Budget Details Processing Guide

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Budget Details

The Commitment Control Budget Details page provides a summary of budget information for a specific Cost Center or Project. The header section includes the ledger group, budget account, and the ChartField values currently being viewed. Balances are updated immediately upon receiving a valid budget check.

The Budget Details page allows users to view budget, transactions, and available funds for **one specific** budgeted account and one ledger (e.g. OPE, OPR etc.) at a time. It provides essential information such as the total budgeted amount, expenses, encumbrances, and available budget. To access this information, follow these steps:

Note: *For a comprehensive view of the cost center, including all budgeted accounts or ledger comparisons, use the budget overview.*

Access the Budget Details Page

1. Navigate to the Budget Details Page **NavBar > Menu > Financials > Commitment Control > Review Budget, Activities > Budget Details.** The Budget Details Search page will populate.

2. Enter **UTARL** in the Business Unit field if needed.

3. Lookup or Enter the **Ledger Group,** refer to the Ledgers section if needed.

Depending on the Ledger group selected, the appropriate ChartFields will be available to search by.

4. Enter the desired search criteria: Account, Fund Code, Department, Cost Center, Function, Project, Budget Period. Adding more search details will show fewer results. Using fewer details will show more results.
5. Click **Search**

6. In the search results click the **View Details** on the desired budgeted account. The Commitment Control Budget Details page is displayed.

Ledger Amounts

Budget: Total amount budgeted for the Cost Center or Project.

Expense: Total Expenses charged against the budget (e.g. AP Vouchers, Expense Reports, Journals).

Encumbrance: Total Encumbrances charged against the budget (e.g. Purchase Orders and Travel Authorizations).

Pre-Encumbrance: Total Pre-Encumbrances charged against the budget (e.g. Requisitions).

Note: *Before navigating to activity/ledger, update the Max Rows field to 999 to ensure all activity is visible. This prevents issues with viewing more than 100 rows.*

Drill to Ledger

To view transaction activity using the ledger, from the Budget Details screen users can drill down into each line and navigate to the source document for further investigation using the Ledger icon. The Ledger will reflect activity by budget period.

1. Click on the **Drill to Ledger** icon (green book).

2. Click on the **Amounts** tab to view the available accounting periods.

3. Click the Drill Down icon 🔍 magnifying glass icon on the left to select a specific accounting period.

The activity log is displayed.

Drill to Activity Log

Users can view all transactions for the selected budget period and can dig into each activity. To access more details, use the scrollbars.

The **Drill to Activity Log Inquiry** icon (represented by two footprints) opens the Commitment Control Activity Log page. This page provides information on the Budget Account (e.g., A4000) and General Ledger Account (e.g., 63141) associated with the transaction line. Additionally, it displays the status and any budget exceptions (e.g., Warnings or Errors) for the transaction line.

1. Click on the **Drill to Activity Log** (gold Book icon)

2. Click the Drill Down icon (**magnifying Glass icon)**. The **Line Drill Down** page is displayed.

3. To view the source document, click the **View other Links** icon.

The **Drill to Activity Log Inquiry** (two footprints), can be used to view the **Commitment Control Activity Log** page. This page shows the Budget Account (e.g. A4000) and General Ledger Account (e.g. 63141) that was applied to the transaction line. Users can also view the status and any budget exceptions for the transaction line (e.g. Warnings or Errors).

View Source Documents

To view source documents, first navigate to the Activity Log or the Ledger. All transactions that constitute the associated budget, expense, encumbrance, or pre-encumbrance amounts will be displayed. From there users can navigate to a specific line and find the associated source document to view. There are three ways that users can navigate to a source document through the KK, users can go through the Budget Details screen, through the Budget Overview screen, or through the Inquiry Results Screen.
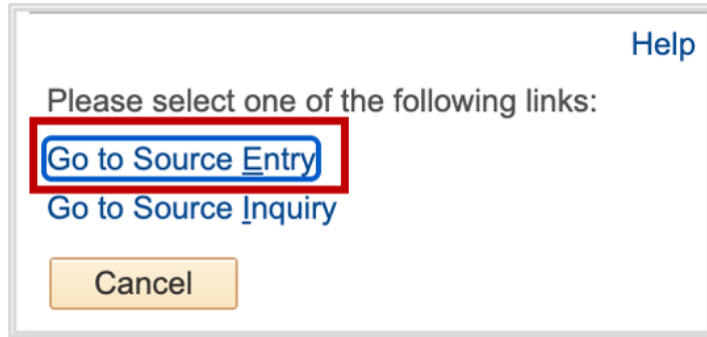
View Source Document through Budget Details

1. Click the Drill Down icon (Magnifying Glass icon) from the Activity Log page. The Line Drill Down page is displayed.

2. To view the source document, click the **View other Links** icon.

3. Then select **Go to Source Entry** the source document will launch in a new tab.

A new tab with the chosen source document will launch.

View Source Document through the Budget Overview screen

1. Click the **Details** Icon

2. Click on the **Activity Log** icon

3. Next, click the **Drill Down** icon (Magnifying Glass icon). The **Line Drill Down** page is displayed.

4. To view the source document, click the **View other Links** icon.

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit UTARL   Voucher ID 0032194

Voucher Line 1   Distribution Line 1

View Other Links

Additional Source Information

Invoice Number 240615-06

Supplier ID 0000040322

Transaction Line Details

Account	Fund Code	Department	Cost Center	Function
67309	3100	630103		100

Line Status Valid

Budget Date 06/17/2024

Line Amount 444.55   USD

OK

5. Then select **Go to Source Entry** the source document will launch in a new tab.

Help

Please select one of the following links:

Go to Source Entry

Go to Source Inquiry

Cancel

View Source Document through the Inquiry Results screen

From the Inquiry results page to view source documents identify the budgeted account and category to dig into. To view the source document for an expense line, follow these steps:

1. Click on the monetary hyperlink to get to the Activity Log page.

2. Next, click the **Drill Down** icon 🔍 (Magnifying Glass icon). The **Line Drill Down** page is displayed.

3. To view the source document, click the **View other Links** icon.

4. Then select **Go to Source Entry** the source document will launch in a new tab.

A new tab with the source document will launch.

Available Budget Section

This section calculates the available balance by subtracting expenses, encumbrances, and pre-encumbrances from the budget.

To view additional details for the Ledger Amounts, click the associated link or icon.

Without Tolerance and With Tolerance numbers should match.

Ledger Totals (8 Rows)			
Budget	988,248.31	Net Transfers	-33,828.28
Expense	216,301.69		
Encumbrance	730,326.89		
Pre-Encumbrance	0.00		
Budget Balance	41,619.73		
Associate Revenue	0.00		
Available Budget	**41,619.73**		

Budget Exceptions Section

The Budget Exceptions Section reflects the number of Exception Errors and Exception Warnings.

Ledger Amounts				Max Row
Budget:	0.00 USD			Attributes
Expense:	547.77 USD			Parent / Children
Encumbrance:	0.00 USD			Associated Budgets
Pre-Encumbrance:	0.00 USD			

Associate Revenue	0.00 USD

Available Budget

Without Tolerance	-547.77	USD	Percent	(0%)	Forecasts

Budget Exceptions

Exception Errors	0	Exception Warnings	15	Budget Exceptions

OK