

QUICK REFERENCE GUIDE

November 1, 2019

View Budget Detail Inquiry

In this 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
KK Process

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Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Budget Period
MN001	KK_REVENUE	513304	5200	G1037610	G100086	2019

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

Hide Chart ⓘ
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Return to Inquiry Criteria

Ledger Amounts

Revenue Estimate:	3,552,029.00 USD	📈	📄
Recognized Revenue:	25,095.00 USD	📈	📄
Collected Revenue:	7,300.00 USD	📈	📄

Max Rows

[Attributes](#)
[Parent / Children](#)
[Associated Budgets](#)

Uncollected Revenue (Rec-Coll) 17,795.00 USD

Available Budget

Without Tolerance	3,526,934.00 USD	📈	📄	Percent (99.29%)	📈	📄
With Tolerance	3,526,934.00 USD	📈	📄	Percent (99.29%)	📈	📄

Budget Exceptions
 Exception Errors 0 Exception Warnings 0 Budget Exceptions

Chart

Activity as a Percentage of Revenue Estimate

Return to Search
Notify

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, and Journal Entry pages

Step 1: Enter Budget Detail Inquiry Criteria

1. Navigate to the *Budget Details* search page using one of the options below.

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.

Budget Details

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

Find an Existing Value

▼ **Search Criteria**

Business Unit =

Ledger Group =

[Basic Search](#) [Save Search Criteria](#)

3. Click on 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.

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"/>	<input type="text"/>	G100086	<input type="text"/>	2019

Search

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.

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

Budget Details

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	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	2019	View Details
2	MN001	KK_REVENUE	5200	G1037615	G100086	512605	2019	View Details
3	MN001	KK_REVENUE	5200	G1037610	G100086	513304	2019	View Details
4	MN001	KK_REVENUE	5200	G1037615	G100086	514223	2019	View Details

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.

- 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 KK Process

Commitment Control Budget Details

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Fund: Management Analysis Fin DeptID: ETD-Training Fees Appropriation ID (CF3): Enterprise Training & Developme
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[Hide Chart](#) [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

Ledger Amounts

Revenue Estimate:	3,552,029.00 USD	Attributes
Recognized Revenue:	25,095.00 USD	Parent / Children
Collected Revenue:	7,300.00 USD	Associated Budgets

Uncollected Revenue (Rec-Coll) 17,795.00 USD

Available Budget

Without Tolerance	3,526,934.00 USD	Percent (99.29%)	Forecasts
With Tolerance	3,526,934.00 USD	Percent (99.29%)	

Budget Exceptions

Exception Errors 0 Exception Warnings 0 Budget Exceptions

Chart

Activity as a Percentage of Revenue Estimate

Category	Percentage
Revenue Estimate	100%
Activity	0%
Available Balance	100%

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

- 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.

Associated Expense Budget

[Help](#)

Associated Expense Budget

Assoc. Exp. BD	Fund Code	Financial Department ID	Appropriation ID (CF3)	Budget Period
KK_APPROP	5200	G1010000	G100086	2019

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[OK](#)

- 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				
Help				
Forecasts				
Projected Budget	3,621,126.61	USD		
Projected Actual	166,540.96	USD		
Projected Variance	3,454,585.65	USD	Percent	(95.4%)
<input type="button" value="OK"/>				

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

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

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

Ledger									
Help									
Business Unit MN001					Ledger KK_REV_BUD				
Budget Details									
Q									
Q									
Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	
5200	G1037610	G100086	513304	2019	3552029.00	USD	3552029.00	USD	
<input type="button" value="OK"/>									

- 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 x
Help

Business Unit MN001 Ledger KK_REV_BUD

Budget Details

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Budget Chartfields Amounts

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Fund	Fin DeptID	Appropriation ID (CF3)	Account
	0004115447	05/24/2018	Posted	2018	11	3	5200	G1037610	G100086	513304

OK

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

Commitment Control Budget Details

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Available Budget

Without Tolerance	3,526,934.00	USD	📈	Percent	(99.29%)	📄	Forecasts
With Tolerance	3,526,934.00	USD	📈	Percent	(99.29%)	📄	

Budget Exceptions

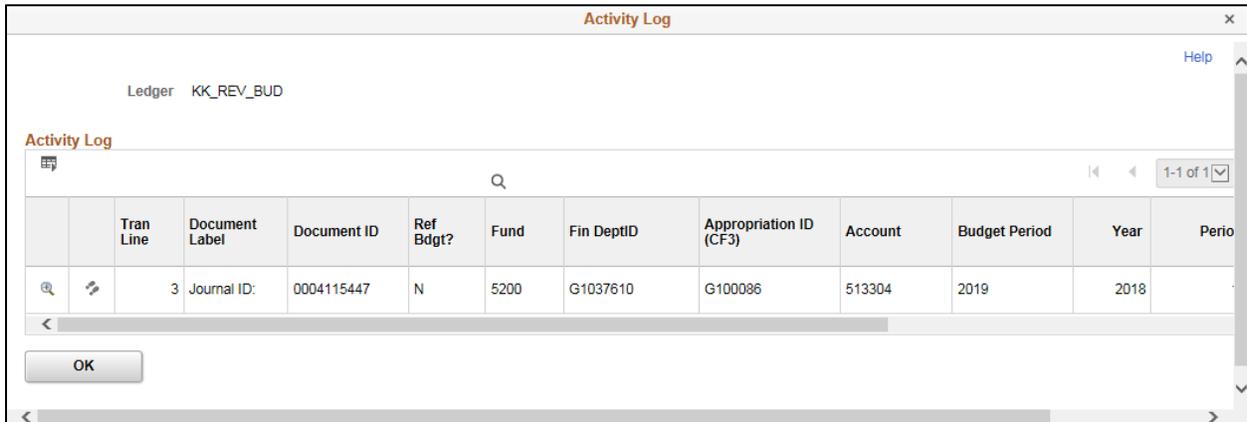
Exception Errors	0	Exception Warnings	0	Budget Exceptions
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Return to Search
Notify

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

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.



Activity Log

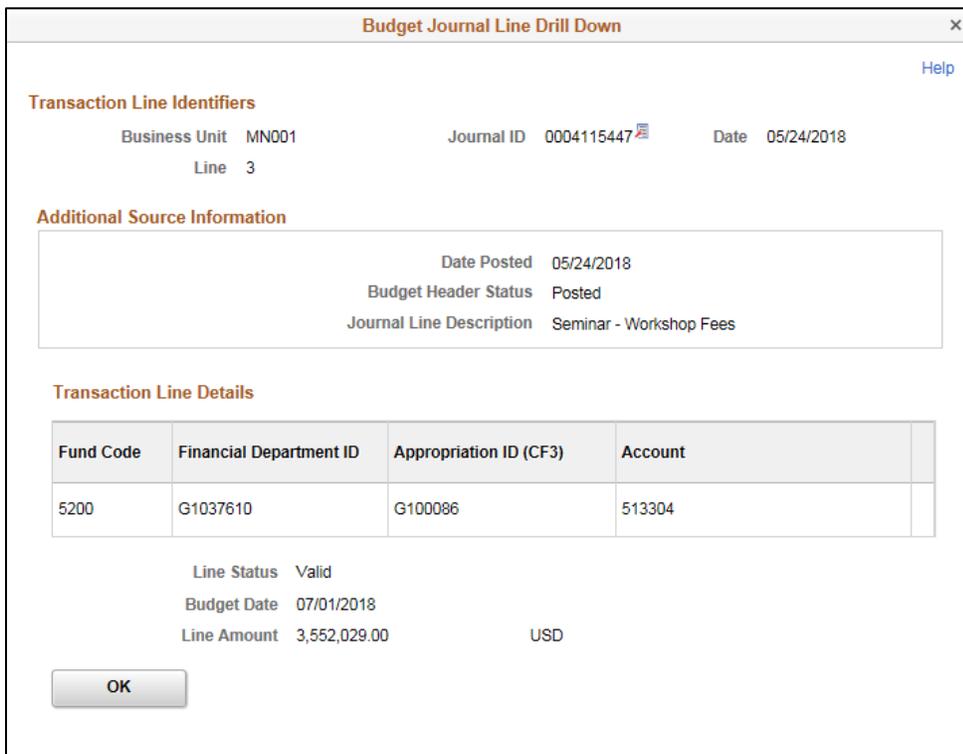
Ledger KK_REV_BUD

Activity Log

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget Period	Year	Perio
3	Journal ID:	0004115447	N	5200	G1037610	G100086	513304	2019	2018	

OK

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.



Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit MN001 Journal ID 0004115447 Date 05/24/2018

Line 3

Additional Source Information

Date Posted 05/24/2018
 Budget Header Status Posted
 Journal Line Description Seminar - Workshop Fees

Transaction Line Details

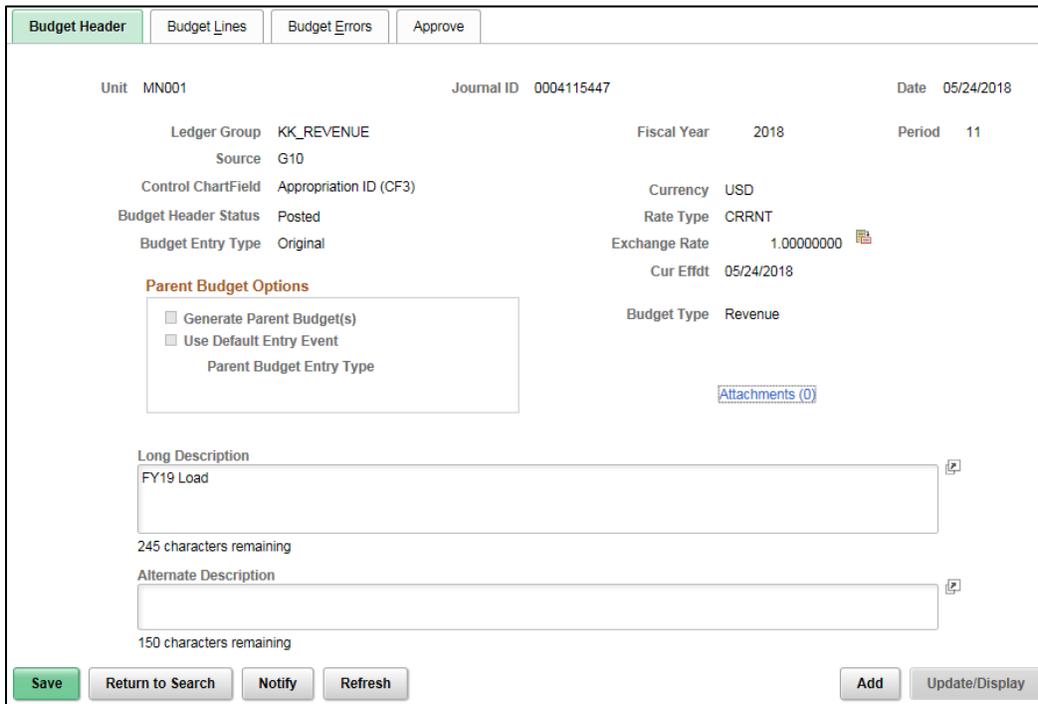
Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
5200	G1037610	G100086	513304

Line Status Valid
 Budget Date 07/01/2018
 Line Amount 3,552,029.00 USD

OK

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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.



Budget Header | Budget Lines | Budget Errors | Approve

Unit MN001 Journal ID 0004115447 Date 05/24/2018

Ledger Group KK_REVENUE Fiscal Year 2018 Period 11

Source G10

Control ChartField Appropriation ID (CF3) Currency USD

Budget Header Status Posted Rate Type CRRNT

Budget Entry Type Original Exchange Rate 1.00000000 

Cur Effdt 05/24/2018

Budget Type Revenue

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

[Attachments \(0\)](#)

Long Description

FY19 Load 

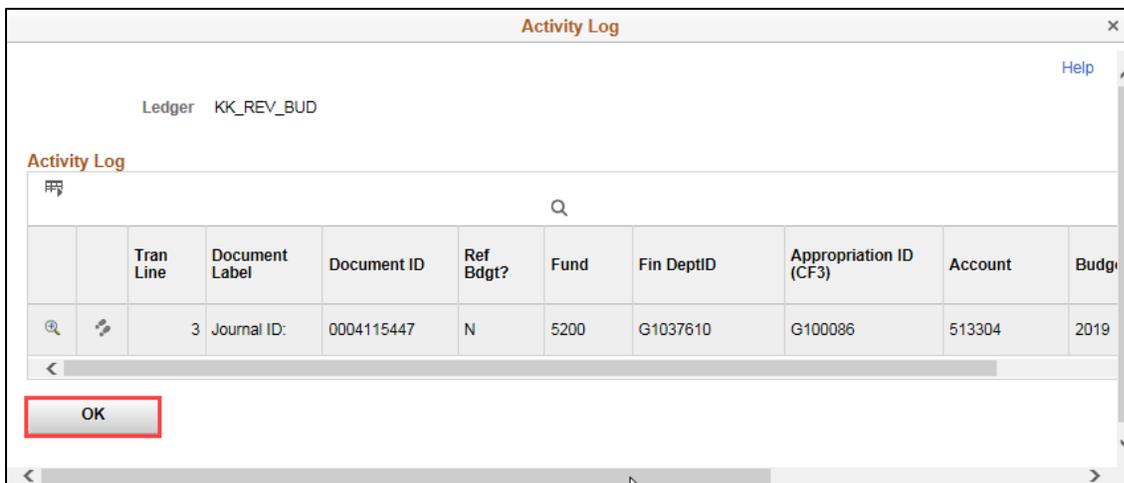
245 characters remaining

Alternate Description 

150 characters remaining

Save Return to Search Notify Refresh Add Update/Display

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



Activity Log Help

Ledger KK_REV_BUD

Activity Log

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget
3	Journal ID:	0004115447	N	5200	G1037610	G100086	513304	2019

OK

- On the *Commitment Control Budget Details* page, use the below options to view additional budgets.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Budget Period
MN001	KK_REVENUE	512605	5200	G1037610	G100086	2019

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

ⓘ

Option	Description
Previous or Next	Select the <i>Previous</i> or <i>Next</i> links to view additional budgets from the search results.
Return to Inquiry Criteria	Select the <i>Return to Inquiry Criteria</i> to enter different Budget Inquiry criteria ChartFields.
Return to Search	Click on the Return to Search button at the bottom of the page to return to the search page and select a different Ledger.