

# QUICK REFERENCE GUIDE

November 1, 2019

## View the Appropriation Overview Inquiry

In this guide, 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.

**Appropriation Overview**

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	5200	G1010000	G100086	2019

**Ledger Amounts**

		Budgeted	Remaining
Budget			
Appropriation			
Original	0.00		
Current	0.00		
Receipts			
Original Estimate	5,216,333.00		
Current Estimate	5,216,333.00		
Collected	7,300.00		
Dedicated Cap	0.00		
Budget/Encumbrance Authority	5,616,333.00	4,891,760.69	
Spending Authority	407,300.00	351,210.64	
Transfer Authority	407,300.00	351,210.64	

**Allotment Break-Down**

Payroll	Payroll Allotment	Non-Payroll	Non-Payroll Allotment
Payroll Allotment	1,921,000.00	Operating Allotment	3,013,591.00
		Pre Encumbered	0.00
		Encumbered	668,482.95
Expended	51,059.68	Expended	5,029.68

**Balances**

Allotment-Free	Uncommitted	Unexpended
681,742.00	3,021,820.37	351,210.64

**Budget Exceptions**

Exception Errors	Exception Warnings	Budget Exceptions
0	0	

Return to Search | Notify

Steps to complete:

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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. Navigate to the *Appropriation Overview* page by using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Commitment Control, KK Process, left-menu, Review Budget Activities, Appropriation Overview.
<b>WorkCenter</b>	Accounting, Commitment Control, GL/KK WorkCenter. The Appropriation Overview page opens by default.

2. Complete the *Appropriation Overview* search page as described below.

**Appropriation Overview**

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

Find an Existing Value

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**Search Criteria**

Business Unit =

Ledger Group =

Budget Period begins with

Fund Code begins with

Financial Department ID begins with

Appropriation ID (CF3) begins with

[Basic Search](#)

Field Name	Field Description
<b>*Business Unit</b>	Accept or select Business Unit "MN001". This is the only Business Unit 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.

- Click on the **Search** button.
- 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.

## 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.

Appropriation Overview					
Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	5200	G1010000	G100086	2019
Fund	Management Analysis	Fin DeptID	Minnesota Management & Budget	AppropID	Training
Appropriation Type	04		Special - Dedicated	<a href="#">ChartField Attributes</a>	
Budget Authority Option	E		Encumber Budget/Spend Collected	<a href="#">Associated Budgets</a>	
Legal Citation	MS 43A.55		Management Analysis Revolving Fund		
Budget Program	G1001		Statewide Services		
Budget Activity	G100110		Enterprise Training & Devlpmnt	Budget Status	Open

- 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**

[Help](#)

**ChartField Attribute Values**

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SetID	ChartField Value	Effective Date	Field Name	ChartField Attribute	ChartField Attribute Value	Attribute Value Description
SHARE	G100086	07/01/2018	CHARTFIELD3	BUD_ACT	G100110	Enterprise Training & Devlpmnt
SHARE	G100086	07/21/2011	CHARTFIELD3	LEGAL_CITE	MS 43A.55	Management Analysis Revolving Fund
SHARE	G100086	07/02/2011	CHARTFIELD3	BUD_AUTH_OPT	E	Encumber Budget/Spend Collected
SHARE	G100086	01/01/1901	CHARTFIELD3	APPROP_TYPE	04	Special - Dedicated
SHARE	G100086	01/01/1901	CHARTFIELD3	BUD_PROG	G1001	Statewide Services
SHARE	G100086	01/01/1901	CHARTFIELD3	DED_REC_CAP	N	No Dedicated Receipt Cap

2. Click on the **Return** button to go back to the *Appropriation Overview* page.
3. You can click on the **Associated Budgets** link to view the revenue budgets entered for the appropriation, including the Assc. Rev. Ledger Group, Fund, Financial Department ID, Appropriation ID, Account, Budget Period and Associated Revenue amount.

**Associated Revenue Budgets**

[Help](#)

**Associated Revenue Budgets**

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Assc. Rev. Ledger Group	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Budget Period	Associated Revenue
KK_REVENUE	5200	G1037615	G100086	512605	2019	\$1,124,258.000
KK_REVENUE	5200	G1037610	G100086	513304	2019	\$3,552,029.000
KK_REVENUE	5200	G1037610	G100086	512605	2019	\$258,304.000
KK_REVENUE	5200	G1037615	G100086	514223	2019	\$281,742.000

4. 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	0.00
Original Estimate	73,800.00	Roll Forward Out	0.00
Current Estimate	73,800.00	Cancel	0.00
Collected	1,028.00	Reduction	0.00
Dedicated Cap	0.00		
		<b>Budgeted</b>	<b>Remaining</b>
Budget/Encumbrance Authority		73,800.00	73,800.00
Spending Authority		1,028.00	1,028.00
Transfer Authority		1,028.00	1,028.00

[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.

**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			
<b>Payroll</b>		<b>Non-Payroll</b>	<a href="#">Allotment Drilldown</a>
Payroll Allotment	1,921,000.00	Operating Allotment	3,013,591.00
		Pre Encumbered	0.00
		Encumbered	668,482.95
Expended	51,059.68	Expended	5,029.68

Section Name	Field Descriptions
<b>Payroll</b>	Payroll Allotment displays the amount budgeted for Payroll expenses. Expended displays the amount spent on Payroll expenses.
<b>Non-Payroll</b>	Operating Allotment displays the amount budgeted for non-payroll expenses. Pre-Encumbered displays the amount pre-encumbered for non-payroll expenses. Encumbered displays the amount encumbered for non-payroll expenses. Expended 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	681,742.00	Uncommitted	3,021,820.37	Unexpended	351,210.64

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.

- Hover over the Information (i) icon to view the Balance Calculation Formulas for the Balance Fields.

**Balance Calculation Formulas**

Allotment-Free = Budget/Encumbrance Authority - Payroll Allotment - Operating Allotment  
 Uncommitted = Budget/Encumbrance Authority - (Greater of Payroll Allotment or Payroll Expended) - Pre-Encumbrance - Encumbrance - Non-Payroll Expended  
 Unexpended = Spending Authority - Payroll Expended - Non-Payroll Expended

Allotment-Free	681,742.00	Uncommitted	3,021,820.37	Unexpended	351,210.64
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## 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
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## 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**

<b>Budget</b>		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	400,000.00
Original Estimate	5,216,333.00	Roll Forward Out	0.00
Current Estimate	5,216,333.00	Cancel	0.00
Collected	7,300.00	Reduction	0.00
Dedicated Cap	0.00		
		<b>Budgeted</b>	<b>Remaining</b>
Budget/Encumbrance Authority	5,616,333.00	4,891,760.69	<a href="#" style="border: 1px solid red; padding: 2px;">Drill to Activity Log</a>
Spending Authority	407,300.00	351,210.64	
Transfer Authority	407,300.00	351,210.64	

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: 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-Gr Parent I
	21	PAJ3496340	N	APP	5200	G1010000	G100086	2019	2017	11	USD		Original	N
	4	0004191934	N	RFW	5200	G1010000	G100086	2019	2019	1	USD	400000.00	Transfer	N

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  
 \*Transaction Type: GL\_BD\_JRNL  
 Application Business Unit:   
 Journal ID From: PAJ3496340  
 Journal Date From:   
 Tran ID: 0047303671  
 Process Status:   
 Maximum Rows: 100

Description:   
 Ledger Group:   
 Journal ID To: PAJ3496340  
 Journal Date To:   
 Tran Date: 06/01/2017  
 Process Instance:   
 Transaction/Act Log Integrity

Search Delete

**Commitment Control Activity Log Lines** Personalize | Find | View All | First 1-54 of 54 Last

Line	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Account	Fund	Fin DeptID
1	KK_APPROP	KK_APP_BUD	MN001	MN001	PAJ3496340	2017-05-31	N		5200	G1010000
2	KK_APPROP	KK_APP_BUD	MN001	MN001	PAJ3496340	2017-05-31	N		5600	G1010000

- 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, such as Budget Date and Date Posted.

Budget Journal Line Drill Down
Help

**Transaction Line Identifiers**

Business Unit MN001      Journal ID PAJ3496340      Date 05/31/2017

Line 1

**Additional Source Information**

Date Posted 06/01/2017

Budget Header Status Posted

Journal Line Description Biennium Approp

**Transaction Line Details**

Fund Code	Financial Department ID	Appropriation ID (CF3)
5200	G1010000	G100086

Line Status Valid

Budget Date 07/01/2017

Line Amount 0.00      USD

OK

- 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.
- 4. 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.
- The *Commitment Control Budget Details* page displays in a new window. Refer to the [View Budget Details Inquiry](#) guide for more information about this page.

**Commitment Control Budget Details**

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	Appropriation ID (CF3)
MN001	KK_APPROP	2018	5200	G1010000	G100086

Display Chart ⓘ

**Ledger Amounts**

Category	Amount	Unit	Status	Actions
Budget:	240,179.43	USD	✓	📄
Expense:	2,624,462.19	USD	✓	📄
Encumbrance:	660,068.34	USD	✓	📄
Pre-Encumbrance:	0.00	USD	✓	📄

Max Rows: 100

Attributes  
Parent / Children  
Associated Budgets

**Available Budget**

Category	Amount	Unit	Percent
Associate Revenue	4,564,784.00	USD	
Without Tolerance	1,520,432.90	USD	Percent (633.04%)
With Tolerance	1,520,432.90	USD	Percent (633.04%)

**Budget Exceptions**

Exception Errors	Exception Warnings	Budget Exceptions
0	0	

Return to Search   Notify

- Close the *Commitment Controls Budget Details* and *Activity Log* windows to return to the Ledger page.

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

**Ledger**

Ledger: KK\_APP\_BUD

Search: Q

Drill to Activity Log Inquiry	Tran Line	Journal ID	Ref Bdgt?	Journal Class	Fund Code	Fin DeptID	AppropID	Budget Period	Year	Period	Base Currency
📄	21	PAJ3496340	N	APP	5200	G1010000	G100086	2019	2017	11	USD
📄	4	0004191934	N	RFW	5200	G1010000	G100086	2019	2019	1	USD

**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			
<b>Payroll</b>		<b>Non-Payroll</b>	<a href="#">Allotment Drilldown</a>
Payroll Allotment	1,921,000.00	Operating Allotment	3,013,591.00
		Pre Encumbered	0.00
		Encumbered	668,482.95
Expended	51,059.68	Expended	5,029.68

1. 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 All Columns** (||) icon selected.

Parent & Children Budgets											
<input checked="" type="checkbox"/> Parent Budget		<input type="checkbox"/> Child Budget		Amounts in Base Currency USD							
Children											
	Ledger Group	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
1	KK_ALLOT	5200	G1027610	G100086	NONPAY	2019	2,660,333.00	0.00	0.00	0.00	0.00
2	KK_ALLOT	5200	G1027610	G100086	NONPAY	2019	0.00	0.00	360,774.95	0.00	0.00
3	KK_ALLOT	5200	G1027610	G100086	NONPAY	2019	0.00	5,029.68	0.00	0.00	0.00

Parent: None

OK

2. 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**.

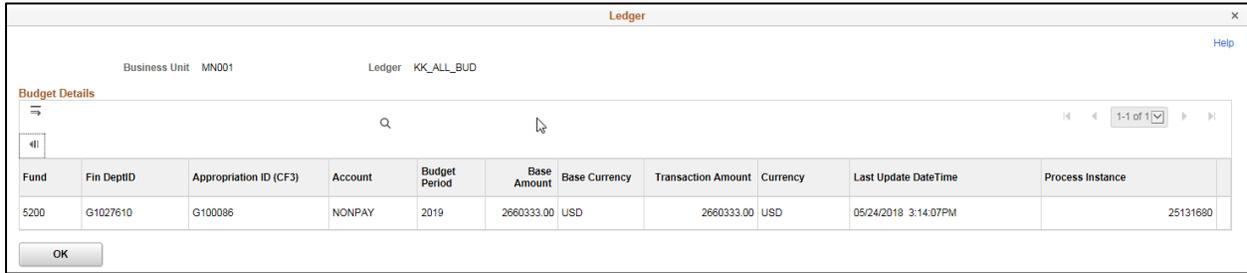
Please select one of the following links: Help

[Drill to Ledger](#)

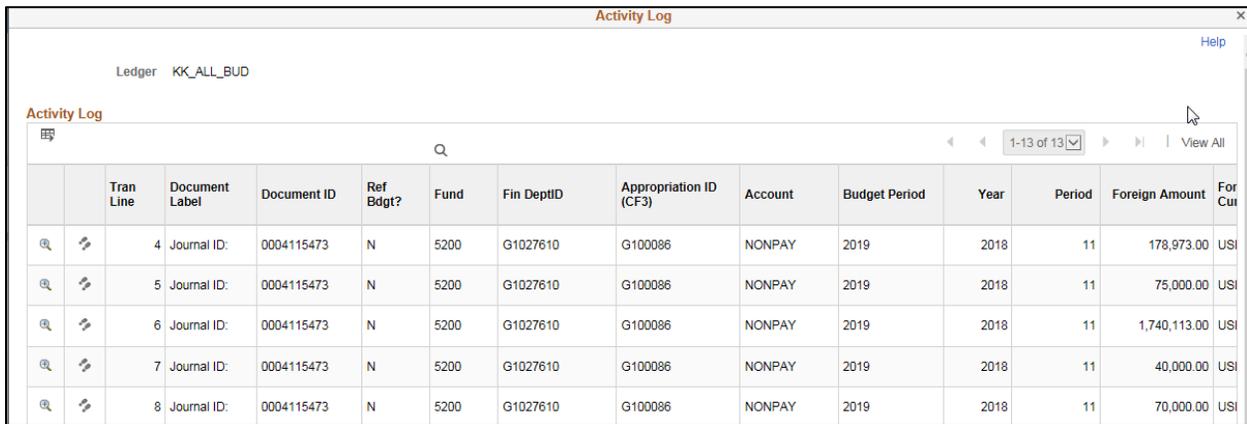
[Drill to Activity Log](#)

3. 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.



- 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.



- You can click on the **Drill Down** icon (🔍) for a transaction to view the *Journal Line Drill Down* page. Additional information displays including the Budget and Posted Dates.

**Budget Journal Line Drill Down** x

[Help](#)

**Transaction Line Identifiers**

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

Line 4

**Additional Source Information**

Date Posted 05/24/2018

Budget Header Status Posted

Journal Line Description Space Rental And Utilities

**Transaction Line Details**

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
5200	G1037610	G100086	41100

Line Status Valid

Budget Date 07/01/2018

Line Amount 178,973.00      USD

OK

- 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.

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

**Activity Log** x

[Help](#)

Ledger KK\_ALL\_BUD

**Activity Log**

1-13 of 13 View All

	Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Budget Period	Year	Period	Foreign Amount	For Cut
	4	Journal ID:	0004115473	N	5200	G1027610	G100086	NONPAY	2019	2018	11	178,973.00	USI
	5	Journal ID:	0004115473	N	5200	G1027610	G100086	NONPAY	2019	2018	11	75,000.00	USI
	6	Journal ID:	0004115473	N	5200	G1027610	G100086	NONPAY	2019	2018	11	1,740,113.00	USI
	7	Journal ID:	0004115473	N	5200	G1027610	G100086	NONPAY	2019	2018	11	40,000.00	USI

8. 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.

**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

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