



## **Budget Overview Processing Guide**

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## Budget Overview

The Budget Overview screen allows users to track both expenses and revenues associated with specific budgeted accounts. Data is dynamically updated as transactions pass with a valid budget check.

When accessing the Budget Overview page for the first time, users need to create a budget inquiry (like a run control). This inquiry name can be saved and reused for subsequent sessions. Multiple budget inquiries can be set up based on specific criteria, such as account type (e.g., Cost Centers, Grants, or Plant Funds), accounting periods (e.g., monthly views), or specific General Ledger Account numbers. The flexibility of this approach ensures precise tracking and analysis of financial data within UTA’s budgeting framework.

If aspects of the ChartField are unknown, e.g. Account, Fund, Function, etc., do not remove the wildcard (%) symbol. The percent sign (%) should only be removed from the fields used to perform the search. The purpose of the percent sign is to find all values for any unknown field.

The screenshot displays the 'Budget Overview' application interface. At the top, it shows the 'Budget Inquiry Criteria' section with an inquiry name 'TRAININGTE' and a description 'Testing'. Below this are search and filter options including 'Amount Criteria', 'Budget Type', and 'TimeSpan'. The 'Budget Type' section includes fields for 'Business Unit' (UTARL), 'Ledger Group/Set' (Ledger Group), and 'Ledger Group' (OPE\_CHILD1). The 'TimeSpan' section has a 'Type of Calendar' dropdown set to 'Detail Budget Period'. A 'Budget Criteria' table is visible, listing ledger groups and budget periods. The 'ChartField Criteria' section contains a grid for defining search criteria for various fields like Account, Dept, Fund, Function, Cost Centr, and Project. A 'Budget Status' panel on the right shows checkboxes for 'Open', 'Closed', and 'Hold'. At the bottom, there are navigation buttons such as 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

## Ledger Sets

A Ledger Set is specific to the Budget Overview and combines different financial data sources (e.g., Expenses and Revenue) into a unified view. This enables more effective **Commitment Control** by allowing real-time budget checks that consider both budgeted and revenue amounts, ensuring more accurate financial tracking and preventing overspending. By viewing two or more ledgers together, users

gain a more comprehensive and detailed understanding of the account financial health and can manage budgets and commitments more effectively.

### Cost Center Ledger Sets

**OPE\_CH\_OPR:** is the recommended Ledger to use by the Budgets, Planning, and Analysis office. This ledger displays operational expenses **OPE\_CHILD1** and revenue **OPR** at the child (B) level.

Inquiry Results

Business Unit: UTARL  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

Return to Criteria      Max Rows: 100      Display Options      Search

**Ledger Totals (9 Rows)**

Budget	988,248.31	Revenue Estimate	918,152.39
Expense	216,301.69	Recognized Revenue	918,152.39
Encumbrance	730,326.89	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	41,619.73	Uncollected Revenue	918,152.39
Associate Revenue	0.00	(Rec-Coll)	
Available Budget	41,619.73		

**Budget Overview Results**      Personalize | Find | View All | First 1-9 of 9 Last

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1			OPE_CHILD1	B1000	A&P Salaries	3100	DES Organized Act Rel to Instr	340301	OIT Learning and Comms	400
9			OPR	RTRFS	Revenue Transfers	3100	DES Organized Act Rel to Instr	340301	OIT Learning and Comms	

**OPE\_OPR:** Displays the **OPE** (Operations Expense) and **OPR** (Revenue) together to see the overall balance and budget activity for a Cost Center at the parent (A) level

Business Unit		UTARL								
Type of Calendar		Detail Budget Period								
Amounts in Base Currency		USD								
Revenue Associated:		<input checked="" type="checkbox"/>								
<a href="#">Return to Criteria</a>	Max Rows	100	<a href="#">Display Options</a> <input type="button" value="Search"/>							
Ledger Totals (6 Rows)										
Budget	988,248.31	Revenue Estimate	918,152.39							
Expense	216,301.69	Recognized Revenue	918,152.39							
Encumbrance	730,326.89	Available Budget	0.00							
Pre-Encumbrance	0.00	Collected Revenue	0.00							
Budget Balance	41,619.73	Uncollected Revenue (Rec-Coll)	918,152.39							
Associate Revenue	0.00									
Available Budget	41,619.73									
Budget Overview Results										
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>         First 1-6 of 6 Last										
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function	De
1		OPE	A1000	Staff Salaries	3100	DES Organized Act Rel to Instr	340301	OIT and	400	Academi Support
6		OPR	RTRFS	Revenue Transfers	3100	DES Organized Act Rel to Instr	340301	OIT and		

### Grant Ledger Sets

**Grants:** Combines the **Grant\_CHILD1** ledger, which breaks down a sponsored project’s budget and expenses at the budgeted account level, with the **GRT\_PARENT** ledger, which provides the overall budget and expenses for the entire project. It also includes the **OPE** ledger, offering a comprehensive view of the project’s financial status, including any cost-sharing associated with the grant. This integration gives users a complete and detailed project overview, enabling better tracking and management of both the grant and related expenses.

***Note:** When using this ledger, it is important to realize that the overall cost displayed in the Ledger Totals is inflated because it is adding together the same budgeted and expenses amount from both the overall project and those amounts broken down to the G-Budgeted Accounts. For this ledger set users should only read the Budget Overview Results.*

**OPE OPR:** Groups together the **OPE**, **OPR**, and **GRT\_CHILD1** ledgers to provide a more comprehensive view of cost center data. It enables users to easily access grant information by budget account, while capturing any associated cost share details.

Business Unit		UTARL							
Type of Calendar		Detail Budget Period							
Amounts in Base Currency		USD							
Revenue Associated: <input checked="" type="checkbox"/>									
<a href="#">Return to Criteria</a>	Max Rows	100	<a href="#">Display Options</a> <a href="#">Search</a>						
Ledger Totals (12 Rows)									
Budget		1,899,104.00							
Expense		1,899,101.16							
Encumbrance		0.00							
Pre-Encumbrance		0.00							
Budget Balance		2.84							
Associate Revenue		0.00							
Available Budget		2.84							
Budget Overview Results									
			<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1-12 of 12   <a href="#">Last</a>						
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1		GRT_CHILD1	G4010	L4 Salaries	5100	RES Federal Sponsored Programs	62	Electrical	200
2		GRT_CHILD1	G4020	L4 Fringe Benefits	5100	RES Federal Sponsored Programs	62	Electrical	200
12		GRT_PARENT	G1000	L1 All Expenses	5100	RES Federal Sponsored Programs			

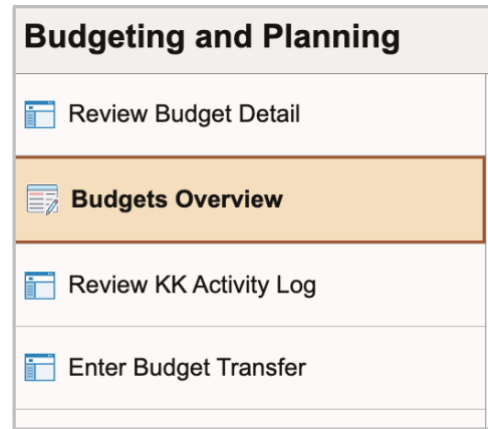
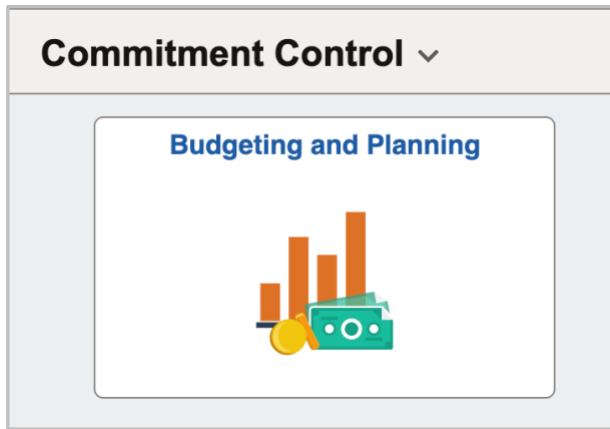
### Plant Ledger Sets

PLANT: combines the **PLANT** ledger, which details a capital project’s budget and expenses at the budgeted account level, with the **PLANT\_PARENT** ledger, which provides the overall budget and expenses for the entire project. It also includes the **OPE** ledger, enabling seamless navigation between cost center data and plant funds.

Business Unit		UTARL							
Type of Calendar		Detail Budget Period							
Amounts in Base Currency		USD							
Revenue Associated: <input type="checkbox"/>									
<a href="#">Return to Criteria</a>	Max Rows	100	<a href="#">Display Options</a> <a href="#">Search</a>						
Ledger Totals (23 Rows)									
Budget		1,600,000.00							
Expense		1,600,000.00							
Encumbrance		0.00							
Pre-Encumbrance		0.00							
Budget Balance		0.00							
Associate Revenue		0.00							
Available Budget		0.00							
Budget Overview Results									
			<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1-23 of 23   <a href="#">Last</a>						
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1		PLANT	P0000	Unallocated	7100	PLT Generic Plant Fund			
23		PLANT_PRNT	ALLEX	All Expenses	7104	PLT Other Sources			

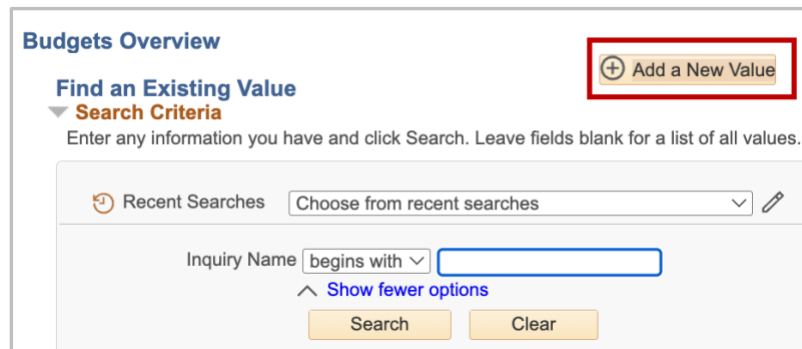
### Create a Budget Overview Inquiry

1. Navigate to the Budget Overview screen, choose the **Commitment Control Homepage**. Then the **Budgeting and Planning** tile, then **Budgets Overview**.



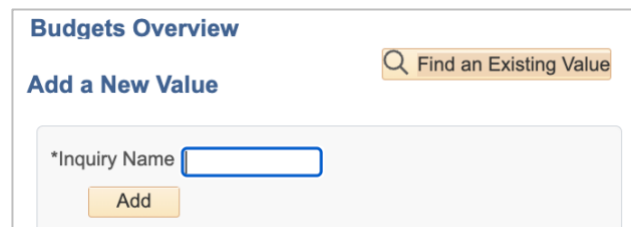
Alternatively, **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budgets Overview.**

2. Click the **Add a New Value** tab.

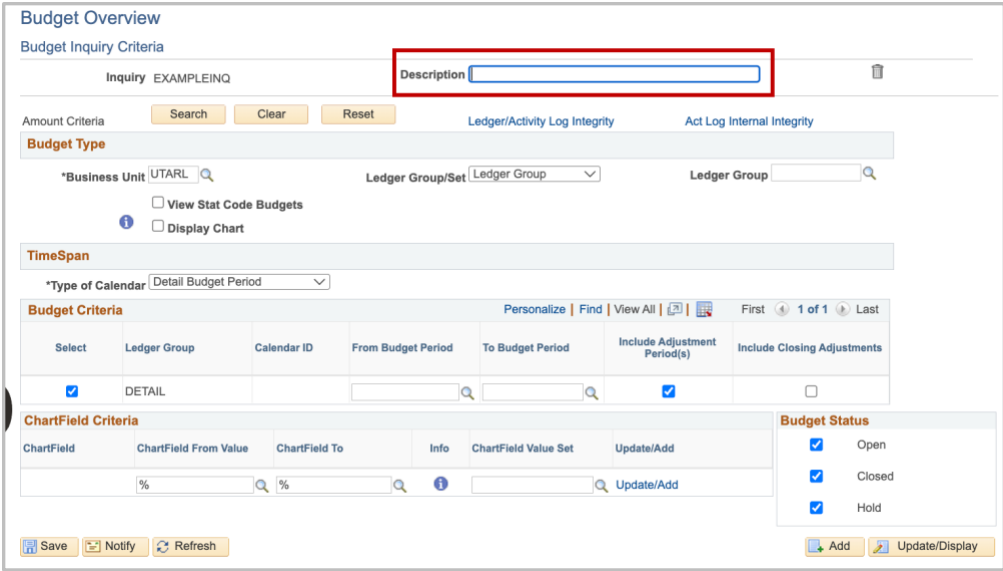


3. In the **Inquiry Name** field, enter a name for the inquiry, e.g. Cost Center, Grant, General Ledger Account, etc.,

4. Click **Add**. The Budget Overview Budget Inquiry Criteria page is displayed.



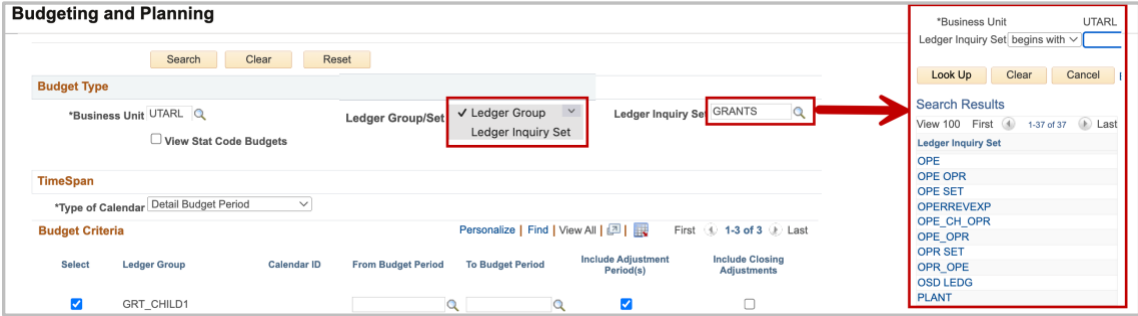
5. Provide a brief description for the inquiry in the **Description** field. This will make it easier to identify what the intended use for the query is for from the Budget Overview search criteria page.



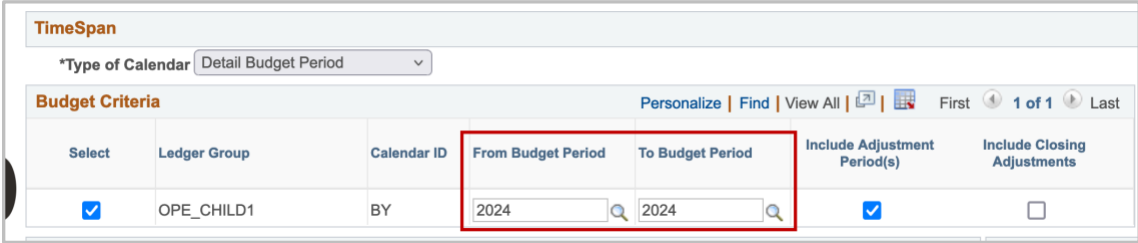
6. Click **Save**.

### Budget Inquiry Criteria

1. Select **Ledger Group** or **Ledger Inquiry Set** from the drop-down menu. Refer to the Ledger and Ledger Set sections for more information on Ledgers.
  - **Ledger Group** allows users to view a single ledger, e.g. OPE\_CHILD1, OPR, GRT\_CHILD1, PLANT, or DETAIL.
  - **Ledger Inquiry Set** allows users to view combined ledgers.



2. Enter the desired **Budget Period**.





**Note:** New inquiries will automatically default to the most recent fiscal year, while existing inquiries will need to be manually updated at the start of each new fiscal year.

- Enter the appropriate **ChartField Criteria**. This could be either Cost Center, Project Number, Department, or other criteria. A minimum of one ChartField value must be entered for data to populate.

ChartField Criteria					
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Dept	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Fund	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Function	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Cost Centr	123456 <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
PC Bus Unit	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Project	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add
Activity	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add

- Click the **Search** button to run the inquiry.

Budget Inquiry Criteria							
Inquiry TRAININGTE				Description Testing			
Amount Criteria		<input type="button" value="Search"/>		<input type="button" value="Clear"/>		<input type="button" value="Reset"/>	
Budget Type				Ledger/Activity Log Integrity		Act Log Internal Integrity	
*Business Unit UTARL		Ledger Group/Set Ledger Group		Ledger Group OPE			
<input type="checkbox"/> View Stat Code Budgets				Operations - Expense			
<input type="checkbox"/> Display Chart							
TimeSpan							
*Type of Calendar Detail Budget Period							
Budget Criteria				Personalize   Find   View All			
Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	First 1 of 1 Last	
<input checked="" type="checkbox"/>	OPE	BY	2025	2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ChartField Criteria						Budget Status	
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add	<input checked="" type="checkbox"/> Open	
Account	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Closed	
Dept	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Hold	
Fund	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add		
Function	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add		
Cost Centr	123456 <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add		
Project	% <input type="text"/>	% <input type="text"/>		<input type="text"/>	Update/Add		

## Ledger Totals

The Ledger Totals section provides a summary of key financial figures, including the total budget, expenses, encumbrances, pre-encumbrances, and available budget for the whole cost center or whole project. It also tracks revenue-related data, such as the revenue estimate, recognized revenue, collected revenue, and uncollected revenue, helping to provide a comprehensive view of both spending and income for the fiscal year.

**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).

**Available Budget** calculates the available balance by subtracting expenses, encumbrances, and pre-encumbrances from the budget.

**Revenue Estimate:** This is the total amount of revenue expected to be received during the fiscal year. It represents the budgeted income from various sources such as tuition, grants, and other funding.

**Recognized Revenue:** This is the amount of revenue that has been officially recorded in the financial system. It indicates the income that has been earned and recognized in the accounting records.

**Available Budget:** This is the remaining budget that is available for spending. It is calculated by subtracting the recognized revenue and any encumbrances from the total revenue estimate.

**Collected Revenue:** This represents the actual cash received from the revenue sources. It shows the amount of money that has been collected and deposited into the university's accounts.

**Uncollected Revenue (Rec-Coll):** This is the difference between the recognized revenue and the collected revenue. It indicates the amount of revenue that has been earned but not yet received.

Inquiry Results			
<b>Business Unit</b>		UTARL	
<b>Type of Calendar</b>		Detail Budget Period	
<b>Amounts in Base Currency</b>		USD	
<b>Revenue Associated:</b> <input checked="" type="checkbox"/>			
<a href="#">Return to Criteria</a>	<b>Max Rows</b>	<input type="text" value="100"/>	<a href="#">Display Options</a> <input type="button" value="Search"/>
<b>Ledger Totals (7 Rows)</b>			
<b>Budget</b>	1,443,088.56	<b>Revenue Estimate</b>	1,272,802.00
<b>Expense</b>	637,744.13	<b>Recognized Revenue</b>	439,756.53
<b>Encumbrance</b>	206,517.20	<b>Available Budget</b>	833,045.47
<b>Pre-Encumbrance</b>	0.00	<b>Collected Revenue</b>	0.00
<b>Budget Balance</b>	598,827.23	<b>Uncollected Revenue (Rec-Coll)</b>	439,756.53
<b>Associate Revenue</b>	0.00		
<b>Available Budget</b>	598,827.23		

## Budget Overview Results

The Budget Overview results page offers a comprehensive breakdown of financial data for cost centers and projects, displaying key figures such as the total budget, expenses, encumbrances, pre-encumbrances, and available budget. It presents this information at the budget account level for specific ledgers, allowing users to view multiple budget accounts simultaneously. This enables a clear overview of the financial status across various budget categories within a single view.

**Ledger Group** shows the active ledger being used to provide the financial data for the line.

The **Budget Account** describes the purpose of the funds, e.g. A1200 (Wages), A4000 (Operating Expenses), G4010 (Salaries), G4110 (Travel – Domestic), etc.

Budget Overview Results											
	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Recognized Revenue
1			OPE	A1000	Staff Salaries	46,904.61	0.00	39,677.39	7,817.44	-590.22	0.00
2			OPE	A1200	Wages	49,000.00	0.00	0.00	18,421.39	30,578.61	0.00
3			OPE	A3000	Payroll Related Costs	97,259.39	0.00	15,661.36	83,134.19	-1,536.16	0.00
4			OPE	A4000	Operating Expenses	909,564.56	0.00	151,178.45	188,011.11	570,375.00	0.00
5			OPE	A7000	Expense Transfers	340,360.00	0.00	0.00	340,360.00	0.00	0.00
6			OPE	A9000	Reserve	0.00	0.00	0.00	0.00	0.00	0.00
7			OPR	TOTRV	Total Revenue	0.00	0.00	0.00	0.00	0.00	439,756.53

The Budget Overview Results data can be downloaded to Microsoft Excel by clicking the Download icon.

### Drill into Amounts

In this section, users can drill into the monetary amounts by clicking on the dollar amount (blue hyperlink) in the respective columns. For the **Pre-Encumbrance** column, clicking the hyperlink will take users to the activity log, where they can view all requisitions pre-encumbering funds. In the **Encumbrance** column, the hyperlink directs users to the activity log displaying all future fund commitments, such as purchase orders and travel authorizations. For the **Expense** column, clicking the hyperlink leads users to the activity log detailing all expenses that have been paid, including AP vouchers, expense reports, and journals.

This information will be further broken down by budgeted accounts, such as salaries, wages, payroll-related costs, and operating expenses. For example, encumbrances for operations will include purchase orders, while encumbrances for salaries will show future fund commitments yet to be paid out. This functionality allows users to see the detailed activity for each budget category.

### **Wages, Salaries, Payroll Related Costs**

- **Budget:** Shows the total amount allocated for wages, salaries, and payroll-related costs. This activity is made up of journals.
- **Expense:** Displays journals and amounts that have been paid, such as salary payments and employee benefits.
- **Encumbrance:** Represents future fund commitments for salaries and payroll-related costs yet to be paid.

The Activity Log for the Encumbrance column has the option to show only open encumbrances versus all activity that was an encumbrance but is now an expense.

To view Open Encumbrances

1. Click on the encumbrance monetary amount for the desired budgeted account. The Activity Log page will display.

Budget Overview Results									
Details	Budget Transaction Types	Account Description	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Fund	
1		Classified Salaries	46,904.61	0.00	39,677.39	11,785.18	-4,557.96	4200	
2		Wages	9,000.00	0.00	0.00	2,404.13	6,595.87	4200	
3		Student Wages	40,000.00	0.00	0.00	16,017.26	23,982.74	4200	
4		Staff Benefits	97,259.39	0.00	15,661.36	84,696.97	-3,098.94	4200	
5		Maintenance & Operations	709,564.56	0.00	151,073.45	123,873.65	434,617.46	4200	

2. Check the box for **Display open encumbrances only**. All open encumbrances will display.

Activity Log												
Ledger: OPF_CH_ENC												
<input checked="" type="checkbox"/> Display open encumbrances only												
Activity Log												
Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget P		
2582	Journal ID:	HPY0816881	N	B3000	4200	31	47q	500		2025		
17414	Journal ID:	HPY0820996	N	B3000	4200	31	47r	500		2025		
8730	Journal ID:	HPY0832554	N	B3000	4200	31	47s	500		2025		

- **Pre-Encumbrance:** Not applicable for salaries and payroll.
- **Available Budget:** Remaining budget available for spending, calculated by subtracting expenses and encumbrances from the budget.

### Operating Expenses

- **Budget:** Shows the total amount allocated for operating expenses.
- **Expense:** Displays activity such as vouchers, expense reports that have been paid, such as employee travel costs, utility bills and office supplies.

- **Encumbrance:** Represents future fund commitments for operating expenses, like Travel Authorizations, pending purchase orders or vouchers yet to be paid.

The Activity Log for the Encumbrance column has the option to show only open encumbrances versus all activity that was an encumbrance but is now an expense.

To view Open Encumbrances

1. Click on the encumbrance monetary amount on the desired budgeted account. The Activity Log page will display.

Budget Overview Results										Personalize	Find	View All	First	1-8 of 8
	Details	Budget Transaction Types	Account Description	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Fund					
1			Classified Salaries	46,904.61	0.00	39,677.39	11,785.18	-4,557.96	4200					
2			Wages	9,000.00	0.00	0.00	2,404.13	6,595.87	4200					
3			Student Wages	40,000.00	0.00	0.00	16,017.26	23,982.74	4200					
4			Staff Benefits	97,259.39	0.00	15,661.36	84,696.97	-3,098.94	4200					
5			Maintenance & Operations	709,564.56	0.00	151,073.45	123,873.65	434,617.46	4200					

3. Check the box for **Display open encumbrances only**. All open encumbrances will display.



Activity Log												
Ledger: OPE CH ENC												
<input checked="" type="checkbox"/> Display open encumbrances only												
Activity Log												
	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	
		1 Voucher ID:	00335825	Y	B4000	4200	315203	470086	500		2025	
		1 Voucher ID:	00335827	Y	B4000	4200	315203	470086	500		2025	
		12 Purchase Order:	0000042784	N	B4000	4200	315203	470086	500		2025	
		12 Purchase Order:	0000047496	N	B4000	4200	315203	470086	500		2025	

- **Pre-Encumbrance:** Includes requisitions for goods or services not yet fulfilled.
- **Available Budget:** Remaining budget available for spending, calculated by subtracting expenses, encumbrances, and pre-encumbrances from the budget.












Details

The Details icon provides a quick shortcut to view the Budget Details page. It displays budget information for the specific ledger and budget account that corresponds to the line selected .

1. Navigate to the Budget Overview Results screen by using the steps to [Create Budget Overview Inquiry](#).
2. Click the **Details** Icon

Budget Overview Results			
	Details	Budget Transaction Types	Ledger Group
1			OPE_CHILD1

The Budget Details screen will display.

Budget Details			
Display Chart 			
Ledger Amounts			
Budget:	709,564.56 USD		
Expense:	123,873.65 USD		
Encumbrance:	151,073.45 USD		
Pre-Encumbrance:	0.00 USD		
Associate Revenue	0.00 USD		
Available Budget			
Without Tolerance	434,617.46 USD	Percent (61.25%)	Forecasts
With Tolerance	434,617.46 USD	Percent (61.25%)	
Budget Exceptions			
Exception Errors	0	Exception Warnings	0
OK			

### Show Budget Transaction Types

The Show Budget Transaction Types icon provides access to the Budget Transaction Types page, offering a detailed overview of how a specific budget account received its allocated funds for the selected budget period. This page highlights the various transactions that contributed to the budget, such as original budget amounts, any adjustments, and rollover amounts from previous periods if applicable. It allows users to see a clear breakdown of the funding sources and the movements within the account

1. Navigate to the Budget Overview Results screen by using the above steps to [Create Budget Overview Inquiry](#).
2. Click the **Budget Transaction Types** Icon

Budget Overview Results			
	Details	Budget Transaction Types	Ledger Group
1			GRT_CHILD1

The Budget Transaction Types will display.

Budget Transaction Types									
Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period
GRT_CHILD1	G4090	5500	625110		200	UTASP			1
Budget Transaction Type		Budget Amount		Base Currency					
Original		1,044.00		USD					
Adjustment		0.00		USD					
Transfer Adjustment		4,160.00		USD					
Transfer Original		0.00		USD					
Closing		0.00		USD					
Roll Forward		0.00		USD					
		<b>Total Budgeted Amount</b>		<b>5,204.00 USD</b>					
<input type="button" value="Return"/>									

**Original:** represents the initial allocation of funds provided to be used throughout the entire budget period. These funds are sourced from **EPM** (Enterprise Performance Management) and are intended to cover planned expenditures and commitments during the fiscal period.

**Transfer Adjustment** refers to a change made to move funds between different accounts or budget categories within the same organization or project. This adjustment allows for the reallocation of funds to better align with changing financial needs or priorities, ensuring that resources are properly distributed throughout the budget period.

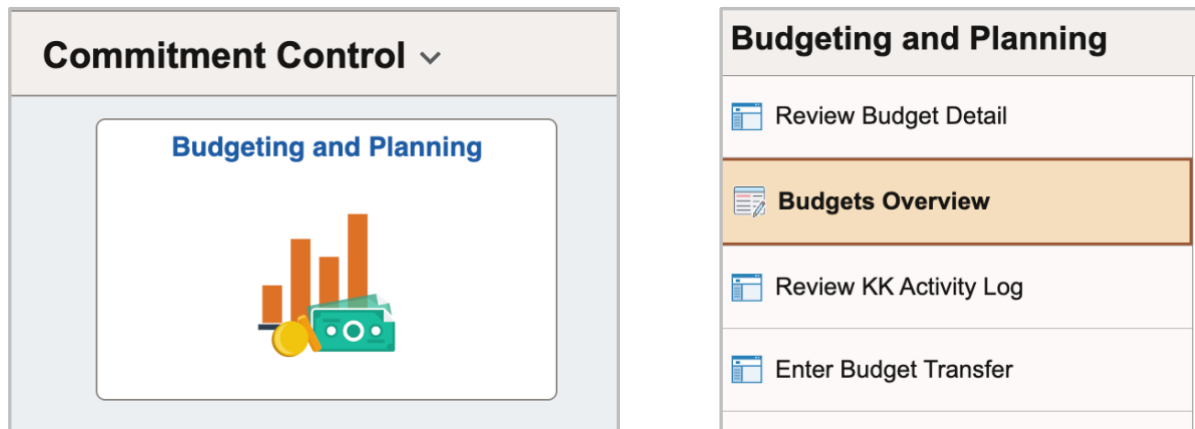
**Transfer Originals** displays budgeted transfers that represent the planned reallocation of funds between different accounts or cost centers within the budget. These transfers are pre-approved and included in the original budget, allowing for the movement of funds as part of the organization's financial planning for the budget period.

**Roll forward:** refers to the process of carrying over unspent or unused budget amounts from one fiscal year to the next. This ensures that funds allocated but not fully expended remain available for the upcoming fiscal year, allowing for continued use without the need for reallocation.

## Delete a Budget Inquiry

1. Navigate to the Budget Overview screen, choose the **Commitment Control Homepage**. Then the **Budgeting and Planning** tile, then **Budgets Overview**.





Alternatively, **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budgets Overview.**

2. Enter the name of the inquiry to delete, e.g. Cost Center, Grant, General Ledger Account, etc.,
3. Select the inquiry to delete, the Budget Overview Budget Inquiry Criteria page is displayed.
4. Click the **Delete** icon (trash can).