

## 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

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

Find an Existing Value
Add a New Value

▼ Search Criteria

Inquiry Name begins with PRJ\_BUDGET

Search
Clear
Basic Search
Save Search Criteria

3. Select the Inquiry Name in the **Search Results** section, 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 can also overwrite it.

1. Optionally, 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 PRJ\_BUDGET
Description Project Budget

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

**Budget Type**

\*Business Unit MN001 Q

Ledger Group/Set Ledger Group v
Ledger Group KK\_PRJ\_CHD Q

View Stat Code Budgets  
Display Chart

MN Project Child Ledger Group

**TimeSpan**

\*Type of Calendar Detail Budget Period v

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

Field Name	Field Description
<b>*Business Unit</b>	Select the <i>Business Unit</i> "MN001", if necessary. This is the only <i>Business Unit</i> used for budgets.
<b>*Ledger Group Set</b>	Accept the default "Ledger Group".
<b>*Ledger Group</b>	Select the Ledger Group related to the inquiry you are setting up (refer to the " <a href="#">Project Budget Definitions</a> " guide for more information). "KK_PRJ_CHD" for all Business Units except B2202, H6001, and H5502. "KK_PRJ_CDE" for B2202, H6001, and H5502 Business Units only.
<b>Display Chart</b>	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
<b>Detail Budget Period (Recommended)</b>	This is the recommended and default option. With this option selected, the <b>Budget Criteria</b> section allows you to select a Budget Period range for your inquiry.
<b>Detail Accounting Period</b>	When the "Detail Accounting Period" is selected, the <b>Budget Criteria</b> 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
<b>Detail Budget Period</b>	If the <b>Detail Budget Period</b> calendar is selected, accept the "All" <i>From Budget Period</i> and "ALL" <i>To Budget Period</i> range.
<b>Detail Accounting Period</b>	If the <b>Detail Accounting Period</b> 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.
<b>Include Adjustment Period(s)</b>	Accept the default "Include Adjustment Period(s)" option.
<b>Include Closing Adjustments</b>	Leave the "Include Closing Adjustments" option unchecked.

**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_PRJ_CHD	AL	ALL	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 Project Budget Definition, such as PC BUS Unit, Project and Activity. (Refer to the [“Project Budget Definitions”](#) guide in the Appendix of this guide.
- 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.

ChartField Criteria						Budget Status	
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add	<input checked="" type="checkbox"/>	Open
Account	%	%			Update/Add	<input checked="" type="checkbox"/>	Closed
Fin DeptID	%	%			Update/Add	<input checked="" type="checkbox"/>	Hold
Fund	%	%			Update/Add		
AppropriID	%	%			Update/Add		
PC Bus Unit	%	%			Update/Add		
Project	G02RC25GV0032	G02RC25GV0032			Update/Add		
Activity	%	%			Update/Add		
Source Type	%	%			Update/Add		

Field Name	Field Description
<b>Account</b>	Enter Account criteria to limit your search.
<b>Fin DeptID</b>	Enter Financial Department ID criteria to limit your search.
<b>Fund</b>	Enter Fund criteria to limit your search.
<b>AppropriID</b>	Enter Appropriation ID criteria to limit your search.
<b>PC Bus Unit</b>	Enter PC Bus Unit criteria to limit your search.
<b>Project</b>	Enter Project ID criteria to limit your search.
<b>Activity</b>	Enter Activity criteria to limit your search.
<b>Source Type</b>	Enter the Source Type to limit your search

6. Accept the defaults in **Budget Status** section to include budgets that are open, closed and on hold.
7. Click on the **Save** button.
8. 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.


The screenshot displays the 'Inquiry Results' page with the following sections:

- Search Criteria:** Business Unit: MN001, Ledger Group: KK\_PRJ\_CHD, Type of Calendar: Detail Budget Period, Amounts in Base Currency: USD, Revenue Associated:
- Navigation:** Return to Criteria, Max Rows: 100, Display Options, Search button
- Ledger Totals (2 Rows):** A table with columns for Budget, Expense, Encumbrance, Pre-Encumbrance, Budget Balance, Associate Revenue, and Available Budget. A red box highlights the Budget, Expense, and Available Budget values.
- Budget Overview Results:** A table with columns: Ledger Group, Fund, PC Bus Unit, Project, Activity, Resource Type, Budget Period, Budget, Expense, and Encumbrance. Two rows of data are shown, both highlighted with a red border.

Category	Amount	Net Transfers	Amount
Budget	150,000.00		0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	150,000.00		
Associate Revenue	0.00		
Available Budget	150,000.00		





  


	Ledger Group	Fund	PC Bus Unit	Project	Activity	Resource Type	Budget Period	Budget	Expense	Encumbrance
1	KK_PRJ_CHD	3600	G0201	G02RC25GV0032	2		ALL	100,000.00	0.00	0.00
2	KK_PRJ_CHD	3600	G0201	G02RC25GV0032	6		ALL	50,000.00	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.
- 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 rows for each activity. Icons for each line can be used to view additional detail.


Budget Overview Results											
			Ledger Group	Fund	PC Bus Unit	Project	Activity	Resource Type	Budget Period	Budget	Expense
1			KK_PRJ_CHD	3600	G0201	G02RC25GV0032	2		ALL	100,000.00	0.00
2			KK_PRJ_CHD	3600	G0201	G02RC25GV0032	6		ALL	50,000.00	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.

**Note:** The **Show Budget Details** icon is not available if you select the “Detail Accounting Period” option for the *Calendar Type* on the *Budget Overview* criteria search page.

Budget Details							
Business Unit	Ledger Group	Account	Fund	Fin DeptID	Project	Appropriation ID (CF3)	PC Bus Unit Activity
MN001	KK PRJ CHD		3600		G02RC25GV0032		G0201 2
		Fund: Building Construction-Bonded		PC Bus Unit: Administration Department		Project: Roof and Exterior Repair	
		Activity: Construction					
<input type="button" value="Display Chart"/>							
<b>Ledger Amounts</b>							
Budget:			100,000.00	USD			
Expense:			0.00	USD			
Encumbrance:			0.00	USD			
Pre-Encumbrance:			0.00	USD			
Associate Revenue			0.00	USD			
<b>Available Budget</b>							
Without Tolerance			100,000.00	USD	Percent	(100%)	 Forecasts
With Tolerance			100,000.00	USD	Percent	(100%)	
<b>Budget Exceptions</b>							
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
KK_PRJ_CHD	3600				G0201	G02RC25GV0032	2	

Budget Transaction Type	Budget Amount	Base Currency
Original	100,000.00	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 100,000.00 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

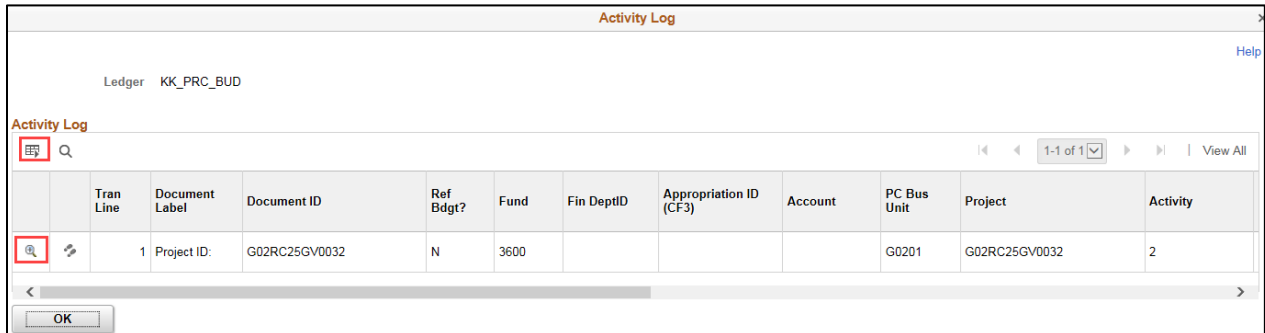
When you click on an amount displayed in the **Budget Overview Results** section, you can view the *Activity Log* page and drill down to view more detail about the journal.



- Click on the link for any amount displayed in the **Budget Overview Results** section.

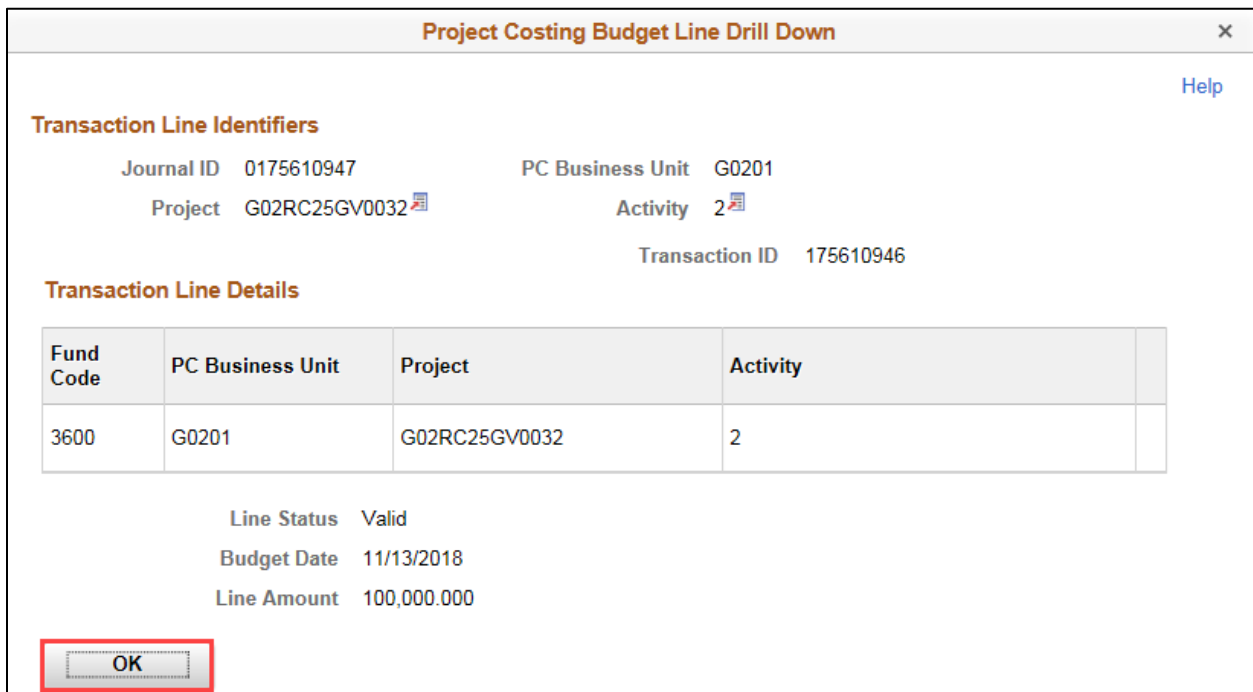
Budget Overview Results											
			Ledger Group	Fund	PC Bus Unit	Project	Activity	Resource Type	Budget Period	Budget	Expense
1			KK_PRJ_CHD	3600	G0201	G02RC25GV0032	2		ALL	100,000.00	0.00
2			KK_PRJ_CHD	3600	G0201	G02RC25GV0032	6		ALL	50,000.00	0.00

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The *Activity Log* page displays. A listing of transactions that make up the amount is displayed, including Journal ID, the ChartFields required by your agency’s Project Budget Definition, Amount, Budget Entry Type, Transaction ID and Date.



- You can download the data by clicking on the **Action Grid Menu** () icon under the **Activity Log** header and select “Download Activity Log Table to Excel”.
- 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.



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



**Activity Log**


Ledger KK\_PRC\_BUD

**Activity Log**

1-1 of 1

Tran Line	Document Label	Document ID	Ref Bdg?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project
1	Project ID:	G02RC25GV0032	N	3600				G0201	G02RC25GV0032

OK

- 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 G02RC25GV0032

Tran ID 0056067634

Process Status

Maximum Rows 100

Description

Ledger Group

Project ID To G02RC25GV0032

Tran Date 11/13/2018

Process Instance



[Transaction/Act Log Integrity](#)

Search Delete

**Commitment Control Activity Log Lines**

Budget Chartfields Amounts

Line	Ledger Group	Ledger	App BU	GL Bu	Project ID	Referenced Bdg	Account	Fund	Fin DeptID	PC Bus Unit
1	KK_PRJ_CHD	KK_PRC_BUD		MN001	G02RC25GV0032	N		3600		G0201
1	KK_PRJ_PAR	KK_PRP_BUD		MN001	G02RC25GV0032	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.
- Close the new window(s) to return to the *Activity Log* page.

**Activity Log**

Ledger KK\_PRC\_BUD

**Activity Log**

1-1 of 1

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Fin DeptID	Appropriation ID (CF3)	Account	PC Bus Unit	Project
1	Project ID:	G02RC25GV0032	N	3600				G0201	G02RC25GV0032

**OK**

7. 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 (2 Rows)**

Budget	150,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	150,000.00		
Associate Revenue	0.00		
Available Budget	150,000.00		

**Budget Overview Results**

1-2 of 2

	Ledger Group	Fund	PC Bus Unit	Project	Activity	Resource Type	Budget Period	Budget	Exp
1	KK_PRJ_CHD	3600	G0201	G02RC25GV0032	2		ALL	100,000.00	
2	KK_PRJ_CHD	3600	G0201	G02RC25GV0032	6		ALL	50,000.00	

**Return to Criteria** \*Notes

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