

Budget Summary Inquiry with Drilldown

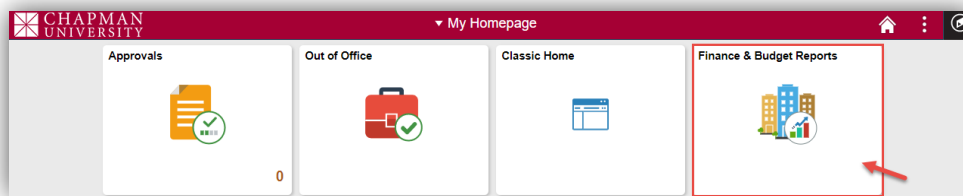
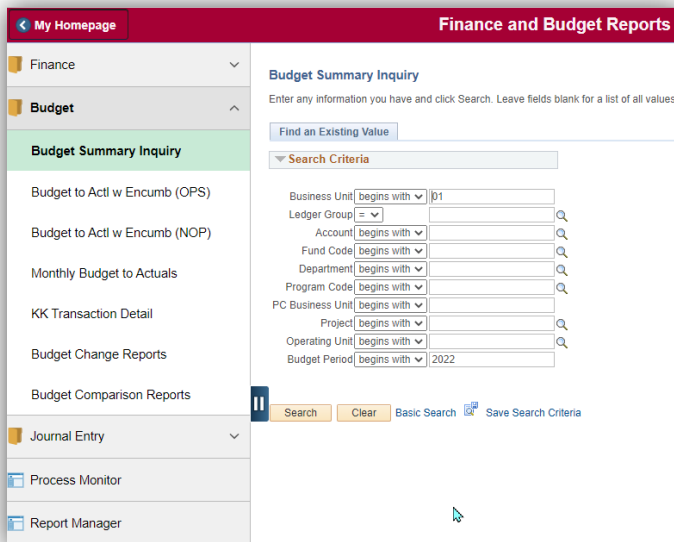
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Budget Summary Inquiry with Drilldown

This page provides the available budget balance. Budgets are tracked using control accounts and budget balance inquiry is available on the control account, not the detail account where expenses are posted.

- Operations fund 100 is tracked by department
- All others funds are tracked by either by project or program
- Please note that users who do not have all-accounts security (non-comp only or student only compensation) will see limited data depending on the budget setup for ledgers.

The chart below shows required inputs to see the available budget and the control account used to load & track budgets.

Budget Summary Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit	begins with	01	
Ledger Group			
Account	begins with		
Fund Code	begins with		
Department	begins with		
Program Code	begins with		
PC Business Unit	begins with		
Project	begins with		
Operating Unit	begins with		
Budget Period	begins with	2022	

Search Clear Basic Search Save Search Criteria

Navigation - Navigator Menu>Chapman Customizations>Reports>Budget>Budget Summary Inquiry

Input Guidelines

With sample chartfields

Budget Inputs

Operations Fund100 & Fund105 (annual budget tracked by department)			
Required	Bus Unit	01	
	Ledger Group Fund100	OPR_CT_GRP	
	Ledger Group Fund 105	NON_CT_GRP	
	Dept	1320	
	Program	field must be blank	
	Budget Period	2014	
Optional	Account	510000	Non-Comp
		500000	Compensation upto FY2015
		501000	Compensation FY2016+
		400000	Revenue (tracking only)
	Fund	100	
Restricted			
Required	Bus Unit	01	
	Ledger Group	NON_CT_GRP	
	Program	86305	
	Budget Period	2014	
Optional	Account	500000	All Accounts
	Fund	185	
		3074	
Grant and Capital Projects			
Required	Bus Unit	01	
	Ledger Group	PRJ_CT_GRP	
	Project	500197	
	Budget Period	2014	Enter the Fiscal Year-upto FY15
	Budget Period	9999	FY16+ enter period 9999
Optional	Account-Grant	500010	Direct
		500011	Indirect
		400001	Revenue
	Account-Capital	500000	All Accounts
		400000	Revenue (tracking only)
	Fund	160	
	Dept	5080	
	Program	81001	

[Sample Input Pages by Type](#)

[Budget Summary Inquiry Input Page – Fund 100 example](#)

- Enter the required fields and click on the Search button
- The system will show the search results
- For Fund 100 select Account 510000 to see the non-comp spending available budget

Budget Summary Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	begins with ▼	01
Ledger Group:	= ▼	OPR_CT_GRP
Account:	begins with ▼	
Fund Code:	begins with ▼	
Department:	begins with ▼	1320
Program Code:	begins with ▼	
PC Business Unit:	begins with ▼	
Project:	begins with ▼	
Operating Unit:	begins with ▼	
Fiscal Year:	= ▼	2016

Search

Clear

Basic Search  Save Search Criteria

Search Results

View All										First 1-3 of 3 Last	
Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Operating Unit	Fiscal Year		
01	OPR_CT_GRP	400000	100	1320	(blank)	(blank)	(blank)	(blank)	2016		
01	OPR_CT_GRP	501000	100	1320	(blank)	(blank)	(blank)	(blank)	2016		
01	OPR_CT_GRP	510000	100	1320	(blank)	(blank)	(blank)	(blank)	2016		

Budget Summary Inquiry Page – Fund 100 example

Budget Summary Inquiry

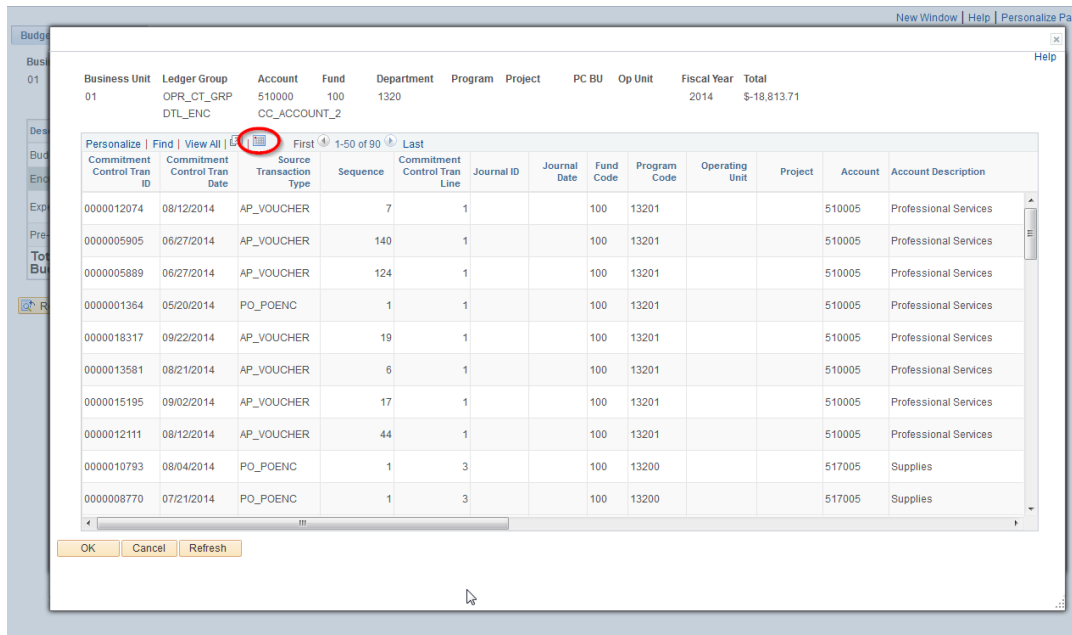
Business Unit	Ledger Group	Account	Fund	Department	Program	Project	PC BU	Op Unit	Fiscal Year
01	OPR_CT_GRP	510000	100	1320					2014

Description	Posted Total Amount	Detail
Budget	\$3,000,050.00	
Encumbrance	\$-18,813.71	Detail
Expenditures and Transfers	\$-33,026.06	Detail
Pre-Encumbrance	\$-5,754.04	Detail
Total Available Budget	\$2,942,456.19	

[Return to Search](#)
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This page displays the annual budget for department 1320 and breaks down the expense by Encumbrance, Expense, Pre-Encumbrance and shows the Available Budget Balance. Click on the Details hyperlink to view transaction details.

Drill Down to Details Hyperlink



Business Unit	Ledger Group	Account	Fund	Department	Program	Project	PC BU	Op Unit	Fiscal Year	Total
01	OPR_CT_GRP DTL_ENC	510000 CC_ACCOUNT_2	100	1320					2014	\$-18,813.71

Commitment Control Tran ID	Commitment Control Tran Date	Source Transaction Type	Sequence	Commitment Control Tran Line	Journal ID	Journal Date	Fund Code	Program Code	Operating Unit	Project	Account	Account Description
0000012074	08/12/2014	AP_VOUCHER	7	1			100	13201			510005	Professional Services
0000005905	06/27/2014	AP_VOUCHER	140	1			100	13201			510005	Professional Services
0000005889	06/27/2014	AP_VOUCHER	124	1			100	13201			510005	Professional Services
0000001364	05/20/2014	PO_POENC	1	1			100	13201			510005	Professional Services
0000018317	09/22/2014	AP_VOUCHER	19	1			100	13201			510005	Professional Services
0000013581	08/21/2014	AP_VOUCHER	6	1			100	13201			510005	Professional Services
0000015195	09/02/2014	AP_VOUCHER	17	1			100	13201			510005	Professional Services
0000012111	08/12/2014	AP_VOUCHER	44	1			100	13201			510005	Professional Services
0000010793	08/04/2014	PO_POENC	1	3			100	13200			517005	Supplies
0000008770	07/21/2014	PO_POENC	1	3			100	13200			517005	Supplies

A new window will open with a listing of the detail transactions. Click on the Download icon to export the data to Excel. You can scroll to the right to see additional details.

For reconciling and clearing encumbrances, it may be helpful to sort the Excel download by PO number on column T, then by Travel Authorization number on column S to identify the open encumbrance balances.

The Source Transaction Type field will be used to identify document types. Below is a brief explanation of the document types that clear encumbrances.

PO_ENC (purchase orders) are cleared by corresponding AP_VOUCHER (accounts payable voucher) transactions. The AP_VOUCHER rows will list the related PO number on the far right so you can see the related PO and Vouchers that clear.

EX_TRVAUTH (travel authorizations) are cleared by corresponding EX_SHEET (expense reports) transactions. The EX_SHEET rows will list the related Travel Authorization number on the far right so you can see the related Travel Authorization and Expense Reports that clear.

Budget Summary Input Page – Fund 105

New 6/1/16!

Budget Summary Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	begins with ▼	01	X
Ledger Group:	= ▼	NON_CT_GRP	
Account:	begins with ▼	500000	
Fund Code:	begins with ▼	105	
Department:	begins with ▼	1670	
Program Code:	begins with ▼		
PC Business Unit:	begins with ▼		
Project:	begins with ▼		
Operating Unit:	begins with ▼		
Fiscal Year:	= ▼	2016	

Search

Clear

Basic Search Save Search Criteria

Search Results

View All										First	1 of 1	Last
Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Operating Unit	Fiscal Year			
01	NON_CT_GRP	500000	105	1670	(blank)	(blank)	(blank)	(blank)	2016			

Effective 6/1/2015, fund 105 budgets will be entered in detail and controlled by department. The inquiry page used to show the available budget is only available by department. Similar to the OPR_CT fund 100 budget.

Budget Summary Inquiry Page – Fund 105

New 6/1/16!

Budget Summary Inquiry									
Business Unit	Ledger Group	Account	Fund	Department	Program	Project	PC BU	Op Unit	Fiscal Year
01	NON_CT_GRP	500000	105	1670					2016

Description	Posted Total Amount	Detail
Budget	1,000,000	
Encumbrance	100,000	Detail
Expenditures and Transfers	1,000,000	Detail
Pre-Encumbrance	100,000	Detail
Total Available Budget	1,000,000	

[Return to Search](#)
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This page displays the total budget by department and breaks down the expense by Encumbrance, Expense, Pre-Encumbrance and shows the Available Budget Balance. Click on the Details hyperlink to view transaction details.

Budget Summary Inquiry Input Page – Restricted

- Enter the required fields and click on the Search button
- The system will show the search results
- For Restricted Funds, select Account 500000 to see the non-comp available budget for spending

Budget Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit:	begins with	01	
Ledger Group:	=	NON_CT_GRP	
Account:	begins with		
Fund Code:	begins with		
Department:	begins with		
Program Code:	begins with	88049	
PC Business Unit:	begins with		
Project:	begins with		
Operating Unit:	begins with		
Fiscal Year:	=	2014	

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All									
Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Operating Unit	Fiscal Year
01	NON_CT_GRP	500000	180	3730	88049	(blank)	(blank)	(blank)	2014

Budget Summary Inquiry Page – Restricted

Budget Summary Inquiry

Business Unit	Ledger Group	Account	Fund	Department	Program	Project	PC BU	Op Unit	Fiscal Year
01	NON_CT_GRP	500000	180	3730	88049				2014

Associated Budget \$3,000,000.00

Description	Posted Total Amount	Detail
Budget	\$0.00	
Expenditures and Transfers	\$-2,000,000.00	Detail
Total Available Budget	\$1,000,000.00	

[Return to Search](#)
[Notify](#)
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This page displays the annual associated budget (restricted) or budget (fund105) and breaks down the expense by Encumbrance, Expense, Pre-Encumbrance and shows the Available Budget Balance. Click on the Details hyperlink to view transaction details.

Budget Summary Inquiry Input Page – Grants and Capital Projects example

- Enter the required fields and click on the Search button
- The system will show the search results
- For Grants, select Account 500010 to see direct available budget, select 500011 to see indirect available budget, for Capital select account 500000
- **New 6/1/16!** Effective 6/1/2016, period 9999 has been setup to allow rolling budgets for all capital projects.
- To view years prior to FY2016 please enter the specific fiscal year

Budget Summary Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	begins with ▼	01
Ledger Group:	= ▼	PRJ_CT_GRP
Account:	begins with ▼	
Fund Code:	begins with ▼	
Department:	begins with ▼	
Program Code:	begins with ▼	
PC Business Unit:	begins with ▼	
Project:	begins with ▼	500014
Operating Unit:	begins with ▼	
Fiscal Year:	= ▼	9999

Search

Clear

Basic Search  Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Operating Unit	Fiscal Year
01	PRJ_CT_GRP	400001	160	(blank)	(blank)	(blank)	500014	(blank)	9999
01	PRJ_CT_GRP	500010	160	(blank)	(blank)	(blank)	500014	(blank)	9999
01	PRJ_CT_GRP	500011	160	(blank)	(blank)	(blank)	500014	(blank)	9999

Budget Summary Page – Grants and Capital Projects example

Budget Summary Inquiry

Business Unit	Ledger Group	Account	Fund	Department	Program	Project	PC BU	Op Unit	Fiscal Year
01	PRJ_CT_GRP	500010	160			500014			9999

Description	Posted Total Amount	Detail
Budget	\$0.00	
Expenditures and Transfers	\$0.00	Detail
Total Available Budget	\$0.00	

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Refresh](#)

This page displays the annual budget for project 500014 and breaks down the expense by Encumbrance, Expense, Pre-Encumbrance and shows the Available Budget Balance. Click on the Details hyperlink to view transaction details.

[Budget Checking Accounts List by Type](#)

Budget checking accounts varies by the ledger group. Below are the list of budget checking control accounts by ledger type

[Budget Check Account List – Fund 100 – OPR CT GRP & Fund 105 NON CT GRP](#)

New 6/1/16! Fund 105

400000 - Revenue (Track Only)

400001 - 499999

515000 - 516999

610000 - 610499

640000 - 649999

500000 - Compensation

500001 - 500998

510000 - Non-Comp

510001 - 514999

517001 - 520004

520006 - 527004

527006 - 529999

530001 - 609999

610500 - 639999

650000 - 699999

140200 - Prepaid Insurance & Taxes

140220 - Prepaid Expenses - Other

140300 - Deposits - Miscellaneous

180100 - 180351 - CIP Fixed Assets

Budget Check Account List – Restricted/Capital

- Restricted NON_CT_GRP
- Capital Projects PRJ_CT_GRP (excludes Grants)

500000 - Budget Check Accounts

500001 - 500998
501001 - 509999
510001 - 514999
517001 - 520004
520006 - 527004
527006 - 529999
530001 - 609999
610500 - 639999
650000 - 699999
517000 - Supplies and Printing Alloc
520005 - Travel Chargebacks
527005 - Telecom Dept Charges Allocatio
530000 - Facilities Allocation
140200 - Prepaid Insurance & Taxes
140210 - Prepaid Exp-Other Future Yrs
140220 - Prepaid Expenses - Other
140300 - Deposits - Miscellaneous
140310 - Deposits-Misc Future Yrs
180100 - 180351 - CIP Fixed Assets

Budget Check Account List – Grants PRJ CT GRP**500010 - Grants Direct Expense****Grants Control Payroll**

501100 - 503999

Grants Control Fringe

508000- Employee Benefit Life Ins

508080 - 508085

Grants Control Supply & Svc

140200- Prepaid Insurance & Taxes

140210- Prepaid Exp-Other Future Yrs

140220- Prepaid Expenses - Other

140300- Deposits - Miscellaneous

140310- Deposits-Misc Future Yrs

510005 - 514999

517001 - 520004

520006 - 520029

520071 - 527004

527006 - 529999

530001 - 560004

560101 - 598014

598016 - 609999

610500 - 620214

620216 - 630004

630006 - 699999

Grants Control Travel

520030 - 520070

Grants Control Equipment

180100 - 180351

560005 - 560100

Non-Comp Control Account

510001 - 510004

Compensation Control Account

501001 - 501099

504000 - 507999

508001 - 508079

508086 - 509999

500011 - Grants Indirect/F&A

598015- Undistributed Reserve

620215- Reclass Cost Sharing

630005- Reclass Indirect Cost