

QUICK REFERENCE GUIDE

November 1, 2019

View Budget Overview Inquiry

In this guide, you will learn how to view your project budgets using the Budget Overview Inquiry in the Commitment Control module. The Budget Overview Inquiry results display the project budget, along with amounts that have been spent and encumbered, as well as the project balance. You are also able to drill down to view more detailed information.

Note: You will need the Budget Inquiry role to view the *Budget Overview Inquiry* page.

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 1: Create a Budget Overview Inquiry

1. Navigate to the *Budgets Overview* page in the Commitment Control module using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process. Left-menu, Review Budget Activities, Budgets Overview.
WorkCenter	Accounting, GL/KK WorkCenter, left-menu, Links section, KK Links, Budgets Overview.

2. Search for an existing query name or select the **Add a New Value** tab and create a new query name.

Note: In the future, you can reuse the inquiry by selecting the **Find an Existing Value** tab and searching for this inquiry name.

Budgets Overview

Inquiry Name

3. Select the Inquiry Name in the Search Results, if necessary. The *Budget Inquiry Criteria* page displays.

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 also can overwrite it.

1. If necessary, enter a **Description** for the inquiry in the *Description* field; for example “Project Budgets” (the field length is 40 characters).

Budget Inquiry Criteria

Budget Overview

Inquiry PROJ_BUD Description

Amount Criteria Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit Ledger Group/Set Ledger Group Ledger Group

View Stat Code Budgets
 Display Chart

TimeSpan

*Type of Calendar

Budget Criteria

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

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text"/>	<input type="button" value="Update/Add"/>

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

2. Complete the **Budget Overview** section described below.

Field Name	Field Description
*Business Unit	Select the <i>Business Unit</i> "MN001", if necessary. This is the only <i>Business Unit</i> used for budgets.
*Ledger Group Set	Accept the default "Ledger Group".
*Ledger Group	Select the Ledger Group related to the inquiry you are setting up (check with your agency, if you don't know). KK_PRJ_CHD – MN Project Child Ledger Group KK_PRJ_CDE – MN Track w/o Par Proj Led Grp (few agencies use this option).
Display Chart	Click this option to display a graphic chart with the results.

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

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

Field Name	Field Description
Detail Budget Period	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.
Detail Accounting Period	When the "Detail Accounting Period" is selected, the Budget Criteria 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.

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

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

Budget Inquiry Criteria

Budget Overview

Inquiry PROJ_BUD Description

Amount Criteria Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit Ledger Group/Set Ledger Group

View Stat Code Budgets
 Display Chart

MN Project Child Ledger Group

TimeSpan

*Type of Calendar

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_PRJ_CHD	AL	<input type="text" value="ALL"/>	<input type="text" value="ALL"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. 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.

- The ChartFields entered should be based on your agency’s budget definition, such as PC BUS Unit, Project and Activity.
- 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.
AppropriID	Enter Appropriation ID criteria to limit your search.
PC Bus Unit	Enter PC Bus Unit criteria to limit your search.
Project	Enter Project ID criteria to limit your search.
Activity	Enter Activity criteria to limit your search.
Source Type	Enter the Source Type to limit your search

ChartField Criteria						Budget Status	
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add	<input checked="" type="checkbox"/>	
Account	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Open
Fin DeptID	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Closed
Fund	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/>	Hold
AppropriID	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	Update/Add		
PC Bus Unit	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	Update/Add		
Project	G02FSDDC180 <input type="text"/>	G02FSDDC180 <input type="text"/>	i	<input type="text"/>	Update/Add		
Activity	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	Update/Add		
Source Type	% <input type="text"/>	% <input type="text"/>	i	<input type="text"/>	Update/Add		

- Accept the defaults in **Budget Status** section to include budgets that are open, closed and on hold.
- Click on the **Save** button.
- 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 3.

Step 3: View the Inquiry Results page

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

Inquiry Results													
			Business Unit		MN001								
			Ledger Group		KK_PRJ_CHD								
			Type of Calendar		Detail Budget Period								
			Amounts in Base Currency		USD								
			Revenue Associated:		<input type="checkbox"/>								
Return to Criteria			Max Rows		<input type="text" value="100"/>		Display Options		<input type="button" value="Search"/>				
Ledger Totals (10 Rows)													
			Budget		1,028,414.00		Net Transfers		0.00				
			Expense		7,743.98								
			Encumbrance		0.00								
			Pre-Encumbrance		0.00								
			Budget Balance		1,020,670.02								
			Associate Revenue		0.00								
			Available Budget		1,020,670.02								
Budget Overview Results													
<input type="text" value=""/> <input type="button" value="Q"/> 1-10 of 10 View All													
			Ledger Group	Account	Fund	Project	Fin DeptID	PC Bus Unit	Activity	Source Type	Budget Period	Budget	Expense
1			KK_PRJ_CHD		3000	G02FSDDC180		G0201	1800		ALL	98,240.00	0.00
2			KK_PRJ_CHD		3000	G02FSDDC180		G0201	1801		ALL	200,000.00	7,743.98

- 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.

- View the **Ledger Totals** section which indicates the number of rows in your results and displays summary totals for your inquiry results including Budget, Expense, Encumbrance, Pre-Encumbrance, Budget Balance, Associate Revenue and Available Budget.
- 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.
- Download the data by clicking on the **Grid Action** (☰) icon and selecting “Download Budget Overview Results Table to Excel”.

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	Project	Fin DeptID	PC Bus Unit	Activity	Source Type	Budget Period	Budget	Expense
1			KK_PRJ_CHD		3000	G02FSDDC180		G0201	1800		ALL	98,240.00	0.00
2			KK_PRJ_CHD		3000	G02FSDDC180		G0201	1801		ALL	200,000.00	7,743.98
3			KK_PRJ_CHD		3000	G02FSDDC180		G0201	1802		ALL	80,000.00	0.00

1. When you click on the **Show Budget Details** icon (📄) the *Budget Details* page displays showing additional detail for the budget line selected.

Budget Details																																																						
Business Unit	Ledger Group	Account	Fund	Fin DeptID	Project	Appropriation ID (CF3)	PC Bus Unit	Activity	Source Type	Budget Period																																												
MN001	KK PRJ CHD		3000		G02FSDDC180		G0201	1800		ALL																																												
Fund: Federal		PC Bus Unit: Administration Department			Project: State Developmental Disabilit																																																	
Activity: RC1800																																																						
<input type="button" value="Display Chart"/>																																																						
Ledger Amounts																																																						
<table border="0"> <tr> <td>Budget:</td> <td></td> <td>98,240.00</td> <td>USD</td> <td></td> <td></td> <td colspan="5"></td> </tr> <tr> <td>Expense:</td> <td></td> <td>0.00</td> <td>USD</td> <td></td> <td></td> <td colspan="5"></td> </tr> <tr> <td>Encumbrance:</td> <td></td> <td>0.00</td> <td>USD</td> <td></td> <td></td> <td colspan="5"></td> </tr> <tr> <td>Pre-Encumbrance:</td> <td></td> <td>0.00</td> <td>USD</td> <td></td> <td></td> <td colspan="5"></td> </tr> </table>											Budget:		98,240.00	USD								Expense:		0.00	USD								Encumbrance:		0.00	USD								Pre-Encumbrance:		0.00	USD							
Budget:		98,240.00	USD																																																			
Expense:		0.00	USD																																																			
Encumbrance:		0.00	USD																																																			
Pre-Encumbrance:		0.00	USD																																																			
<table border="0"> <tr> <td>Associate Revenue</td> <td></td> <td>0.00</td> <td>USD</td> <td colspan="7"></td> </tr> </table>											Associate Revenue		0.00	USD																																								
Associate Revenue		0.00	USD																																																			
Available Budget																																																						
<table border="0"> <tr> <td>Without Tolerance</td> <td></td> <td>98,240.00</td> <td>USD</td> <td>Percent</td> <td>(100%)</td> <td>Forecasts</td> <td colspan="4"></td> </tr> <tr> <td>With Tolerance</td> <td></td> <td>98,240.00</td> <td>USD</td> <td>Percent</td> <td>(100%)</td> <td></td> <td colspan="4"></td> </tr> </table>											Without Tolerance		98,240.00	USD	Percent	(100%)	Forecasts					With Tolerance		98,240.00	USD	Percent	(100%)																											
Without Tolerance		98,240.00	USD	Percent	(100%)	Forecasts																																																
With Tolerance		98,240.00	USD	Percent	(100%)																																																	
Budget Exceptions																																																						
<table border="0"> <tr> <td>Exception Errors</td> <td>0</td> <td>Exception Warnings</td> <td>0</td> <td colspan="7"></td> </tr> </table>											Exception Errors	0	Exception Warnings	0																																								
Exception Errors	0	Exception Warnings	0																																																			
<input type="button" value="OK"/>																																																						

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

- 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.

Budget Transaction Types									
Ledger Group	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	PC Business Unit	Project	Activity	Source Type	Bu
KK_PRJ_CHD	3000				G0201	G02FSDDC180	1800		AL

Budget Transaction Type	Budget Amount	Base Currency
Original	98,240.00	USD
Adjustment	0.00	USD
Transfer Correction	0.00	USD
Transfer	0.00	USD
System Closing	0.00	USD
System Rollforward	0.00	USD
Total Budgeted Amount		98,240.00 USD

[Return](#)

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

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.

Budget Overview Results													
			Ledger Group	Account	Fund	Project	Fin DeptID	PC Bus Unit	Activity	Source Type	Budget Period	Budget	Expense
1			KK_PRJ_CHD		3000	G02FSDDC180		G0201	1800		ALL	98,240.00	0.00
2			KK_PRJ_CHD		3000	G02FSDDC180		G0201	1801		ALL	200,000.00	7,743.98

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.

The screenshot shows a window titled "Activity Log" with a "Ledger" of "KK_PRC_BUD". It contains a table with the following columns: Tran Line, Document Label, Document ID, Ref Bdgt?, Fund, Fin DeptID, Appropriation ID (CF3), Account, PC Bus Unit, Project, Activity, and Source Type. Two rows of data are visible, both showing a transaction for Fund 3000, PC Bus Unit G0201, and Project G02FSDDC180 with Activity 1801.

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project	Activity	Source Type
1	Project ID:	G02FSDDC180	N	3000				G0201	G02FSDDC180	1801	
1	Project ID:	G02FSDDC180	N	3000				G0201	G02FSDDC180	1801	

- Download the data by clicking on the **Grid Action** () icon and selecting Download Activity Log Table to Excel.
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.

The screenshot shows a window titled "Project Costing Budget Line Drill Down" with a "Help" link. It displays "Transaction Line Identifiers" including Journal ID 0168498475, PC Business Unit G0201, Project G02FSDDC180, and Activity 1801. The Transaction ID is 168478540. Below this is a "Transaction Line Details" table with columns for Fund Code, PC Business Unit, Project, and Activity. The details show Fund Code 3000, PC Business Unit G0201, Project G02FSDDC180, and Activity 1801. At the bottom, it shows Line Status as Valid, Budget Date as 06/21/2018, and Line Amount as 170,000.000.

Fund Code	PC Business Unit	Project	Activity
3000	G0201	G02FSDDC180	1801

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

Activity Log

Ledger KK_PRC_BUD

Activity Log

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project	Activity	Source Type
1	Project ID:	G02FSDDC180	N	3000				G0201	G02FSDDC180	1801	
1	Project ID:	G02FSDDC180	N	3000				G0201	G02FSDDC180	1801	

OK

4. 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

Activity Log Inquiry Criteria

Inquiry PS_AUTO_DR

*Transaction Type PC_BUDGET

Project ID From G02FSDDC180

Tran ID 0055306681

Process Status

Maximum Rows 100

Description

Ledger Group

Project ID To G02FSDDC180

Tran Date 06/21/2018

Process Instance

Transaction/Act Log Integrity

Search Delete

Commitment Control Activity Log Lines

Line	Ledger Group	Ledger	App BU	GL Bu	Project ID	Referenced Budg	Account	Fund	Fin DeptID	PC Bus Unit
1	KK_PRJ_CHD	KK_PRC_BUD		MN001	G02FSDDC180	N		3000		G0201
1	KK_PRJ_PAR	KK_PRP_BUD		MN001	G02FSDDC180	N				G0201

- 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.

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

Activity Log

Help

Ledger KK_PRC_BUD

Activity Log

1-2 of 2

Tran Line	Document Label	Document ID	Ref Bldgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project	Activity	Source Type
1	Project ID:	G02FSDDC180	N	3000				G0201	G02FSDDC180	1801	
1	Project ID:	G02FSDDC180	N	3000				G0201	G02FSDDC180	1801	

OK

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

Inquiry Results

Business Unit MN001
Ledger Group KK_PRJ_CHD
Type of Calendar Detail Budget Period
Amounts in Base Currency USD
Revenue Associated:

Return to Criteria Max Rows 100 Display Options Search

Ledger Totals (10 Rows)

Budget	1,028,414.00	Net Transfers	0.00
Expense	7,743.98		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	1,020,670.02		
Associate Revenue	0.00		
Available Budget	1,020,670.02		

Budget Overview Results

1-10 of 10

	Ledger Group	Account	Fund	Project	Fin DeptID	PC Bus Unit	Activity	Source Type	Budget Period	Budget
1	KK_PRJ_CHD		3000	G02FSDDC180		G0201	1800		ALL	98,240.00
2	KK_PRJ_CHD		3000	G02FSDDC180		G0201	1801		ALL	200,000.00

Return to Criteria *Notes

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