



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**

Budgeting and Planning

Budget Detail Overview
Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE_CHILD1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Budget Detail Overview
Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE_CHILD1	<input type="text"/>	<input type="text"/>	<input type="text"/>	123456	<input type="text"/>	<input type="text"/>	2025

Budget Details Personalize | Find | View All | First 1-10 of 10 Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period	View Details
1	UTARL	OPE_CHILD1	B1000	4700	█	123456	500		2025	<input type="button" value="View Details"/>
2	UTARL	OPE_CHILD1	B1100	4700	█	123456	500		2025	<input type="button" value="View Details"/>

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).

Budgeting and Planning

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
UTARL	OPE_CHILD1	B1000	4700	654321	123456	500		2025

Previous Next Return to Inquiry Criteria

Ledger Amounts

Budget:	261,616.21 USD	<input type="button" value="Max Rows"/> 100
Expense:	43,602.70 USD	<input type="button" value="Attributes"/>
Encumbrance:	222,535.45 USD	<input type="button" value="Parent / Children"/>
Pre-Encumbrance:	0.00 USD	<input type="button" value="Associated Budgets"/>
Associate Revenue	0.00 USD	

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.

Ledger Amounts

Budget:	35,052.00 USD			Attributes	Max Rows <input type="text" value="100"/>
Expense:	8,959.91 USD			Parent / Children	Max Rows <input type="text" value="100"/>
Encumbrance:	803.06 USD			Associated	
Pre-Encumbrance:	0.00 USD				

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.

Ledger

Business Unit UTARL Ledger OPE_CH_EXP

Budget Details Personalize | Find | | First 1-2 of 2 Last

Budget Chartfields **Amounts**

	Account	Fiscal Year	Accounting Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
	B1000	2025	1	21801.35	USD	21801.35	USD	10/06/2024 10:40:16AM	14494885
	B1000	2025	2	21801.35	USD	21801.35	USD	11/01/2024 2:06:58PM	14625662

OK

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

Business Unit UTARL Ledger OPE_CH_EXP

Budget Details Personalize | Find | | First 1-2 of 2 Last

Budget Chartfields **Amounts**

	Account	Fiscal Year	Accounting Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
	B1000	2025	1	21801.35	USD	21801.35	USD	10/06/2024 10:40:16AM	14494885
	Drill Down B1000	2025	2	21801.35	USD	21801.35	USD	11/01/2024 2:06:58PM	14625662

OK

The activity log is displayed.


Activity Log												
Ledger OPE_CH_EXP												
Activity Log												
Personalize Find View All [Print] [Refresh] First 1-10 of 10 Last												
		Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget P
		10623	Journal ID:	HPY0820939	N	B1000	4700	654321	123456	500		2025
		10624	Journal ID:	HPY0820939	N	B1000	4700	654321	123456	500		2025
		10635	Journal ID:	HPY0820939	N	B1000	4700	654321	123456	500		2025

OK

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.

Activity Log												
Ledger OPE_CH_EXP												
Activity Log												
Personalize Find View All [Print] [Refresh] First 1-27 of 27 Last												
		Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
		1	Voucher ID:	00321941	N	B4000	3100	630103	313	100		2024
		7	Voucher ID:	00322173	N	B4000	3100	630103	313	100		2024

Drill Down

- 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

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

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).

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry PS_AUTO_DR Description

*Transaction Type AP_VOUCHER Ledger Group

Application Business Unit

Voucher ID From 00325244 Voucher ID To 00325244

Tran ID 0010506664 Tran Date 07/23/2024

Process Status

Process Instance

Maximum Rows 100

[Transaction/Act Log Integrity](#)

Commitment Control Activity Log Lines Personalize | Find | View All | | First 1-100 of 100 Last

Budget Chartfields Amounts


Line		Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Account	Fund	Dept	Cost Center	Function
1		DETAIL	DET_EX	UTARL	UTARL	00325244	N	63202	3100	630103	31	100
1		OPE	OPE_EXP	UTARL	UTARL	00325244	N	A4000	3100	630103	31	100
1		OPE_CHILD1	OPE_CH_EXP	UTARL	UTARL	00325244	N	B4000	3100	630103	31	100
2		DETAIL	DET_EX	UTARL	UTARL	00325244	N	63003	3100	630103	31	100
2		OPE	OPE_EXP	UTARL	UTARL	00325244	N	A4000	3100	630103	31	100

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

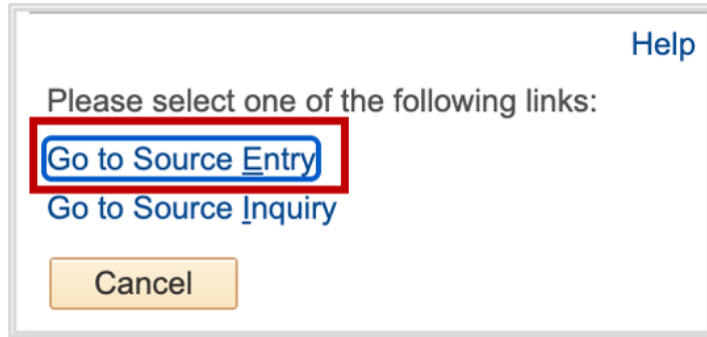
1. Click the Drill Down icon (Magnifying Glass icon) from the Activity Log page. The Line Drill Down page is displayed.

Activity Log												
Ledger OPE_CH_EXP												
Activity Log Personalize Find View All First 1-27 of 27 Last												
	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	
	1	Voucher ID:	00321941	N	B4000	3100	630103	313	100		2024	
	7	Voucher ID:	00322173	N	B4000	3100	630103	313	100		2024	

2. 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			
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				



- 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

- Click the **Details** Icon

Budget Overview Results			
	Details	Budget Transaction Types	Ledger Group
1			OPE_CHILD1

- Click on the **Activity Log** icon 
- Next, click the **Drill Down** icon  (Magnifying Glass icon). The **Line Drill Down** page is displayed.

Activity Log												
Ledger OPE_CH_EXP												
Activity Log Personalize Find View All  First 1-18 of 18 Last												
		Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
		16	Voucher ID:	00330438	N	B4000	3100	340	313	400		2025
		1	Voucher ID:	00332473	N	B4000	3100	340	313	400		2025

- 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

- 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](#)

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:

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

Budget	988,248.31	Net Transfers
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 Overview Results				Personalize	Find	View All	
	Details	Budget Transaction Types	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance
1			2025	114,400.00	19,066.66	97,287.67	0.00

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.

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit UTARL Voucher ID 0032194

Voucher Line 1 Distribution Line 1

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

4. 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](#)

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					
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					
<input type="button" value="OK"/>	Exception Errors	0	Exception Warnings	15	Budget Exceptions