Inquire on Budgets

This job aid describes how to inquire on a budget.

**Step 1.** Log into the Finance Production Database with your FIN Username and Password.

Navigate to the following path:

Commitment Control → Review Budget Activities → Budget Details

The *Budget Details* page opens.

**Step 2.** Enter the following fields:

- **Business Unit**: Enter the specific business unit (ex: UMDAR).
- **Ledger Group**: Enter the appropriate Ledger Group for the budget (ex: APPROP or ORG. Most users will choose ORG. Users checking Indirect Cost, Student Fund Raising, Miscellaneous Income will choose APPROP).
- **Department**: Enter the appropriate Department for the budget (ex: D208000000).
- **Fund Code**: Enter the appropriate Fund Code for the budget (ex: 21230).

**Note:** Search criteria may be entered into any field.

**Note:** Although this job aid shows Amherst as an example, the steps are the same for all campuses.
Step 3.

Scroll down to the bottom of the page and click the Search button.

The Search Results appear.

Note: At UMass, the Fiscal Year runs from July 1st to the following June 30th. The Budget Period column is the 2nd column from the right. A Budget Period is a fixed period of time equal to one Fiscal Year (with the exception of Grants).

Step 4.

Select the appropriate Budget Period by clicking on one of the links on the line associated with that Budget Period.

The Commitment Control Budget Details page opens.
Note: The following information is displayed in the **Ledger Amounts** section of the page:

- **Budget:** Total amount of the budget.
- **Expense:** Total amount of expenses charged against the budget.
- **Encumbrance:** The total current encumbrance against the budget.
- **Pre-Encumbrance:** The total current pre-encumbrance against the budget.
- **Associate Revenue:** The amount of revenue which increases the spending authority when added to the budget. This is available only for funds defined as Associated Revenue in Commitment Control.

### Step 5.
Review the **Available Budget** section.

<table>
<thead>
<tr>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Without Tolerance: 748,415.25 USD</td>
</tr>
<tr>
<td>With Tolerance: 748,415.25 USD</td>
</tr>
</tbody>
</table>

Note: The following information is displayed in the **Available Budget** section of the page:

- **Without Tolerance:** The amount of available budget money without tolerances.
- **With Tolerance:** The amount of available budget money with tolerances.

### Step 6.
Review the **Budget Exceptions** section.

<table>
<thead>
<tr>
<th>Budget Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Errors: 1 Exception Warnings: 1</td>
</tr>
</tbody>
</table>

Note: The following information is displayed in the **Budget Exceptions** section of the page:

- **Exception Errors:** The number of transaction budget errors.
- **Exception Warnings:** The number of transaction budget warnings.
Step 7. Review all other information on the **Commitment Control Budget Details** page.

### Commitment Control Budget Details

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Store</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNAMH</td>
<td>APPROP</td>
<td>T00899</td>
<td>27449</td>
<td>A000000000</td>
<td>2006</td>
</tr>
</tbody>
</table>

| Ledger Amounts | | | | | Max Rows: | 100 |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Budget:                         | 1,000,000.00 USD | Attributes      |♦|                      |♦|                      |
| Expense:                        | 181,792.26 USD  | Drill to Ledger: |♦| Parent/Children       |♦| Associated Budgets  |
| Encumbrance:                    | 38,481.26 USD   | Drill to Activity Log: |♦|                      |♦|                      |
| Pre-Encumbrance:                | 22,221.19 USD   | Attributes:      |♦| Budget Exceptions     |♦|               |
| Associate Revenue:              | 6.00 USD        | Budget Exceptions: |♦|                     |♦|               |

<table>
<thead>
<tr>
<th>Available Budget</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Without Tolerance:</td>
<td>749,415.25 USD</td>
<td>USD Percent:</td>
<td>(74.84%)</td>
<td>♦</td>
<td></td>
<td>♦</td>
<td></td>
</tr>
<tr>
<td>With Tolerance:</td>
<td>749,415.25 USD</td>
<td>USD Percent:</td>
<td>(74.84%)</td>
<td>♦</td>
<td></td>
<td>♦</td>
<td></td>
</tr>
</tbody>
</table>

Note: The following icons and buttons are displayed on the **Commitment Control Budget Details** page:

- **Display Chart**: This button generates a bar chart of budget information.
- **Drill to Ledger**: These icons (♦) drill-down **Budget Ledger** details for the associated ledger line.
- **Drill to Activity Log**: These icons (♦) drill-down **Activity Log** details for the associated ledger line.
- **Attributes**: This link opens the **Budget Detail Attributes** page.
- **Budget Exceptions**: This link opens a new window displaying a chart detailing budget exceptions.
Step 8. Click (Drill to Ledger) for Ledger Amount Budget line.

The Ledger page, Budget Chartfields tab appears.

Step 9. Click the Budget Chartfields tab, if it is not already selected.

Note: The following information is displayed under the Budget Chartfields tab:

- **Account:** The Account associated with the ledger line.
- **Fund:** The Fund associated with the ledger line.
- **Department:** The Department associated with the ledger line.
- **Budget Period:** The active Fiscal Year. Note that there is no budget period for Grants displayed here. A Grant’s begin and end dates are available by using a custom inquiry.
Step 10. Click the **Amounts** tab.

The **Ledger** page, **Amounts** tab appears.

<table>
<thead>
<tr>
<th>Account</th>
<th>Base Amount</th>
<th>Transaction Amount</th>
<th>Last Update Date/Time</th>
<th>Process Instance</th>
</tr>
</thead>
<tbody>
<tr>
<td>700899</td>
<td>1000000.00 USD</td>
<td>1000000.00 USD</td>
<td>05/09/2008 2:28:19PM</td>
<td>8885</td>
</tr>
</tbody>
</table>

**Note:** The following information is displayed under the **Amounts** Tab:

- **Account:** The Budget Account associated with the ledger line.
- **Base Amount:** The Base Amount associated with the ledger line.
- **Transaction Amount:** The Transaction Amount associated with the ledger line.
- **Last Update Date/Time:** The last Date and Time this ledger was updated.
- **Process Instance:** The Process Number associated with the chosen ledger.
Step 11. Click \(\text{(Drill-down Magnifier icon)}\) for the appropriate \textbf{Ledger} line.

<table>
<thead>
<tr>
<th>Business Unit: UMASS</th>
<th>Ledger: APPROP_BUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Table showing ledger entries]</td>
<td></td>
</tr>
</tbody>
</table>

The \textbf{Budget Journal} page appears.

Step 12. Click the \textbf{Budget Chartfields} tab, if it is not already selected.

**Note:** The following information is displayed under the \textbf{Budget Chartfields} tab:

- **Journal ID:** The Journal ID for the budget journal line.
- **Date:** The Date for the budget journal line.
- **Status:** The Journal Status for the budget journal line.
- **Year:** The Fiscal Year for the budget journal line.
- **Period:** The Period for the budget journal line.
- **Line #:** The Line Number for the budget journal line.
- **Account:** The Account for the budget journal line.
- **Fund:** The Fund associated with the ledger line.
- **Department:** The Department associated with the ledger line.
Step 13. Click the **Amounts** tab.

The **Budget Journal Amounts** tab appears.

### Note:
The following information is displayed under the **Amounts** tab:

- **Journal ID:** The Journal ID for the budget journal line.
- **Date:** The Date for the budget journal line.
- **Status:** The Journal Status for the budget journal line.
- **Year:** The Fiscal Year for the budget journal line.
- **Period:** The Period for the budget journal line.
- **Line #:** The Line Number for the budget journal line.
- **Line Descr:** A description of the line amount.
- **Entry Type:** The type of data entry.
- **Date Posted:** The date on which the budget journal entry posted.
Step 14. Click OK on the Budget Journal page.

The Ledger page reappears.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNAMH</td>
<td>APPRO_COMM</td>
<td>7003999</td>
<td>23440</td>
<td>A093800000</td>
<td>2006</td>
</tr>
</tbody>
</table>

Step 15. Click OK.

The Commitment Control Budget Details page reappears.

Step 16. Click Drill to Ledger icon for the Ledger Amount Encumbrance line.

The Ledger page appears with Encumbrance details.
Step 17. Click (Show All Columns icon) to expose all fields on the Ledger page.

All columns are displayed.

```
<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMASS</td>
<td>APPROP_Enc</td>
</tr>
</tbody>
</table>
```

<table>
<thead>
<tr>
<th>#</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Budget Period</th>
<th>Fiscal Year</th>
<th>Accounting Period</th>
<th>Base Amount</th>
<th>Transaction Amount</th>
<th>Last Update Date/Time</th>
<th>Process Instance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>708888</td>
<td>2344</td>
<td>A090800000 2806</td>
<td>2006</td>
<td>11</td>
<td>10783.75 USD</td>
<td>10783.75 USD</td>
<td>22447.61 USD</td>
<td>08/27/2009 10:39:44PM</td>
<td>151154</td>
</tr>
<tr>
<td>2</td>
<td>708888</td>
<td>2344</td>
<td>A090800000 2806</td>
<td>2006</td>
<td>12</td>
<td>22447.61 USD</td>
<td>22447.61 USD</td>
<td></td>
<td>08/01/2009 1:50:59PM</td>
<td>158622</td>
</tr>
</tbody>
</table>

Note: The following information is displayed:

- **Account:** The Budget Account associated with the ledger line.
- **Fund:** The Fund associated with the ledger line.
- **Dept:** The Department associated with the ledger line.
- **Budget Period:** The active Fiscal Year. Note that there is no budget period for Grants displayed here. A Grant’s begin and end dates are available by using a custom inquiry.
- **Fiscal Year:** The Fiscal Year for the budget journal line.
- **Accounting Period:** The Accounting Period for the transactions.
- **Transaction Amount:** The Transaction Amount associated with the ledger line.
- **Last Update Date/Time:** The last Date and Time this ledger was updated.
- **Process Instance:** The last PeopleSoft Process Number associated with the chosen ledger.
Step 18. Click **OK** on the *Ledger* page.

The **Commitment Control Budget Details** page reappears:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMASS</td>
<td>PROP</td>
<td>700009</td>
<td>23440</td>
<td>AG98000000</td>
<td>2006</td>
</tr>
</tbody>
</table>

1. **Budget**
   - 1,000,000.00 USD

2. **Expenses**
   - 181,792.23 USD

3. **Encumbrance**
   - 36,461.36 USD

4. **Pre-Encumbrance**
   - 33,331.19 USD

**Available Budget**

- **Without Tolerance**: 745,525 USD
- **With Tolerance**: 745,525 USD

**Budget Exceptions**

- **Exception Errors**: 1
- **Exception Warnings**: 1

Step 19. Click **(Drill to Activity Log icon)** for **Ledger Amount Encumbrance** line.

The **Activity Log** page appears.

**Drill to Activity Log**
Step 20. Click (Drill-down Magnifier icon) to drill-down on a specific line.

The Line Drill Down page appears.

### Purchase Order Line Drill Down

**Transaction Line Identifiers**

- Business Unit: UNAMH
- PO Number: 0009000025
- Line Number: 1
- Type: DST
- Schedule Number: 1
- Distribution Line: 1

**Additional Source Information**

- Vendor Name: 0630090007

**Transaction Line Details**

- Account: 761496
- Fund Code: 23440
- Department: A091000008
- Program Code: E00
- Line Status: Valid
- Budget Code: 05/16/2008
- Line Amount: 1,930.00 USD
- Quantity: 1.0000

**Note:** This level of drill-down detail for Encumbrance shows any Purchase Orders and Vouchers that have been disencumbered. Pre-Encumbrance details show disencumbered Requisitions.

Step 21. Scroll to the bottom of the **Line Drill Down** page.
Step 22. Click **OK**.

The *Activity Log* page reappears.

| Step 23. Locate the **Download** ( ) button. |

Step 24. Click **(Download button)**.

A *File Download* dialog box appears.

- **Name:** ps.xls
- **Type:** Microsoft Excel Worksheet, 28.3 K8
- **From:** appdevfin-inside.umassadmin.net

**Note:** This will save the data as an Excel Spreadsheet for analysis.
Step 25. Click the **Save** button to save the data as an Excel Spreadsheet. The **Save As Dialog Box** appears.

Step 26. Name the Excel Spreadsheet file and choose a location in which the file will be saved (**Save in**):

The **Activity Log** page reappears.
Step 27. Scroll to the bottom of the Activity Log page and click OK. The Commitment Control Budget Details page reappears.

**Commitment Control Budget Details**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Grant/Non-Grant</th>
<th>Account</th>
<th>Fiscal</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMASS</td>
<td>APPROPY</td>
<td>780089</td>
<td>2040</td>
<td>2008</td>
</tr>
</tbody>
</table>

Step 28. Click the Attributes link in the Ledger Amounts section of the page. The Budget Detail Attributes page appears.

**Budget Detail Attributes**

- **Commitment Control Option**: Control
- **Tolerance Percent**: 0.00030000
- **Budget Status**: Open

**Note**: The following information is displayed, depending upon the type of budget:

- **Commitment Control Option**: Appears for Grant and Non-Grant budgets. The information displayed indicates what type of control is on the budget. The word “Control” means overdrafts (overspend) are not allowed and if insufficient funds are available for the expense, a budget checking error will result. If the word “Tracking” appears here, the budget allows overdrafts (overspend). Departments are responsible for ensuring that sufficient funds are, or will be, available for their expenditures.

- **Tolerance Percent**: Appears for Grant and Non-Grant budgets. The information displayed shows by how much a controlled budget can go over budget.

- **Budget Status**: Appears for Grant and Non-Grant budgets. The information indicates whether the budget is Open or Closed (frozen). If it is a Grant budget, the Budget Begin and End dates appear.
Step 29. Click **OK** at the bottom of the page.

The **Commitment Control Budget Details** page reappears.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMAW-H</td>
<td>APPROP</td>
<td>703999</td>
<td>23440</td>
<td>AD99999990</td>
<td>2006</td>
</tr>
</tbody>
</table>

Step 30. Click the **Budget Exceptions** link in the **Budget Exception** section of the page.

The **Commitment Control Budget Exceptions** page appears.

<table>
<thead>
<tr>
<th>Budget Type:</th>
<th>APPROP</th>
<th>Parent_to_Org_or_Assoc_Rev</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>UMAW-H</td>
<td>UMass Amherst</td>
</tr>
<tr>
<td>Budget Period:</td>
<td>2006</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ChartField</th>
<th>ChartField Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>703999</td>
<td>All Expenses</td>
</tr>
<tr>
<td>Operating Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Code</td>
<td>23440</td>
<td>Private Gift</td>
</tr>
<tr>
<td>Department</td>
<td>A9999999999</td>
<td>CivilEngEngin</td>
</tr>
<tr>
<td>Program Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC Business Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The page displays a table that lists associated Chartfield Names, Values, and Descriptions. At the bottom of the page is a list of all transactions that have not passed the Budget Check process.
Step 31. Scroll down to view the bottom of the page.

Note: The budget used in this exercise has no exceptions, so none are displayed.

Here is an example of a *Commitment Control Budget* with *Exceptions*.