

Inquiry Budget Overview for Commitment Control


Purpose: Use this as a guide how to run the Budget Overview Inquiry in ctcLink.

Audience: Finance staff.

 You must have at least one of these local college managed security roles:

- ZD CC Budget Inquiry
- ZZ CC Budget Entry

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.


 The **Budgets Overview** inquiry component provides a view of budget activity for one or multiple budgets, from the level of a ledger group or ledger inquiry set to the more detailed level of individual budgets. This component also enables further drill down to budget journal lines and source transaction lines.

Inquiry Budget Overview for Commitment Control

Navigation: Commitment Control > Review Budget Activities > Budget Overview

1. The **Budgets Overview** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., 020_CC_ORG (College, Process).
3. The **Budget Inquiry Criteria** entry page displays. This is where the filtering information is to create the Budget Overview snapshot.

4. In the **Budget Type** section:
 - a. Enter or lookup the **Business Unit**.
 - b. The system defaults to Ledger Group/Set = **Ledger Group**.
 - c. Enter or lookup the **Ledger Group** -- e.g., The Ledger Group determines the level of information reported. i.e. **CC_SUM** reports at the summary (or roll-up). **CC_ORG** reports at the level used for budgeting.
5. In the **TimeSpan** section, select the **Type of Calendar**:
 - **Detail Accounting Period** - sorts the data by which period the expenditure was posted in the General Ledger (*From Year 20XX, From Period X, To Year 20XX, To Period X*).
 - **Detail Budget Period** - sorts the data by the annual Budget Period that was Budget Checked (*From 20XX and To 20XX*).
 - **Summary Accounting Period** - allows GL accounting period for fiscal year (*must select Calendar ID, then period is 1*).
6. Depending upon the type of calendar selection, enter the **Budget Criteria** information.
7. Enter **Chartfield Criteria** information. This section is the filtering portion of the snapshot.
8. Select the **Search** button.

 The "%" sign is considered a wildcard in various PeopleSoft pages and will pull all valid field values.

Budget Overview

Budget Inquiry Criteria

Inquiry 020_CC_ORG Description Budget Overview for CC_ORG Dept 14100

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

Budget Type

*Business Unit WAO20 Q Ledger Group/Set Ledger Group Ledger Group CC_ORG Q

☐ View Stat Code Budgets
☐ Display Chart Com Cntrl Organization Budgets

TimeSpan

*Type of Calendar Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_ORG	AN	2024 Q	2024 Q	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	5080003 Q	5081400 Q	i	Q	Update/Add
Dept	14100 Q	14100 Q	i	Q	Update/Add
Oper Unit	% Q	% Q	i	Q	Update/Add
Approp	% Q	% Q	i	Q	Update/Add
Fund	149 Q	149 Q	i	Q	Update/Add
Class	% Q	% Q	i	Q	Update/Add
Program	% Q	% Q	i	Q	Update/Add

Save Notify Refresh

Budget Status

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

Add Upda

7. The **Inquiry Results** page displays. Note the **Max Rows** defaults to **100**. Optional to manually increase this number to account for large amounts of data and then select the Search button to re-populate results.

- The Budget Overview Results lists individual ChartFields that meet the criteria on the inquiry page. Select the **Return to Criteria** links to return to inquiry page to add/edit entry data as needed.
- Use the **scroll bar** to scroll over to review additional columns; Budget, Expense, Encumbrance, Pre-Encumbrance, Planned, Available Budget, and Percent Available.

Inquiry Results NEW WINDOW

Business Unit: WAC20
 Ledger Group: CC_ORG
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated: ☐

[Return to Criteria](#) Max Rows: 100 Display Options

Ledger Totals (9 Rows)

Budget	55,000.00	Net Transfers	0.00
Expense	7,160.12		
Encumbrance	4,144.80		
Pre-Encumbrance	0.00		
Planned	186.23		
Budget Balance	43,695.08		
Associate Revenue	0.00		
Available Budget	43,695.08		

Budget Overview Results

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Oper Unit	Oper Unit Description	Fund	Fund Code Description	Dept	Department Description
1			CC_ORG	5061004	Other Expenses	7020	Grays Harbor Community College	149	Operating Fees Acct	14100	Marketing
2			CC_ORG	5061090	Printing and Reproduction	7020	Grays Harbor Community College	149	Operating Fees Acct	14100	Marketing
3			CC_ORG	5061102	Conferences/Registrations	7020	Grays Harbor Community College	149	Operating Fees Acct	14100	Marketing
4			CC_ORG	5061120	Subscriptions	7020	Grays Harbor Community College	149	Operating Fees Acct	14100	Marketing
5			CC_ORG	5061260	Communication Services	7020	Grays Harbor Community College	149	Operating Fees Acct	14100	Marketing

[Return to Criteria](#) *Notes

Drill into Activity Logs

Within the Budget Overview Results, select the **blue** dollar amount hyperlink(s) to open the transaction **Activity Log** window.

Depending upon your security roles, use the additional **magnifying glass icon** to drill down and/or **footprints icon** to drill into Activity Log Inquiry.

Return to Criteria

Max Rows: 100

Display Options

Search

Ledger Totals (5 Rows)

Budget	55,000.00
Expense	7,169.12
Encumbrance	4,144.80
Pre-Encumbrance	0.00
Planned	188.23
Budget Balance	43,695.08
Associate Revenue	0.00
Available Budget	43,695.08

Activity Log

Ledger CC_ORG_EXP

Activity Log

1-1 of 1

View All

	Tran Line	Document Label	Document ID	Ref Bldg?	Account	Oper Unit	Fund	Approp	Dept	Class	Program	Budget Period	Year
	15	Voucher ID	00005321	N	5081102	7020	149		14100	085		2024	2024

OK

Budget Overview Results

1-1 of 5

View All

	Details	Budget Transaction Types	ipion	Approp	Product Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Planned	Available Budget*
1						2024	55,000.00	0.00	0.00	0.00	0.00	55,000.00
2						2024	0.00	49.55	0.00	0.00	0.00	-49.55
3						2024	0.00	12.99	0.00	0.00	12.99	-12.99
4						2024	0.00	129.31	0.00	0.00	173.24	-129.31

Budget Details Icon

- i

Drill into a specific row of data, select the **Details** icon to drill into the **Budget Details**. The Budget Details window displays. Optional to drill into details by selecting:

 - The **green open book** icon to 'Drill to Ledger'.
 - The **orange upright double arrows book** icon to 'Drill to Activity Log'.

Select **OK** button to close the window.

Pre-Encumbrance0.00

Planned186.22

Budget

Associate

Available

Budget Overview Results

Details

Budget

1

2

3

4

5

Display Chart

Ledger Amounts

Budget:

55,000.00

USD

Expense:

0.00

USD

Encumbrance:

0.00

USD

Pre-Encumbrance:

0.00

USD

Planned:

0.00

USD

Associate Revenue

0.00

USD

Available Budget

Without Tolerance

55,000.00

USD

Percent

(100%)

Forecasts

With Tolerance

55,000.00

USD

Percent

(100%)

Budget Exceptions

Exception Errors

0

Exception Warnings

0

OK

Budget Transaction Types Icon

i

To drill into a specific row of data, select the Budget Transaction Types icon to open up the **Budget Transaction Types** window. Review data as needed. Select the **Return** button to close the window.

Budget Balance

Associate Revenue

Available Budget

Budget Overview Results

Details

Budget Transaction Types

Ledger Group

1

CC_ORG

2

CC_ORG

3

CC_ORG

4

CC_ORG

5

CC_ORG

Budget Transaction Types

Ledger Group

Account

Operating Unit

Fund Code

Appropriation Index

Department

Class Field

Program Code

Budget Period

CC_ORG

5081120

7020

149

14100

085

2024

Budget Transaction Type

Budget Amount

Base Currency

Original

0.00

USD

Adjustment

0.00

USD

Transfer Adjustment

0.00

USD

Transfer Original

0.00

USD

Closing

0.00

USD

Roll Forward

0.00

USD

Total Budgeted Amount

0.00

USD

Return

10. Select **Save** button to save the inquiry page for future use. Optional to delete the saved search criteria by selecting the **Delete** or **Trash Can icon**.
11. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Inquiry Budget Overview for Commitment Control](#). This link will open in a new tab/window.