



# Campus Budgets

VERSION: 8/11/2014



---

## Table of Contents

---

<b>1 Budget Journals and Budget Transfers .....</b>	<b>3</b>
Working with Budget Journals and Budget Transfers .....	4
Entering or Modifying Budget Journals .....	7
Entering or Modifying Budget Transfers .....	16
Copying Budget Journals .....	25
Deleting Budget Journals or Budget Transfers .....	30
<b>2 Budget Inquiries .....</b>	<b>33</b>
Understanding Budget Inquiries .....	34
Running a Budgets Overview Inquiry .....	36
Using a Ledger Inquiry Set .....	43
Running a Budget Details Inquiry .....	51
Running the Commitment Control Activity Log Inquiry .....	64



# 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**

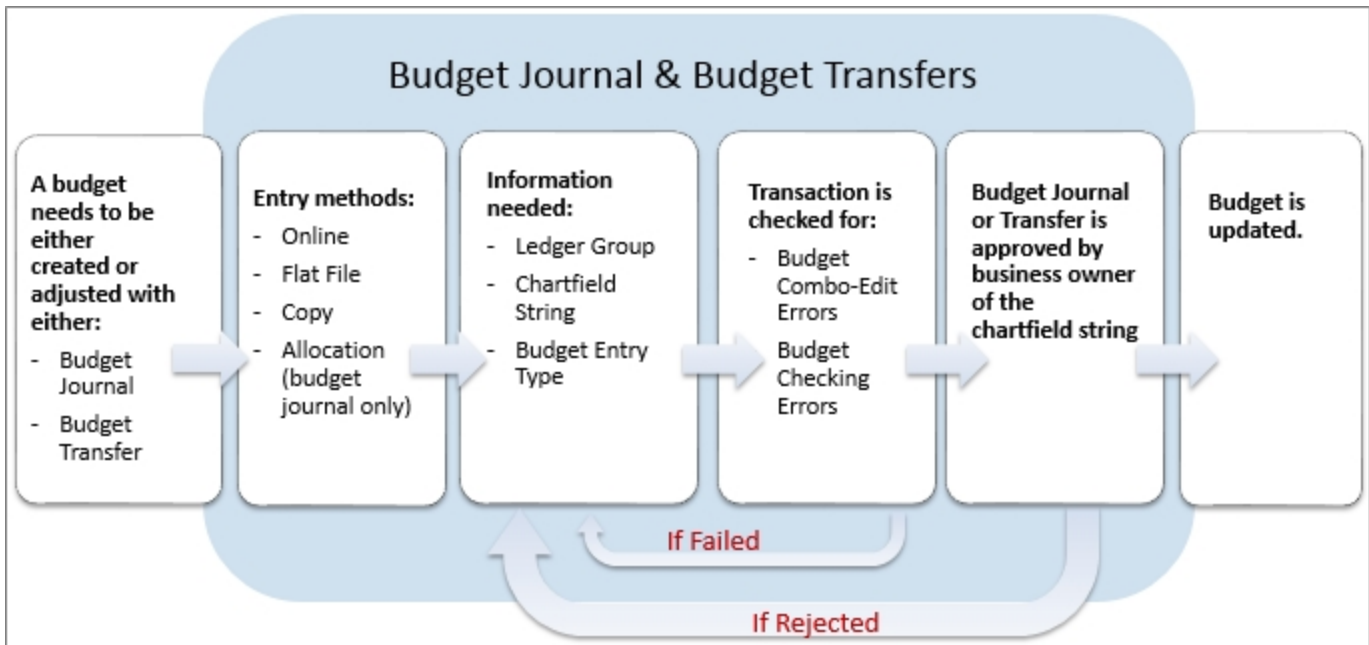
Here are some key rules to budget transfers:

- 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 <b>uncch</b> for the University, <b>uncga</b> 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.

### Enter Budget Journals

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 ▼

nsebk

🔍

☐ Case Sensitive

Search

Clear

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

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.

Search Results					
View All				First	1-2
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000006	05/28/2014	TRUST	None	Allocate Budget
UNCCH	0000000007	05/28/2014	TRUST	Posted	(blank)
UNCCH	0000000032	06/09/2014	STATE	Posted	(blank)

- To enter a new budget journal:
  - Click on the **Add a New Value** tab.
  - Complete the fields:

In this field:	Do the following:
Business Unit	Enter <b>uncch</b> for the University, <b>uncga</b> 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.

- Click on the **Add** button.

### Enter Budget Journals

Business Unit:

Journal ID:

Journal Date:

Result: The system displays the Budget Header tab.

## Budget Header Tab

- Complete or modify the fields:

In this field:	Do the following:
Ledger Group	<p>Choose the ledger group.</p> <p>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.</p>
Budget Entry Type	<p>Choose one of the following:</p> <ul style="list-style-type: none"><li>• <b>Original</b> for original budget entries</li><li>• <b>Adjustment</b> for modifications to an original budget journal entry</li></ul>
Generate Parent Budget(s)	<p>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.</p> <p>State, Facilities and Administrative (F&amp;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.</p>
Parent Budget Entry Type	<p>If your budget is a child budget, choose one of the following:</p> <ul style="list-style-type: none"><li>• <b>Original</b></li><li>• <b>Adjustment</b></li></ul> <p>The parent budget entry type should match the child budget entry type.</p> <p>If your budget is not a child budget, leave this field blank.</p>
Long Description	<p>Enter a budget journal description that explains the creation of or modification to the budget.</p>

- 
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 Header		Budget Lines		Budget Errors	
Unit:	UNCCH	Journal ID:	NEXT	Date:	06/26/2014
*Ledger Group:	STATE	Fiscal Year:	2014	Period:	12
Control ChartField:	Source	*Currency:	USD		
Budget Header Status:	None	Rate Type:	CRRNT		
*Budget Entry Type:	Adjustment	Exchange Rate:	1.00000000		
<b>Parent Budget Options</b> <input checked="" type="checkbox"/> Generate Parent Budget(s) <input checked="" type="checkbox"/> Use Default Entry Event Parent Budget Entry Type: Adjustment		Cur Effdt:	06/26/2014		
		Budget Type:	Expense	Attachments (0)	
<b>Long Description:</b> Increase to Health Affairs regular term instruction					

## Budget Lines Tab

- 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.

Budget Header Budget Lines Budget Errors

Unit: UNCCH Journal ID: NEXT Date: 06/26/2014 Budget Header

\*Process: Post Journal

Lines Personalize Find View

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	4501

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.

Budget Header Budget Lines Budget Errors

Unit: UNCCH Journal ID: NEXT Date: 06/26/2014 Budget Header Status

\*Process: Post Journal

Lines Personalize Find View All

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100

Lines to add: 1 + - Journal Line Copy Down From Line: To: Gen

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
--------------	---	---------------	------	----------------	------

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**.

**Journal Entry Copy Down Option**

Select All      Deselect All

Personalize | Find | First 1-13 of 13 Last

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Fund Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

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 journal.

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

Budget Header Budget Lines Budget Errors

Unit: UNCCH Journal ID: NEXT Date: 06/26/2014 \*Process: Post Journal

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512

Lines to add: 2 + - Journal Line Copy Down From Line: ☐

Totals

Total Lines: 1 Total Debits: 0.00 Total C

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

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	51210
<input type="checkbox"/>	2	STAT_EX_BD	2014		21101	13001	51210
<input type="checkbox"/>	3	STAT_EX_BD	2014		21101	13001	51210

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.

Budget Errors

Journal ID: NEXT Date: 06/26/2014 Budget Header Status: None

\*Process: Budget Pre-Check

Process

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 <b>uncch</b> for the University, <b>uncga</b> 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.

▼ 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

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.

Search Results					
View All			First 1 1-8 of 8		
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000518	06/23/2014	STATE	Checked	Test for bug 9695
UNCCH	0000000519	06/23/2014	STATE	None	Test Bug 9695
UNCCH	0000000520	06/23/2014	STATE_REV	Checked	Test bug 9695

- 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 <b>uncch</b> for the University, <b>uncga</b> 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.

### Enter Budget Transfer

Business Unit:

Journal ID:

Journal Date:

Result: The system displays the Budget Header tab.

## Budget Header Tab

1. Complete the fields:

In this field:	Do the following:
Ledger Group	<p>Choose the ledger group.</p> <p>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.</p>
Budget Entry Type	<p>Choose one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Transfer original</b> to transfer original budgets, typically to correct an error in the originally entered budgets.</li> <li>• <b>Transfer adjustment</b> for a transfer of previously adjusted budget amounts.</li> </ul>
Generate Parent Budget(s)	<p>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.</p> <p>State, Facilities and Administrative (F&amp;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.</p>
Parent Entry Type	<p>If your budget is a child budget, choose one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Original</b></li> <li>• <b>Adjustment</b></li> </ul> <p>The parent budget entry type should match the child budget entry type.</p> <p>If your budget is not a child budget, leave this field blank.</p>
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 Header		Budget Lines		Budget Errors	
Unit:	UNCCH	Journal ID:	NEXT	Date:	06/26/2014
*Ledger Group:	STATE	Fiscal Year:	2014	Period:	12
Control ChartField:	Source	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	06/26/2014
*Budget Entry Type:	Transfer Adjustment	Budget Type:	Expense	Attachments (0)	
<b>Parent Budget Options</b>					
<input checked="" type="checkbox"/> Generate Parent Budget(s)					
<input checked="" type="checkbox"/> Use Default Entry Event					
Parent Budget Entry Type:	Transfer Adjustment				
<b>Long Description:</b>					
Move funding from EPA Non Teach budget to SPA Regular Salaries budget					

## 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.

Budget Header Budget Lines Budget Errors

Unit: UNCCH Journal ID: NEXT Date: 06/26/2014 Budget Header Status:   
 \*Process: Post Journal

Lines Personalize Find View All

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13105	511100	450100

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.

Budget Header Budget Lines Budget Errors

Unit: UNCCH Journal ID: NEXT Date: 06/26/2014 Budget Header Status:   
 \*Process: Post Journal

Lines Personalize Find View All

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13105	511100	450100

Lines to add: 1 + - Journal Line Copy Down From Line: To:

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:
--------------	---	---------------	------	----------------

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 1-13 of 13 Last

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Fund Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

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.



Budget Header Budget Lines Budget Errors

Unit: UNCCH Journal ID: NEXT Date: 06/26/2014 Budget Header Status:   
 \*Process: Post Journal

Lines Personalize Find View All

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13105	511100	450100

Lines to add: 2 + - Journal Line Copy Down From Line: To: Gen

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
--------------	---	---------------	------	----------------	------

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

Budget Header Budget Lines Budget Errors

Unit: UNCCH Journal ID: NEXT Date: 06/26/2014 Budget Header Status:   
 \*Process: Post Journal

Lines Personalize Find View All

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13105	511100	450100
<input type="checkbox"/>	2	STAT_EX_BD	2014		21101	13105	511100	450150

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.

Lines Budget Errors

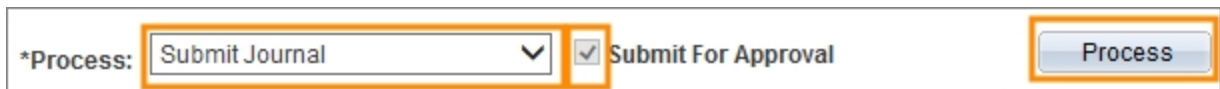
Journal ID: 0000000629 Date: 06/26/2014 Budget Header Status: None   
 \*Process: Budget Pre-Check Process

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.

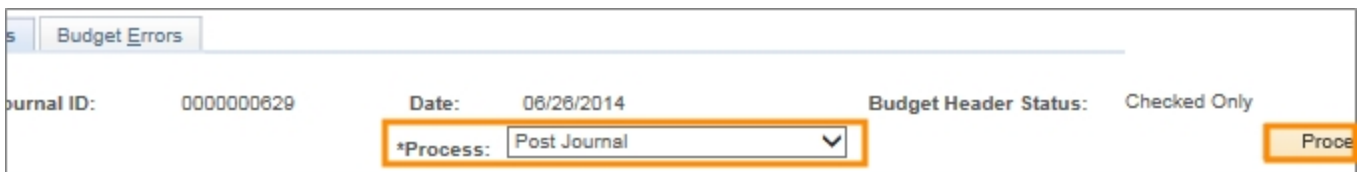
- If you see Submit Journal in the Process list box:
  - a. Choose **Submit Journal**.
  - b. Mark the **Submit for Approval** checkbox.
  - c. Click on the **Process** button.

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



A screenshot of a software interface for submitting a journal. It features a label '\*Process:' followed by a dropdown menu showing 'Submit Journal'. To the right of the dropdown is a checked checkbox labeled 'Submit For Approval'. Further right is a button labeled 'Process'. All these elements are highlighted with orange rectangular boxes.

- 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.



A screenshot of a software interface for posting a journal. At the top, there is a tab labeled 'Budget Errors'. Below it, the 'Journal ID:' is '0000000629' and the 'Date:' is '06/26/2014'. The 'Budget Header Status:' is 'Checked Only'. The '\*Process:' dropdown menu shows 'Post Journal'. A button labeled 'Process' is on the right. The dropdown menu and the button are highlighted with orange rectangular boxes.

- 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 <b>uncch</b> for the University, <b>uncga</b> 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: =

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.

- 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	<b>0000000628</b>	06/26/2014	STATE	Checked	Increase to Health Affairs reg nsebik	

Result: The system displays the Budget Journal Header tab.

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

**Budget Header** **Budget Lines** **Budget Errors**

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

## Budget Lines Tab

- Choose **Copy Journal** from the Process list box.
- Click on the **Process** button.

The screenshot shows the 'Budget Journals' interface with the 'Copy Journal' process selected. The 'Journal ID' is 0000000626, the 'Date' is 06/25/2014, and the 'Budget Header Status' is 'Checked Only'. The '\*Process' dropdown is set to 'Copy Journal'.

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: <ul style="list-style-type: none"> <li><b>Original</b> for original budget entries</li> <li><b>Adjustment</b> for modifications to an original budget journal entry</li> </ul>
Parent Budget Entry Type	If your budget is a child budget, choose one of the following: <ul style="list-style-type: none"> <li><b>Original</b></li> <li><b>Adjustment</b></li> </ul> <p>The parent budget entry type should match the child budget entry type.</p> <p>If your budget is not a child budget, leave this field blank.</p>

4. Click **OK**.

The screenshot shows the 'Budget Journal Copy' dialog box. The 'Business Unit' is UNCCH, the 'Ledger Group' is STATE, the 'Journal ID' is 0000000626, and the 'Journal Date' is 06/25/2014. The '\*New Journal ID' is set to 'NEXT', the '\*New Journal Date' is 06/26/2014, and the 'Currency Effective Date' is blank. The '\*Budget Entry Type' is set to 'Adjustment'. The 'Parent Budget Options' section shows the '\*Parent Budget Entry Type' set to 'Adjustment'. There is a checkbox for 'Save original journal and Copy' which is unchecked. The 'OK', 'Cancel', and 'Refresh' buttons are at the bottom.

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.

Personalize   Find   View All										
Fields and Amounts		Base Currency Details								
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 Credits: 0.00

**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.

**Budget Lines**   **Budget Errors**

Journal ID: 0000000634      Date: 06/26/2014      Budget Header Status: Incomplete

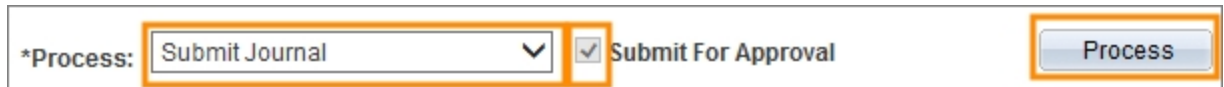
\*Process: Budget Pre-Check      **Process**

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.

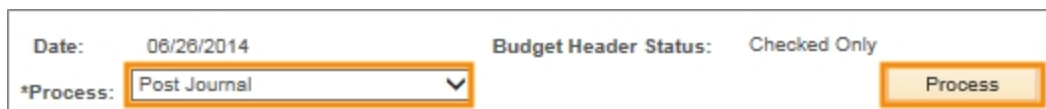
- If you see Submit Journal in the Process list box:
  - a. Choose **Submit Journal**.
  - b. Mark the **Submit for Approval** checkbox.
  - c. Click on the **Process** button.

A screenshot of a software interface for submitting a journal. It features a label '\*Process:' followed by a dropdown menu showing 'Submit Journal'. To the right of the dropdown is a checked checkbox labeled 'Submit For Approval'. Further right is a button labeled 'Process'. Orange boxes highlight the dropdown, the checkbox, and 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.

A screenshot of a software interface for posting a journal. It shows a 'Date:' field with '06/26/2014' and a 'Budget Header Status:' field with 'Checked Only'. Below these is a label '\*Process:' followed by a dropdown menu showing 'Post Journal'. To the right of the dropdown is a button labeled 'Process'. Orange boxes highlight the dropdown and 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 Journalsor
  - 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 <b>uncch</b> for the University, <b>uncga</b> 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.

**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

- Click on the link for the journal you want to delete. Journals whose Budget Header Status is Posted cannot be deleted.

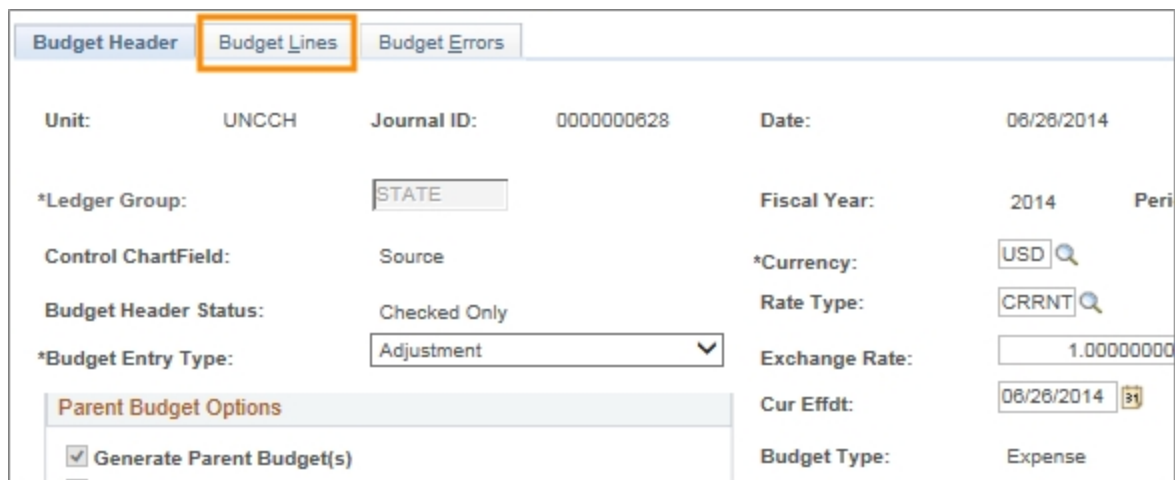
**Search Results**

View All   First 1-2

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000006	05/28/2014	TRUST	None	Allocate Budget
UNCCH	0000000007	05/28/2014	TRUST	Posted	(blank)
UNCCH	0000000032	06/09/2014	STATE	Posted	(blank)

Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.

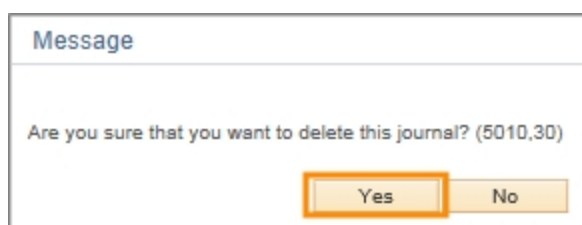
- Click on the **Budget Lines** tab.



- On the Budget Lines tab, choose **Delete Journal** from the Process list box.
- Click on the **Process** button.



- 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	<p>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.</p> <p>The inquiry's results allow you to view:</p> <ul style="list-style-type: none"> <li>• budget checking activity lines</li> <li>• actual source transactions</li> <li>• budget exceptions</li> <li>• associated budgets</li> <li>• parent-child relationships</li> </ul>
Budget Details Inquiry	<p>This inquiry displays budget details for a single chartfield string.</p> <p>The inquiry's results allow you to view:</p> <ul style="list-style-type: none"> <li>• budget checking activity lines</li> <li>• actual source transactions</li> <li>• budget exceptions</li> <li>• associated budgets</li> <li>• parent-child relationships</li> </ul>
Ledger Inquiry Set	<p>This inquiry's results let you compare multiple ledger groups, for example, State expense and State revenue ledgers.</p>
Activity Log	<p>This inquiry's results display budget transaction details, and associated transactions in the system, such as vouchers, requisitions, journal entries, and so on.</p>

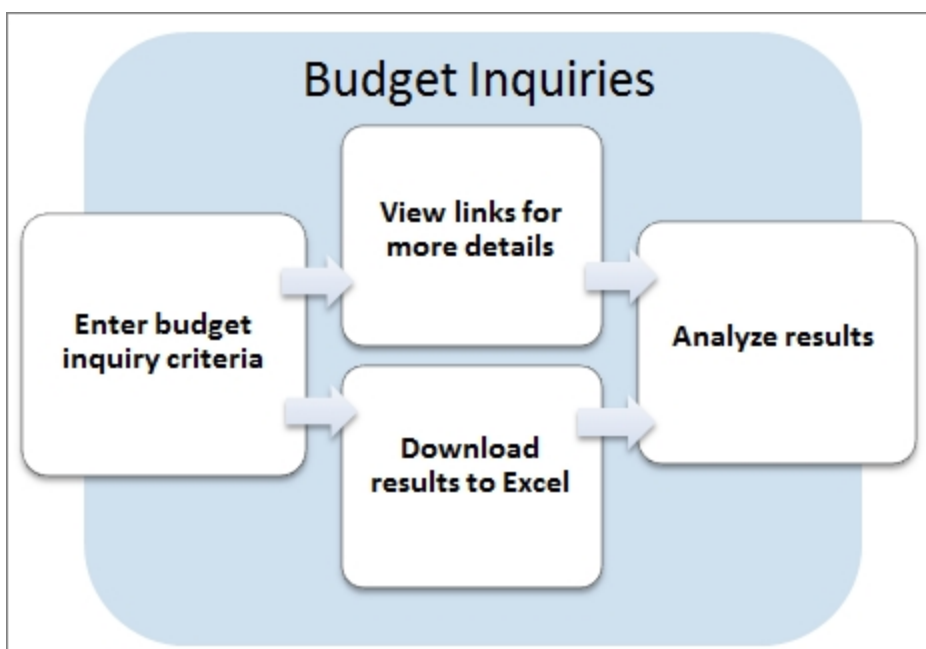
## Menu Path

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	<p>Enter the full inquiry name, or part of an inquiry name, that you previously created.</p> <p>You can also leave the field blank, for a list of all the budget overview inquiries you have created.</p>

- 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.

Search Results					
View All				First	1-2
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000006	05/28/2014	TRUST	None	Allocate Budget
UNCCH	0000000007	05/28/2014	TRUST	Posted	(blank)
UNCCH	0000000032	06/09/2014	STATE	Posted	(blank)

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.

### Enter Budget Journals

Business Unit:

Journal ID:

Journal Date:

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 <b>uncch</b> for the University, <b>uncga</b> 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.

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: STATE Description: State Expense 2014

Amount Criteria Search Clear Reset

**Budget Type**

\*Business Unit: UNCCH Ledger Group/Set: Ledger Group Ledger Group: STATE

☐ View Stat Code Budgets  
☐ Display Chart

**TimeSpan**

\*Type of Calendar: Detail Budget Period

**Budget Criteria** Personalize Find View All

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)
<input checked="" type="checkbox"/>	STATE	KA	2014	2014	<input checked="" type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	514500	514500	i		Update/Add
Dept	311100	311100	i		Update/Add
Fund	20101	20101	i		Update/Add
Source	12001	12001	i		Update/Add
Program	%	%	i		Update/Add

Save Notify Refresh

Result: The system displays the inquiry results.

## Reviewing Budget Transaction Details

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

**Budget Overview Results** Personalize Find View All

		Ledger Group	Fund	Source	Account	Dept	Program	Budget Period	Budget	Expense
1		STATE	20101	12001	514500	311100	C1306	2014	0.000	5,297.750
2		STATE	20101	12001	514500	311100	C2017	2014	10,000,000.000	0.000





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

- Choose one of the following options from the Activity Log page:

- To view transaction line details:
  - Click on the **Magnifying Glass** icon.

**Activity Log**

Ledger: STAT\_EX\_EX

Activity Log											Personalize	Find	View All	
	Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program	Budget Per				
	42266	Run Date:	2013-08-31	N	20101	12001	514500	311100	C1306	2014				
	42267	Run Date:	2013-08-31	N	20101	12001	514500	311100	C1306	2014				
	15395	Run Date:	2013-10-31	N	20101	12001	514500	311100	C1306	2014				
	15396	Run Date:	2013-10-31	N	20101	12001	514500	311100	C1306	2014				

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.

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

**Human Resources Payroll Line Drill Down**

**Transaction Line Identifiers**

Run Date: 08/31/2013      Sequence number: 1  
 Accounting Date: 08/31/2013      Line Number: 42266

**Transaction Line Details**

Fund	Source	Account	Department	Program	Cost Code 2
20101	12001	514510	311100	C1306	2322641451









Line Status Valid  
 Budget Date 08/31/2013  
 Line Amount 198.75      USD

**OK**

- To view the Commitment Control Activity Log inquiry:
  - Click on the **Drill to Activity Log Inquiry** icon.

**Activity Log**

Ledger: STAT\_EX\_EX

Activity Log <span>Personalize   Find</span>									
	Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program
		42266 Run Date:	2013-08-31	N	20101	12001	514500	311100	C1306
		42267 Run Date:	2013-08-31	N	20101	12001	514500	311100	C1306
		15395 Run Date:	2013-10-31	N	20101	12001	514500	311100	C1306
		15396 Run Date:	2013-10-31	N	20101	12001	514500	311100	C1306

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, <b>uncch</b> for the University, <b>uncga</b> 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.

**Ledger Inquiry Set**

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 x

Ledger Inquiry Set: begins with ▼ TRUST

Search Clear Basic Search Save Search Criteria

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, <b>uncch</b> for the University, <b>uncga</b> for General Administration, or a foundation business unit.
Ledger Inquiry Set	<p>Enter a ledger inquiry set name.</p> <p>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.</p> <p>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.</p>

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.

**Commitment Control Ledger Inquiry Set**

Use the "Select to Add" to choose the ledgers to choose the ledgers to be added, then click on "Add selected Ledgers" to add them.  
Use the "Select to Remove" to choose the ledgers to be removed, then click on "Remove selected ledgers" to remove them.

Business Unit: UNCCH      Ledger Inquiry Set: TRUST 14

Ledger Group:

Candidate ledgers		Selected ledgers	
Select to Add	Ledger	Select to Remove	Ledger
<input checked="" type="checkbox"/>	TRST_RV_BD	<input type="checkbox"/>	TRST_EX_BD
<input checked="" type="checkbox"/>	TRST_RV_CO	<input type="checkbox"/>	TRST_EX_EN
<input checked="" type="checkbox"/>	TRST_RV_RE	<input type="checkbox"/>	TRST_EX_EX
		<input type="checkbox"/>	TRST_EX_PR

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

- Click on the **Save** button.

## Running a Budget Overview Inquiry using a Ledger Inquiry Set

- Choose this menu option:

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

- Choose one of the following options:

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

- Click on the **Find an Existing Value** tab
- Complete the field:

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

- Click on the **Search** button.

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

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



**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 ▼ TRUST

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1 of 1 Last

Inquiry Name	Description
TRUST 14LS	Trust Compare Expense & Revenue

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.

**Budgets Overview**

Find an Existing Value Add a New Value

Inquiry Name: TRUST

Add

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 <b>uncch</b> for the University, <b>uncga</b> for General Administration, or a foundation business unit.
Description	Enter a description that is meaningful to you.
Ledger Group/Set	Choose <b>Ledger Inquiry Set</b> 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.

**Budget Inquiry Criteria**

**Budget Overview**

Inquiry: TRUST 14LS      Description: Trust Compare Expense & Revenue

**Budget Type**

\*Business Unit: UNCH      Ledger Group/Set: Ledger Inquiry Set      Ledger Inquiry Set: TRUST 14

☐ View Stat Code Budgets

**TimeSpan**

\*Type of Calendar: Detail Budget Period

**Budget Criteria**      Personalize | Find | View All | First 1-5 of 5 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustment
<input checked="" type="checkbox"/>	TRUST				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TRUST	KA	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TRUST	KM	2014M10	2014M10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TRUST_REV				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TRUST_REV	KM	2014M10	2014M10	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	450100	450100	i		Update/Add
Fund	%	%	i		Update/Add
Source	%	%	i		Update/Add
Program	%	%	i		Update/Add
Cost Code 1	%	%	i		Update/Add
Cost Code 3	%	%	i		Update/Add

**Budget Status**

☒ Open

☒ Closed

☒ Hold

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.

**Message**

More rows are available. The number of rows retrieved exceeds the Maximum Row criteria. (18021,342)

The number of selected rows exceeds the Max Rows criteria. Modify your selection criteria or increase the Max Rows criteria.

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:	<input checked="" type="checkbox"/>
Return to Criteria	<div>Max Rows: <input type="text" value="10000"/></div> <div>Display Options</div> <div>Search</div>

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, <b>uncch</b> for the University, <b>uncga</b> 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: <ul style="list-style-type: none"> <li>For OSR contracts and grants, the value is 1.</li> <li>For Capital Improvement projects, the Activity ID is assigned by Accounting Services.</li> </ul>
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.

- Click on the **Search** button.

**Budget Details**

Enter any information you have and click Search. Leave fields blank if you are not sure.

[Find an Existing Value](#)

**Search Criteria**

<b>Business Unit:</b>	= ▾	UNCCH	
<b>Ledger Group:</b>	= ▾	STATE	
<b>Account:</b>	begins with ▾	530000	
<b>Department:</b>	begins with ▾	240010	
<b>Fund:</b>	begins with ▾	20180	
<b>Source:</b>	begins with ▾	12001	
<b>Program:</b>	begins with ▾		
<b>Affiliate:</b>	begins with ▾		
<b>Fund Affiliate:</b>	begins with ▾		
<b>Cost Code 1:</b>	begins with ▾		
<b>Cost Code 2:</b>	begins with ▾		
<b>Cost Code 3:</b>	begins with ▾		
<b>PC Business Unit:</b>	begins with ▾		
<b>Project ID:</b>	begins with ▾		
<b>Activity:</b>	begins with ▾		
<b>Budget Period:</b>	begins with ▾		
<b>Statistics Code:</b>	begins with ▾		

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

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

- 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

## Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Budget Period
UNCCH	STATE	20180	12001	530000	240010		2014





Display Chart 

**Ledger Amounts**

Budget:	34,000,000.00 USD			Max Rows: 100
Expense:	68,527.01 USD			<a href="#">Attributes</a>
Encumbrance:	40,376.21 USD			<a href="#">Parent / Children</a>
Pre-Encumbrance:	238,075.15 USD			<a href="#">Associated Budgets</a>

Associate Revenue: 0.00 USD

**Available Budget**

Without Tolerance:	33,653,021.63 	USD	Percent: (98.98%) 	<a href="#">Forecasts</a>
With Tolerance:	33,653,021.63 	USD	Percent: (98.98%) 	

**Budget Exceptions**

Exception Errors:	0	Exception Warnings:	0	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.




**Ledger Amounts**

Budget:	34,000,000.00 USD	
Expense:	68,527.01 USD	
Encumbrance:	40,376.21 USD	
Pre-Encumbrance:	238,075.15 USD	
Associate Revenue:	0.00 USD	



Result: The system displays the Ledger page.

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

<b>Ledger</b>			
<b>Business Unit:</b>		UNCCH	<b>Ledger:</b> STAT_EX_BD
<b>Budget Details</b>			
Budget Chartfields		Amounts	
	<b>Fund</b>	<b>Source</b>	<b>Account</b>
	20180	12001	530000
	20180	12001	530000

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.

Budget Journal

Business Unit: UNCCH Ledger: STAT\_EX



Budget Details

Budget Chartfields Amounts

Show Journal Detail	Journal ID	Date	Status	Year	Per
	0000000004	01/04/2014	Posted	2014	
	0000000018	01/06/2014	Unposted	2014	





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.

Activity Log						
Ledger: STAT_EX_EX						
Activity Log						
		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund
		156195	Run Date:	2013-07-31	N	21101
		156196	Run Date:	2013-07-31	N	21101

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.

Activity Log						
Ledger: STAT_EX_EX						
Activity Log						
		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund
		156195	Run Date:	2013-07-31	N	21101
		156196	Run Date:	2013-07-31	N	21101

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.

### Activity Log

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

▼ Search Criteria

Inquiry Name:    
 Description:

☐ Case Sensitive

### Search Results

View All First 1 of 1 Last










Inquiry Name
PS_AUTO_DR

### 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.

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Budget Period
UNCCH	STATE	20180	12001	530000	240010		2014
Display Chart							
Ledger Amounts							
Budget:				34,000,000.00 USD			
Expense:				68,527.01 USD			
Encumbrance:				40,376.21 USD			
Pre-Encumbrance:				238,075.15 USD			


Result: The system displays the Activity Log page.

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

Activity Log											Personalize   Find   View All   	
		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

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
<p>Line Status Valid</p> <p>Budget Date 01/08/2014</p> <p>Line Amount 1,463.88 USD</p> <p>Quantity 12.0000</p>			
<input type="button" value="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](#)

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:

▼ Lines Person

Select	Line	Unit	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Project ID
<input type="checkbox"/>	1	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	2	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	3	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	4	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	5	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	6	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	7	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	8	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	9	UNCCH	ACTUALS	21100	13001	111807	285000		
<input type="checkbox"/>	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](#)

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.

### Journals

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

▼ Search Criteria

Inquiry Name:

### Displaying Budget Attributes

Follow these steps to display the budget attributes:

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

Commitment Control Budget Details							
Unit	Ledger Group	Fund	Source	Account	Dept	Program	Budget Period
	STATE	20180	12001	530000	240010		2014
<input type="button" value="Display Chart"/> <input type="button" value="Info"/>							
Amounts							
				34,000,000.00 USD			Max Rows: 100
				68,527.01 USD			<b>Attributes</b>
				40,376.21 USD			Parent / Children
Balance:				238,075.15 USD			Associated Budgets
Encumbrance:							

Result: The system displays the Budget Detail Attributes page.

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

### Budget Detail Attributes

Control Budget Attributes	
Commitment Control Option:	Track w/o Budget
Tolerance Percent:	0.00000000
Budget Status:	Open

**OK**

### 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.

Commitment Control Budget Details							
Unit	Ledger Group	Fund	Source	Account	Dept	Program	Budget Period
	STATE	20180	12001	530000	240010		2014
<a href="#">Display Chart</a> <span style="float: right;">i</span>							
Amounts							
				34,000,000.00 USD			Max Rows: 100
				68,527.01 USD			Attributes
Balance:				40,376.21 USD			<b>Parent / Children</b>
Balance:				238,075.15 USD			Associated Budgets

Result: The system displays the parent budget details.

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

## Parent & Children Budgets

☐ Parent Budget ☒ Child Budget

Children: None

Parent						Personalize   Find   View All     First
	Ledger Group	Fund	Source	Account	Dept	Budget Period
1	STATE_PAR	21101	13000	520000	400000	2014









OK

### Reviewing Associated Budgets

Only Trust and Trust Revenue budgets use associated budgets.

To review associated budgets:

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

0.00 USD						Max Rows:
5,492.38 USD						Attributes
0.00 USD						Parent / Children
0.00 USD						<b>Associated Budgets</b>
0.00 USD						
-5,492.38 USD				Percent:	(0%)	
-5,492.38 USD				Percent:	(0%)	

Result: The system displays associated budget details.

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



**Associated Revenue Budgets****Associated Revenue Budgets**

Assoc. 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:

- Choose this menu option:

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

- Choose one of the following options:

- For an existing commitment control activity log inquiry:
  - 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.

- Click on the **Search** button.

**Activity Log**

Enter any information you have and click Search. Leave fields

Find an Existing Value Add a New Value

▼ Search Criteria

**Search by:** Inquiry Name ▼ begins with St

Search Advanced Search

**Search Results**

View All First 1 of 1 Last

Inquiry Name
STATE EPA

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	<p>Enter an inquiry name.</p> <p>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.</p> <p>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.</p>

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

The screenshot shows a web interface titled "Activity Log". Below the title are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs is a text input field labeled "Inquiry Name:" containing the text "STATE EPA". Below the input field is a button labeled "Add". Both the input field and the "Add" button are highlighted with orange rectangular borders.

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.

- Click on the **Search** button.

### Commitment Control Activity Log

#### Activity Log Inquiry Criteria

Inquiry:	STATE EPA	Description:	EPA Salaries 2014
*Transaction Type:	HR_PAYROLL	Ledger Group:	STATE
Run Date From:		Run Date To:	
Accounting Date From:		Accounting Date To:	
Tran ID:		Tran Date:	
Process Status:		Process Instance:	
Maximum Rows:	100		

## 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	Referenced Budg	
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.

### Human Resources Payroll Line Drill Down

Transaction Line Identifiers			
Run Date:	01/20/2014	Sequence number:	1
Accounting Date:	01/12/2014	Line Number:	1357



Transaction Line Details			
Fund	Source	Account	Department
20000	12001	510000	200100

Line Status Valid  
 Budget Date 01/12/2014  
 Line Amount 758.77 USD

OK

#### Drill to the Commitment Control Details


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

Commitment Control Activity Log Lines									Personalize
Budget Chartfields		Amounts							
Line		Ledger Group	Ledger	App BU	GL Bu	Run Date	Accounting Date	Refer	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: This system opens a new window and displays the budget details for this line item.

### Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Budget Period
UNCCH	STATE	20000	12001	300000	200100		2014

Display Chart 

#### Ledger Amounts

Budget:	0.00 USD		
Expense:	1,836.68 USD		
Encumbrance:	637,973.75 USD		
Pre-Encumbrance:	0.00 USD		

Associate Revenue: 0.00 USD

Available Budget

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.

#### GL Journal Exceptions

Business Unit: UNCCH Journal ID: 0000000233 Journal Date: 07/20/2013




\*Exception Type: Error ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows: 100

[Search](#) [Advanced Budget Criteria](#)

#### Budgets with Exceptions

Personalize | Find | View All | First 1-3 of 3

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UNCCH	COST_CODE	Budget Date out of Bounds	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a>
2		UNCCH	STATE_PAR	Translation Tree error	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a>
3		UNCCH	TRUST	Translation Tree error	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a>



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										
Budget Chartfields		Amounts		Personalize   Find   View All   First 1-100 of						
Line	Transaction Amount	Transaction Currency	Base Amount	Base Currency	Pass EE Process	Instance	Status	View Exceptions	Tran Date	Tran ID
345	46,586.93	USD	46,586.93	USD	N	17358	Warning	<a href="#">View Exceptions</a>	01/27/2014	00000
347	12,396.73	USD	12,396.73	USD	N	17358	Warning	<a href="#">View Exceptions</a>	01/27/2014	00000

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

