Connect CAROLINA

Finance

Campus Budgets

Table of Contents

1 Budget Journals and Budget Transfers

In this chapter, you will learn how to:

- Enter or modify a budget journal

- Enter or modify a budget transfer

- Copy a budget journal

- Delete a budget journal or budget transfer

Working with Budget Journals and Budget Transfers

What are Budget Journals and Budget Transfers?

Budget Journals and Budget Transfers are the most common transactions in Commitment Control, which manages budgets within the system.

Budget Journals are the location to enter budget amounts and allocations in the Commitment Control ledgers. Budget Transfers represent the movement of funds from one budget line item to another and are recorded in Commitment Control. Budget transfers must sum to $0.

There are several ways to add a budget journal or budget transfer:

- enter a budget journal or budget transfer online

- import a budget journal or budget transfer from a flat file, like Excel

- budget journals are created when budget allocations are processed

- copy a budget journal or budget transfer

To enter a budget journal or a budget transfer, you need to know the:

- ledger group

- chartfield string associated with a specific budget

- budget entry type: original, adjustment, transfer original or transfer adjustment

Once the budget journal or budget transfer is entered into the system, you must budget pre-check it. This confirms that there is sufficient budget, that the correct budget definition is being used, and if there is not a budget combo-edit error.

If the budget pre-check fails, then you need to:

- validate that you are using the correct chartfield string

- review the budget overview inquiry to view the budget's balance. If there is not enough budget in the chartfield string, you may choose to use a different chartfield string or add budget to the chartfield string.

- request an override from the central office that manages the fund type

Depending on your security authorization, you can submit the budget journal or budget transfer for processing through workflow, or post the transaction directly. If you are submitting the budget journal or budget transfer for approval, it will go through the workflow process associated with the chartfield string. When it is approved, it will be posted with the batch process according to the batch processing

schedule, or the final approver can choose to post it immediately. Batch processing runs at 6 PM daily. If the approver chooses Post, it is posted immediately, assuming no errors.

On a daily basis, the department, school, or division representative should run a query, or search online to see if there are posting errors.

If there are no posting errors the budget is updated.

If there is a posting error, then you must use the budget error resolution process to resolve the issue and resubmit the budget journal for approval and posting.

Budget Transfer Considerations

Here are some key rules to budget transfers:

- There must be a sufficient budget balance in an account to cover the transfer.

- It is prohibited to move State funds between Academic Affairs, Health Affairs and Area Health Education Center (AHEC).

- Budget can be transferred between accounts and departments if they are in the same ledger group.

- Fringe benefits must be included when moving budget from non-personnel accounts to personnel accounts. For non-State funds, on the budget journal or budget transfer, enter a description indicating that there is sufficient budget in the fringe benefit accounts to cover fringe benefits for existing personnel and for additional personnel. For State appropriations, the Budget office must verify the inclusion of fringe benefits.

- Budget transfers for graduate students, who are enrolled with Graduate Student Health Insurance Program (GSHIP), must include budget for health insurance costs, if you are moving budget from non-personnel accounts to personnel accounts.

- Permanent employees require permanent budget on all State funds.

- Be sure to provide a full explanation of why the funds are being transferred, including information such as time period, program, or details of service provided.

- If two or more separate budget transfers are required to complete a transaction due to changes to receipts, or temporary or permanent transfers, indicate the justification that another budget transfer follows. This provides an audit trail and alerts the next approver that the budget transfers must be considered in their entirety.

Exceptions:

- State appropriated funds that are used for distance learning must stay within distance learning fund codes and fund sources.

- Some gift and other expendable trust funds, as well as endowment funds, may have restrictions placed on them, so it is important to review the fund authority.
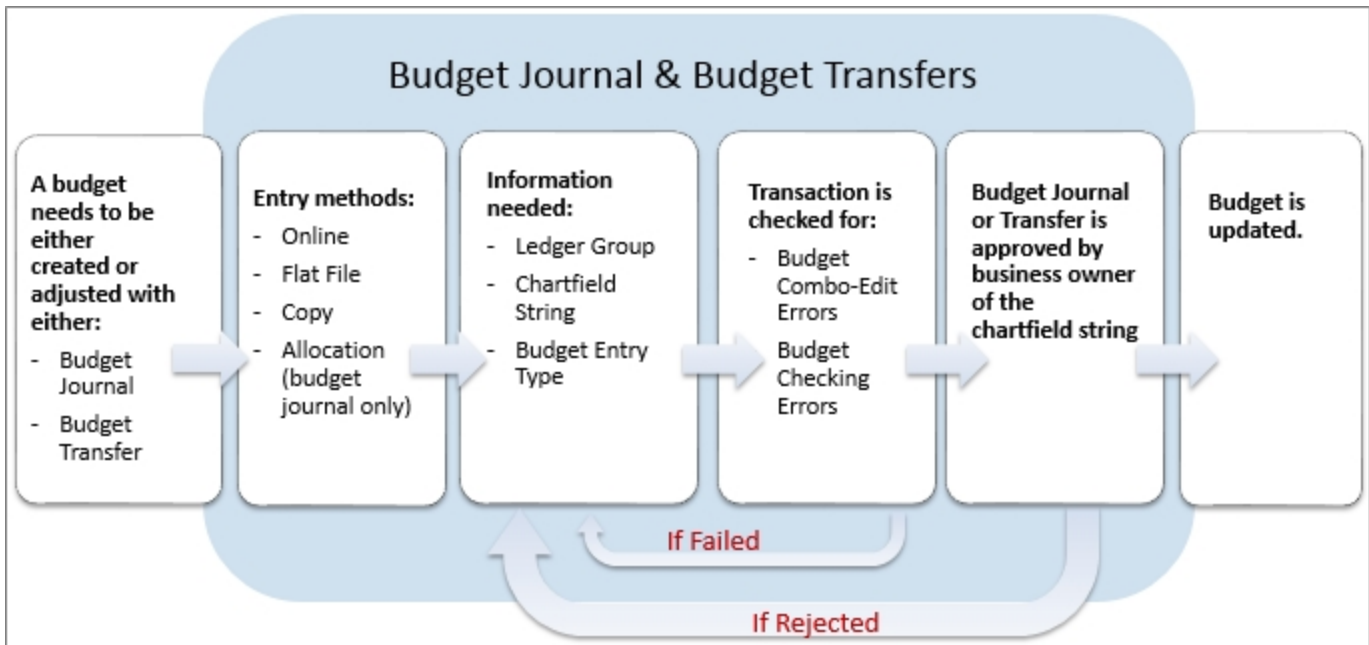
Additional Resources

- For instructions on entering a budget journal, see *Entering or Modifying Budget Journals, page 7*.

- For instructions on copying a budget journal, see *Copying Budget Journals, page 25*.

- For instructions on entering a budget transfer, see *Entering or Modifying Budget Transfers, page 16*.

- For instructions on importing a budget journal or budget transfer, see *Importing a Budget Journal or a Budget Transfer, page 1*.

- For instructions on deleting a budget journal or budget transfer that has not posted, see *Deleting Budget Journals or Budget Transfers, page 30*.

- For instructions on resolving budget pre-check errors, see *Understanding Budget Check Exceptions*.

- For additional information on budget overview inquiry, see *Running a Budgets Overview Inquiry, page 36*.

Entering or Modifying Budget Journals

Overview

Enter a budget journal to create or establish a budget. Once the budget is established, enter a modifying budget journal to increase or decrease the budget amount.

Budget journals to create or change a budget require that you enter one or many chartfield strings within the same ledger group. To save yourself from repetitious data entry, use the journal entry copy down feature.

It's good business practice to enter a budget journal description and upload supporting documentation to support budget journals that change budget.

To enter or modify a budget journal:

- choose a ledger group

- choose a budget entry type and parent budget entry type

- enter a description

- optionally, attach supporting documents

- enter the budget lines for each budget

- budget pre-check the budget journal

- submit or post the budget journal, depending on security authorization

Related Reference

- For instructions on attaching documents to a budget journal, see Uploading Documents.

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

Steps – Entering or Modifying a Budget Journal

Follow these steps to enter or modify a budget journal:

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

2. Choose one of the following options:

- To modify an existing budget journal, use this process:

a. Click on the **Find an Existing Value** tab.

b. Complete the fields:

In this field:	Do the following:
Business Unit	Edit or enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description.
User ID	If you know it, enter the user ID of the person who made the original budget journal entry.

c. Click on the **Search** button.

Result: The system displays the list of budget journals that meet your search criteria.

d. In the Search Results list, click on the link for the budget journal you want to modify.

- To enter a new budget journal:

a. Click on the **Add a New Value** tab.

b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	Leave the default value of Next.
Journal Date	Leave the default value of today's date.

c. Click on the **Add** button.

Result: The system displays the Budget Header tab.

Budget Header Tab

1. Complete or modify the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.
Budget Entry Type	Choose one of the following: • **Original** for original budget entries • **Adjustment** for modifications to an original budget journal entry
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default. If your budget is not a child budget, leave this box unmarked. State, Facilities and Administrative (F&A), and Office of Sponsored Research (OSR) budget definitions are set up with parent-child hierarchy. The child budget represents a portion of the parent budget. When the child creates or transfers budget, the parent budget is automatically updated. All transactions against a child budget are budget checked against both the parent and child budgets in the system.
Parent Budget Entry Type	If your budget is a child budget, choose one of the following: • **Original** • **Adjustment** The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank.
Long Description	Enter a budget journal description that explains the creation of or modification to the budget.

2. If you want to attach supporting documentation, click on the **Attachments** link. If there are no attachments, skip this step.

3. Click on the **Budget Lines** tab.

Budget Lines Tab

1. Complete or modify the fields:

In this field:	Do the following:
Budget Period	Look up or enter the fiscal timeframe for the budget journal. OSR budgets do not use budget period.
Fund	Look up, or enter, the fund, which identifies the funding group and how the funds are spent.
Source	Look up, or enter, the source, which indicates whose funds you are spending.
Account	If your budget uses it, look up, or enter, the account to indicate which budget account you will spend from. Otherwise, this field is not displayed to you.
Department	Look up, or enter, your department number.
Program	If your budget uses it, look up, or enter, the program code, which accommodates your department or school's reporting needs. Otherwise, this field is not displayed to you.
Cost Code	If your budget uses it, look up, or enter, the cost code, which accommodates your department or school's reporting needs. Otherwise, this field is not displayed to you.
Amount	Enter the amount the budget is increasing or decreasing by. Use a positive number to increase the budget, or a negative number to decrease it. Note: This is not the new budget amount. This is the amount you are adding to your budget, or reducing your budget by.

2. Use the **Scroll Bar** to view more chartfields and the Amount.

3. Click on the **Journal Line Copy Down** link to enter multiple chartfield strings in a budget journal.

4. Choose one of the following for Journal Line Copy Down function:

- Click on the **Select All** button to mark all of the checkboxes.

- Click on the **Deselect All** button to unmark all of the checkboxes.

- Mark individual checkboxes.

- Unmark individual checkboxes.

5. Click **OK**.

6. Complete the field:

In this field:	Do the following:
Lines to add	Enter the number of lines you are adding to your budget journal.

7. Click on the **Insert Lines** button.

8. Correct or modify the chartfield string values for each budget line:

9. Click on the **Save** button to save the budget journal.

   Result: The system displays the Journal ID at the top of the tab when the budget journal is saved.

10. To budget pre-check the budget journal, choose **Budget Pre-check** from the Process list box.

11. Click the **Process** button.

12. Click the **Yes** button to confirm you want to budget pre-check.

Message

Do you want to Budget Check this transaction without posting the results? (18021,984)

Yes   No

Result: The system indicates if there are any budget pre-check errors. If none are found, the Budget Header Status displays Checked Only.

13.   The final step in entering or modifying a budget journal is based on your system access.

- If you see Submit Journal in the Process list box:

a. Choose **Submit Journal**.

b. Mark the **Submit for Approval** checkbox.

c. Click on the **Process** button.

*Process: Submit Journal   ☑ Submit For Approval   Process

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

- If you see Post Journal in the list box:

a. Choose **Post Journal** from the Process list box.

b. Click on the **Process** button.

| Date: | 06/26/2014 | Budget Header Status: | Checked Only |
| *Process: | Post Journal | | Process |

c. Click on the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.

Entering or Modifying Budget Transfers

Overview

Enter a budget transfer to move funding from one budget to another. For each budget credited, a budget is debited. Budget transfer credits and debits must sum to $0. Additional rules are in place that require a budget transfer to be balanced by budget period, fund, and source.

Budget transfers can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. To save yourself from repetitious data entry, use the journal entry copy down feature.

It's good business practice to enter a budget transfer description and upload supporting documentation to support budget transfers.

To enter or modify a budget transfer:

- choose a ledger group

- choose a budget entry type and parent budget entry type

- enter a description

- optionally, attach supporting documents

- enter the budget lines for each budget

- budget pre-check the budget transfer

- submit or post a budget transfer, depending on security authorization

Related Reference

- For instructions on attaching documents to a budget transfer, see Uploading Documents.

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

Steps – Entering or Modifying a Budget Transfer

Follow these steps to enter or modify a budget transfer:

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

2. Choose one of the following options:

- To modify an existing budget transfer:

a. Click on the **Find an Existing Value** tab.

b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description.
User ID	Look up, or enter, the user ID of the person who made the original budget journal entry.

c. Click on the **Search** button.

Enter Budget Transfer

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

Business Unit: = ∨ UNCCH
Journal ID: begins with ∨
Journal Date: = ∨
UnPost Sequence: = ∨
Budget Header Status: = ∨
Description: begins with ∨
User ID: begins with ∨
☐ Case Sensitive

Search   Clear   Basic Search   🖫 Save Search Criteria

Result: The system displays the list of budget transfers that meet your search criteria.

d. Click on the link for the budget transfer you want to modify.

- To create a new budget transfer:

a. Click on the **Add a New Value** tab.

b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	Leave the default value of Next.
Journal Date	Leave the default value of today's date.

c. Click on the **Add** button.

Result: The system displays the Budget Header tab.

Budget Header Tab

1. Complete the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group. The ledger group indicates if the budget transfer is either expense or revenue, and reflects the fund type such as State, Trust, and so on.
Budget Entry Type	Choose one of the following: • **Transfer original** to transfer original budgets, typically to correct an error in the originally entered budgets. • **Transfer adjustment** for a transfer of previously adjusted budget amounts.
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default. If your budget is not a child budget, leave this box unmarked. State, Facilities and Administrative (F&A), and Office of Sponsored Research (OSR) budget definitions are set up with parent-child hierarchy. The child budget represents a portion of the parent budget. When the child creates or transfers budget, the parent budget is automatically updated. All transactions against a child budget are budget checked against both the parent and child budgets in the system.
Parent Entry Type	If your budget is a child budget, choose one of the following: • **Original** • **Adjustment** The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank.
Long Description	Enter a budget transfer description that explains the purpose of the transfer.

2. If you want to attach supporting documentation, click on the **Attachments** link. If there are no attachments, skip this step.

3. Click on the **Budget Lines** tab.

Budget Lines Tab

1. Complete the fields:

In this field:	Do the following:
Budget Period	Look up or enter the fiscal timeframe for the budget transfer. OSR budgets do not use budget period.
Fund	Look up, or enter, the fund, which identifies the funding group and how the funds are spent.
Source	Look up, or enter, the source, which indicates whose funds you are spending.
Account	If your budget uses it, look up, or enter, the account to indicate which budget account you will spend from. Otherwise, this field is not displayed to you.
Department	Look up, or enter, your department number.
Program	If your budget uses it, look up, or enter, the program code, which accommodates your department's or school's reporting needs. Otherwise, this field is not displayed to you.
Cost Code	If your budget uses it, look up, or enter, the cost code, which accommodates your department or school's reporting needs. Otherwise, this field is not displayed to you.
Amount	Enter the amount the budget is increasing or decreasing by. Use a positive number to increase the budget, or a negative number to decrease it. This is not the new budget amount. This is the amount you are adding to your budget, or reducing your budget by.

2. Use the **Scroll Bar** to view more chartfields and the Amount.

3. Click on the **Journal Line Copy Down** link to enter multiple chartfield strings in a budget journal.

4. Choose one of the following for the Journal Line Copy Down function:

   - Click on the **Select All** button to mark all of the checkboxes

   - Click on the **Deselect All** button to unmark all of the checkboxes

   - Mark individual checkboxes

   - Unmark individual checkboxes

5. Click **OK**.

Journal Entry Copy Down Option

Select All	Deselect All

Personalize | Find | 🔲 | 📊   First ◀ 1-13 of 13 ▶ Last

Label Text	Copy Down
Budget Period	☑
Fund	☑
Fund Source	☑
Account	☑
Dept	☑
Program	☑
Funding Source	☑
Entry Event	☑
Currency	☑
Amount	☑
Rate Type	☑
Statistics Code	☑
Statistic Amount	☑

OK	Cancel	Refresh

6.   Complete the field:

In this field:	Do the following:
Lines to add	Enter the number of lines you are adding to your budget transfer.

7.   Click on the **Insert Lines** button.

8. Correct or modify the chartfield string values for each budget line.

9. Click on the **Save** button to save the budget transfer.

    Result: The system updates and displays all totals in the Totals section on the page. The total debits and credits should be in balance.

10. To budget pre-check the budget transfer, choose **Budget Pre-check** from the Process list box.

11. Click on the **Process** button.

Result: The system indicates if there are any budget pre-check errors. If none are found, the Budget Header Status displays Checked Only.

12. The final step in entering the budget transfer is based on your system access.
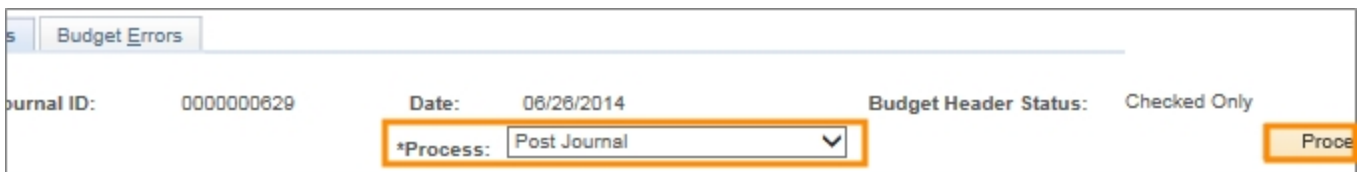
- If you see Submit Journal in the Process list box:

a. Choose **Submit Journal**.

b. Mark the **Submit for Approval** checkbox.

c. Click on the **Process** button.

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

*Process:	Submit Journal ⌄	☑ Submit For Approval	Process

- If you see Post Journal in the Process list box:

a. Choose **Post Journal** from the Process list box.

b. Click on the **Process** button.

s	Budget Errors				
urnal ID:	0000000629	Date: 06/26/2014		Budget Header Status:	Checked Only
		*Process:	Post Journal ⌄		Proce

c. Click on the **Yes** button to confirm that you want to post the budget transfer.

Result: The budget transfer is posted immediately in the system, assuming no budget errors occurred.

Copying Budget Journals

Overview

You can quickly create a new budget journal by copying an existing budget journal.
This is useful when you want to:

- copy budget from year to year

- make limited changes to a similar budget journal

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter
Budget Journals

Steps – Copying a Budget Journal

Follow these steps to copy a budget journal:

1. Choose this menu option:

    Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter
    Budget Journals

2. Click on the **Find an Existing Value** tab.

Find an Existing Value Tab

3. Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description.
User ID	Look up, or enter, the user ID of the person who made the original budget journal entry.

2. Click on the **Search** button.

Enter Budget Transfer

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

Business Unit: = ∨ UNCCH 🔍
Journal ID: begins with ∨
Journal Date: = ∨ 📅
UnPost Sequence: = ∨
Budget Header Status: = ∨ ∨
Description: begins with ∨
User ID: begins with ∨ 🔍
☐ Case Sensitive

Search   Clear   Basic Search 💾 Save Search Criteria

Result: The system displays results based on the criteria provided.

3. Click on the budget journal link you want to copy.

Search Results

View All   First ◄ 1-2 of 2 ► Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
UNCCH	0000000626	06/25/2014	STATE	Checked	Increase to Health Affairs reg nsebik	
UNCCH	0000000628	06/26/2014	STATE	Checked	Increase to Health Affairs reg nsebik	

Result: The system displays the Budget Journal Header tab.

4. Click on the **Budget Lines** tab.

| Budget Header | Budget Lines | Budget Errors |

| Unit: | UNCCH | Journal ID: | 0000000626 | Date: | 06/25/2014 |

Budget Lines Tab

1. Choose **Copy Journal** from the Process list box.

2. Click on the **Process** button.

3. Complete the fields:

In this field:	Do the following:
New Journal ID	Leave the default value of Next.
New Journal Date	Leave the default value of today's date.
Currency Effective Date	Leave this field blank.
Budget Entry Type	Choose one of the following: • **Original** for original budget entries • **Adjustment** for modifications to an original budget journal entry
Parent Budget Entry Type	If your budget is a child budget, choose one of the following: • **Original** • **Adjustment** The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank.

4. Click **OK**.

Result : The system displays a warning message, indicating that the copied budget journal status is incomplete.

5. Click **OK**.

Message

Please save this newly copied journal to invoke security check (18021,982)

The newly copied journal has an initial status of "Incomplete". Please save this journal to invoke commitment control security check.

OK

6.   Modify the appropriate budget lines and amounts.

	Line	X	Ledger	Budget Period	SpeedType		Fund	Source	Account	Dept	PC B Unit
	1	X	STAT_EX_BD	2014			21101	13001	513100	440100	
	2	X	STAT_EX_BD	2014			21101	13001	513100	440120	
	3	X	STAT_EX_BD	2014			21101	13001	513100	440112	

7.   Click on the **Save** button.

Totals

Total Lines: 4   **Total Debits:** 0.00   **Total Cred**

Save   Return to Search   Notify   Refresh

Budget Pre-Check

Follow these steps to budget pre-check a budget journal:

1.   Click on the **Budget Lines** tab.

2.   Choose **Budget Pre-check** from the Process list box.

3.   Click on the **Process** button.

ines	Budget Errors				
Journal ID:	0000000634	Date:	06/26/2014	Budget Header Status:	Incomplete
		*Process:	Budget Pre-Check		Proce
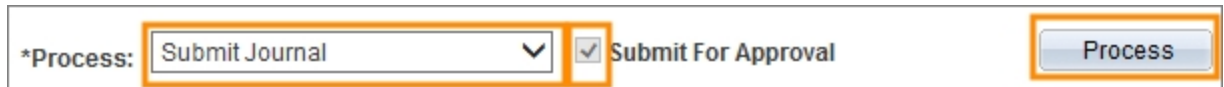
Result: The system indicates if there are any budget pre-check errors.

Post a Budget Journal

The final step in copying a budget journal is based on your system access.

- If you see Submit Journal in the Process list box:

a. Choose **Submit Journal**.

b. Mark the **Submit for Approval** checkbox.

c. Click on the **Process** button.

| *Process: | Submit Journal | ✓ Submit For Approval | Process |

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

- If you see Post Journal in the list box:

a. Choose **Post Journal**.

b. Click on the **Process** button.

| Date: | 06/26/2014 | | Budget Header Status: | Checked Only | |
| *Process: | Post Journal | | | | Process |

c. Click on the **Yes** button to confirm that you want to post the budget journal.

Result: The new, copied budget journal is posted immediately in the system, assuming no budget errors occurred.

Deleting Budget Journals or Budget Transfers

Overview

You can delete budget journals and budget transfers that have not been posted.

To delete a budget journal or budget transfer that has not been posted, you need to:

- search for an existing budget journal or budget transfer

- process the budget journal or budget transfer deletion

Steps - Deleting a Budget Journal or Budget Transfer that has not Posted

Follow these steps to delete a budget journal or budget transfer that has not posted:

1. Choose one of the following menu options:

    - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

    or

    - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

    Result: The system opens your budget journal or budget transfer search page.

Enter Budget Journal - Find an Existing Value Tab or Enter Budget Transfer - Find an Existing Value Tab

2. Click on the **Find an Existing Value** tab.

3. Complete the Business Unit and as many fields as necessary to refine your search results.

    A common search combination is to enter the business unit and the journal ID, which will take you directly to the desired budget journal or budget transfer.

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the journal was entered.
Journal Date	If you know it, enter the date that the journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	If you know it, choose the budget header status that was assigned by the system after running the Budget Processor.
Description	If you know it, enter the description that the budget journal or budget transfer creator gave to this transaction.
User ID	Look up, or enter, the user ID for the person who created the journal.

2. Click on the link for the journal you want to delete. Journals whose Budget Header Status is Posted cannot be deleted.
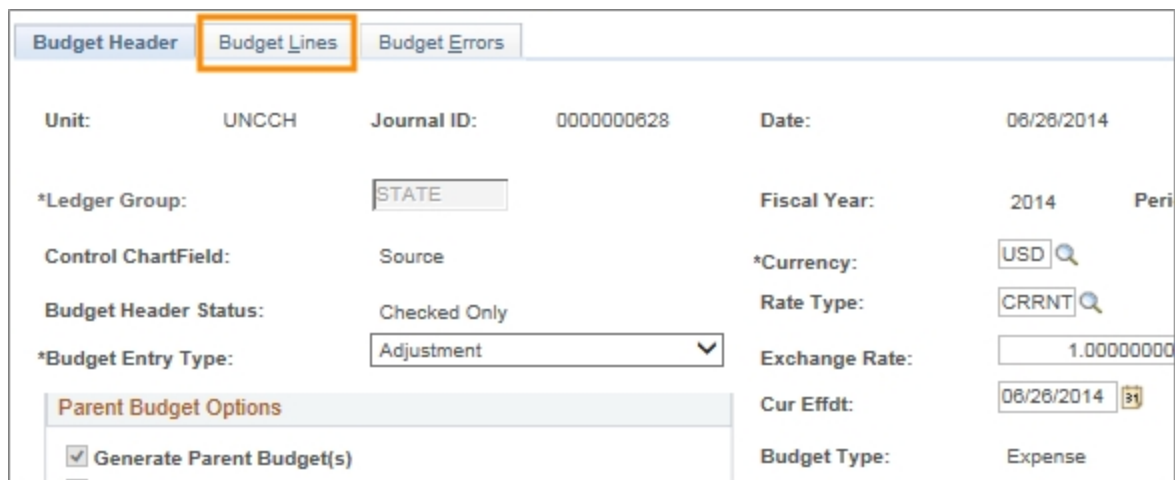
Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.
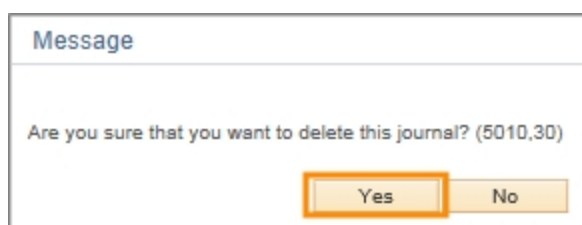
3.   Click on the **Budget Lines** tab.

4.   On the Budget Lines tab, choose **Delete Journal** from the Process list box.

5.   Click on the **Process** button.

6.   Click on the **Yes** button to confirm the deletion.

Result: The system deletes the journal and returns you to the Find an Existing Value tab.

2 Budget Inquiries

In this chapter, you will learn how to:

- Run a Budgets Overview Inquiry

- Use the Ledger Inquiry Set

- Run a Budget Details Inquiry

- Run the Commitment Control Activity Log Inquiry

Understanding Budget Inquiries

Overview

Use budget inquiries to view budget information in the system, such as:

- confirming the available balance

- verifying if funds were moved

- investigating a budget check exception

These inquiries contain links, which display budget summaries and offer the ability to drill down to transaction details or view the source transaction, such as a voucher, purchase order, journal entry, or requisition.

Inquiry results can be downloaded to Excel for further analysis, and are associated with your system ID.

The budget inquiries include:

Name	Description
Budget Overview Inquiry	This inquiry displays ledger totals across all selected budgets, as well as detailed ledger amounts for each budget, summarized by a selected budget period or by a range of chartfields. The inquiry's results allow you to view: • budget checking activity lines • actual source transactions • budget exceptions • associated budgets • parent-child relationships
Budget Details Inquiry	This inquiry displays budget details for a single chartfield string. The inquiry's results allow you to view: • budget checking activity lines • actual source transactions • budget exceptions • associated budgets • parent-child relationships
Ledger Inquiry Set	This inquiry's results let you compare multiple ledger groups, for example, State expense and State revenue ledgers.
Activity Log	This inquiry's results display budget transaction details, and associated transactions in the system, such as vouchers, requisitions, journal entries, and so on.

Menu Path

Main Menu > Finance Menu > Commitment Control > Review Budget Activities > select the inquiry

To run any of these inquiries:

- either create and name a new inquiry, or choose an existing inquiry

- enter the inquiry criteria, or confirm an existing inquiry

- run the inquiry

How Budget Inquiries Work
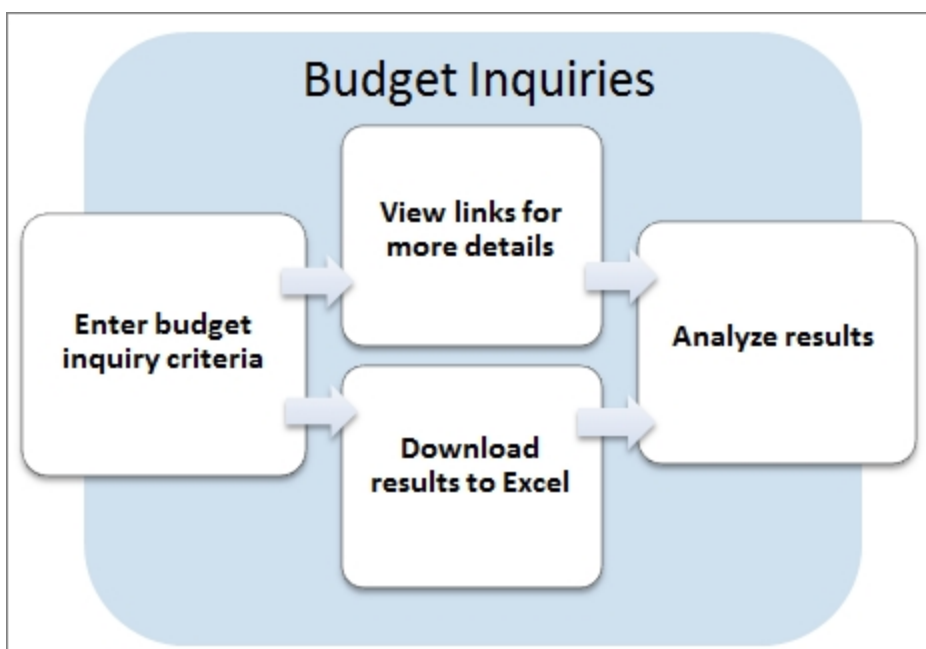
Additional Resources

- For more information on viewing budget for a chartfield string, see *Running a Budget Details Inquiry, page 51*.

- For more information on working with budget overview inquiry results, see *Running a Budgets Overview Inquiry, page 36*.

- For more information to compare related ledgers, see the *Using a Ledger Inquiry Set, page 43*.

- For information on how to navigate the activity log inquiry, see *Running the Commitment Control Activity Log Inquiry, page 64*.

Running a Budgets Overview Inquiry

Overview

This inquiry displays a summary for either all budgets within a ledger group or selected budgets, using chartfield ranges or specific values, within a ledger group. This information is useful for planning budgets, monitoring your expenditures, and resolving any budget check exceptions.

For expense budgets, this inquiry displays per budget period:

- how much was originally allocated

- how much has already been expensed

- how much is currently encumbered

- how much is currently pre-encumbered, or intended to be spent

For revenue budgets, this inquiry displays per budget period:

- the original revenue estimate

- revenue that has been recognized

- available budget

- collected revenue

- uncollected revenue

For OSR, budget period is the project period. For all other fund types, the budget period can be one or many fiscal years.

After running a budget overview inquiry, you can export your inquiry results to Excel, if you want to do further analysis outside the system

Related Reference

- For a broader understanding of budget inquiries, see *Understanding Budget Inquiries, page 34*.

- For information on how to navigate the activity log inquiry, see *Running the Commitment Control Activity Log Inquiry, page 64*.

Menu Path

Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview

Steps – Running a Budgets Overview Inquiry

Follow these steps to run a budgets overview inquiry:

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Review Budget
   Activities > Budgets Overview

2. Choose one of the following options:

   - To run an existing budget overview inquiry:

   a. Click on the **Find an Existing Value** tab.

   b. Complete the field:

In this field:	Do the following:
Inquiry Name	Enter the full inquiry name, or part of an inquiry name, that you previously created. You can also leave the field blank, for a list of all the budget overview inquiries you have created.

   c. Click on the **Search** button.

Result: The system displays all inquiries that begin with that inquiry name.

   d. Click on the link for the inquiry you want to use.

Result: The system displays the Budget Inquiry Criteria page.

- To create a new budget overview inquiry:

  a. Click on the **Add a New Value** tab.

  b. Complete the field:

In this field:	Do the following:
Inquiry Name	Create and enter an inquiry name. Once inquiries are established, you can run them again in the future, so choose a name that is memorable and descriptive.

  c. Click on the **Add** button.

Result: The system displays the Budget Inquiry Criteria page.

Entering Budget Inquiry Criteria

1. Choose one of the following options:

    - To use all of the criteria for an existing budget overview inquiry, skip this step.

    - To change some or all of the criteria for an existing budget overview inquiry:

    a. Complete the fields:

In this field:	Do the following:
Description	If you need to change the description, remember to enter a description that is meaningful to you and will help you remember what results this inquiry will give you.
Ledger Group/Set	Choose Ledger Group or Ledger Inquiry Set.
Ledger Group	To change the ledger group, click on the magnifying glass. Otherwise, leave the value in this field.
Chartfield Criteria	If you need to, modify the chartfield values to refine your results.

b. Click on the **Search** button.

- For a new budget overview inquiry:

a. Complete the fields:

In this field:	Do the following:
Description	Enter a description that is meaningful to you and will help you remember what results this inquiry will give you.
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Group/Set	Choose Ledger Group or Ledger Inquiry Set.
Ledger Group	Choose the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.
Chartfield Criteria	If you want, edit or enter a chartfield string to refine your results. The % symbol acts as a wildcard, and will return all values in the field.

b. Click on the **Save** button to use this inquiry in the future. Otherwise, skip this step.

c. Click on the **Search** button.

Result: The system displays the inquiry results.

Reviewing Budget Transaction Details

1. To view budget transaction details, click on the corresponding link for budget, expenses, encumbrances, or pre-encumbrances.

Result: The system displays the Activity Log page, which lists the budget transaction details.

2. Choose one of the following options from the Activity Log page:

- To view transaction line details:

a. Click on the**Magnifying Glass** icon.

Result: The system displays the transaction line identifiers and transaction line details. This information is useful to confirm the date, line amount, and transaction ID for a transaction.

b. Click**OK**to return to Activity Log page.

- To view the Commitment Control Activity Log inquiry:

a. Click on the**Drill to Activity Log Inquiry** icon.

Result: The system displays the Commitment Control Activity Log inquiry, which has options to view the transaction line details or the transaction budget details. For more information on how to navigate within this inquiry page, see *Running the Commitment Control Activity Log Inquiry, page 64*.

b. Click on the**Home**link to return home.

Using a Ledger Inquiry Set

Overview

Use the ledger inquiry sets to compare related budgets in the same budget overview inquiry. You must create the ledger inquiry set, and then add a new budget overview inquiry that uses the ledger inquiry set. Common ledger inquiry sets are:

- Trust Revenue and Trust Expense

- State Revenue and State Expense

Ledgers that have a parent-child relationship cannot be compared in the same ledger inquiry set.

Related Reference

- For a broader understanding of budget inquiries, see *Understanding Budget Inquiries, page 34*.

- For more information on working with budget overview inquiry results, see *Running a Budgets Overview Inquiry, page 36*.

Menu Paths

Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Ledger Inquiry Set

Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview

Steps – Using a Ledger Inquiry Set

Follow these steps to use a ledger inquiry set:

1. Choose this menu option:

    Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Ledger Inquiry Set

2. Choose one of the following options:

    - To use an existing ledger inquiry set:

    a. On the **Find an Existing Value** tab, complete the fields.

In this field:	Do the following:
Business Unit	Look up, or enter, **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Inquiry Set	If you know it, enter the name of a ledger inquiry set that you previously created.

b. Click on the **Search** button.

Result: The system goes directly to the Commitment Control Ledger Inquiry Set page, where you can customize the dates and run the process.

- If this is a new ledger inquiry set, use this process:

a. On the **Add a New Value** tab, complete the fields:

In this field:	Do the following:
Business Unit	Look up, or enter, **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Inquiry Set	Enter a ledger inquiry set name. Note: Run control IDs have a maximum of 30 characters, are case sensitive, and can use alphanumeric characters and underscores but not spaces or special characters. Your run control IDs are tied to your Onyen, so your run control IDs are uniquely your own. The name you pick as the run control ID should be memorable and descriptive, so you can remember it for the future and be confident that the output contains the information you want.

b. Click on the **Add** button.

Result: The system goes directly to the Commitment Control Ledger Inquiry Set page, where you can customize the ledger inquiry set options.

Enter or Modify Ledger Inquiry Set Page

1. Complete the field for the first ledger group in your comparison:

In this field:	Do the following:
Ledger Group	Choose the first ledger group. Note: All ledger groups are listed, but only Trust and Trust_Rev are applicable to the Ledger Inquiry Set.

2. Click on the **Fetch Ledgers** button.

3. Mark the candidate ledgers you want to add or remove.

4. Click on the **Add selected ledgers** or **Remove selected ledgers** button.

5. Complete the field for the second ledger group in your comparison:

In this field:	Do the following:
Ledger Group	Choose the second ledger group.

6. Click on the **Fetch Ledgers** button.

7. Mark the candidate ledgers you want to add or remove.

8. Click on the **Add selected ledgers** or **Remove selected ledgers** button.

Result: The system displays the ledger inquiry set criteria in the Selected ledgers section.

9. Click on the **Save** button.

Running a Budget Overview Inquiry using a Ledger Inquiry Set

1. Choose this menu option:

    Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Budgets Overview

2. Choose one of the following options:

    - For an existing budget overview inquiry, use this process:

    a. Click on the **Find an Existing Value** tab

    b. Complete the field:

In this field:	Do the following:
Inquiry Name	Enter an inquiry name that you previously created.

    c. Click on the **Search** button.

    Result: The system displays all inquiries that begin with that search criteria.

    d. Click on the link for the inquiry you want to run.

Result: The system displays the Budget Inquiry Criteria page.

- For a new budget overview inquiry, use this process:

a. Click on the **Add New Value** tab.

b. Complete the field:

In this field:	Do the following:
Inquiry Name	Create and enter an inquiry name. Once inquiries are established, you can run them again in the future, so choose a name that is memorable and descriptive.

c. Click on the **Add** button.

Result: The system displays the Budget Inquiry Criteria page.

Budget Inquiry Criteria Page

1. Choose one of the following options:

    - For an existing budget overview inquiry, use this process:

    a. Complete the fields:

In this field:	Do the following:
Ledger Group/Set	Choose Ledger Inquiry Set from the list box. Result: The system changes the field on the immediate right from Ledger Group to Ledger Inquiry Set.
Ledger Inquiry Set	Choose a ledger inquiry set.
Chartfield Criteria	If you want, modify the chartfield criteria to refine your results.

    b. Click on the **Search** button.

    - For a new budget overview inquiry, use this process:

    a. Complete the fields:

In this field:	Do the following:
Business Unit	Edit or enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Description	Enter a description that is meaningful to you.
Ledger Group/Set	Choose **Ledger Inquiry Set** from the list box.
Ledger Inquiry Set	Choose a ledger inquiry set.
Chartfield Criteria	If you want, edit or enter a chartfield string to refine your results.

    b. Click on the **Search** button.

2. By default, the system displays a maximum of 100 rows of ledger totals. If your budget overview inquiry has more than 100 rows, the system will display the following message. Click **OK** to increase the number of rows.

Result: The system displays the Inquiry Results page.

a. Enter **10000** in the Max Rows field.

b. Click on the **Search** button.

Inquiry Results	
Business Unit:	UNCCH
Type of Calendar:	Detail Budget Period
Amounts in Base Currency:	USD
Revenue Associated: ✓	
Return to Criteria	Max Rows: 10000 Display Options Search

Result: The Ledger Totals section displays a summary of the expense and revenue budgets. The Budget Overview Results section has links to view the detailed transactions against the budgets.

3. Click on the **Budget**, **Expense**, **Encumbrance**, or **Pre-Encumbrance** links to view the relative transaction details.

Ledger Totals (19 Rows)

Budget:	0.00	Revenue Estimate:	0.00
Expense:	877,326.14	Recognized Revenue:	32,948.62
Encumbrance:	1,278,097.02	Available Budget:	-32,948.62
Pre-Encumbrance:	0.00	Collected Revenue:	0.00
Budget Balance:	-2,155,423.16	Uncollected Revenue (Rec-Coll):	32,948.62
Associate Revenue:	0.00		
Available Budget:	-2,155,423.16		

Budget Overview Results Personalize | Find | View All | 🗗 | 🛄   First ◀ 1-19 of 19 ▶ Last

			Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Cost Code 3	Budget Period	Budget	Expense
1	📑	🔍	TRUST	20000	01002		450100					0.000	0.00
2	📑	🔍	TRUST	20100	01002		450100					0.000	20,054.52
3	📑	🔍	TRUST	29200	46094		450100					0.000	2.00
4	📑	🔍	TRUST	28200	70741	500100	450100					0.000	840.66
5	📑	🔍	TRUST	28200	70943	500100	450100					0.000	1,178.25

Note: Use the scroll bar to view more of the links.

Running a Budget Details Inquiry

Overview

The Budget Details Inquiry is similar to the Budgets Overview Inquiry. With both inquiries, you can drill down on budget journal lines and source transactions. The Budget Details Inquiry differs in that it is for a single chartfield string, while the Budgets Overview Inquiry displays a summary for either all budgets within a ledger group or selected budgets, using chartfield ranges, within the ledger group. The budget details page includes information on and links to budget exceptions and budget attributes.

The Budget Details Inquiry is useful to:

- verify recent budget balances and actual activity

- view budget associations

- see a quick view of individual budget lines

- drill to transaction data associated with a budget line

Menu Path

Main Menu > Commitment Control > Review Budget Activities > Budget Details

Steps – Running a Budget Details Inquiry

Follow these steps to run a budget details inquiry:

1. Choose this menu option:

   Main Menu > Commitment Control > Review Budget Activities > Budget Details

Find an Existing Value Tab

2. Complete the Business Unit and Ledger Group, and as many fields as necessary to refine your search results.

In this field:	Do the following:
Business Unit	Look up, or enter, **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Group	Look up, or enter, the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.

In this field:	Do the following:
Account	If you know it, look up, or enter, the account you want to inquire on.
Department	If you know it, look up, or enter, the department.
Fund	If you know it, look up, or enter, the fund, which identifies the funding group and how the funds are spent.
Source	If you know it, look up, or enter, the source, which indicates whose funds you are spending.
Program	If your budget uses it, and if you know it, look up, or enter, the program code, which accommodates your department or school's reporting needs.
Cost Code 1 Cost Code 2 Cost Code 3	If your budget uses it, and if you know it, look up, or enter, the cost code, which accommodates your department or school's reporting needs.
PC Business Unit	If your budget uses it, and if you know it, look up, or enter, the project costing business unit. Note: PC Business Unit applies to contracts, grants, and capital improvement projects.
Project ID	If your budget uses it, and if you know it, look up, or enter, the project ID, assigned by the system when a project is created. Note: Project ID applies to contracts, grants, and capital improvement projects.
Activity	If the Project ID is used: • For OSR contracts and grants, the value is 1. • For Capital Improvement projects, the Activity ID is assigned by Accounting Services.
Budget Period	If you know it, look up, or enter, the budget period for the time period you want to review.
Statistics Code	Leave this field blank.

3. Click on the **Search** button.

Result: The system displays the list of results that meet your search criteria.

4. Click on the link you want.

Commitment Control Budget Details Page

On the Commitment Control Budget Details page, the system displays:

-   inquiry criteria

-   ledger amounts for budget, expense, encumbrance, pre-encumbrance, and associated revenue

-   available budget with and without tolerance

-   any links to budget attributes or budget exceptions

From this page, you have a collection of options to view the inquiry results, including:

- drilling to the ledger details

- drilling to the activity log

- displaying budget attributes

- viewing the parent budget, if applicable

- reviewing associated budgets, if applicable

Drilling to the Ledger Details

Follow these steps to drill to the ledger details:

1. Click on the **Drill to Ledger** icon in the Ledger Amounts section on the Commitment Control Budget Details page.

Result: The system displays the Ledger page.

2. Click on the **Drill Down** icon to view all the transaction line items.

Result: The system displays all the transaction line items.

3. The page displayed depends on the ledger group selected in Step 1.

a. If you clicked on the Drill to Ledger icon for Budget, the Budget Journal page is displayed. Click on the **Show Journal Detail** icon to view the transaction.

Result: The system opens another ConnectCarolina window, displaying the Find an Existing Value tab on either the Enter Budget Journals page or Enter Budget Transfer page. From here you can select a budget transaction to review or modify.

b. If you clicked on the Drill to Ledger icon for Expense, Encumbrance, or Pre-Encumbrance, the Activity Log page is displayed. Choose one of the following:

i. To view the transaction, click on the **Drill Down** icon.

Result: The system displays the Line Drill Down page. From this page, you can view the transaction line details. Click **OK** to return to the Activity Log.

ii.   Click on the **Drill to Activity Log Inquiry** icon to search for more transactions by transaction type, view transaction budget chartfields, view transaction amounts, and so on.

Result: The system opens another window in ConnectCarolina, displaying the Commitment Control Activity Log inquiry, which has options to view the transaction line details or the transaction budget details. For more information on how to navigate within this inquiry page, see *Running the Commitment Control Activity Log Inquiry, page 64*. Click on the **Return to Search** button to proceed to the Activity Log page.

Note: This Activity Log page is different than the one you started on.

Drill to the Activity Log

Follow these steps to drill to the activity log:

1. Click on the **Drill to Activity Log** icon in the Ledger Amounts section on the Commitment Control Budget Details tab.

Result: The system displays the Activity Log page.

2. Click on the **Drill Down** icon.

		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program	Budget Period	Y
🔍	⚙	1	Voucher ID:	50000009	N	20180	12001	530000	240010		2014	2
🔍	⚙	1	Voucher ID:	50000057	N	20180	12001	530000	240010		2014	2
🔍	⚙	2	Voucher ID:	50000057	N	20180	12001	530000	240010		2014	2

Activity Log — Personalize | Find | View All

3. Click on the **View Related Links** link.

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit:	UNCCH	Voucher ID:	50000009
Voucher Line:	1	Distribution Line:	1

Additional Source Information

Invoice Number: Template 001

Vendor ID: 0000027420

Transaction Line Details

Fund	Source	Account	Department
20180	12001	531110	248000

Line Status Valid
Budget Date 01/08/2014
Line Amount 1,463.88   USD
Quantity 12.0000

OK

4. Choose one of the following:

   a. To view the details of the budget journal or budget transfer, click on the **Go to Source Entry** link.

Please select one of the following links:

Go to Source Entry
Go to Source Inquiry

Cancel

Result: The system displays the Lines tab, which lists each transaction line, the total number of lines, the total debits and credits, the journal status, and the budget status.

Header	Lines	Totals	Errors	Approval							

Unit: UNCCH Journal ID: CNV0686378 Date: 10/31/2013 ☐ Er

Template List Search Criteria

*Process: Edit Journal ▼ Process ⊼ 2

▽ Lines Perso

Select	Line	Unit	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Project ID
☐	1	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	2	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	3	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	4	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	5	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	6	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	7	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	8	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	9	UNCCH	ACTUALS	21100	13001	111807	285000		
☐	10	UNCCH	ACTUALS	21100	13001	111807	285000		

‹

▽ Totals Personalize | Find | View All | 🗗 | 📲

Unit	Total Lines	Total Debits	Total Credits	Journal Status
UNCCH	3,943	44,256,131.80	44,256,131.80	P

b. To search for a journal, click on the **Go to Source Inquiry** link.

Please select one of the following links:

Go to Source Entry
Go to Source Inquiry

Cancel

Result: The system opens another ConnectCarolina window, displaying the Journals page. From this page, you can search using an existing journal inquiry name, or create a new journal inquiry name.

Displaying Budget Attributes

Follow these steps to display the budget attributes:

1.   Click on the **Attributes** link.

Result: The system displays the Budget Detail Attributes page.

2.   Click **OK** to return to the Commitment Control Budget Details page.

Viewing Parent Budgets

A parent/child budgeting relationship exists when two budget definitions are linked together. This relationship can be helpful in establishing control and monitoring of budgets. The option to view a parent budget only appears if you are viewing a child budget.

Follow these steps to review the parent budget:

1.   Click the **Parent/Children** link to view the parent budget for the budget.

Result: The system displays the parent budget details.

2.   Click **OK** to return to the Commitment Control Budget Details page.

Reviewing Associated Budgets

Only Trust and Trust Revenue budgets use associated budgets.

To review associated budgets:

1. Click the **Associated Budgets** link.

Result: The system displays associated budget details.

2. Click **OK** to return to the Commitment Control Budget Details page.

Associated Revenue Budgets

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Associated Revenue Budgets

Assc. Rev. Ledger Group	Fund	Source	Department	Budget Period	Associated Revenue
TRUST_REV	29200	46431	424901	2014	0.000

OK

Running the Commitment Control Activity Log Inquiry

Overview

Running the commitment control activity log is a good way to search for transactions, by transaction type, that failed budget checking after the budget processor ran. The inquiry results are useful to quickly identify and resolve any budget check exceptions. The transaction types that you can inquire against are:

- accounts payable accounting lines for all vouchers transactions

- accounts payable vouchers

- accounts receivable miscellaneous payments

- accounts receivable revenue estimates

- billing invoices

- budget journals

- budget transfers

- general ledger journal entries

- grants management facilities and administration entries

- payroll encumbrances

- payrolls

- project costing project budgets

- purchase orders

- purchase requisitions

With commitment control activity inquiry results on each line item, you can:

- view transaction budget chartfields

- view transaction amounts

- drill to each transaction line for more details

- drill to the commitment control budget details

Related Reference

- For a broader understanding of budget inquiries, see *Understanding Budget Inquiries, page 34*.

Menu Path

Main Menu > Commitment Control > Review Budget Activities > Activity Log

Steps – Running the Commitment Control Activity Log Inquiry

Follow these steps to run a commitment control activity log inquiry:

1. Choose this menu option:

   Main Menu > Commitment Control > Review Budget Activities > Activity Log

2. Choose one of the following options:

   - For an existing commitment control activity log inquiry:

   a. On the Find an Existing Value tab, complete the fields.

In this field:	Do the following:
Inquiry Name	Enter an inquiry name that you previously created.

   b. Click on the **Search** button.

Result: The system provides you with a list of inquiries that meet your search criteria. Clicking on the link for the inquiry you want to view takes you directly to the Commitment Control Activity Log page for that inquiry.

- To create a new commitment control activity log inquiry:

a. On the **Add a New Value** tab, complete the fields:

In this field:	Do the following:
Inquiry Name	Enter an inquiry name. Note: Run control IDs have a maximum of 30 characters, are case sensitive, and can use alphanumeric characters and underscores but not spaces or special characters. Your run control IDs are tied to your Onyen, so your run control IDs are uniquely your own. The name you pick as the run control ID should be memorable and descriptive, so you can remember it for the future and be confident that the output contains the information you want.

b. Click on the **Add** button.

Result: The system goes directly to the Commitment Control Activity Log Criteria page.

Commitment Control Activity Log Page

The commitment control activity log inquiry criteria vary according to transaction type. Below are search fields common to all transaction types.

1. In the Activity Log Inquiry Criteria section, complete the fields you want to include in your inquiry:

In this field:	Do the following:
Description	Enter a description for this commitment control activity log inquiry.
Transaction Type	Look up, or enter, the type of transaction you want to search for.
Ledger Group	Look up, or enter, the ledger group type you want to include in your inquiry, based on your funding source.
Run Date From	Enter the beginning date for your inquiry's date range.
Run Date To	Enter the ending date for your inquiry's date range.
Tran ID	If you know it, enter the transaction ID assigned by the system, when the transaction was created.
Tran Date	If you know it, enter the transaction date assigned by the system, when the transaction was created.
Process Status	Leave this field blank.
Process Instance	Leave this field blank.
Maximum Rows	Choose the number of results rows you want the system to display.

2. Click on the **Search** button.

Reviewing Commitment Control Activity Log Inquiry Results

The system returns transaction activity results based on your inquiry criteria. View the results in one of the following ways:

- budget chartfields

- drill down to the transaction

- drill down to the commitment control budget details

- amounts tab

Viewing Budget Chartfields

1. Click on the **Budget Chartfields** tab.

2. Use the scroll bar to view the budget chartfields for each line item, such as the ledger group, ledger, chartfields, and so on.

Commitment Control Activity Log Lines												Personalize | Find | View All | First
Budget Chartfields	Amounts											
Line			Ledger Group	Ledger	App BU	GL Bu	Run Date	Accounting Date	Referenced Budg	Fund	Source	Account
345	🔍	📑	STATE	STAT_EX_EN		UNCCH	2014-01-16	2014-01-16	N	20101	12001	513100
347	🔍	📑	STATE	STAT_EX_EN		UNCCH	2014-01-16	2014-01-16	N	20101	12001	511100

Drilling Down to a Transaction

1. On the Budget Chartfields tab, click on the **Drill Down** icon.

Commitment Control Activity Log Lines									Personalize
Budget Chartfields	Amounts								
Line			Ledger Group	Ledger	App BU	GL Bu	Run Date	Accounting Date	Refe Bud(
1	🔍	📑	DETAIL	DETAIL_EXP		UNCGA	2014-01-20	2014-01-12	N
1	🔍	📑	STATE	STAT_EX_EX		UNCGA	2014-01-20	2014-01-12	N

Result: The system displays the transaction line identifiers and transaction line details. This information is useful to confirm the date, status, and line amount for a transaction.

2. Click **OK** to return to Budget Chartfields tab.

Drill to the Commitment Control Details

1. On the Budget Chartfields tab, click the **Return to Budget Details** icon.

Result: This system opens a new window and displays the budget details for this line item.

For more information on how to review budget details, see *Running a Budget Details Inquiry, page 51*.

Viewing the Amounts Tab

The Amounts tab displays the transaction amounts and exceptions for the all line items displayed in the commitment control activity log lines.

1. Click on the **Amounts** tab.

2. Use the scroll bar to view the amounts for each line item.

3. Click on the **View Exceptions** link.

Result: This system opens a new window and displays the Review Budget Check Exceptions page associated with the transaction type.

Commitment Control Activity Log Lines							Personalize	Find	View All			First	1-100 of	
Budget Chartfields	Amounts								
Line	Transaction Amount	Transaction Currency	Base Amount	Base Currency	Pass EE Process	Instance	Status	View Exceptions	Tran Date	Tran II
345	46,586.93	USD	46,586.93	USD	N	17358	Warning	View Exceptions	01/27/2014	00000
347	12,396.73	USD	12,396.73	USD	N	17358	Warning	View Exceptions	01/27/2014	00000

4. Click on the **Close** button to return to the Commitment Control Activity Log Lines section.