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Commitment Control - Create/Review Budget Overview Inquiry
Business Process Guide

Revised in April of 2023

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Overview

The Budgets Overview inquiry process 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. From the overview, a user can further drill down to budget journal lines and source transaction lines.

Business Process

This Business Process Guide will provide the steps to view or create Budget Overview inquiries.

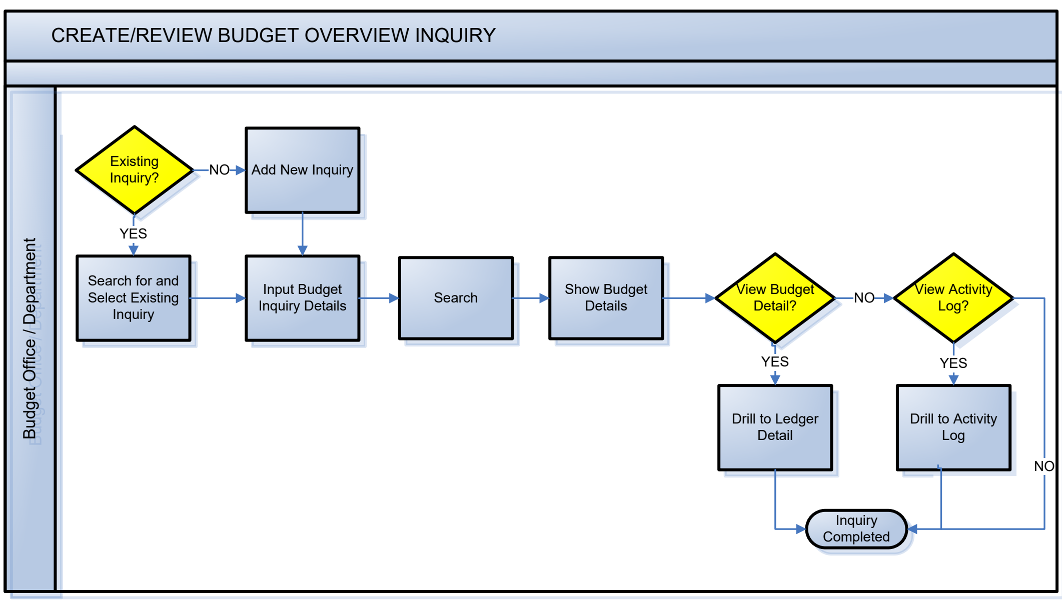
Benefits

The process allows users to view detailed information for selected activities and see the individual entries that make up the balances displayed. This is useful in budget administration by both the Budget Office and individual departments.

Assumptions

It is assumed that the principal users will be Budget Officers and Departments and that they will have the appropriate level of security to view the information presented.

Business Process Flow



Roles and Responsibilities

Listed below is a general overview of the roles and responsibilities. However, the responsible office for the tasks listed below varies among the participating institutions.

Budget Office

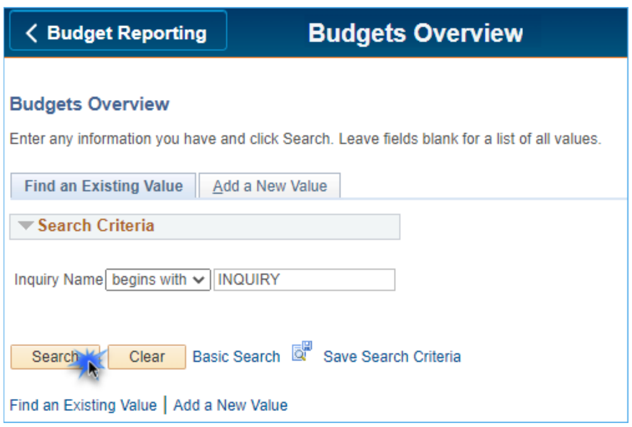
This will be the primary role and directly affected or active participant in the business process.

All Departments
This will be the secondary role, made up of those providing input from the business process or that are indirectly affected.

Related Reports
1. Budget Status Report
2. Ledger Details Report
3. Associated Budgets Report

Business Process Steps
Step 1 – Navigate to Budgets Overview
Navigation: NavBar Menu > Commitment Control > Review Budget Activities > Budgets Overview

Fluid Navigation: Commitment Control Landing Page > Budgeting and Planning Tile > Budgets Overview



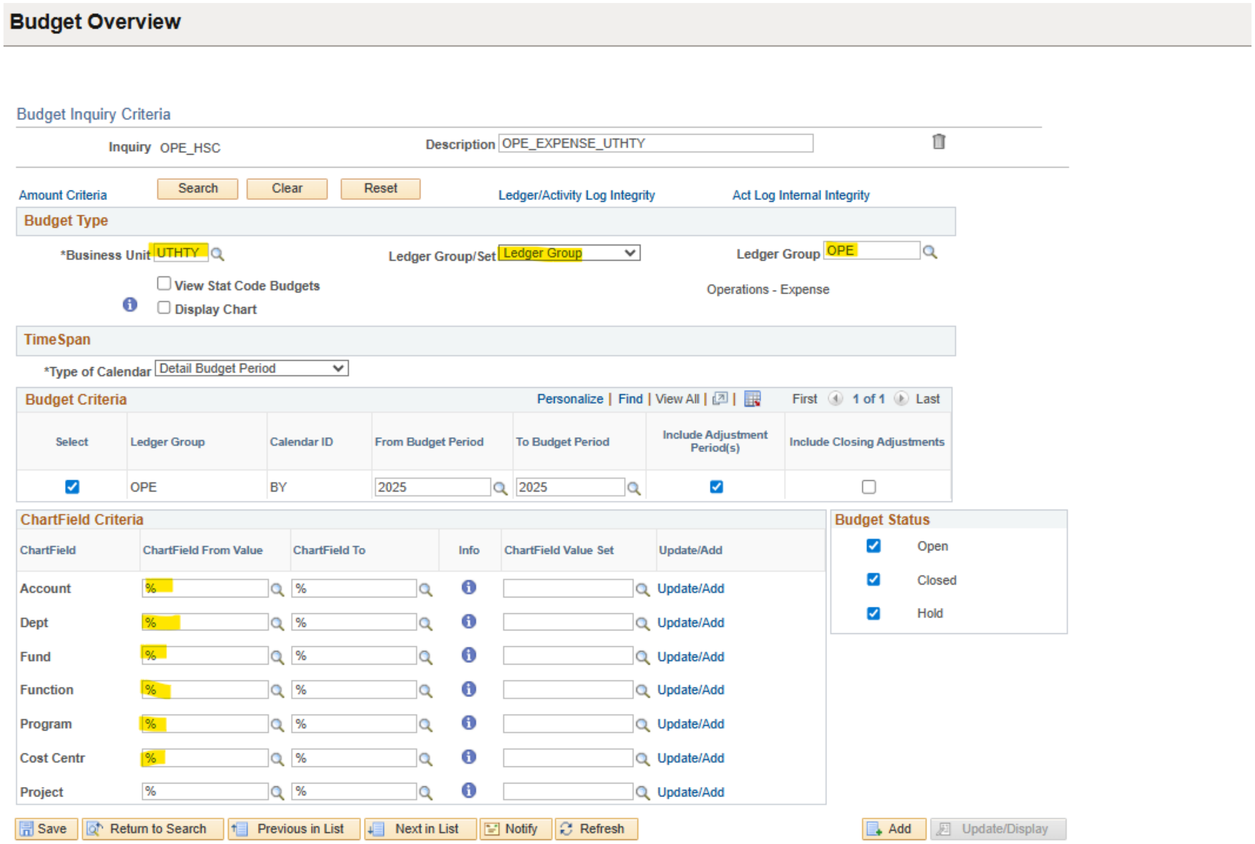
Enter or search for a previously defined **Inquiry Name**. Then click **Search**. If no Inquiry was previously defined, click the 'Add a New Value tab' and click **Add**.

You can create "OPE" – for expense accounts.

"OPR" – for revenue accounts.

"OPE_OPR" – It will show both expense and revenue in single view. (*Setting up Ledger Inquiry Sets Page 10*)

Step 2 – Enter the Criteria



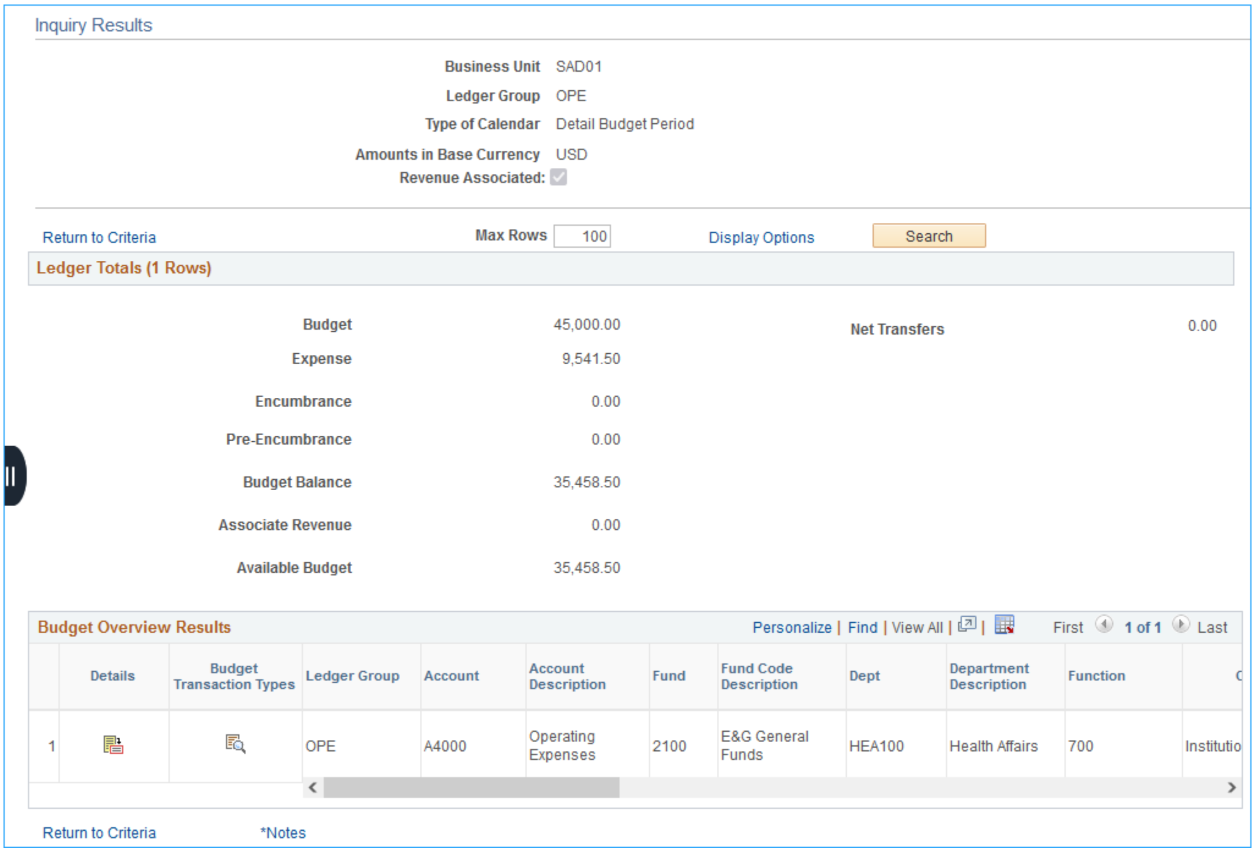
Review/Update Budget Overview Inquiry Criteria

1. Enter a **Description** of the Inquiry in the Description field.
2. Enter/select the appropriate business unit in the **Business Unit** Field.
3. In the **Ledger Group/Set** field, select from the drop-down box whether a ledger group or a ledger inquiry set will be used. For these instructions, it is assumed that a ledger group is used, however, a section has been created for Ledger Inquiry Set, Grant Projects, and Plant Projects that describes this process.
4. In the **Ledger Group** field, select the desired ledger group name (e.g. OPE, OPR, etc.). It is important to select this through the magnifying glass/search process rather than just entering the name so that the page will auto-populate other fields including portions of the Budget Criteria section and the ChartFields in the ChartField Criteria section.
5. In the TimeSpan section, the **Type of Calendar** field must be populated. The default is Detail Budget Period. Step 6 as described assumes that the default is used.
6. Within the Budget Criteria section, the **Ledger Group, Calendar ID, From Budget Period,** and **To Budget Period** are auto-populated. From Budget Period and To Budget Period can be changed from the default current period if desired by entering the appropriate dates. Budget Periods can be identified by using the magnifying glass icon next to each field. The default auto-populate activity selects Include Adjustment Period(s) and does not select Include Closing Adjustments.

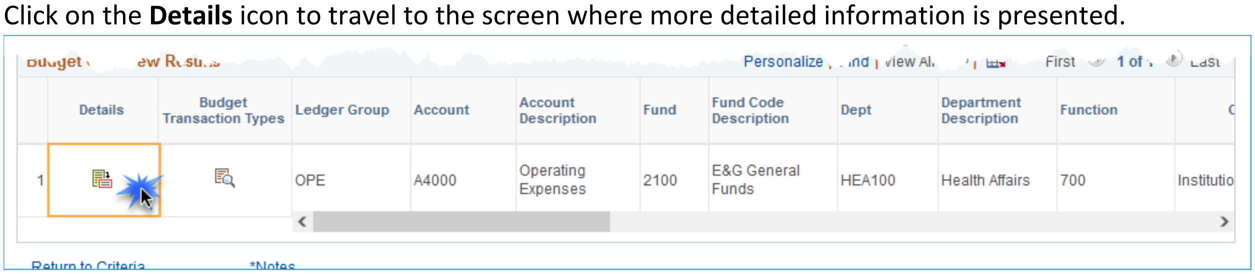
7. Enter **Chartfield Criteria** upon which the query will be based. In lieu of entering Chartfield value ranges, Chartfield Value Sets can be used if they have been established.
8. Ensure that the appropriate budgets have been included by selecting or deselecting checkboxes in the **Budget Status** box.
9. Click **Save** to save the inquiry.
10. Click **Search** to view Inquiry Results.

Step 3 – Review Budget Overview Inquiry Results

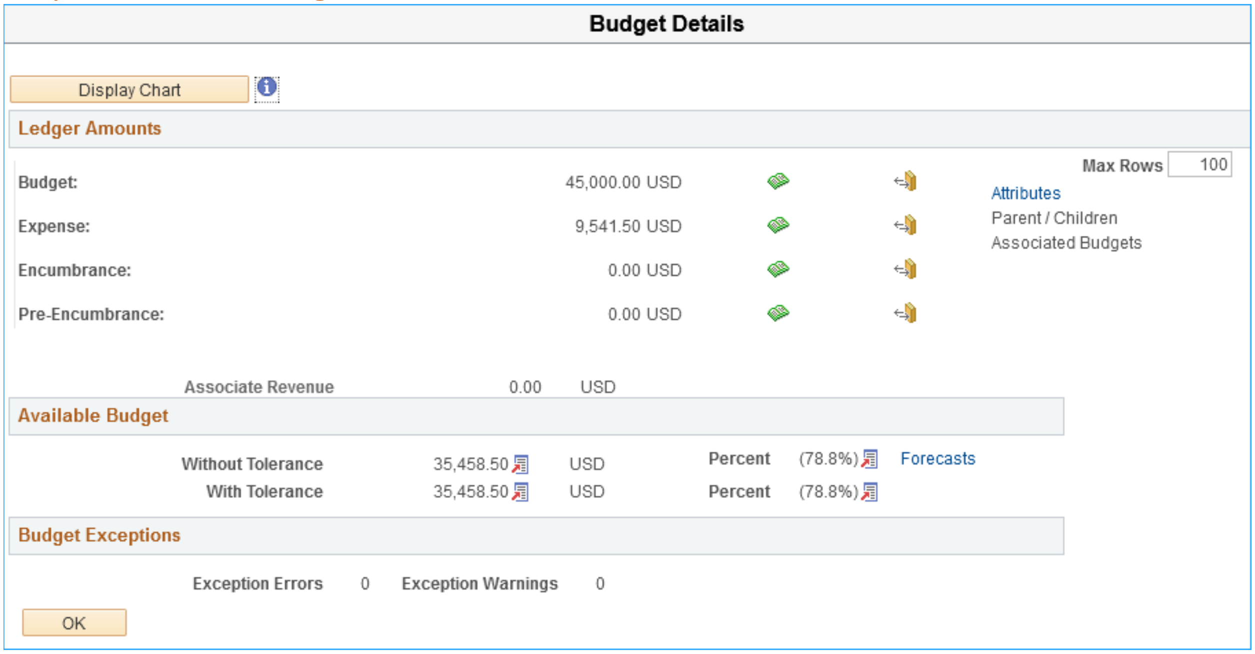
Please note that the totals below are taken from a lower environment and do not reflect actual budgets.



Click on the **Details** icon to travel to the screen where more detailed information is presented.



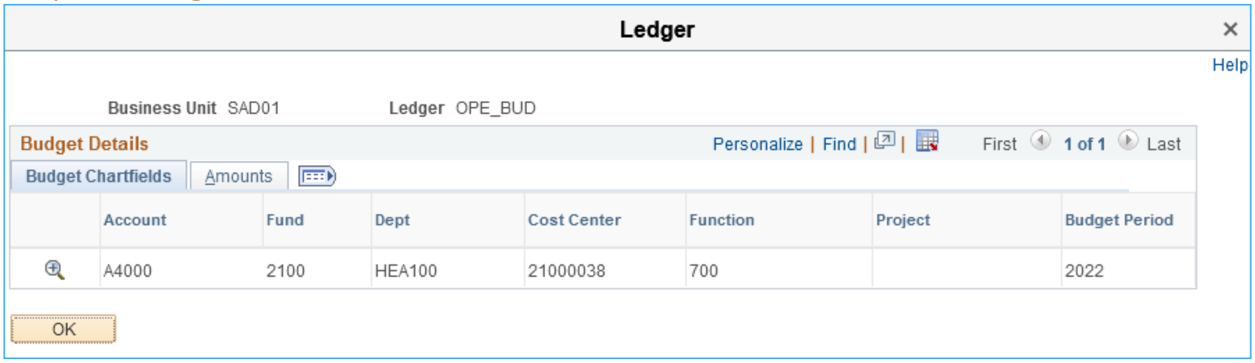
Step 4 – Review Budget Details



Ledger Details

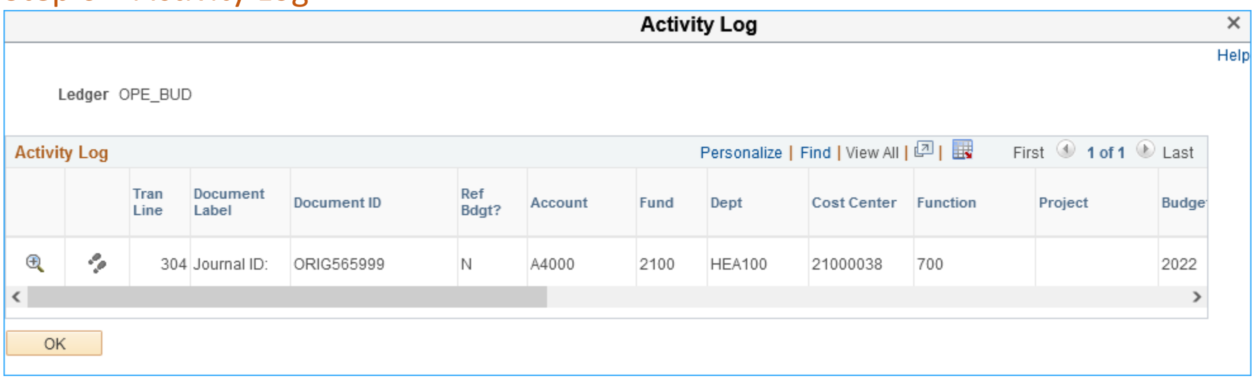
1. To view the Ledger detail, click the **Drill to Ledger** Icon. Proceed to Step 5 in this process description.
2. To view the Activity Log, click the **Drill to Activity Log** Icon. Proceed to Step 6 in this process description.

Step 5 – Ledger Details



Click the **Magnifying Glass icon** to view more detailed information on the underlying journal activity.

Step 6 – Activity Log

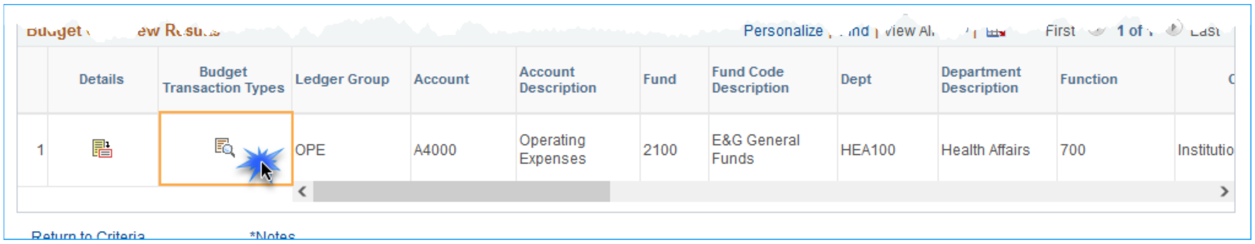


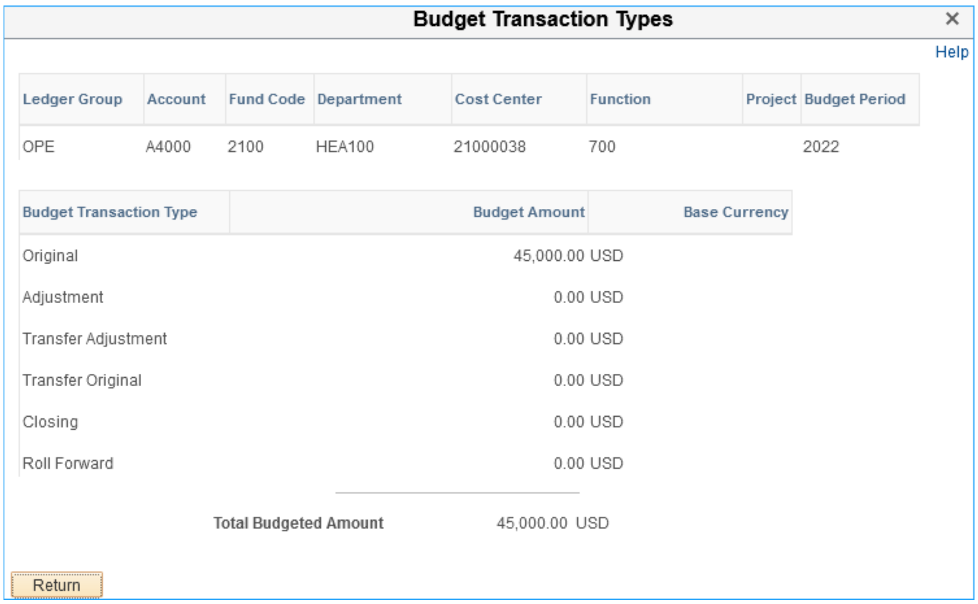
Activity Log

Click the **desired detail icon** for additional information. With the Activity Log, a user creates a one-time or a reusable inquiry to view transaction lines and affected budgets for budget-checking transactions of a single source transaction type. Enter document-related criteria fields that become available depending on the transaction type specified to further refine the search criteria.

Step 7 – Show Transaction Type

Budget Transactions Types can be viewed from Budget Overview by clicking on the icon.

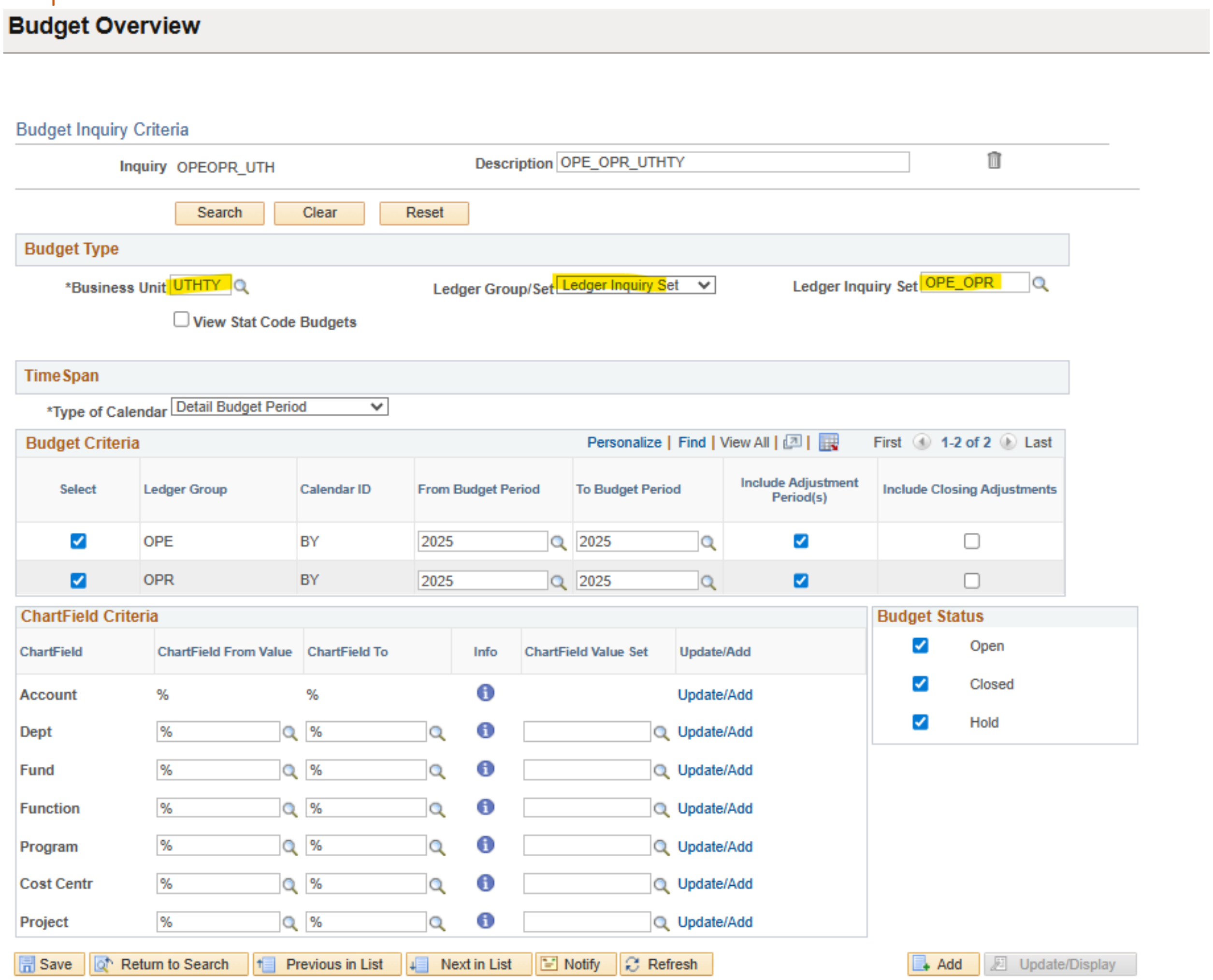




Setting up Ledger Inquiry Sets

Ledger Inquiry Sets allow for the viewing of Operations Expense (OPE) and Operations Revenue (OPR) ledgers in one inquiry. The steps to set up a Budget Overview Inquiry will remain the same as described beginning on page 4, please see below for additional information/insight.

Step 1 – Enter the Criteria

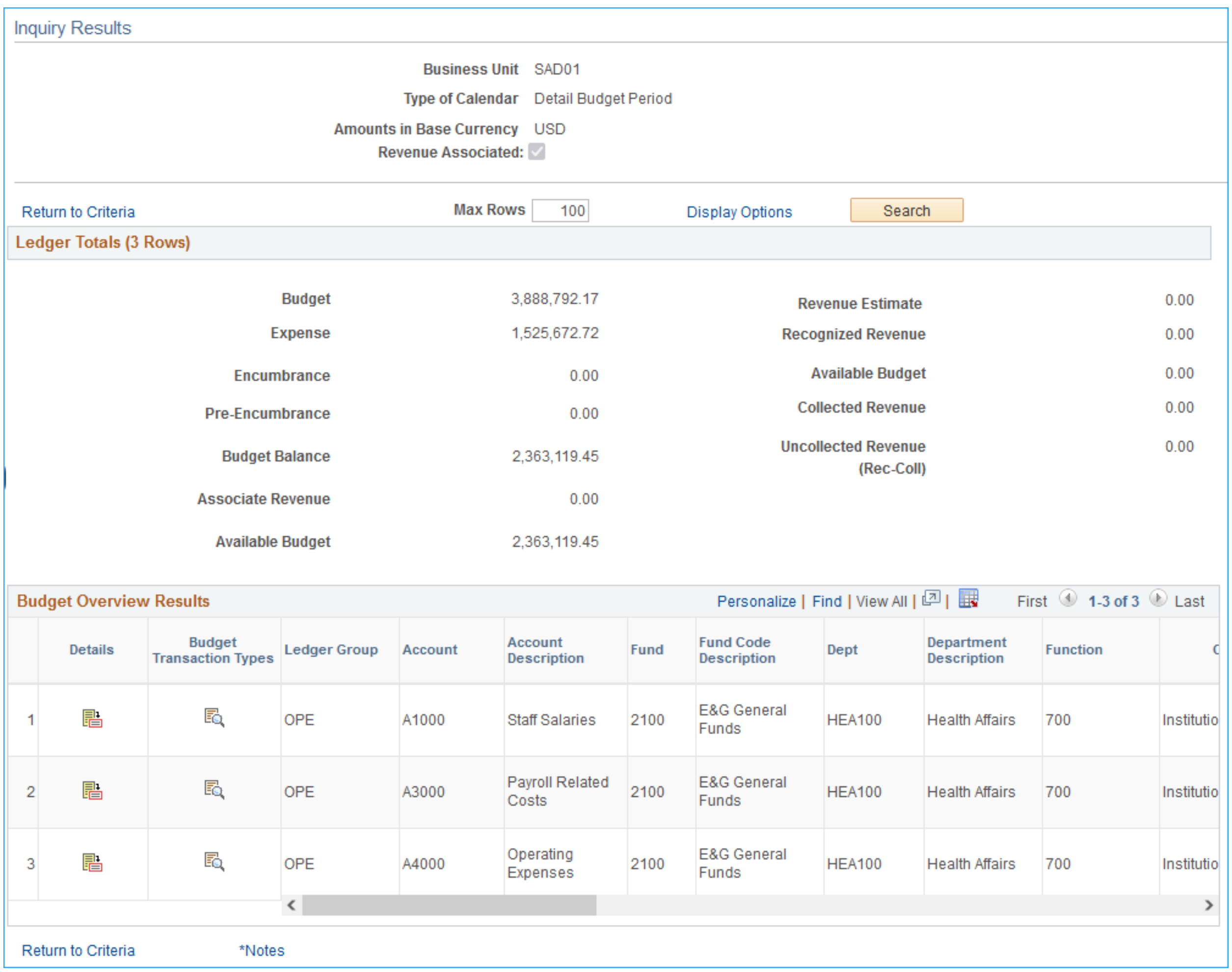


1. Enter a **Description** of the Inquiry in the Description field.
2. Enter/select the appropriate business unit in the **Business Unit** Field. The magnifying glass icon can be used to search for a business unit if desired.
3. In the **Ledger Group/Set** field, select from the drop-down box whether a ledger group or a ledger inquiry set will be used. For these instructions, it is assumed that a **ledger inquiry set** is used.
4. In the **Ledger Group** field, select the desired ledger group name (e.g. **OPE_OPR**). It is important to select this through the magnifying glass/search process rather than just entering the name so that the page will auto-populate other fields including portions of the Budget Criteria section and the ChartFields in the ChartField Criteria section.

5. In the **TimeSpan** section, the Type of Calendar field must be populated. The default is Detail Budget Period. Step 6 as described assumes that the default is used.
6. Within the Budget Criteria section, the **Ledger Group, Calendar ID, From Budget Period,** and **To Budget Period** are auto-populated. From Budget Period and To Budget Period can be changed from the default current period if desired by entering the appropriate dates. Budget Periods can be identified by using the magnifying glass icon next to each field. The default auto-populate activity selects Include Adjustment Period(s) and does not select Include Closing Adjustments.
7. Enter **Chartfield Criteria** upon which the query will be based. In lieu of entering Chartfield value ranges, Chartfield Value Sets can be used if they have been established.
8. Ensure that the appropriate budgets have been included by selecting or deselecting checkboxes in the **Budget Status** box.
9. Click **Save**.
10. Click **Search**.

Step 2 – Review Budget Overview Inquiry Results for Ledger Inquiry Set

Please note that the totals below are taken from a lower environment and do not reflect actual budgets.



Inquiry Results

Business Unit SAD01
Type of Calendar Detail Budget Period
Amounts in Base Currency USD
Revenue Associated:

Return to Criteria | Max Rows 100 | Display Options | Search

Ledger Totals (3 Rows)

Budget	3,888,792.17	Revenue Estimate	0.00
Expense	1,525,672.72	Recognized Revenue	0.00
Encumbrance	0.00	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	2,363,119.45	Uncollected Revenue (Rec-Coll)	0.00
Associate Revenue	0.00		
Available Budget	2,363,119.45		

Budget Overview Results — Personalize | Find | View All | First 1-3 of 3 Last

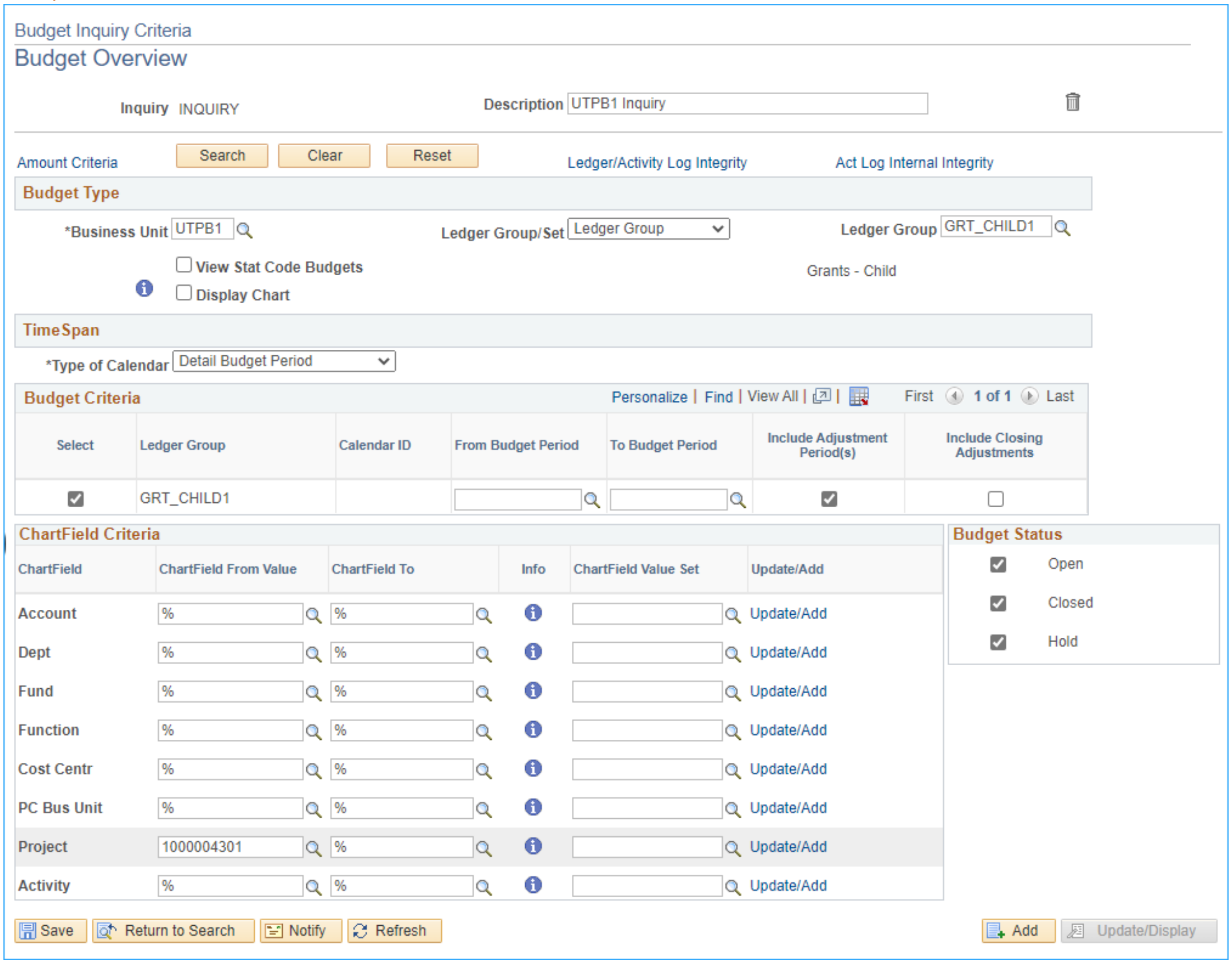
	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function	C
1			OPE	A1000	Staff Salaries	2100	E&G General Funds	HEA100	Health Affairs	700	Institutio
2			OPE	A3000	Payroll Related Costs	2100	E&G General Funds	HEA100	Health Affairs	700	Institutio
3			OPE	A4000	Operating Expenses	2100	E&G General Funds	HEA100	Health Affairs	700	Institutio

Return to Criteria *Notes

Setting up Project Inquiry

Budget Overview Inquiry allows for viewing of Project Budgets when a Project Ledger Group is selected (GRT_PARENT, GRT_CHILD1, PLANT, etc.). Grant Ledgers Grant Parent (GRT_PARENT) and Grant Child (GRT_CHILD1) will be used for this example. The steps to set up a Budget Overview Inquiry will remain the same as described beginning on page 4, please see below for additional information/insight.

Step 1 – Enter the Criteria



Review/Update Budget Overview Inquiry Criteria Page

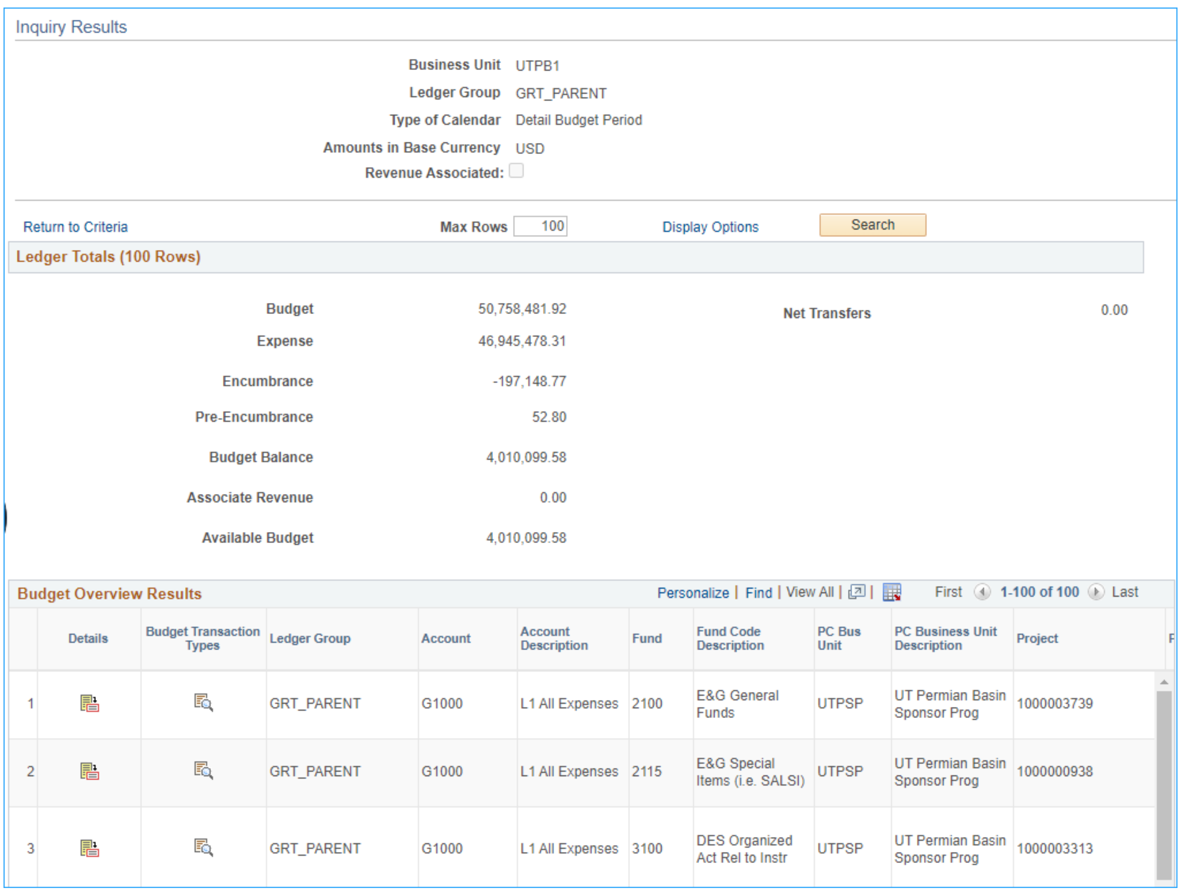
1. Enter a **Description** of the Inquiry in the Description field.
2. Enter/select the appropriate business unit in the **Business Unit** Field. The magnifying glass icon can be used to search for a business unit if desired.
3. In the **Ledger Group/Set** field, select from the drop-down box whether a ledger group or a ledger inquiry set will be used. For these instructions, it is assumed that a **ledger inquiry group** is used.
4. In the **Ledger Group** field, select the desired ledger group name (e.g. **GRT_PARENT or GRT_CHILD1**). It is important to select this through the magnifying glass/search process rather than just entering the name so that the page will auto-populate other fields including portions

of the Budget Criteria section and the ChartFields in the ChartField Criteria section. NOTE: GRT_PARENT will display the overall Project Budget, and GRT_CHILD1 will display the Budget Accounts associated with the Project (please see below for screenshots).

5. In the **TimeSpan** section, the Type of Calendar field must be populated. The default is Detail Budget Period. Step 6 as described assumes that the default is used.
6. Within the Budget Criteria section, the **Ledger Group, Calendar ID, From Budget Period,** and **To Budget Period** are auto-populated. From Budget Period and To Budget Period can be changed from the default current period if desired by entering the appropriate dates. Budget Periods can be identified by using the magnifying glass icon next to each field. The default auto-populate activity selects Include Adjustment Period(s) and does not select Include Closing Adjustments.
7. Enter **Chartfield Criteria** upon which the query will be based. In lieu of entering Chartfield value ranges, Chartfield Value Sets can be used if they have been established.
8. Ensure that the appropriate budgets have been included by selecting or deselecting checkboxes in the **Budget Status** box.
9. Click **Save**.
10. Click **Search**.

Step 2 – Review Budget Overview Inquiry Results for GRT_PARENT

Please note that the totals below are taken from a lower environment and do not reflect actual budgets.


Inquiry Results

Business Unit UTPB1
Ledger Group GRT_PARENT
Type of Calendar Detail Budget Period
Amounts in Base Currency USD
Revenue Associated:

Return to Criteria   Max Rows 100   Display Options   Search

Ledger Totals (100 Rows)

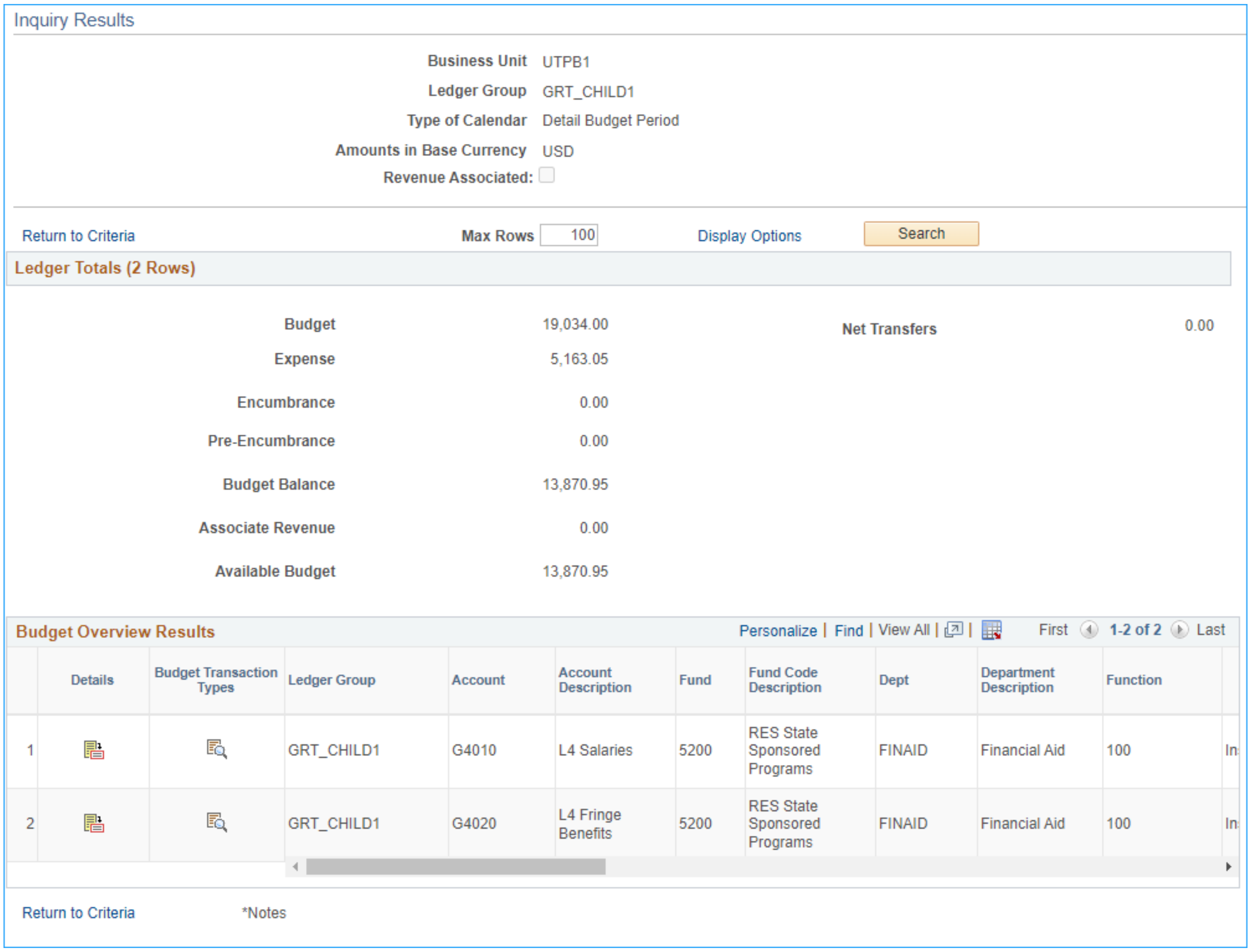
Budget	50,758,481.92	Net Transfers	0.00
Expense	46,945,478.31		
Encumbrance	-197,148.77		
Pre-Encumbrance	52.80		
Budget Balance	4,010,099.58		
Associate Revenue	0.00		
Available Budget	4,010,099.58		

Budget Overview Results   Personalize \| Find \| View All \| First 1-100 of 100 Last

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	PC Bus Unit	PC Business Unit Description	Project
1			GRT_PARENT	G1000	L1 All Expenses	2100	E&G General Funds	UTPSP	UT Permian Basin Sponsor Prog	1000003739
2			GRT_PARENT	G1000	L1 All Expenses	2115	E&G Special Items (i.e. SALSI)	UTPSP	UT Permian Basin Sponsor Prog	1000000938
3			GRT_PARENT	G1000	L1 All Expenses	3100	DES Organized Act Rel to Instr	UTPSP	UT Permian Basin Sponsor Prog	1000003313

Step 3 – Review Budget Overview Inquiry Results for GRT_CHILD1

Please note that the totals below are taken from a lower environment and do not reflect actual budgets.



Inquiry Results

Business Unit	UTPB1
Ledger Group	GRT_CHILD1
Type of Calendar	Detail Budget Period
Amounts in Base Currency	USD
Revenue Associated:	

Return to Criteria   Max Rows 100   Display Options   Search

Ledger Totals (2 Rows)

Budget	19,034.00	Net Transfers	0.00
Expense	5,163.05		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	13,870.95		
Associate Revenue	0.00		
Available Budget	13,870.95		

Budget Overview Results   Personalize | Find | View All | First 1-2 of 2 Last

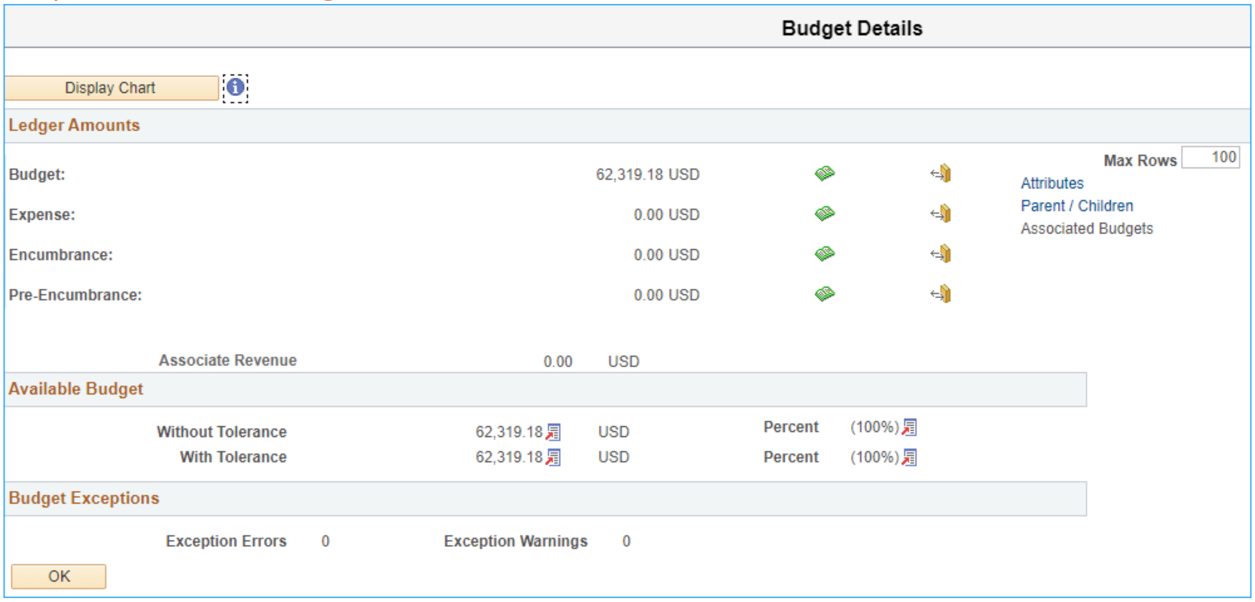
	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1			GRT_CHILD1	G4010	L4 Salaries	5200	RES State Sponsored Programs	FINAID	Financial Aid	100
2			GRT_CHILD1	G4020	L4 Fringe Benefits	5200	RES State Sponsored Programs	FINAID	Financial Aid	100

Return to Criteria   *Notes

Budget Overview Budget Details Navigation

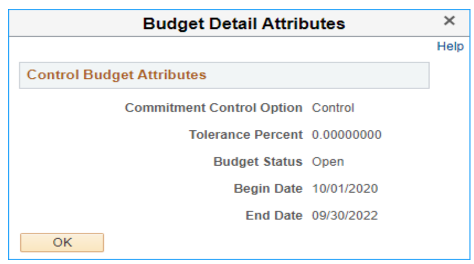
Click on the **Details** icon to travel to the screen where more detailed information is presented.

Step 4 – Review Budget Details

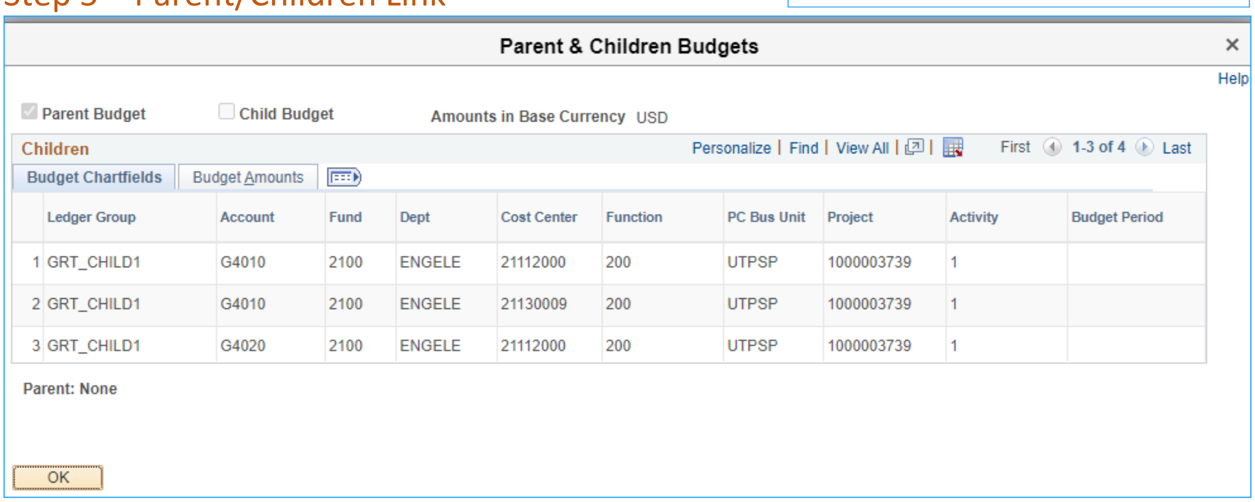


Budget Details

1. To view the Ledger detail, click the **Drill to Ledger** Icon.
2. To view the Activity Log, click the **Drill to Activity Log** Icon.
3. To view the Attributes, click the **Attributes** link.
4. To view the Parent/Children associated with this Project, click the **Parent/Children** link. Proceed to step 5 for example.



Step 5 – Parent/Children Link


Parent & Children Budgets

Help

Parent Budget | Child Budget | Amounts in Base Currency USD

Children — Personalize | Find | View All | First 1-3 of 4 Last

Budget Chartfields | Budget Amounts

	Ledger Group	Account	Fund	Dept	Cost Center	Function	PC Bus Unit	Project	Activity	Budget Period
1	GRT_CHILD1	G4010	2100	ENGELE	21112000	200	UTPSP	1000003739	1	
2	GRT_CHILD1	G4010	2100	ENGELE	21130009	200	UTPSP	1000003739	1	
3	GRT_CHILD1	G4020	2100	ENGELE	21112000	200	UTPSP	1000003739	1	

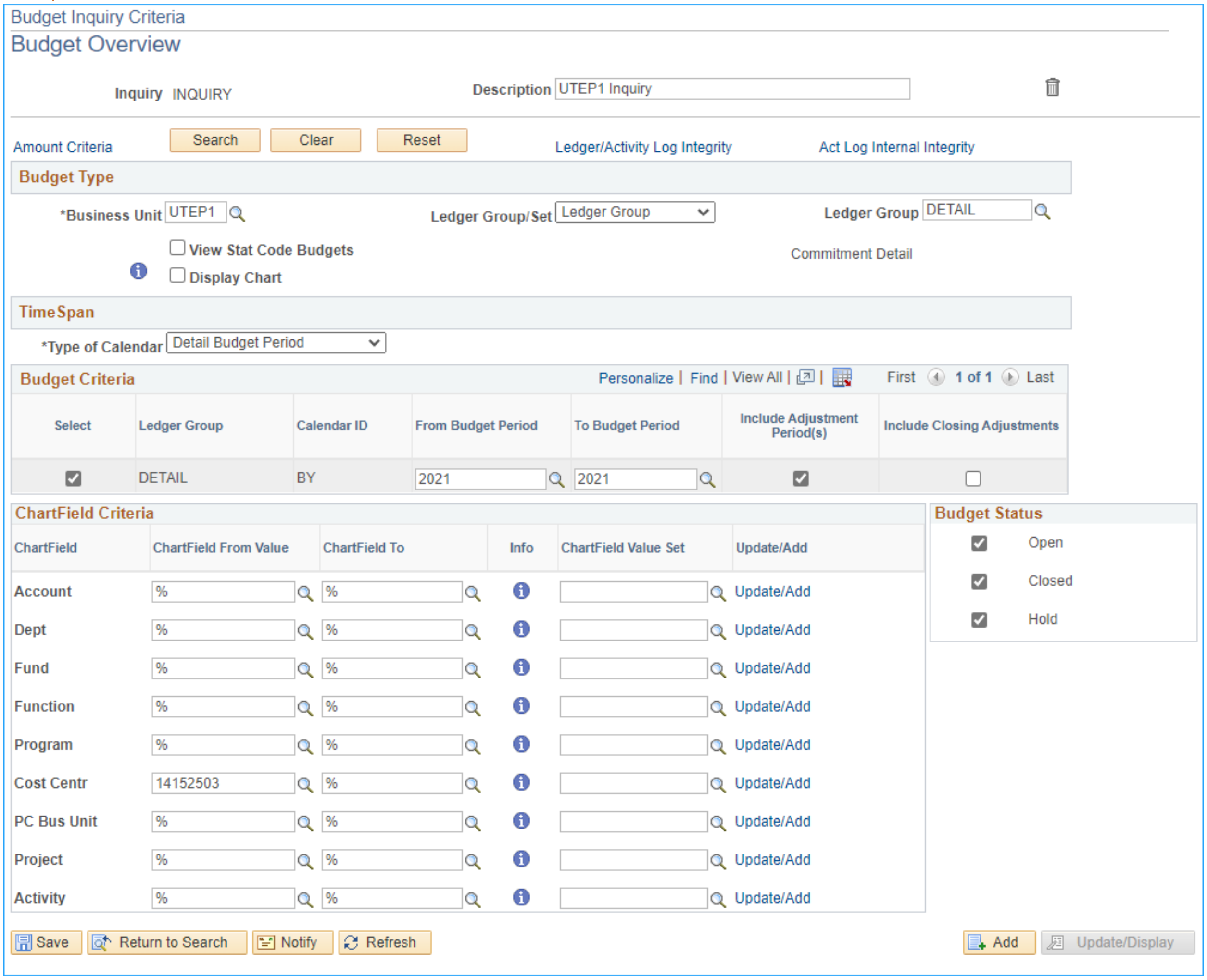
Parent: None

OK

Setting up Detail Inquiry

The Detail Ledger Inquiry allows for viewing of transactions by General Ledger Account (expense Account). The steps to set up a Budget Overview Inquiry will remain the same as described beginning on page 5, please see below for additional information/insight.

Step 1 – Enter the Criteria



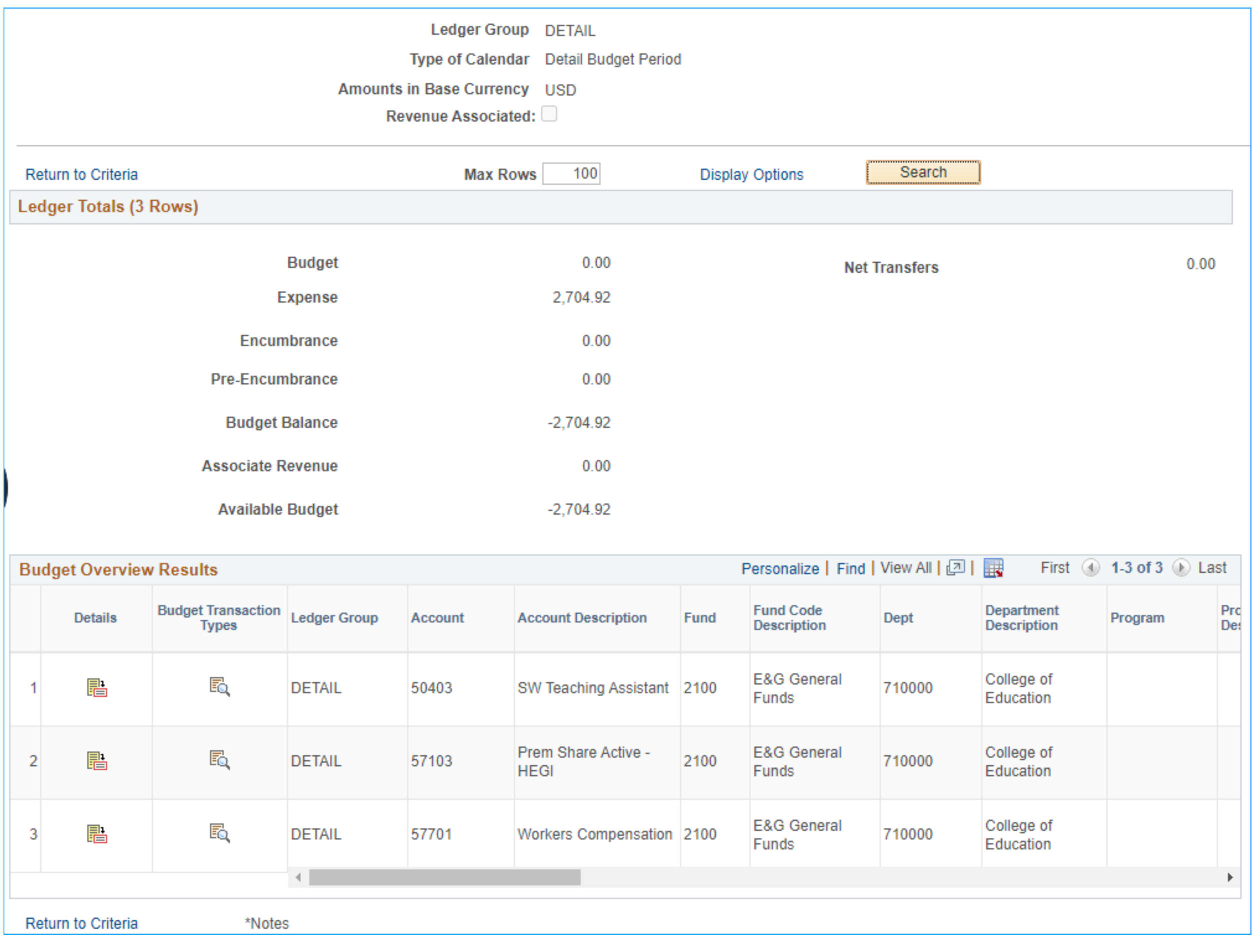
Review/Update Budget Overview Inquiry Criteria screen

1. Enter a **Description** of the Inquiry in the Description field.
2. Enter/select the appropriate business unit in the **Business Unit** Field. The magnifying glass icon can be used to search for a business unit if desired.
3. In **the Ledger Group/Set** field, select from the drop-down box whether a ledger group or a ledger inquiry set will be used. For these instructions, a **ledger inquiry group** is used.
4. In the **Ledger Group** field, select the desired ledger group name (e.g. **DETAIL**). It is important to select this through the magnifying glass/search process rather than just entering the name so that the page will auto-populate other fields including portions of the Budget Criteria section and the ChartFields in the ChartField Criteria section.

5. In the **TimeSpan** section, the Type of Calendar field must be populated. The default is Detail Budget Period. Step 6 as described assumes that the default is used.
6. Within the **Budget Criteria** section, the Ledger Group, Calendar ID, From Budget Period, and To Budget Period are auto-populated. From Budget Period and To Budget Period can be changed from the default current period if desired by entering the appropriate dates. Budget Periods can be identified by using the magnifying glass icon next to each field. The default auto-populate activity selects Include Adjustment Period(s) and does not select Include Closing Adjustments.
7. Enter **Chartfield Criteria** upon which the query will be based. In lieu of entering Chartfield value ranges, Chartfield Value Sets can be used if they have been established.
8. Ensure that the appropriate budgets have been included by selecting or deselecting checkboxes in the **Budget Status** box.
9. Click **Save**.
10. Click **Search**.

Step 2 – Review Budget Overview Inquiry Results for Detail Ledger Inquiry

Please note that the totals below are taken from a lower environment and do not reflect actual budgets.



Questions?

For further queries regarding any error while reviewing Budget Overview, please reach out to budget@uttyler.edu.

Thank you!

Documentation Revision

Change Record

This documentation provides best practice guidance for the FMS Team and the information enclosed will be utilized by the employees of the FMS Team.

Date	Author	Version	Description
06/01/2022	Amanda N.	1	Last revised
04/18/2023	Gaoussou T.	2	Updated the logo, changed title's font to Calibri, size to 24, and color to dark blue (#003767), added revision period in footer, updated document spacing and table of contents.