

Inquiries using Budgets Overview

The Budgets Overview inquiry page provides information for one or multiple budgets, with drill downs to view individual budget journal lines, ledger entries and source transactions, and the Budget Details page. The Budgets Overview inquiry page also has the ability to:

- save search criteria (pg 10)
- use amount for search criteria (pg 12)
- use Calendar selections to view details by accounting period (pg 13)
- use ChartField Value Sets to select groups of accounts (pg 13)
- use Ledger Inquiry Sets to query multiple Ledger Groups (pg 14)
- or change the display to summarize results at different levels (pg 16)

Examples of the drill down pages for different Ledger Groups are provided at the end of the document.

Add a New Value / Find an Existing Value for Inquiry Name:

Commitment Control>Review Budget Activities>Budgets Overview

An Inquiry Name is a unique identifier defined by the user to access Budget Overview inquiries. Inquiry Names can be up to 10 characters and cannot be accessed by other users.

A new value must be created from the Add a New Value tab if an Inquiry Names does not exist. For running a broad range of inquiries in which the criteria will change, we recommend using a single Inquiry Name of your NAU User ID. For frequently run inquiries in which the criteria will not change, another Inquiry Name can be created to save the criteria. However, if the criteria is changed, the new criteria is automatically saved in place of the initial criteria.







Inquiry Name: User ID or a descriptive name for the inquiry

Add

Once Inquiry Name(s) are created, use the Fund an Existing Value tab to search for the appropriate Inquiry Name.



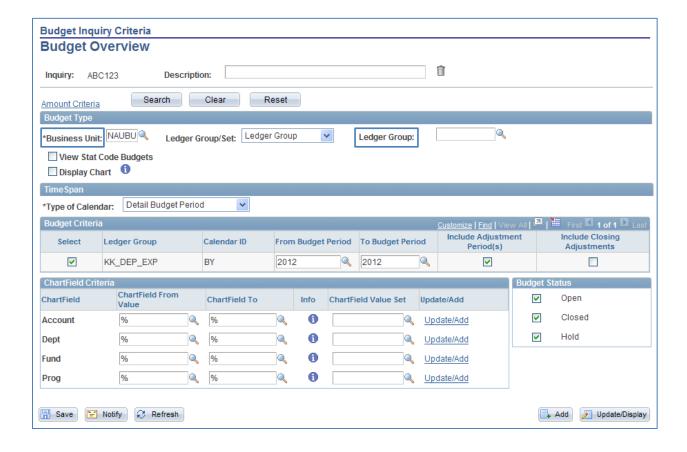
Find an Existing Value tab for an existing Inquiry Name Search



Note: For general inquiries, use your User ID. For inquiries that will be saved, use a descriptive name for the inquiry. The Inquiry Name will display at the top of the Budget Inquiry Criteria page.







*Business Unit: NAUBU for Commitment Control

Ledger Group/Set: Selection to use Ledger Group or Ledger Inquiry Set

*Ledger Group: For State and Local funds, KK_DEP_EXP, KK_DEP_REV, KK_CAB_EXP, or KK CAB REV if using Ledger Group or LOCAL DEPT or LOCAL CAB if using Ledger Inquiry Set;

select a single fund, a range of funds or leave blank for all funds

Amount Criteria: Additional criteria page to search on an amount

Display Chart: Display of the ledger amounts as a percentage of budgets in a chart

Type of Calendar: Detail Budget Period or Detail Accounting Period **From Budget Period:** Beginning Budget year selection for the inquiry



To Budget Period: Ending Budget year selection for the inquiry

Account: Expense or revenue at the class or category level depending on the Ledger Group; class level must be used with the KK_DEP_EXP and KK_DEP_REV Ledger Groups and category level must be used with the KK_CAB_EXP and KK_CAB_REV level Ledger Groups; enter one Account, a range of Accounts or leave blank for all Accounts

Department: DepartmentID or Cabinet depending on the Ledger Group; for KK_DEP_EXP and KK_DEP_REV Ledger Groups enter one DepartmentID or a range of DepartmentIDs; for KK_CAB_EXP and KK_CAB_REV Ledger Groups enter one Cabinet or a range of Cabinets

Fund: State, designated or auxiliary fund selection for the inquiry

Program: Program selection for the inquiry; enter one Program, a range of Programs, or leave blank for all Programs

Search to run the inquiry using the selected criteria or

Clear to remove existing criteria or

Reset to refresh criteria fields when Ledger Group/Set, Ledger Group, or Type of Calendar is changed

Notes: Use default settings for Include Adjustment Period(s), Include Closing Adjustments and Budget Status checkboxes. Use wildcards to change the ChartField selections for the inquiry.

Inquiry Results	
Business Unit:	NAUBU
Ledger Group:	KK_DEP_EXP Department Budget Expense
Type of Calendar:	Detail Budget Period
Amounts in Base Currency:	USD
Revenue Associated:	
Return to Criteria	Max Rows: Display Options Search
Ledger Totals (23 Rows)	
	Net Transfers: 0.00
Budget:	4,503,701.00
Expense:	1,508,531.76
Encumbrance:	-54,485.00
Pre-Encumbrance:	0.00
Budget Balance:	3,049,654.24
Associate Revenue:	0.00
Available Budget:	3,049,654.24



		Ledger Group	Fund	Dept	Account	Prog	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Bud
1 🔡	Q	KK_DEP_EXP	2500	6000120	711	E001	2012	1,380,001.000	795,887.040	-54,485.000	<u>0.000</u>	638, ^
2 🖺	Eq.	KK_DEP_EXP	2500	6000120	712	E001	2012	2,500.000	5,983.460	0.000	0.000	-3,
3 🖺	Eq.	KK_DEP_EXP	2500	6000120	713	E001	2012	0.000	0.000	0.000	0.000	
4 🔡	Eq.	KK_DEP_EXP	2500	6000120	714	E001	2012	0.000	0.000	0.000	0.000	
5 🖺	Eq.	KK_DEP_EXP	2500	6000120	715	E001	2012	0.000	0.000	0.000	0.000	
6 🖺	Eq.	KK_DEP_EXP	2500	6000120	716	E001	2012	0.000	0.000	0.000	0.000	
7 🖺	B	KK_DEP_EXP	2500	6000120	717	E001	2012	0.000	0.000	0.000	0.000	
8 📳	Ę	KK_DEP_EXP	2500	6000120	719	E001	2012	0.000	0.000	0.000	0.000	
9 📑	Eq.	KK_DEP_EXP	2500	6000120	720	E001	2012	488,000.000	274.129.470	0.000	0.000	213,
10 🖺	Eq.	KK_DEP_EXP	2500	6000120	730	E001	2012	822,200.000	127,055.660	0.000	0.000	695,
11 🖺	Eq.	KK_DEP_EXP	2500	6000120	740	E001	2012	20,000.000	23,820.140	0.000	0.000	-3,
2 🖺	Ę	KK_DEP_EXP	2500	6000120	750	E001	2012	0.000	279,369.580	0.000	0.000	-279,
3 📑	Eq.	KK_DEP_EXP	2500	6000120	761	E001	2012	0.000	638.400	0.000	0.000	-
4 🖺	Eq.	KK_DEP_EXP	2500	6000120	762	E001	2012	0.000	1,648.010	0.000	0.000	-1,
15 📑	Eq.	KK_DEP_EXP	2500	6000120	770	E001	2012	0.000	0.000	0.000	0.000	~
		<									2	>

Header: Display of the Ledger Group and Type of Calendar for the Results

Ledger Totals: Totals for each amount type in the Results

Display Options: Additional criteria page to change the display of the Budget Overview Results **Budget Overview Results:** Details of one or multiple budgets; default display at Fund-Dept-Account-

Prog level

Show Budget Details Icon :: Link to the Budget Details page for the ledger row

Show Budget Transaction Types Icon : Link to the Budget Transaction Types page for the line

Zoom Icon : Use to view Budget Overview Results in a separate window

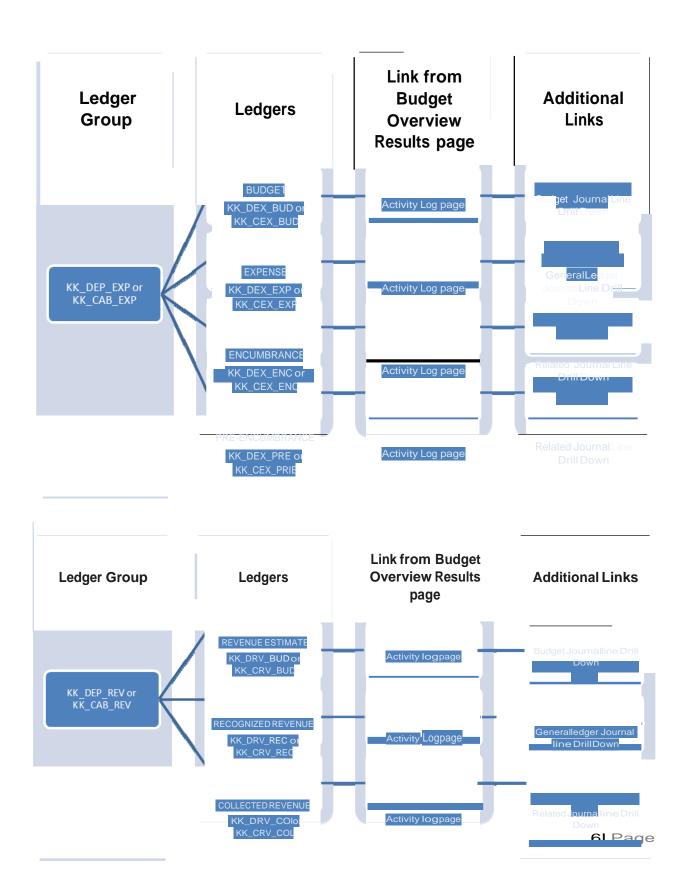
Download Icon :: Use to download the Budget Overview Results to Excel

Amount Types: Budget, Expense, Encumbrance, Pre-Encumbrance, Revenue Estimate, Recognized

Revenue and Collected Revenue with links to the Activity Log page for the ledger row

Return to Criteria

Notes: The amount types displayed in the Ledger Totals and Budget Overview Results differ by Ledger Group. The detail ledgers displayed in the Activity Log pages differ for amount types and Ledger Groups. The following tables summarize the amount types, the detail ledgers and additional links from the Activity Log pages.







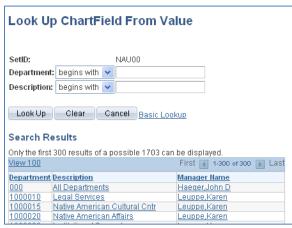
Use Look Ups for Criteria:

Look Ups can be used to find valid values for ChartFields. Click the magnifying glass next to any ChartFields for the Look Up box.



Look Up for Ledger Group

Notes: KK_DEP_EXP, KK_DEP_REV, KK_CAB_EXP and KK_CAB_REV are Ledger Groups used for State and Local funds.



Look Up for Department

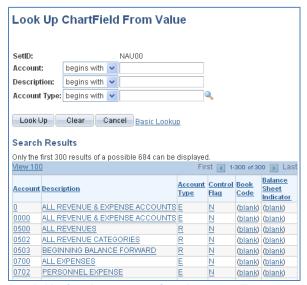




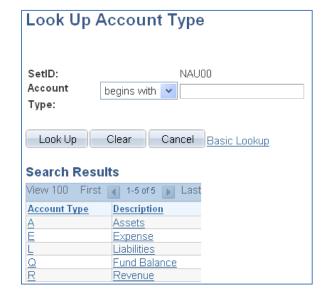


Look Up for Department beginning with 6 or Cabinet beginning with C

Notes: Use the 'begins with' operator for Department to find ranges for Department/Ds and Cabinets.



Look Up for Account using Account Type





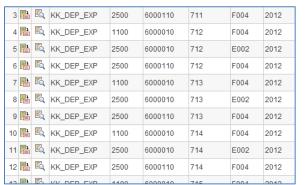


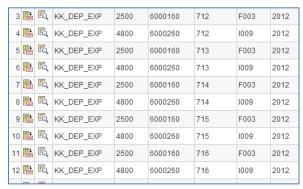
**

Notes: Expense and Revenue are Account Types used for Commitment Control.

Use Wildcards in Criteria:

Wildcards can be used to select a range of values for ChartFields. Use % (percent symbol) to match one or more characters, or use _ (underscore) to match any single character.





Budget Overview Results for Department 600%10 and Department '6000_60'

Correct Common Errors:

There are two common errors that occur in the Review Budget Activities inquiries:

- No data exists for this selection
- More rows are available

The 'No data exists for this selection' will return on the Budget Inquiry Criteria page in Budgets Overview when data does not exist for the selected criteria or when the Account and/or Department selections do not correspond with the Ledger Group. Verify a class level Account and/or a DepartmentID are used with the KK_DEP_EXP and KK_DEP_REV Ledger Groups, or a category level Account and/or a Cabinet are used with the KK_CAB_EXP and KK_CAB_REV Ledger Groups.

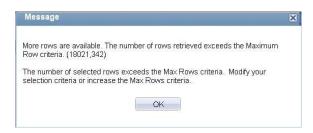


The 'More rows are available' will return on Inquiry Results page in Budgets Overview and the drill down pages in Budget Details when the number of ledger rows exceeds the default Max





Rows of 100. Increase the Max Rows until the number of ledger rows is less than the Max Rows or the error does not occur.



Notes: The Ledger Totals in the Inquiry Results of the Budget Overview are totals of only the ledger rows returned. If more rows are available but not displayed, the totals will not be correct. Either the Max Rows can be increased to display all ledger rows or the ledger rows displayed can be reduced using the Display Options.

Save Budget Inquiry Criteria:

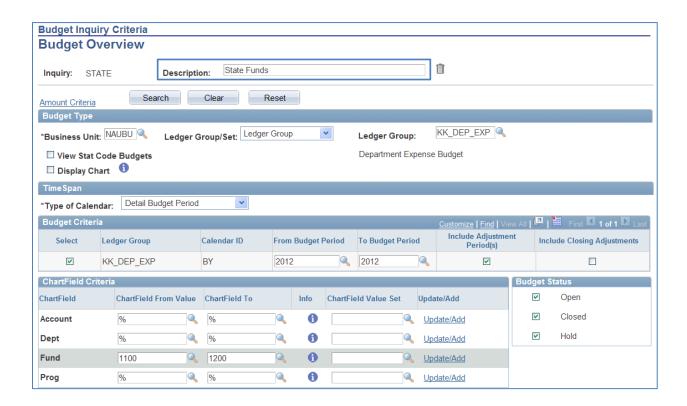


Add a New Value tab

Inquiry Name: A descriptive name for the inquiry

Add





Description: A description for the inquiry

Save





Find an Existing Value Search Select saved inquiry

Notes: Saved searches are selected from the Find an Existing Value. When selection criteria are changed in a saved search, the new criteria is automatically saved in place of the initial criteria. Saved searches can be deleted by the user in the Budget Inquiry Criteria page.

Use Inquiry Amount Criteria:





Budget Overview Results where Available Budget is less than 20% of Budget and Encumbrances are greater than 50% of Available Budget

Amount Type: Available Budget, Budget, Encumbrance, Expense, Planned or Pre-Encumbrance for expense Ledger Groups; Available Budget, Collected Revenue, Recognized Revenue or Revenue Estimate for revenue Ledger Groups

Multiplier: A value to multiply by the second Amount Type or an actual value; when using an actual value, use '1' for second Amount Type

Add / Delete Row Icons : Use to add or delete additional amount criteria

Click Amount Criteria on the Budget Inquiry Criteria page OK or





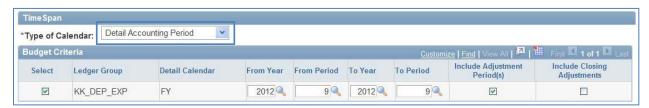
Cancel

Notes: Amount Criteria is not available when using Ledger Inquiry Sets.

Use Type of Calendar:

Type of Calendar allows for inquiries of the budget fiscal year or accounting periods in the fiscal year.





Type of Calendar: Detail Budget Period or Detail Accounting Period From Budget Period: Beginning Budget year selection for the inquiry To Budget Period: Ending Budget year selection for the inquiry From Period: Beginning accounting period selection for the inquiry To Period: Ending accounting period selection for the inquiry

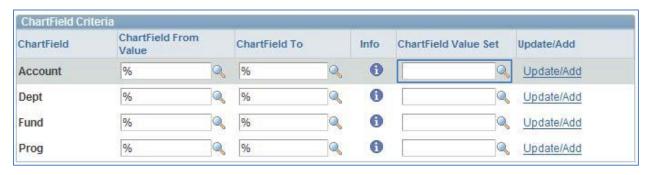
Select Type of Calendar from dropdown

Use ChartField Value Sets:

ChartField Value Sets allow for the selection of a group of accounts without having to use ranges in the ChartField From and To fields.









ChartField Value Set: Predefined sets of selection criteria for Account; for use with KK_DEP_EXP or KK_DEP_REV Ledger Groups

Select ChartField Value Set from Look Up

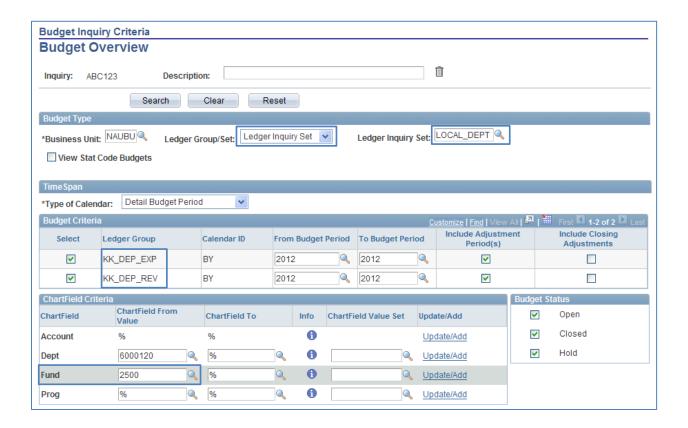
Notes: The ChartField Value Sets for Account cannot be used with the KK_CAB_EXP or KK_CAB_REV Ledger Groups or the Ledger Inquiry Sets.

Use Ledger Inquiry Set:

Ledger Inquiry Sets allow for inquiries of the expense and revenue Ledger Groups at the same time to present a consolidated view of budgets.







Ledger Inquiry Set: LOCAL_DEP or LOCAL_CAB

Department: DepartmentID or Cabinet depending on the Ledger Inquiry Set

Fund: Designated or auxiliary fund selection for the inquiry; State funds do not have revenue

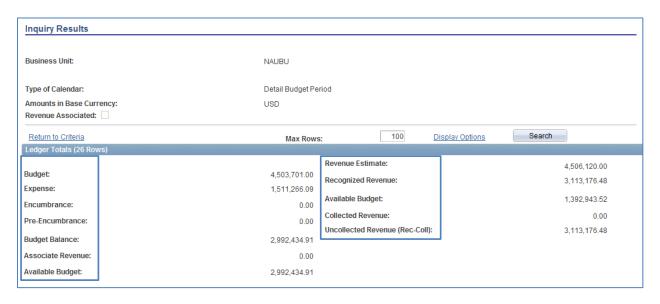
Program: Program selection for the inquiry

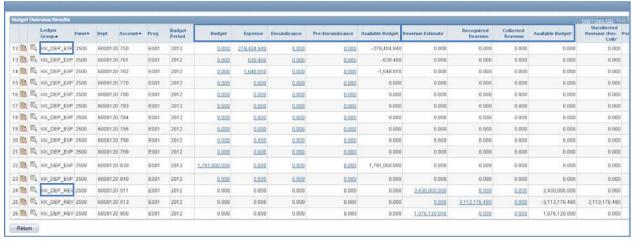
Select Ledger Inquiry Set from dropdown

Search

Notes: Account ChartField is not available when using Ledger Inquiry Sets. Fund must be selected with Ledger Inquiry Sets to exclude State funds from Budget Overview Results.







Notes: Amount types for both the expense and revenue Ledger Groups in the Ledger Inquiry Set display in the Ledger Totals and the Budget Overview Results of the Inquiry Results page.

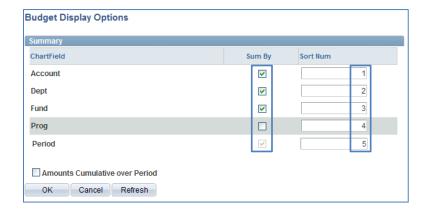
Use Display Options:







Click Display Options on the Inquiry Results page



Sum By: Select the ChartFields to use to summarize the ledger rows

Sort Num: Specify the order for sorting the ledger rows

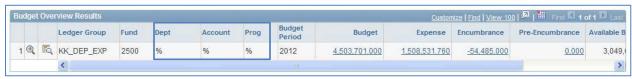
OK in the Budget Display Options page Search on the Inquiry Results page to refresh the Budget Overview Results







Budget Overview Results summarized at Fund-Dept-Account level (Prog removed)



Budget Overview Results summarized at Fund level (Dept-Account-Prog removed)

Notes: ChartFields removed from summary display with '%' in the ledger row.





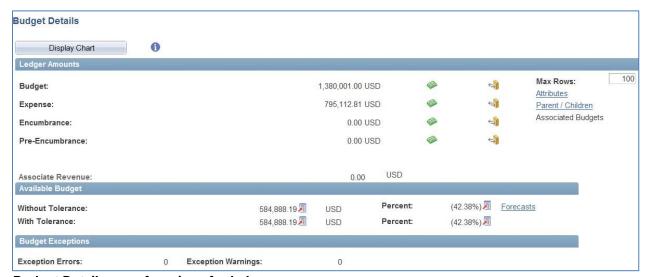
Example of Budgets Overview for KK DEP EXP Ledger Group:

Commitment Control>Review Budget Activities>Budgets Overview



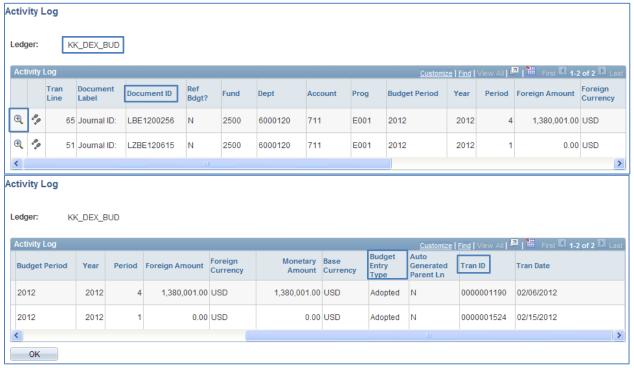
Budget Overview Results for Ledger Group KK_DEP_EXP, DepartmentID 6000120 and Budget Period 2012

Notes: For the KK_CAB_EXP Ledger Group, Dept displays the Cabinet and Account displays at Category level. Drill down pages from the KK_CAB_EXP Ledger Group display the KK_CEX_BUD, KK_CEX_EXP, KK_CEX_ENC and KK_CEX_PRE Ledger.



Budget Details page from icon for ledger row





Activity Log page from Budget link

Notes: Activity Log page displays budget transaction details including Document ID, Budget Entry Type and Tran ID.







Budget Journal Line Drill Down page from magnifying glass drill on Activity Log page



Activity Log page from Expense link

Notes: Activity Log page displays expense transaction details including Document ID and Tran ID.



General Ledger Journal Line Drill Down page from magnifying glass drill on Activity Log page



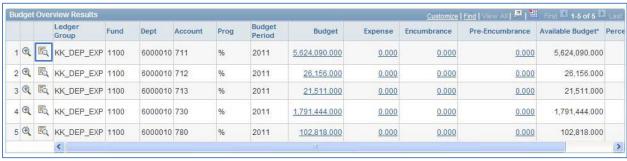
Activity Log page from Encumbrance link



Activity Log page from Pre-Encumbrance link







Budget Overview Results for Ledger Group KK_DEP_EXP, Fund 1100, DepartmentID 6000010 and Budget Period 2011



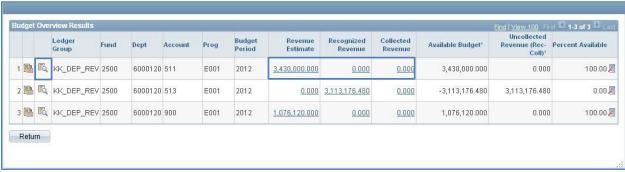
Budget Transaction Type page from icon for ledger row

Notes: Adopted budgets, Temporary and Permanent adjustments (transfers) to the adopted budgets and Current budgets display in the Budget Transaction Types page.



Example of Budgets Overview for KK DEP REV Ledger Group:

Commitment Control>Review Budget Activities>Budgets Overview



Budget Overview Results for Ledger Group KK_DEP_REV, DepartmentID 6000120 and Budget Period 2012



Budget Details page from icon for ledger row









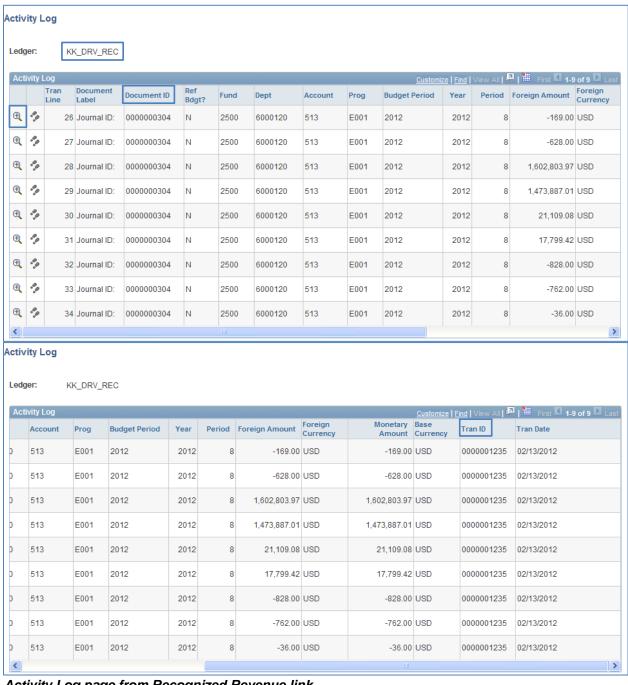
Activity Log page from Revenue Estimate link

Notes: Activity Log page displays budget transaction details including Document ID, Budget Entry Type and Tran ID.



Budget Journal Line Drill Down page from magnifying glass drill on Activity Log page





Activity Log page from Recognized Revenue link

Notes: Activity Log page displays revenue transaction details including Document ID and Tran ID.





Activity Log page from Collected Revenue link