

QUICK REFERENCE GUIDE

November 1, 2019

View the Budget Overview Inquiry

In this guide, 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.

Inquiry Results

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

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

Ledger Totals (5 Rows)

Budget	1,921,000.00	Net Transfers	0.00
Expense	51,059.68		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	1,869,940.32		
Associate Revenue	0.00		
Available Budget	1,869,940.32		

Budget Overview Results

1-5 of 5 | [View All](#)

			Ledger Group	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Budget Period	Budget	Expense	Encumbrance	Pre-E
1			KK_EXP_BUD	41000	5200	G1037610	G100086	2019	1,144,700.00	42,816.19	0.00	
2			KK_EXP_BUD	41000	5200	G1037615	G100086	2019	771,000.00	7,592.60	0.00	
3			KK_EXP_BUD	41030	5200	G1037610	G100086	2019	5,300.00	571.71	0.00	
4			KK_EXP_BUD	41050	5200	G1037610	G100086	2019	0.00	79.18	0.00	
5			KK_EXP_BUD	41070	5200	G1037610	G100086	2019	0.00	0.00	0.00	

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 (Optional)

Step 1: Create a Budget Overview Inquiry

1. Begin by navigating to the *Budgets Overview* page 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, Commitment Control, GL/KK WorkCenter, left-menu, Links section, KK Links, 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: EXPENSE 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

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 type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="Info"/>	<input 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

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
*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”. (Users can create Ledger sets but Ledger Group is more commonly used.)
*Ledger Group	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.)
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.

The screenshot shows the 'Budget Inquiry Criteria' interface. The 'Budget Overview' section is active, showing an inquiry for 'EXPENSE' with the description 'Expense Budget Overview'. The 'Budget Type' section is configured with Business Unit 'MN001', Ledger Group/Set 'Ledger Group', and Ledger Group 'KK_EXP_BUD'. The 'TimeSpan' section shows the calendar type set to 'Detail Budget Period'. The 'Budget Criteria' table below lists the selected budget group 'KK_EXP_BUD' for the year 2019, with options to include adjustment periods and closing adjustments.

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	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

- 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, enter the <i>From Budget Period</i> and <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.

- 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.
AppropriID	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.
- 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.

Budget Inquiry Criteria

Budget Overview

Inquiry EXPENSE Description Expense Budget Overview 

Amount Criteria **Search** Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit MN001 Ledger Group/Set Ledger Group Ledger Group KK_EXP_BUD

View Stat Code Budgets
 Display Chart MN Exp Budget Ledger Group

TimeSpan

*Type of Calendar Detail Budget Period

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_EXP_BUD	BY	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
Fin DeptID	%	%			Update/Add
Fund	%	%			Update/Add
AppropriID	G100086	G100086			Update/Add

Budget Status

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

Save Notify Refresh Add Update/Display

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
Clear Button	Click the Clear button to clear all entries on the page, except for the default selections.
Reset Button	Click the Reset button to clear entries in the ChartField Criteria section and on the Amount Criteria page.
Wastebasket Icon	Click this Wastebasket 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.

Inquiry Results

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

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

Ledger Totals (5 Rows)

Budget	1,921,000.00	Net Transfers	0.00
Expense	51,059.68		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	1,869,940.32		
Associate Revenue	0.00		
Available Budget	1,869,940.32		

Budget Overview Results

1-5 of 5 | View All

			Ledger Group	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Budget Period	Budget	Expense	Encumbrance	Pre-E
1			KK_EXP_BUD	41000	5200	G1037610	G100086	2019	1,144,700.00	42,816.19	0.00	
2			KK_EXP_BUD	41000	5200	G1037615	G100086	2019	771,000.00	7,592.60	0.00	
3			KK_EXP_BUD	41030	5200	G1037610	G100086	2019	5,300.00	571.71	0.00	
4			KK_EXP_BUD	41050	5200	G1037610	G100086	2019	0.00	79.18	0.00	
5			KK_EXP_BUD	41070	5200	G1037610	G100086	2019	0.00	0.00	0.00	

- 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.
- You can increase or decrease the number of rows that display by entering a new **Max Rows** number. The default is 100 rows.

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](#)

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- 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 (27 Rows)

Budget	4,934,591.00	Net Transfers	0.00
Expense	56,089.36		
Encumbrance	668,482.95		
Pre-Encumbrance	0.00		
Budget Balance	4,210,018.69		
Associate Revenue	0.00		
Available Budget	4,210,018.69		

- 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. **Note:** In the print screen below we have used the Personalize option to hide the ChartField names.

Budget Overview Results

1-5 of 5 | View All

			Ledger Group	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Budget Period	Budget	Expense	Encumbrance	Pre-E
1			KK_EXP_BUD	41000	5200	G1037610	G100086	2019	1,144,700.00	42,816.19	0.00	
2			KK_EXP_BUD	41000	5200	G1037615	G100086	2019	771,000.00	7,592.60	0.00	
3			KK_EXP_BUD	41030	5200	G1037610	G100086	2019	5,300.00	571.71	0.00	
4			KK_EXP_BUD	41050	5200	G1037610	G100086	2019	0.00	79.18	0.00	
5			KK_EXP_BUD	41070	5200	G1037610	G100086	2019	0.00	0.00	0.00	

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.

- When you click on the **Show Budget Details** icon () the *Budget Details* page displays. Refer to the [View Budget Detail Inquiry](#) guide for more information.

Budget Details

Business Unit	Ledger Group	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Budget Period
MN001	KK_EXP_BUD	41110	5200	G1037610	G100086	2019

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

Ledger Amounts

Budget:	75,000.00	USD		
Expense:	0.00	USD		
Encumbrance:	25,907.09	USD		
Pre-Encumbrance:	0.00	USD		

Max Rows

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

Available Budget

	Associate Revenue				
	0.00	USD			
Without Tolerance	49,092.91	USD	Percent	(65.46%)	Forecasts
With Tolerance	49,092.91	USD	Percent	(65.46%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0
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- 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

[Help](#)

Ledger Group	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Budget Period
KK_EXP_BUD	5200	G1037610	G100086	41110	2019

Budget Transaction Type	Budget Amount	Base Currency
Original	75,000.00	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		75,000.00 USD

- 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.

1. Click on the link for any amount displayed in the **Budget Overview Results** section to view the *Activity Log* page.

Budget Overview Results												
			Ledger Group	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Budget Period	Budget	Expense	Encumbrance	Pre-E
1			KK_EXP_BUD	41000	5200	G1037610	G100086	2019	1,144,700.00	42,816.19	0.00	
2			KK_EXP_BUD	41000	5200	G1037615	G100086	2019	771,000.00	7,592.60	0.00	
3			KK_EXP_BUD	41030	5200	G1037610	G100086	2019	5,300.00	571.71	0.00	

2. A listing of transactions that make up the amount is displayed, including Journal ID, ChartFields, Amount, Budget Entry Type, Transaction ID and Date.

Activity Log													
Ledger KK_EXP_BUD													
Activity Log													
	Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget Period	Year	Period	Foreign Amount	For Cut
	1	Journal ID:	0004115473	N	5200	G1037610	G100086	41000	2019	2018	11	1,144,700.00	USI

3. 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.

Budget Journal Line Drill Down x
Help

Transaction Line Identifiers

Business Unit MN001 Journal ID 0004115473 Date 05/24/2018

Line 1

Additional Source Information

Date Posted 05/24/2018

Budget Header Status Posted

Journal Line Description Full Time - Salary

Transaction Line Details

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
5200	G1037610	G100086	41000

Line Status Valid

Budget Date 07/01/2018

Line Amount 1,144,700.00 USD

OK

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

Budget Header
Budget Lines
Budget Errors
Approve

Unit MN001 Journal ID 0004115473 Date 05/24/2018

Ledger Group KK_EXP_BUD 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 Expense

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Original

[Attachments \(0\)](#)

Long Description

FY19 Load 🗨

245 characters remaining

Alternate Description

🗨

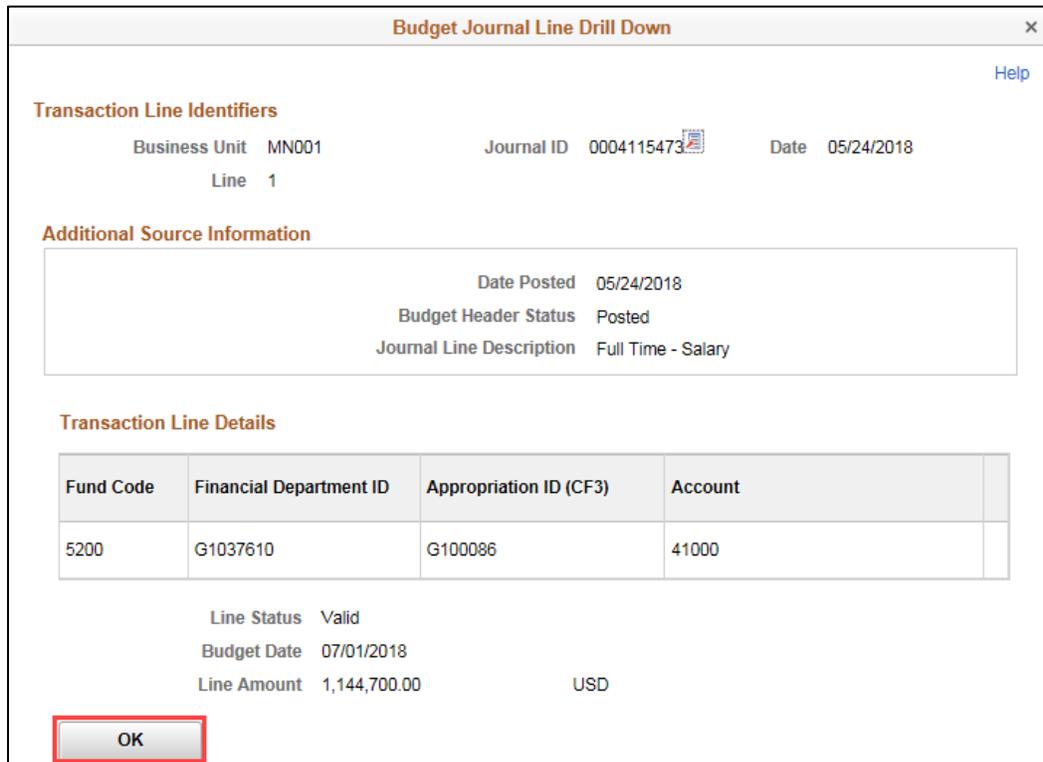
150 characters remaining

Save
Return to Search
Notify
Refresh
Add
Update/Display

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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.

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



Budget Journal Line Drill Down [x] Help

Transaction Line Identifiers

Business Unit MN001 Journal ID 0004115473  Date 05/24/2018

Line 1

Additional Source Information

Date Posted	05/24/2018
Budget Header Status	Posted
Journal Line Description	Full Time - Salary

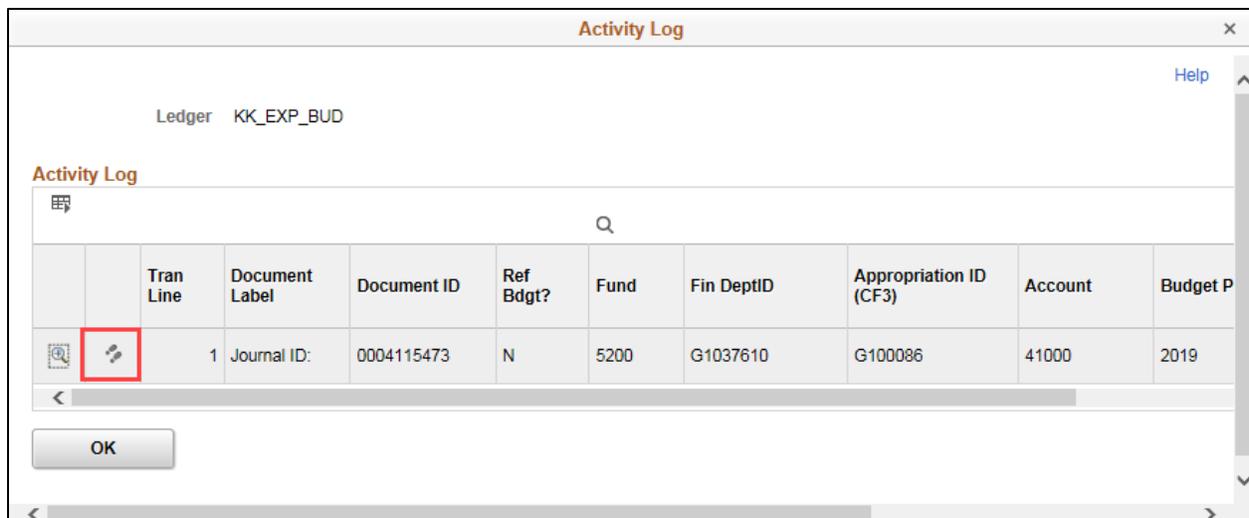
Transaction Line Details

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
5200	G1037610	G100086	41000

Line Status Valid
Budget Date 07/01/2018
Line Amount 1,144,700.00 USD

OK

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



Activity Log [x] Help

Ledger KK_EXP_BUD

Activity Log

 Q

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget P
 1	Journal ID:	0004115473	N	5200	G1037610	G100086	41000	2019

OK

7. 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 Description

*Transaction Type GL_BD_JRNL Ledger Group

Application Business Unit

Journal ID From 0004115473 Journal ID To 0004115473

Journal Date From Journal Date To

Tran ID 0054778394 Tran Date 05/24/2018

Process Status Process Instance

Maximum Rows 100

Transaction/Act Log Integrity

Search Delete

Commitment Control Activity Log Lines Personalize Find View All First 1-72 of 72 Last

Budget Chartfields Amounts

Line	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Account	Fund	Fin DeptID	Appropriation (CF3)
1	CTL_KK_EB	CTL_EB_BUD	MN001	MN001	0004115473	2018-05-24	N	PAYRLL	5200	G1037610	G100
1	KK_ALLOT	KK_ALL_BUD	MN001	MN001	0004115473	2018-05-24	N	PAYRLL	5200	G1027610	G100
1	KK_EXP_BUD	KK_EXP_BUD	MN001	MN001	0004115473	2018-05-24	N	41000	5200	G1037610	G100

- 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.

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

Activity Log x

Ledger KK_EXP_BUD

Activity Log

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget P
1	Journal ID:	0004115473	N	5200	G1037610	G100086	41000	2019

OK

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

10. To return to the *Budget Overview* page to search for a different budget, click on the *Return to Criteria* link located in the header or bottom of the page.

Inquiry Results

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

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

Ledger Totals (5 Rows)

Budget	1,921,000.00	Net Transfers	0.00
Expense	51,059.68		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	1,869,940.32		
Associate Revenue	0.00		
Available Budget	1,869,940.32		

Step 6: Use the Amount Criteria page (Optional)

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

1. Click on the *Amount Criteria* link in the header (top-left of the page)

Budget Inquiry Criteria

Budget Overview

Inquiry: EXPENSE Description: Expense Budget Overview

[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 Exp Budget Ledger Group

TimeSpan

*Type of Calendar:

2. The Inquiry Amount page displays 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.

Inquiry Amount Criteria

Help

Operator	Amount Type	*Operator	Multiplier	Operator	Amount Type		
	Collected Revenue	<	0.50	*	Recognized Revenue	+	-