 00637298      Run Control ID: Training

Server Name:       Run Date: 05/06/2015

Recurrence:       Run Time: 3:50:19PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Approp Transfer Detail Report	M_KK003	Application Engine	Web	PDF	Distribution

- Accept the default process selected “**Approp Transfer Detail Report (M\_KK003)**” and click on the **OK** button to return to the *Appropriation Transfer Detail Report* page.

**Note:** the *Process Instance* number now appears below the **Run** button. This number is useful information to provide to the SWIFT Helpdesk if you experience difficulty and need to assistance.

- Click on the **Process Monitor** link and monitor the progress of the job with the *Process Name* “**M\_KK003**” for the report that you ran. You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* = “Success” and the *Distribution Status* = “Posted”.

Favorites | Main Menu > Commitment Control > Budget Reports > Approp Transfer Detail Report > Process Monitor

Process List    Server List

View Process Request For

User ID: 00637298     Type:     Last:     1 Days   

Server:     Name:      Instance: 13994812    to:

Run Status:     Distribution Status:      Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13994812		Application Engine	M_KK003	00637298	05/04/2015 4:01:42PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Approp Transfer Detail Report](#)

## Step 2: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

### Option 1: Navigate to the View Log/Trace page.

1. From the *Process List* page, click on the **Details** link for the process that you ran. The Process Detail page displays.

Favorites | Main Menu > Commitment Control > Budget Reports > Approp Transfer Detail Report > Process Monitor

### Process Detail

<b>Process</b>	
Instance 13994812	Type Application Engine
Name M_KK003	Description Approp Transfer Detail Report
Run Status Success	Distribution Status Posted

<b>Run</b>		<b>Update Process</b>	
Run Control ID Training	<input type="radio"/> Hold Request		
Location Server	<input type="radio"/> Queue Request		
Server PSNT	<input type="radio"/> Cancel Request		
Recurrence	<input type="radio"/> <b>Delete Request</b>		
	<input type="radio"/> Restart Request		

<b>Date/Time</b>		<b>Actions</b>	
Request Created On 05/04/2015 4:01:44PM CDT	<a href="#">Parameters</a>	Transfer	
Run Anytime After 05/04/2015 4:01:42PM CDT	<a href="#">Message Log</a>	<a href="#">View Locks</a>	
Began Process At 05/04/2015 4:01:55PM CDT	<a href="#">Batch Timings</a>		
Ended Process At 05/04/2015 4:02:10PM CDT	<a href="#">View Log/Trace</a>		

OK Cancel

2. Click on the **View Log/Trace** link.

Favorites | Main Menu > Commitment Control > Budget Reports > Approp Transfer Detail Report > Process Monitor

### View Log/Trace

<b>Report</b>	
Report ID: 12720062	Process Instance: 13994812 <a href="#">Message Log</a>
Name: M_KK003	Process Type: Application Engine
Run Status: Success	

Approp Transfer Detail Report

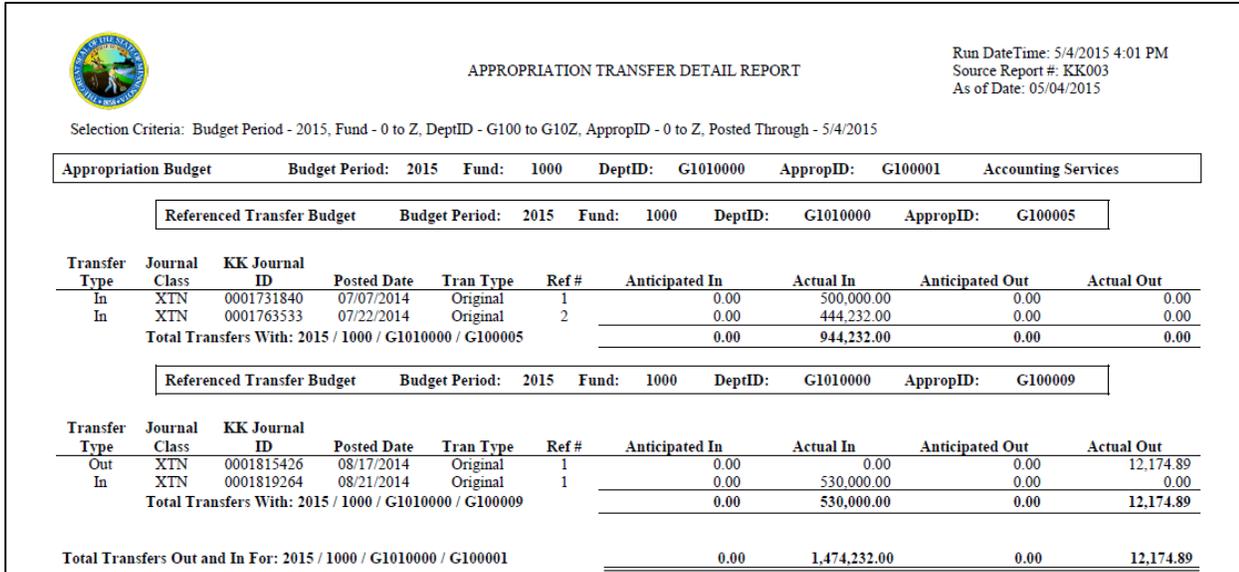
<b>Distribution Details</b>	
Distribution Node: fms91nd	Expiration Date: 05/11/2015

<b>File List</b>		
Name	File Size (bytes)	Datetime Created
<a href="#">AE_M_KK003_13994812_stdout</a>	300	05/04/2015 4:02:10.761743PM CDT
<a href="#">AE_M_KK003_13994812_trc</a>	2,309	05/04/2015 4:02:10.761743PM CDT
<a href="#">M_KK003.pdf</a>	111,906	05/04/2015 4:02:10.761743PM CDT
<a href="#">M_KK003_13994812.xml</a>	104,865	05/04/2015 4:02:10.761743PM CDT

<b>Distribute To</b>	
Distribution ID Type	*Distribution ID
User	00637298

Return

- Click on the **M\_KK003.pdf** link. The PDF of the file displays in a new window. A description of the report is provided in the Overview section of this topic.



Run DateTime: 5/4/2015 4:01 PM  
Source Report #: KK003  
As of Date: 05/04/2015

APPROPRIATION TRANSFER DETAIL REPORT

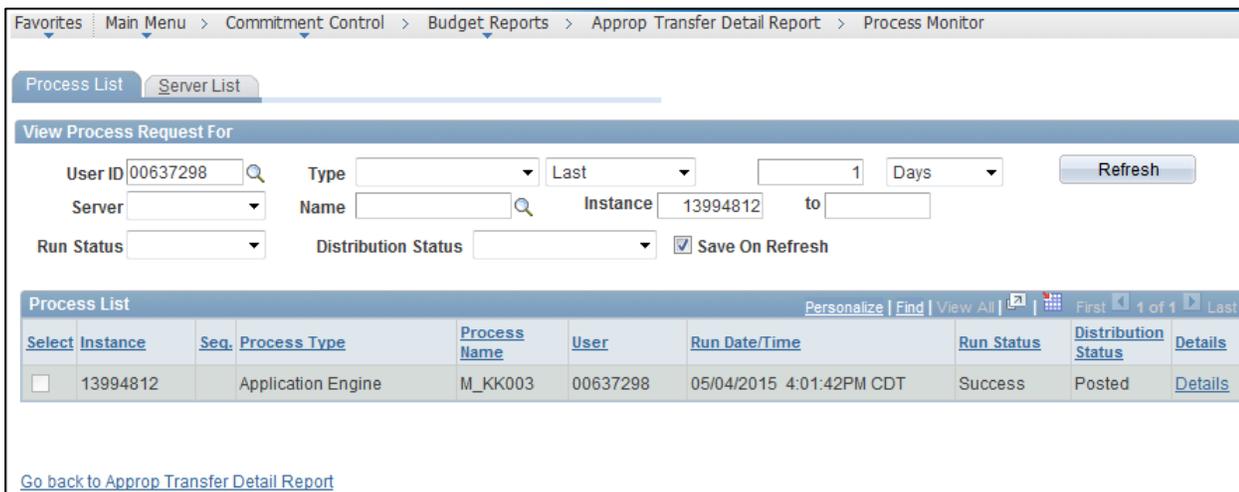
Selection Criteria: Budget Period - 2015, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - 0 to Z, Posted Through - 5/4/2015

Appropriation Budget	Budget Period:	2015	Fund:	1000	DeptID:	G1010000	AppropID:	G100001	Accounting Services									
<table border="1"> <thead> <tr> <th>Referenced Transfer Budget</th> <th>Budget Period:</th> <th>2015</th> <th>Fund:</th> <th>1000</th> <th>DeptID:</th> <th>G1010000</th> <th>AppropID:</th> <th>G100005</th> </tr> </thead> </table>										Referenced Transfer Budget	Budget Period:	2015	Fund:	1000	DeptID:	G1010000	AppropID:	G100005
Referenced Transfer Budget	Budget Period:	2015	Fund:	1000	DeptID:	G1010000	AppropID:	G100005										
Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out									
In	XTN	0001731840	07/07/2014	Original	1	0.00	500,000.00	0.00	0.00									
In	XTN	0001763533	07/22/2014	Original	2	0.00	444,232.00	0.00	0.00									
Total Transfers With: 2015 / 1000 / G1010000 / G100005						0.00	944,232.00	0.00	0.00									
<table border="1"> <thead> <tr> <th>Referenced Transfer Budget</th> <th>Budget Period:</th> <th>2015</th> <th>Fund:</th> <th>1000</th> <th>DeptID:</th> <th>G1010000</th> <th>AppropID:</th> <th>G100009</th> </tr> </thead> </table>										Referenced Transfer Budget	Budget Period:	2015	Fund:	1000	DeptID:	G1010000	AppropID:	G100009
Referenced Transfer Budget	Budget Period:	2015	Fund:	1000	DeptID:	G1010000	AppropID:	G100009										
Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out									
Out	XTN	0001815426	08/17/2014	Original	1	0.00	0.00	0.00	12,174.89									
In	XTN	0001819264	08/21/2014	Original	1	0.00	530,000.00	0.00	0.00									
Total Transfers With: 2015 / 1000 / G1010000 / G100009						0.00	530,000.00	0.00	12,174.89									
Total Transfers Out and In For: 2015 / 1000 / G1010000 / G100001						0.00	1,474,232.00	0.00	12,174.89									

- View and print the report as you would normally. Close the window when you are finished.

**Option 2: Navigate to the Administration tab of the Report Manager.**

- From the *Process List* page, click on the **Go Back to Approp Transfer Detail Report** link at the bottom of the page.



Navigation: Favorites | Main Menu > Commitment Control > Budget Reports > Approp Transfer Detail Report > Process Monitor

Process List | Server List

View Process Request For

User ID: 00637298 | Type: [Dropdown] | Last: [Dropdown] | 1 Days | Refresh

Server: [Dropdown] | Name: [Search] | Instance: 13994812 to [Dropdown]

Run Status: [Dropdown] | Distribution Status: [Dropdown] |  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13994812		Application Engine	M_KK003	00637298	05/04/2015 4:01:42PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Approp Transfer Detail Report](#)

- At the *Appropriation Transfer Detail Report* page, click on the **Report Manager** link at the top of the page.
- Click on the **Administration** tab.

Favorites | Main Menu > Commitment Control > Budget Reports > Manager's Financial Report > Report Manager

List Explorer Administration Archives

View Reports For

User ID: 00637298 Type: Last 2 Days Refresh

Status: Folder: Instance: 13995130 to: 13995130

Select	Report ID	Prct Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	12720319	13995130	Approp Transfer Detail Report	05/06/2015 3:56:32PM	Acrobat (*.pdf)	Posted	Details

- Click on the **Approp Transfer Detail Report** link for the report that you ran. The PDF of the report displays in a new window.
- View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this topic.



ALLOTMENTS WITHIN APPROPRIATION REPORT

Run Date/Time: 5/4/2015 2:48 PM  
Source Report #: KK001  
As of Date: 05/04/2015

Selection Criteria: Budget Period - 2015, Fund - 1000 to 9999, Agency - G10, AppropID - G100011 to G100011  
AGENCY: G10 Mn Management & Budget

Budget Period: 2015 Fund: 2000 DeptID: G1010000 AppropID: G100011  
Restrict Misc Special Revenue Minnesota Management & Budget Combined Charities Admin

AppropID Short Descr	Approp Type	Bud Auth Opt	Legal Citation	Bud Program	Bud Activity	Budget Status
CC Adm	04	E	MS 43A.50 2	G1001	G100107	Open

Appropriations		Receipts		Roll Forward		Transfers	
Original	0	Original Estimate	64,100	Roll Forward In	7,428	Anticipated In	0
Current	0	Current Estimate	64,100	Roll Forward Out	0	Actual In	0
Cancel	0	Collected	60,039			Anticipated Out	0
Reduction	0	Variance Est-Col	4,061			Actual Out	0
Other Classes	0	Dedicated Cap	0				

Allotment-Free		Budgeted		Remaining	
Uncommitted	10,975	Budget/Encumbrance Authority	71,528		12,475
Unexpended	8,947	Spending Authority	67,467		8,947
		Transfer Authority	67,467		8,947

**ALLOTMENT BALANCES**

Account Group	Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
G1027100-Combined Charities Admin	1,500	0	1,500	0	0	1,500
G1027100-Combined Charities Admin	10,028	0	533	1,074	8,422	8,955
G1027110-Combined Charities Donations	60,000	0	0	57,447	2,553	2,553
<b>Totals by Account Group</b>	<b>71,528</b>	<b>0</b>	<b>2,033</b>	<b>58,521</b>	<b>10,975</b>	<b>13,007</b>
Payroll Allotments	1,500	0	1,500	0	0	1,500
Non-Payroll Allotments	70,028	0	533	58,521	10,975	11,507

You should now be able to:

- Run the Allotments w/in Approp Report



## Lesson Summary

After completing this lesson, you should now be able to:

- Use SWIFT Reports to View Budget Data

## Course Summary

The Budget Inquiry User Guide has covered the following lessons:

- Viewing Budget Inquiries
- Running Budget Reports

## Key Budget Inquiry Terms

Term	Term Definition
<b>Account</b>	The Account ChartField classifies the nature of a transaction such as "cash" and "supplies." The values in this field determine whether it is an asset, liability, equity, revenue or expenditure. All transactions in SWIFT will have an Account. See "ChartField."
<b>Accounting Date</b>	The accounting date is the date a transaction is recognized versus the date the transaction actually occurred (although the two dates can be the same). Accounting date determines the period in the General Ledger to which the transaction is to be posted. A user can only select an accounting date that falls within an open period in the ledger to which s/he is posting.
<b>Accounting Period</b>	The fiscal accounting period is identified by one or two digits beginning with 1 for July and ending with 12 for June. It is used to provide reporting on an accrual basis.
<b>Account Type</b>	Account type is a name associated with the different kinds of accounts used in the SWIFT General Ledger, such as Asset, Liability, Equity, Revenue and Expense.
<b>Appropriation</b>	The appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
<b>Budget Check</b>	Budget checking is the process of validating the transaction against the budget.
<b>Budget Header Status</b>	This is also referred to as Budget Checking Header Status. Budget-checking results show if an error occurred, if the transaction failed, if the budget wasn't checked or the transaction passed budget checking.
<b>Budget Import</b>	Import Budget Journals for Zero and "State" budget Ledgers.
<b>Budget Period</b>	The <i>Budget Period</i> identifies the period that money is legally authorized for spending by the legislature. Budget periods start on July 1st and end on June 30th of each year. For example, Budget Period 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended.
<b>Business Unit</b>	A Business Unit generally represents a legal entity. For the State of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger. The GL business unit is at a statewide level (i.e., MN001).
<b>Chart of Accounts</b>	Chart of Accounts consist of eight Standard ChartFields and six Project/Grant ChartFields. When combined the ChartFields define specific transactions. End-users must be familiar with the ChartFields and their definitions for use in procurement, budgeting, month-end reporting and labor cost distribution. These ChartFields are required to define the appropriate funding source.

<b>Term</b>	<b>Term Definition</b>
<b>ChartField Combination Edit</b>	Also called Combo Edit, this process of editing journal lines for valid ChartField combinations is based on user-defined rules.
<b>Chart String</b>	Combining a series of ChartFields creates a Chart String. A Chart String is used to define, identify, categorize and sort a transaction.
<b>Child</b>	A child is a node on a tree linked to another, higher-level node (referred to as the parent). A node can be a child and a parent at the same time depending on its location within the tree. See "Tree." This allows SWIFT to create summary information from detailed data.
<b>Drilldown</b>	The act of moving from general to specific data is to drill down. By drilling down, users can examine the data underlying any summarized form of information.
<b>Fin Dept ID</b>	Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
<b>Fund</b>	Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. See "ChartField."
<b>Ledger</b>	A ledger is a set of posted balances that represent a set of books for a business unit. SWIFT's General Ledger supports detail, multiple and summary ledgers.
<b>Ledger Group</b>	In SWIFT General Ledger, this is a group of ledgers consisting of one primary ledger and any number of secondary ledgers.
<b>Parent</b>	Parent is a tree node linked to lower-level nodes or details that roll up into it. See "Tree." This allows SWIFT to create summary information from detailed data.
<b>Run Control ID</b>	A process run control enables users to predefine parameters that are later used to a given process request. Using the same run control ID allows a user to pull in the values used to run the last instance and apply them to a new instance.
<b>Source Type</b>	Source Type is a Project Costing ChartField representing a category of costs or revenue in the GM and PC modules.
<b>SpeedChart</b>	SpeedChart keys can be defined with multiple accounting distributions and are used during data entry instead of the individual ChartField combinations.



<b>Term</b>	<b>Term Definition</b>
<b>SpeedType</b>	A SpeedType is a key that represents a combination of ChartField values. SpeedTypes simplify the entry of ChartFields and are available on General Ledger entries and miscellaneous cash receipts when the same set is commonly used together.
<b>Tree</b>	A tree is the organizing structure within SWIFT systems that displays the relationship between all accounting units (e.g. divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies. This allows SWIFT to create summary information from detailed data.
<b>Workflow</b>	Workflow refers to the way in which work flows through the multiple steps of business processes. For example, when a vendor invoice is entered into the system, the invoice will go through an approval and payment process where someone else reviews and approves the invoice, and another person submits payment to the vendor. This workflow process includes notifying the different people involved via email or worklist updates that they are required to take the next step in a process.