# **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**

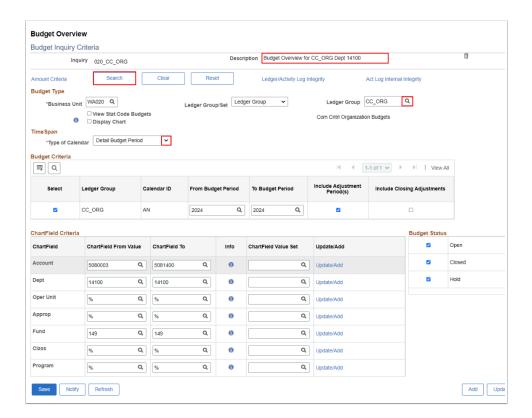
**Navigation: Commitment Control > Review Budget Activities > Budget Overview** 

- 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 <u>Run Control IDs</u> 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*).
  - 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.

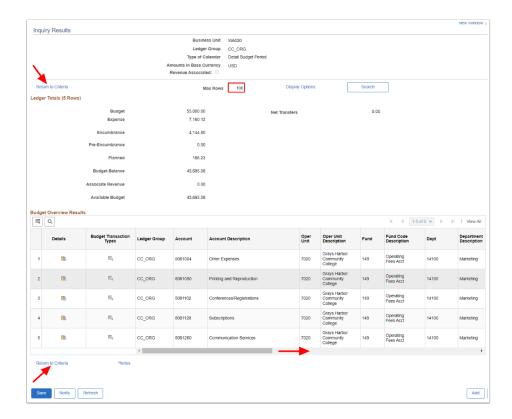


The "%" sign is considered a wildcard in various PeopleSoft pages and will pull all valid field values.



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.

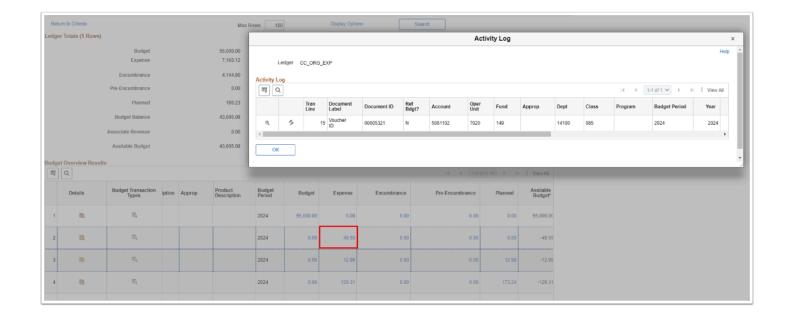
- 8. The Budget Overview Results lists individual ChartFields that meet the criteria on the inquiry page. Select the **Return to Criteria** links to return to inquiry page to add/edit entry data as needed.
- 9. Use the **scroll bar** to scroll over to review additional columns; Budget, Expense, Encumbrance,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



## **Drill into Activity Logs**

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

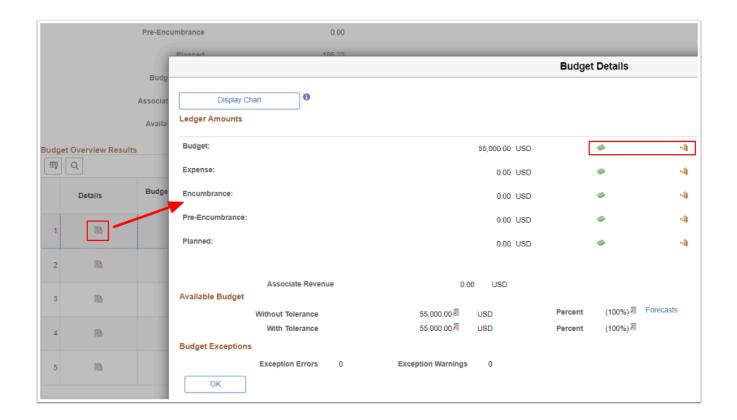
Depending upon your security roles, use the additional **magnifying glass icon** to drill down and/or **footprints icon** to drill into Activity Log Inquiry.



# **Budget Details Icon**

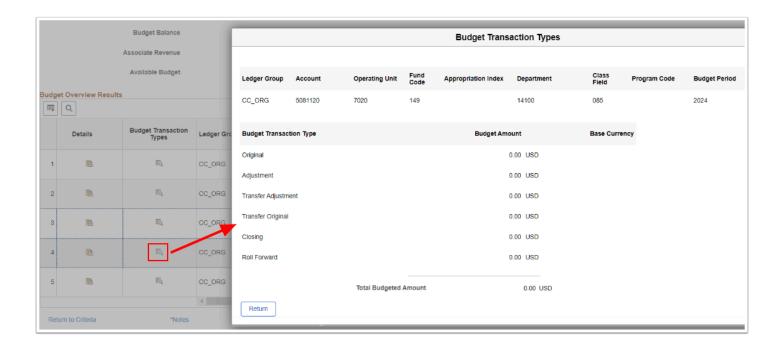
- ① Drill into a specific row of data, select the **Details** icon to drill into the **Budget Details**. The Budget Details window displays. Optional to drill into details by selecting:
  - The green open book icon to 'Drill to Ledger'.
  - The **orange upright double arrows book** icon to 'Drill to Activity Log'.

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



# **Budget Transaction Types Icon**

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.



- 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 <u>Inquiry Budget Overview for Commitment Control</u>. This link will open in a new tab/window.