How to Inquiry on Budget Details

This process will show you how to use a PeopleSoft Financials inquiry called: Budget Details. Budget Details has a drill-down feature that allows you to drill-down to see transactions.

1) Navigate to: Commitment Control > Review Budget Activities > Budget Details

![Budget Details Inquiry Screen]

**Search Criteria**

- **Business Unit**: 12000
- **Ledger Group**: 
- **Account**: 
- **Department**: 
- **Fund Code**: 
- **Class Field**: 
- **Program Code**: 
- **Budget Reference**: 
- **Project**: 
- **Budget Period**: 
- **Statistics Code**: 

**Buttons**

- **Search**
- **Clear**
- **Save Search Criteria**
- **Delete Saved Search**
2) Enter the search criteria in the boxes of the CFC that you want to find. You need to at least enter a Ledger Group, Department, and Budget Reference. (If you have a project ID on your CFC then use the PROJ_GRT ledger group.)

I entered APPROP (for a CFC without a project ID), the Department ID of 30300010 and the Budget Reference of 2015. See below:

![Budget Details](image)

3) When you have your search criteria entered, then click on the Search button.
4) You will then see all of your CFC combinations for your department ID for the Ledger Group that you selected. (Note: if you have some CFCs with a Project ID, then you would need to re-run to see those CFC Combinations by changing the Ledger Group to PROJ_GRT.)

5) Now, choose one of the CFC strings to look at the details of that CFC, by clicking on one of the chartfield values for that CFC row. I chose the first one: 600000-10500-30300010-16200-11000-2015. Once you click on the chartfield value then this screen appears:

Notice that this screen show you the current Budget amount, total expenses, total encumbrances, total pre-encumbrances and you current available budget amount.
6) If you want to drill-down on the Budget, Expense, Encumbrance or Pre-encumbrance to see what makes up this number, then you can click on the green book beside the number. See below:

Commitment Control Budget Details

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Bud Ref</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>12000</td>
<td>APPROP</td>
<td>600000</td>
<td>10500</td>
<td>30300010</td>
<td>16200</td>
<td>11000</td>
<td>2015</td>
<td>2015</td>
</tr>
</tbody>
</table>

Ledger Amounts

- **Budget:** 11,830.00 USD
- **Expense:** 2,268.78 USD
- **Pre-Encumbrance:** 0.00 USD
- **Encumbrance:** 0.00 USD

- **Associate Revenue:** 0.00 USD

**Available Budget**

- **Without Tolerance:** 9,571.21 USD  Percent: (89.91%)
- **With Tolerance:** 9,571.21 USD  Percent: (89.91%)

**Budget Exceptions**

- **Exception Errors:** 0
- **Exception Warnings:** 0
- **Budget Exceptions**

7) I clicked on the green book beside the Expense line, and got this screen:

**Ledger**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger:</th>
<th>APPROP_EX</th>
</tr>
</thead>
</table>

**Budget Chart**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Bud Ref</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>600000</td>
<td>10500</td>
<td>30300010</td>
<td>16200</td>
<td>11000</td>
<td>2015</td>
<td>2015</td>
</tr>
<tr>
<td>600000</td>
<td>10500</td>
<td>30300010</td>
<td>16200</td>
<td>11000</td>
<td>2015</td>
<td>2015</td>
</tr>
<tr>
<td>600000</td>
<td>10500</td>
<td>30300010</td>
<td>16200</td>
<td>11000</td>
<td>2015</td>
<td>2015</td>
</tr>
</tbody>
</table>
8) To see more details, click on the icon after the amounts tab called Show all Columns and you will see both tabs expanded. See below:

![Image of the Ledger page with the amounts tab expanded]

9) Notice that this CFC had an expense amount for July (Accounting Period 1) of $1,337.76, and expense amount for September of $91.19 and an expense amount in October of $829.84.

To find out what the $91.19 was for, then you can click on the icon in front of the line. When you click on it, the next screen appears, and you can also click on the Show all columns to see all of the information.

![Image of the Ledger page with additional information shown]
10) You will see that 5 vouchers make up that expense amount. If you want more information on one of the vouchers, then click on the .
You will notice it brings up voucher information. For more information on the voucher, click on the View Related Links button.

Payables Voucher Line Drill Down

Transaction Line Identifiers

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>12000</td>
<td>01119221</td>
</tr>
</tbody>
</table>

Voucher Line: 1  Distribution Line: 1

Additional Source Information

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>HENSLEY_091314_STATEWIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>00000038955</td>
</tr>
</tbody>
</table>

Transaction Line Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>Class Field</th>
<th>Budget Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>641170</td>
<td>10500</td>
<td>30300010</td>
<td>16200</td>
<td>11000</td>
<td>2015</td>
</tr>
</tbody>
</table>

Line Status: Valid  
Budget Date: 09/22/2014  
Line Amount: 7.00 USD

When you click on the View Related Links button, then you will get this message. Choose Go To Source Inquiry (you will not have rights to source entry)

Please select one of the following links:

- Go to Source Entry
- Go to Source Inquiry
- Cancel
11) You will notice that it brings you to the Voucher Inquiry because you were drilling down on a Voucher. If it was a PO, then you would go to Purchase Order Inquiry and if a Requisition, it would have taken you to Requisition Inquiry.