

View the Budget Detail Inquiry

In this Quick Reference Guide, 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.

Commitment Control Budget Details

| Business Unit | Ledger Group | Account | Fund | Fin DeptID | Appropriation ID (CF3) | Budget Period |
|---------------|--------------|---------|------|------------|------------------------|---------------|
| MN001 | KK_REVENUE | 512605 | 5200 | G1037615 | G100086 | 2024 |

Fund: Management Analysis **Fin DeptID:** ETD-Upfront Fees **Appropriation ID (CF3):** Enterprise Training & Developme
Account: Interagency Agreements

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Ledger Amounts

| | | | | | |
|--------------------------------|--------------|-----|---|---|---|
| Revenue Estimate: | 1,251,068.00 | USD | 📈 | ⏪ | Attributes |
| Recognized Revenue: | 1,240,835.00 | USD | 📈 | ⏪ | Parent / Children Associated Budgets |
| Collected Revenue: | 402,818.00 | USD | 📈 | ⏪ | |
| Uncollected Revenue (Rec-Coll) | 838,017.00 | USD | | | |

Available Budget

| | | | | | |
|-------------------|-----------|-----|---------|---------|-----------|
| Without Tolerance | 10,233.00 | USD | Percent | (0.82%) | Forecasts |
| With Tolerance | 10,233.00 | USD | Percent | (0.82%) | |

Budget Exceptions

| | | | | |
|------------------|---|--------------------|---|-------------------|
| Exception Errors | 0 | Exception Warnings | 0 | Budget Exceptions |
|------------------|---|--------------------|---|-------------------|

Chart

Activity as a Percentage of Revenue Estimate

| Category | Revenue Estimate (%) | Collected Revenue (%) | Un-Collected Revenue (%) | Available Balance (%) |
|-------------------|----------------------|-----------------------|--------------------------|-----------------------|
| Revenue Estimate | 100 | 0 | 0 | 0 |
| Activity | 0 | ~32 | ~68 | 0 |
| Available Balance | 0 | 0 | 0 | 0 |

Step 1: Enter Budget Detail Inquiry Criteria

1. Navigate to **Budget Details** search page.

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

2. On the Budget Details page, enter the Business Unit "MN001" and select a Ledger Group, such as "KK_REVENUE" to look up a revenue budget, or "KK_EXP_BUD" to look up an expense budget.
3. Press the **Search** button.
4. Enter your search parameters in the **Select Budget Detail** section. The fields available for searching depend on the ledger that was selected. In this example, we are searching for a revenue budget.

| Field Name | Field Description |
|--------------------------------|--|
| Fund Code | Enter a Fund Code. |
| Financial Department ID | Enter a Financial Department ID to narrow your search. |
| Appropriation ID | Enter an Appropriation ID to narrow your search. |
| Account | Enter an Account Code. |
| Budget Period | Enter a Budget Period to narrow your search. |

5. Press the **Search** button.
6. In the Search Results section, select the desired option.

The screenshot displays the 'Budget Details' search page. On the left is a navigation menu with 'Budget Journals', 'Review Budget Activities', 'Appropriation Overview', 'Budget Details' (highlighted), 'Budgets Overview', 'Allotments w/in Approp Report', 'Manager's Financial Report', and 'Approp Transfer Detail Report'. The main area is titled 'Search Criteria' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two search input fields: '*Business Unit' with a dropdown arrow and 'MN001' entered, and '*Ledger Group' with a dropdown arrow and 'KK_REVENUE' entered. There are 'Search', 'Clear', and 'Save Search' buttons. Below the search criteria is the 'Search Results' section, which shows '1 rows - Business Unit "MN001" Ledger Group "KK_REVENUE"'. A table below displays the results:

| Business Unit | Ledger Group |
|---------------|--------------|
| MN001 | KK_REVENUE |

- On the **Budget Detail Overview** page, enter your search parameters in the Select Budget Detail section. Then, select the **Search** button. The fields available for searching depend on the ledger that was selected. In this example, we are searching for a revenue budget.

Budget Detail Overview
Budget Inquiry Criteria

Select Budget Detail

| Business Unit | Ledger Group | Fund Code | Financial Department ID | Appropriation ID (CF3) | Account | Budget Period |
|---------------|--------------|-------------------------------|-------------------------------|------------------------|-------------------------------|---------------|
| MN001 | KK_REVENUE | <input type="text" value=""/> | <input type="text" value=""/> | G100086 | <input type="text" value=""/> | 2024 |

[Search](#)

- The search results display in the Budget Details section. If multiple entries display in the Search Results section, press the **View Details** link for the entry that you want to view.

Budget Details

< 1-3 of 3 >

| | Business Unit | Ledger Group | Fund Code | Financial Department ID | Appropriation ID (CF3) | Account | Budget Period | View Details |
|---|---------------|--------------|-----------|-------------------------|------------------------|---------|---------------|--|
| 1 | MN001 | KK_REVENUE | 5200 | G1037610 | G100086 | 512605 | 2024 | View Details |
| 2 | MN001 | KK_REVENUE | 5200 | G1037615 | G100086 | 512605 | 2024 | View Details |
| 3 | MN001 | KK_REVENUE | 5200 | G1037610 | G100086 | 513304 | 2024 | View Details |

[Return to Search](#)
[Notify](#)

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.

Commitment Control Budget Details

| Business Unit | Ledger Group | Account | Fund | Fin DeptID | Appropriation ID (CF3) | Budget Period |
|---------------|--------------|---------|------|------------|------------------------|---------------|
| MN001 | KK_REVENUE | 512605 | 5200 | G1037615 | G100086 | 2024 |

Fund: Management Analysis Fin DeptID: ETD-Upfront Fees Appropriation ID (CF3): Enterprise Training & Developme
 Account: Interagency Agreements

Hide Chart Previous Next Return to Inquiry Criteria

Ledger Amounts Max Rows 100

| | | | | |
|--------------------------------|--------------|-----|--|--|
| Revenue Estimate: | 1,251,068.00 | USD | | |
| Recognized Revenue: | 1,240,835.00 | USD | | |
| Collected Revenue: | 402,818.00 | USD | | |
| Uncollected Revenue (Rec-Coll) | 838,017.00 | USD | | |

Available Budget

| | | | | |
|-------------------|-----------|-----|---------|---------|
| Without Tolerance | 10,233.00 | USD | Percent | (0.82%) |
| With Tolerance | 10,233.00 | USD | Percent | (0.82%) |

Budget Exceptions Exception Errors 0 Exception Warnings 0 Budget Exceptions

Chart Activity as a Percentage of Revenue Estimate

| Category | Revenue Estimate (%) | Collected Revenue (%) | Un-Collected Revenue (%) | Available Balance (%) |
|-------------------|----------------------|-----------------------|--------------------------|-----------------------|
| Revenue Estimate | 100 | 0 | 0 | 0 |
| Collected Revenue | 0 | 33 | 67 | 0 |
| Available Balance | 0 | 0 | 0 | 0 |

1. Select **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.
 - a. Press **Hide Chart** button to remove the chart.

2. If you press 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.
 - a. Press the **OK** button to return to the Commitment Control Budget Details page.

Associated Expense Budget ✕

Associated Expense Budget

1-1 of 1

| Assoc. Exp. BD | Fund Code | Financial Department ID | Appropriation ID (CF3) | Budget Period |
|----------------|-----------|-------------------------|------------------------|---------------|
| KK_APPROP | 5200 | G1010000 | G100086 | 2024 |

OK

3. If you press the **Forecasts** link in the Available Budget section, the Budget Forecasts Amounts page displays listing the fields described below.
 - a. Press the **OK** button to return to the Commitment Control Budget Details page.

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

Budget Forecasts Amounts ✕

Forecasts

| | | | | | |
|--------------------|--------------|-----|---------|----------|--|
| Projected Budget | 2,127,394.35 | USD | | | |
| Projected Actual | 2,173,885.23 | USD | | | |
| Projected Variance | -46,490.89 | USD | Percent | (-2.19%) | |

OK

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

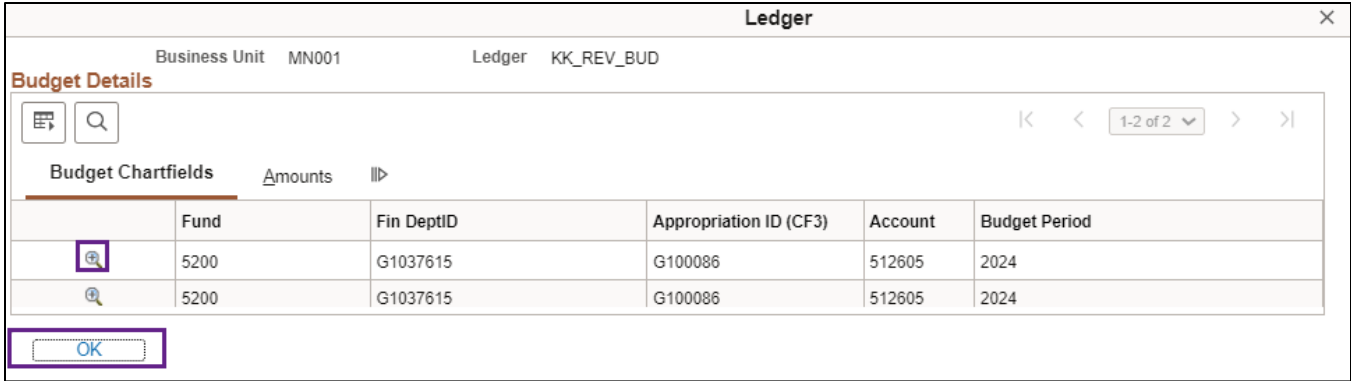
The Ledger Amounts section has options to drill down for more detail.

1. Press the **Drill To Ledger** icon for a ledger amount.

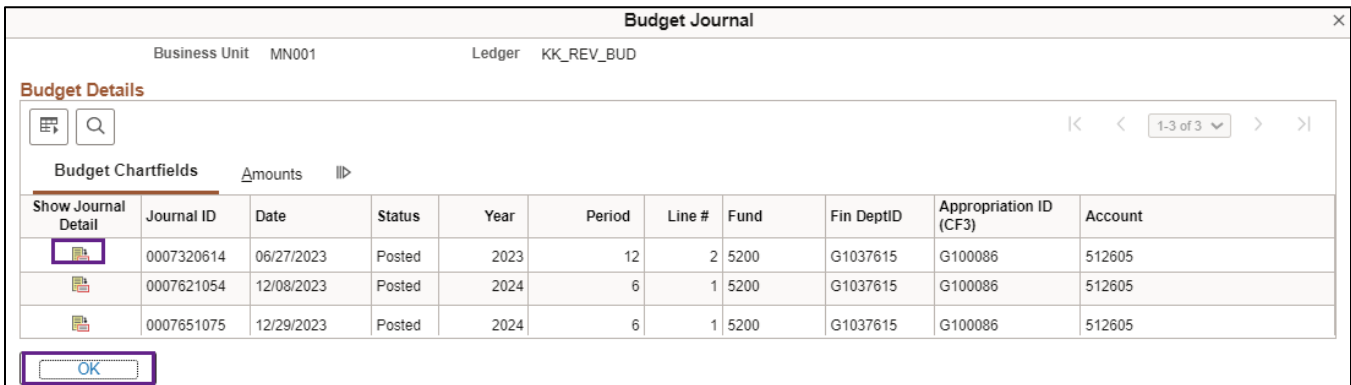
Ledger Amounts Max Rows

| | | | | | |
|---------------------|--------------|-----|--|--|--------------------------------------|
| Revenue Estimate: | 1,251,068.00 | USD | | | |
| Recognized Revenue: | 1,240,835.00 | USD | | | Attributes |
| Collected Revenue: | 402,818.00 | USD | | | Parent / Children Associated Budgets |

2. The Ledger page displays showing the related ChartFields for the amount.
 - a. You can press the **Drill Down** icon.



- b. SWIFT displays the Budget Journal page which provides information about the journal, including Journal ID, Status, Date, and ChartFields.
 - i. On the Budget Journal page, you can press the **Show Journal Detail** icon.



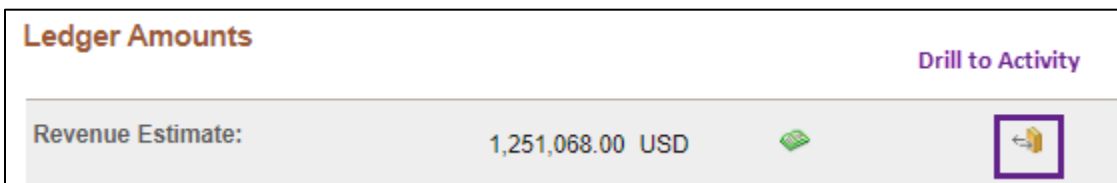
- c. SWIFT displays the Enter Budget Journals page in a separate browser. You view the Budget Journal Entry pages. Close the browser page to return to the Ledger page.

3. From the Ledger page, press the **OK** button to return to the Commitment Control Budget Details page.

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

In the Commitment Control Budget Details page, you can drill into other details.

- 1. In the Ledger Amounts section, press the **Drill to Activity** icon for a ledger amount.



2. The Activity Log page displays more detail for the amount, including Journal ID, ChartFields, and Transaction ID.
 - a. Press the **Drill Down** icon for a transaction.

| Activity Log | | | | | | | | | | | | | |
|--|----------------|-------------|-----------|------|------------|------------------------|---------|---------------|------|--------|----------------|--|--|
| Ledger KK_REV_BUD | | | | | | | | | | | | | |
| Activity Log | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> 1-3 of 3 View All </div> | | | | | | | | | | | | | |
| Tran Line | Document Label | Document ID | Ref Bdgt? | Fund | Fin DeptID | Appropriation ID (CF3) | Account | Budget Period | Year | Period | Foreign Amount | | |
| 2 | Journal ID: | 0007320614 | N | 5200 | G1037615 | G1000086 | 512605 | 2024 | 2023 | 12 | 1,500,000.00 | | |

- b. SWIFT displays the Budget Journal Line Drill Down page in a separate window. You can view 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.
 - c. Press the **View Other Links** icon next to the Journal ID.

| Budget Journal Line Drill Down | | | |
|-------------------------------------|------------|------------|--|
| Transaction Line Identifiers | | | |
| Business Unit | MN001 | Journal ID | 0007320614  |
| Date | 06/27/2023 | | |

- d. SWIFT displays the Enter Budget Journals page in separate browser. Close it to return to the Budget Journal Line Drill Down page.
 - e. From the Budget Journal Line Drill Down page, press the **OK** button to return to the Activity Log page.
3. Press the **OK** button on the Activity Log page to return to the Commitment Control Budget Details page.
4. On the Commitment Control Budget Details page, use the below options to view additional budgets.

| Option | Description |
|-----------------------------------|---|
| Previous or Next | Select the Previous or Next links to view additional budgets from the search results. |
| Return to Inquiry Criteria | Select the Return to Inquiry Criteria to enter different Budget Inquiry criteria ChartFields. |
| Return to Search | Press the Return to Search button at the bottom of the page to return to the search page and select a different Ledger. |