



Campus Budgets

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Working with Budget Journals and Budget Transfers

What are Budget Journals and Budget Transfers?

Budget Journals and Budget Transfers are the most common transactions in Commitment Control, which manages budgets within the system.

Budget Journals enter budget amounts and allocations in the Commitment Control ledgers. Budget Transfers represent the movement of funds from one budget line item to another and are recorded in Commitment Control. Budget transfers must sum to \$0.

There are several ways to add a budget journal or budget transfer:

- enter a budget journal or budget transfer online
- import a budget journal or budget transfer from a flat file, like Excel
- budget journals are created when budget allocations are processed
- copy a budget journal or budget transfer

To enter a budget journal or a budget transfer, you need to know the:

- ledger group
- chartfield string associated with a specific budget
- budget entry type: original, adjustment, transfer original or transfer adjustment
- budget period

Once the budget journal or budget transfer is entered into the system, you must budget pre-check it. This confirms that there is sufficient budget, that the correct budget definition is being used, and if there is not a budget combo-edit error.

If the budget pre-check fails, then you need to:

- validate that you are using the correct chartfield string
- review the budget overview inquiry to view the budget's balance. If there is not enough budget in the chartfield string, you may choose to use a different chartfield string or add budget to the chartfield string.
- request an override from the central office that manages the fund type

Depending on your security authorization, you can submit the budget journal or budget transfer for processing through workflow, or post the transaction directly. If you are submitting the budget journal or budget transfer for approval, it will go through the workflow process associated with the chartfield string. When it is approved, it will be posted with the batch process according to the batch processing schedule, or the final approver can choose to post it immediately. Batch processing runs at 6 PM daily. If the approver chooses Post, it is posted immediately, assuming no errors.

On a daily basis, the department, school, or division representative should run a query, or search online to see if there are posting errors.

If there are no posting errors the budget is updated.

If there is a posting error, then you must use the budget error resolution process to resolve the issue and resubmit the budget journal for approval and posting.

Budget Transfer Considerations

Here are some key rules to budget transfers:

- There must be a sufficient budget balance in an account to cover the transfer.
- It is prohibited to move State funds between Academic Affairs, Health Affairs and Area Health Education Center (AHEC).
- Budget can be transferred between accounts and departments if they are in the same ledger group.
- Fringe benefits must be included when moving budget from non-personnel accounts to personnel accounts. For non-State funds, on the budget journal or budget transfer, enter a description indicating that there is sufficient budget in the fringe benefit accounts to cover fringe benefits for existing personnel and for additional personnel. For State appropriations, the Office of Budget, Planning & Analysis must verify the inclusion of fringe benefits.
- Budget transfers for graduate students, who are enrolled with Graduate Student Health Insurance Program (GSHIP), must include budget for health insurance costs, if you are moving budget from non-personnel accounts to personnel accounts.
- Permanent employees require permanent budget on all State funds.
- Be sure to provide a full explanation of why the funds are being transferred, including information such as time period, program, or details of service provided.
- If two or more separate budget transfers are required to complete a transaction due to changes to receipts, or temporary or permanent transfers, indicate the justification that another budget transfer follows. This provides an audit trail and alerts the next approver that the budget transfers must be considered in their entirety.

Exceptions:

- State appropriated funds that are used for distance learning must stay within distance learning fund codes and fund sources.
- Some gift and other expendable trust funds, as well as endowment funds, may have restrictions placed on them, so it is important to review the fund authority.

Additional Resources

- For instructions on entering a budget journal, see [Entering or Modifying Budget Journals Page 5](#).
- For instructions on copying a budget journal, see [Copying Budget Journals or Budget Transfers Page 23](#).
- For instructions on entering a budget transfer, see [Entering or Modifying Budget Transfers Page 14](#).
- For instructions on importing a budget journal or budget transfer, see [Importing Budget Journals or Transfers](#).
- For instructions on deleting a budget journal or budget transfer that has not posted, see [Deleting Budget Journals or Budget Transfers Page 28](#).
- For instructions on resolving budget pre-check errors, see [Common Budget Check Exceptions](#).
- For additional information on budget overview inquiry, see [Running a Budgets Overview Inquiry Page 33](#).

Entering or Modifying Budget Journals

Overview

Enter a budget journal to establish a budget. Once the budget is established, enter a modifying budget journal to increase or decrease the budget amount.

Budget journals to create or change a budget require that you enter one or many chartfield strings within the same ledger group. To save yourself from repetitious data entry, use the journal entry copy down feature.

When modifying two budget periods, two budget journals must be submitted; create a new budget journal for the future budget period and change the journal date to the first day of the new fiscal year.

It's good business practice to enter a budget journal description and upload supporting documentation to support budget journals that change budget.

To enter or modify a budget journal:

- choose a ledger group
- choose a budget entry type and parent budget entry type
- enter a description
- optionally, attach supporting documents
- enter the budget lines for each budget
- budget pre-check the budget journal
- submit or post the budget journal, depending on security authorization

Entering or Modifying a Budget Journal

Follow these steps to enter or modify a budget journal:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > EnterBudget Journals**
2. Choose one of the following options:
 - To modify an existing budget journal, use this process:
 - a. Click on the **Find an Existing Value** tab.
 - b. Complete the fields:

In this field:	Do the following:
Business Unit	Edit or enter uncch for the University, uncga for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description.
User ID	If you know it, enter the user ID of the person who made the original budget journal entry.

c. Click the **Search** button.

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

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Result: The system displays the list of budget journals that meet your search criteria.

d. In the Search Results list, click on the link for the budget journal you want to modify.

Search Results					
View All			1-8 of 8		
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000519618	01/01/2019	OSR	Posted	Program Income to KK Budget
UNCCH	0000527519	01/01/2019	OSR	Edit Error	OSR Interest - Create KK Jrnl
UNCCH	0000521609	01/01/2019	FAST	Posted	January 2019 Trust Budget Load
UNCCH	0000519607	01/01/2019	OSR	Posted	Clin Trials Inc Indirect KK

- To enter a new budget journal:
 - a. Click on the **Add a New Value** tab.
 - b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter uncch for the University, uncga for General Administration, or a foundation business unit.
Journal ID	Leave the default value of Next.
Journal Date	Leave the default value of today's date. Note: If modifying a future budget period, enter the first date of the future fiscal year.

- c. Click the **Add** button.

Enter Budget Journals

Business Unit

Journal ID

Journal Date

Result: The system displays the Budget Header tab.

Budget Header Tab

1. Complete the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the the type of funds being used.
Budget Entry Type	Choose one of the following: <ul style="list-style-type: none">• Original for original budget entries• Adjustment for modifications to an original budget journal entry
Generate Parent Budget(s)	For F&A, State, and Trust funds which use the FAST ledger group, this box will be checked automatically. State and Facilities and Administrative (F&A) funds are set up with parent-child hierarchy. The child budget represents a portion of the parent budget. When the child creates or transfers budget, the parent budget is automatically updated. All transactions against a child budget are budget checked against both the parent and child budgets in the system. Trust funds don't have a parent-child relationship, but the box must be checked because trust funds share the same ledger group with F&A and State funds.
Parent Budget Entry Type	If your budget is a child budget, choose one of the following: <ul style="list-style-type: none">• Original• Adjustment The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank. For all FAST child budgets you must select a parent budget entry type.
Long Description	Enter a budget journal description that explains the creation of or modification to the budget.

Budget Header

Budget Lines

Budget Errors

Unit UNCCH
Journal ID NEXT
Date 01/01/2019

*Ledger Group FAST
Fiscal Year 2019
Period 7

Control ChartField Fund
*Currency USD
Rate Type CRRNT

Budget Header Status None
Exchange Rate 1.00000000
Cur Effdt 01/01/2019

*Budget Entry Type Adjustment
Budget Type Expense

Parent Budget Options
☒ Generate Parent Budget(s)
☒ Use Default Entry Event
Parent Budget Entry Type Adjustment

Attachments (0)

Long Description
254 characters remaining

Alternate Description
150 characters remaining

Save Notify Refresh
Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

- If you want to attach supporting documentation, click on the **Attachments** link. If there are no attachments, skip this step.
- Click the **Budget Lines** tab.

Budget Header

Budget Lines

Budget Errors

Unit UNCCH

Budget Lines Tab

- Complete the fields:

In this field:	Do the following:
Fund	Look up, or enter, the fund, which identifies the funding group and how the funds are spent.
Source	Look up, or enter, the source, which indicates whose funds you are spending.

In this field:	Do the following:
Account	Look up, or enter, the account to indicate which budget account you will spend from.
Department	Look up, or enter, your department number.
Program	If your budget uses it, look up, or enter, the program code, which accommodates your department or school's reporting needs.
Cost Code 1	If your budget uses it, look up, or enter, the cost code 1, which accommodates your department or school's reporting needs. For Athletics only.
Amount	Enter the amount the budget is increasing or decreasing by. Use a positive number to increase the budget, or a negative number to decrease it. Note: This is not the new budget amount. This is the amount you are adding to your budget, or reducing your budget by.
Ref 1	Enter the Journal ID of the current year budget journal to link the current journal with the future journal.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	Not Submitted	FAST_EX_BD	2020		21101	13001	512100	423501	

- Click the **Journal Line Copy Down** link to enter multiple chartfield strings in a budget journal.

Delete	Line	Approval Line Status	Ledger
<input type="checkbox"/>	1	Not Submitted	FAST_EX_BD

Lines to add: + - [Journal Line Copy Down](#)

3. Choose one of the following for Journal Line Copy Down function:

- Click the **Select All** button to mark all of the checkboxes.
- Click the **Deselect All** button to unmark all of the checkboxes.
- Mark individual checkboxes.
- Unmark individual checkboxes.

4. Click the **OK** button.

Label Text	Copy Down
Approval Line Status	<input checked="" type="checkbox"/>
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Cost Code 1	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

5. Enter the number of lines you wish to add and then click the (+) button.

Lines to add: + - [Journal Line Copy Down](#)

6. Enter the chartfield string and amount for each line you added.

Budget Period	SpeedType		Fund	Source	Account	Dept
2020	<input type="text"/>	Q	21101 Q	13001 Q	512100 Q	423501 Q
2020	<input type="text"/>	Q	21101 Q	13001 Q	512100 Q	423501 Q

- Click the **Save** button to save the budget journal.

Result: The system displays the Journal ID at the top of the tab when the budget journal is saved.

- Choose **Budget Pre-check** from the Process list.

Date 06/23/2020

*Process

- Click the **Process** button.

Budget Header Status None

Approval Header Status Not Submitted

☐ Submit For Approval

Process

- Click the **Yes** button to confirm you want to wait for the budget pre-check.

Would you like to wait until the Budget Pre Check process is completed? (18021,2911)

Yes **No**

Result: If there is a budget pre-checking error, the Budget Header Status displays Error. Click the Errors link to see the error message and fix before moving to step 11. If no errors are found, the Budget Header Status displays Checked Only, you can proceed to step 11.

Budget Header Status	Error
Approval Header Status	Not Submitted
<input type="checkbox"/> Submit For Approval	Process

11. Choose **Submit Journal** from the Process list.

*Process	Submit Journal ▼	<input checked="" type="checkbox"/> Submit For Approval
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12. Click the **Process** button.

Budget Header Status	Checked Only
Approval Header Status	Not Submitted
<input type="checkbox"/> Submit For Approval	Process

Result: The Approval Header Status is now **Pending**.

Budget Header Status	Checked Only
Approval Header Status	Pending
<input type="checkbox"/> Submit For Approval	Process

Note: If you make changes to a budget journal after submitting it for approval, the Approval Header Status will change to Canceled. However, you can still make changes to the budget journal, but it requires another successful budget pre-check prior to submitting for approval.

Entering or Modifying Budget Transfers

Overview

Enter a budget transfer to move funding from one budget to another. For each budget credited, a budget is debited. Budget transfer credits and debits must sum to \$0. Additional rules are in place that require a budget transfer to be balanced by budget period, fund, and source.

Budget transfers can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. To save yourself from repetitious data entry, use the journal entry copy down feature.

It's good business practice to enter a budget transfer description and upload supporting documentation to support budget transfers.

To enter or modify a budget transfer:

- choose a ledger group
- choose a budget entry type and parent budget entry type
- enter a description
- optionally, attach supporting documents
- enter the budget lines for each budget
- budget pre-check the budget transfer
- submit or post a budget transfer, depending on security authorization

Entering or Modifying a Budget Transfer

Follow these steps to enter or modify a budget transfer:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > Enter Budget Transfer**
2. Choose one of the following options:
 - To modify an existing budget transfer:
 - a. Click on the **Find an Existing Value** tab.
 - b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter uncch for the University, uncga for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description.
User ID	Look up, or enter, the user ID of the person who made the original budget journal entry.

c. Click the **Search** button.

Enter Budget Transfer

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

▼ Search Criteria

Business Unit
=
▼
UNCCH

Journal ID
begins with
▼

Journal Date
=
▼
01/07/2019

UnPost Sequence
=
▼

Budget Header Status
=
▼

Description
begins with
▼

User ID
begins with
▼

☐ Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Result: The system displays the list of budget transfers that meet your search criteria.

d. Click on the link for the budget transfer you want to modify.

Search Results					
View All			1-31 of 31 ▼		
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000518862	01/07/2019	FAST	Posted	Correcting start up swap for N
UNCCH	0000518864	01/07/2019	FAST	Posted	Correcting Science swap for KI
UNCCH	0000518865	01/07/2019	FAST	Posted	Correcting Science funds swap

- To create a new budget transfer:
 - a. Click the **Add a New Value** tab.
 - b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter uncch for the University, uncga for General Administration, or a foundation business unit.
Journal ID	Leave the default value of Next.
Journal Date	Leave the default value of today's date.

- c. Click the **Add** button.

Enter Budget Transfer

Business Unit

Journal ID

Journal Date

[Find an Existing Value](#) | [Add a New Value](#)

Result: The system displays the Budget Header tab.

Budget Header Tab

1. Complete the fields:

In this field:	Do the following:
Ledger Group	<p>Choose the ledger group.</p> <p>The ledger group indicates if the budget transfer is either expense or revenue, and reflects the fund type such as Capital Improvements and so on.</p>
Budget Entry Type	<p>Choose one of the following:</p> <ul style="list-style-type: none">• Transfer original to transfer original budgets, typically to correct an error in the originally entered budgets.• Transfer adjustment for a transfer of previously adjusted budget amounts.
Generate Parent Budget(s)	<p>For F&A, State, and Trust funds which use the FAST ledger group, this box will be checked automatically. State and Facilities and Administrative (F&A) funds are set up with parent-child hierarchy. The child budget represents a portion of the parent budget. When the child creates or transfers budget, the parent budget is automatically updated. All transactions against a child budget are budget checked against both the parent and child budgets in the system. Trust funds don't have a parent-child relationship, but the box must be checked because trust funds share the same ledger group with F&A and State funds.</p>
Parent Entry Type	<p>If your budget is a child budget, choose one of the following:</p> <ul style="list-style-type: none">• Transfer Original• Transfer Adjustment <p>The parent budget entry type should match the child budget entry type.</p> <p>If your budget is not a child budget, leave this field blank.</p> <p>For all FAST child budgets you must select a parent budget entry type.</p>
Long Description	<p>Enter a budget transfer description that explains the purpose of the transfer.</p>

Budget Header

Budget Lines

Budget Errors

Unit UNCCH
Journal ID NEXT
Date 01/07/2019

*Ledger Group FAST
Fiscal Year 2019
Period 7

Control ChartField Fund
*Currency USD
Rate Type CRRNT

Budget Header Status None
Exchange Rate 1.00000000
Cur Effdt 01/07/2019

*Budget Entry Type Transfer Adjustment
Budget Type Expense

Parent Budget Options
☒ Generate Parent Budget(s)
☒ Use Default Entry Event
Parent Budget Entry Type Transfer Adjustment

Attachments (0)

Long Description
Moving funding from EPA Non Teach budget to SPA Regular Salaries budget
182 characters remaining

Alternate Description
150 characters remaining

Save Notify Refresh
Add Update/Display

Budget Header | Budget Lines | Budget Errors

- If you want to attach supporting documentation, click on the **Attachments** link. If there are no attachments, skip this step.
- Click the **Budget Lines** tab.

Budget Header

Budget Lines

Budget Errors

Unit UNCCH

Budget Lines Tab

- Complete the fields:

In this field:	Do the following:
Fund	Look up, or enter, the fund, which identifies the funding group and how the funds are spent.
Source	Look up, or enter, the source, which indicates whose funds you are spending.

In this field:	Do the following:
Account	Look up, or enter, the account to indicate which budget account you will spend from.
Department	Look up, or enter, your department number.
Program	If your budget uses it, look up, or enter, the program code, which accommodates your department or school's reporting needs.
Cost Code 1	If your budget uses it, look up, or enter, the cost code 1, which accommodates your department or school's reporting needs. For Athletics only.
Amount	Enter the amount the budget is increasing or decreasing by. Use a positive number to increase the budget, or a negative number to decrease it. This is not the new budget amount. This is the amount you are adding to your budget, or reducing your budget by.

2. Use the **Scroll Bar** to view more chartfields and the Amount.

The screenshot shows the 'Lines' interface with a table containing the following data:

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	Not Submitted	FAST_EX_BD	2020		21101	13001	512100	423501	

3. Click the **Journal Line Copy Down** link to enter multiple chartfield strings in a budget journal.

The screenshot shows the 'Lines' interface with the 'Chartfields and Amounts' tab selected. Below the table, there is a 'Lines to add' section with a scroll bar, a '+' button, a '-' button, and a 'Journal Line Copy Down' link highlighted with an orange box.

4. Choose one of the following for the Journal Line Copy Down function:

- Click the **Select All** button to mark all of the checkboxes
- Click the **Deselect All** button to unmark all of the checkboxes
- Mark individual checkboxes
- Unmark individual checkboxes

5. Click the **OK** button.

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Cost Code 1	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>
Approval Line Status	<input checked="" type="checkbox"/>

6. Enter the number of lines you wish to add and then click the (+) button.

7. Enter the chartfield string and amount for each line you added.

Budget Period	SpeedType		Fund	Source	Account	Dept
2020	<input type="text"/>	Q	21101 Q	13001 Q	512100 Q	423501 Q
2020	<input type="text"/>	Q	21101 Q	13001 Q	512100 Q	423501 Q

- Click the **Save** button to save the budget transfer.

Result: The system updates and displays all totals in the Totals section on the page. The total debits and credits should be in balance.

- Choose **Budget Pre-Check** from the Process list.

Date 06/23/2020

*Process

- Click the **Process** button.

Budget Header Status None

Approval Header Status Not Submitted

☐ Submit For Approval

Process

- Click the **Yes** button to confirm you want to wait for the budget pre-check.

Would you like to wait until the Budget Pre Check process is completed? (18021,2911)

Yes No

Result: If there is a budget pre-checking error, the Budget Header Status displays Error. Click the Errors link to see the error message and fix before moving to step 11. If no errors are found, the Budget Header Status displays Checked Only, you can proceed to step 11.

Budget Header Status	Error
Approval Header Status	Not Submitted
<input type="checkbox"/> Submit For Approval	<input type="button" value="Process"/>

12. Choose **Submit Journal** from the Process list.

*Process	Submit Journal ▼	<input checked="" type="checkbox"/> Submit For Approval
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13. Click the **Process** button.

Budget Header Status	Checked Only
Approval Header Status	Not Submitted
<input type="checkbox"/> Submit For Approval	<input type="button" value="Process"/>

Result: The Approval Header Status is now **Pending**.

Budget Header Status	Checked Only
Approval Header Status	Pending
<input type="checkbox"/> Submit For Approval	<input type="button" value="Process"/>

Note: If you make changes to a budget journal after submitting it for approval, the approval status will be Canceled. However, you can still make changes to the budget journal, but it requires another successful budget pre-check prior to submitting for approval.

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Copying Budget Journals or Budget Transfers

Overview

You can quickly create a new budget journal or budget transfer by copying an existing budget journal or budget transfer. This is useful when you want to make limited changes to a similar budget journal or budget transfer.

Copying a Budget Journal or Budget Transfer

Follow these steps to copy a budget journal or budget transfer:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > Enter Budget Journals**
2. Click on the **Find an Existing Value** tab.

Find an Existing Value Tab

3. Complete the fields:

In this field:	Do the following:
Business Unit	Enter uncch for the University, uncga for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description.
User ID	Look up, or enter, the user ID of the person who made the original budget journal entry.

4. Click the **Search** button.

Enter Budget Journals

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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Result: The system displays results based on the criteria provided.

- Click on the budget journal or budget transfer link you want to copy.

Search Results					
View All					
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000242038	08/11/2016	OSR	Posted	PC Wrap
UNCCH	0000242038	08/11/2016	OSR	Unposted	PC Wrap

Result: The system displays the Budget Header tab.

- Click the **Budget Lines** tab.

[Budget Header](#)
[Budget Lines](#)
[Budget Errors](#)

Unit UNCCH

Journal ID 0000242038

Budget Lines Tab

- Choose **Copy Journal** from the Process list box.
- Click the **Process** button.

<div>Budget Lines</div> <div>Budget Errors</div>	
Journal ID 0000242038	Date 08/11/2016 <input type="checkbox"/> Errors Only Budget Header Status Unposted <div> <div>*Process</div> <div>Copy Journal</div> </div> <div>Process</div>

3. Complete the fields:

In this field:	Do the following:
New Journal ID	Leave the default value of Next.
New Journal Date	Leave the default value of today's date or enter a date in the future.
Currency Effective Date	Leave this field blank.
Budget Entry Type	Choose one of the following: <ul style="list-style-type: none"> Original or Transfer Original for original budget entries Adjustment or Transfer Adjustment for modifications to an original budget journal entry
Parent Budget Entry Type	If your budget is a child budget, choose one of the following: <ul style="list-style-type: none"> Original or Transfer Original Adjustment or Transfer Adjustment The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank. For all FAST child budgets you must select a parent budget entry type.

4. Click the **OK** button.

Budget Journal Copy

×

[Help](#)

Business Unit UNCH

*New Journal ID NEXT

Ledger Group OSR

*New Journal Date 04/15/2019

Journal ID 0000242038

Currency Effective Date

Journal Date 08/11/2016

*Budget Entry Type Adjustment

Parent Budget Options

*Parent Budget Entry Type Adjustment

☐ Save original journal and Copy

OK

Cancel

Refresh

Result: The system displays a warning message, indicating that the copied budget journal status is incomplete.

5. Click the **OK** button.

Please save this newly copied journal to invoke security check (18021,982)

The newly copied journal has an initial status of "Incomplete". Please save this journal to invoke commitment control security check.

OK

6. Modify the appropriate budget lines and amounts.

Budget Header Budget Lines Budget Errors

Unit UNCH Journal ID 0000550513 Date 05/07/2019 Errors Only Budget Header Status Incomplete Approval Header Status Not Submitted Submit For Approval Process

*Process Post Journal

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program	Cost Code 1	Set O
<input type="checkbox"/>	7	FAST_EX_BD	2019		24100	14255	500100	440100			Se
<input type="checkbox"/>	8	FAST_EX_BD	2019		24100	14256	500100	440100			Se
<input type="checkbox"/>	9	FAST_EX_BD	2019		24100	14263	500100	452501			Se

7. Click the **Save** button at the bottom of the page.

Save Return to Search Notify Refresh

Budget Header | Budget Lines | Budget Errors

Result: The system displays the Journal ID at the top of the tab when the budget journal is saved.

8. Choose **Budget Pre-Check** from the Process list.
9. Click the **Process** button.

Budget Header Budget Lines Budget Errors

Unit UNCH Journal ID 0000550513 Date 05/07/2019 Errors Only Budget Header Status Incomplete Approval Header Status Not Submitted Submit For Approval Process

*Process Budget Pre-Check

Process

10. Click the **Yes** button to confirm you want to wait for the budget pre-check.

Would you like to wait until the Budget Pre Check process is completed? (18021,2911)

Yes

No

Result: If there is a budget pre-checking error, the Budget Header Status displays Error. Click the Errors link to see the error message and fix before moving to step 11. If no errors are found, the Budget Header Status displays Checked Only, you can proceed to step 11.

11. Choose **Submit Journal** from the Process list.

12. Click the **Process** button.

Budget Header

Budget Lines

Budget Errors

Unit UNCCH

Journal ID 0000550513

Date 05/07/2019

☐ Errors Only

Budget Header Status

Approval Header Status

Security Error

Not Submitted

*Process

Submit Journal

☒ Submit For Approval

Process

Result: The Approval Header Status is now **Pending**.

Budget Header Status

Checked Only

Approval Header Status

Pending

☐ Submit For Approval

Process

Deleting Budget Journals or Budget Transfers

Overview

You can delete budget journals and budget transfers that have not posted.

To delete a budget journal or budget transfer that has not posted, you need to:

- search for an existing budget journal or budget transfer
- process the budget journal or budget transfer deletion

Deleting a Budget Journal or Budget Transfer that has not Posted

Choose one of the following menu option to delete a budget journal or budget transfer that has not posted:

1. From the Admin WorkCenter home page, choose:
 - a. **Finance WorkCenter > Budgeting > Enter Budget Journal** or
 - b. **Finance WorkCenter > Budgeting > Enter Budget Transfer**
3. Click on the **Find an Existing Value** tab.
4. Complete the Business Unit and as many fields as necessary to refine your search results.

A common search combination is to enter the business unit and the journal ID, which will take you directly to the desired budget journal or budget transfer.

In this field:	Do the following:
Business Unit	Enter uncch for the University, uncga for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the journal was entered.
Journal Date	If you know it, enter the date that the journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	If you know it, choose the budget header status that was assigned by the system after running the Budget Processor.

In this field:	Do the following:
Description	If you know it, enter the description that the budget journal or budget transfer creator gave to this transaction.
User ID	Look up, or enter, the user ID for the person who created the journal.

Enter Budget Journals

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

▼ Search Criteria

Business Unit

=

UNCCH

Q

Journal ID

begins with

Journal Date

=

UnPost Sequence

=

Budget Header Status

=

Description

begins with

User ID

begins with

john doe

Q

☐ Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

- Click on the link for the journal you want to delete. Journals whose Budget Header Status is Posted cannot be deleted.

Search Results					
View All					
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000242038	08/11/2016	OSR	Posted	PC Wrap
UNCCH	0000242038	08/11/2016	OSR	Unposted	PC Wrap

Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.

- Click the **Budget Lines** tab.

This screenshot shows the top navigation bar of a software interface. It contains three tabs: 'Budget Header' (highlighted in green), 'Budget Lines' (highlighted with an orange border), and 'Budget Errors'. Below the tabs, the text 'Unit UNCCH' is displayed.

4. On the Budget Lines tab, choose **Delete Journal** from the Process list box.
5. Click the **Process** button.

This screenshot shows the main content area of the 'Budget Lines' tab. It includes a header with 'Unit UNCCH', 'Journal ID 0000550513', and 'Date 05/07/2019'. Below this, there is a '*Process' dropdown menu with 'Delete Journal' selected (highlighted with an orange border). To the right of the dropdown is a 'Process' button (also highlighted with an orange border). Other elements include a 'Budget Header Status' section with 'Approval Header Status' and 'Submit For Approval' options, and a 'Security Error' section with 'Not Submitted'.

6. Click the **Yes** button to confirm the deletion.

This screenshot shows a confirmation dialog box with the text 'Are you sure that you want to delete this journal? (5010,30)'. Below the text are two buttons: 'Yes' (highlighted with an orange border) and 'No'.

Result: The system deletes the journal and returns you to the Find an Existing Value tab.

Understanding Budget Inquiries

Overview

Use budget inquiries to view budget information in the system, such as:

- confirming the available balance
- verifying if funds were moved
- investigating a budget check exception

These inquiries contain links, which display budget summaries and offer the ability to drill down to transaction details or view the source transaction, such as a voucher, purchase order, journal entry, or requisition.

Inquiry results can be downloaded to Excel for further analysis, and are associated with your system ID.

The budget inquiries include:

Name	Description
Budgets Overview Inquiry	<p>This inquiry displays ledger totals across all selected budgets, as well as detailed ledger amounts for each budget, summarized by a selected budget period or by a range of chartfields.</p> <p>The inquiry's results allow you to view:</p> <ul style="list-style-type: none">• budget checking activity lines• actual source transactions• budget exceptions• associated budgets• parent-child relationships
Budget Details Inquiry	<p>This inquiry displays budget details for a single chartfield string.</p> <p>The inquiry's results allow you to view:</p> <ul style="list-style-type: none">• budget checking activity lines• actual source transactions• budget exceptions• associated budgets• parent-child relationships

Name	Description
Ledger Inquiry Set	This inquiry's results let you compare multiple ledger groups, for example, FAST expense and FAST revenue ledgers.
Activity Log	This inquiry's results display budget transaction details, and associated transactions in the system, such as vouchers, requisitions, journal entries, and so on.

Running Budget Inquiries

Follow these steps to run budget inquiries:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).
2. On the NavBar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:

Finance Menu > Commitment Control > Review Budget Activities > select the inquiry

To run any of these inquiries:

- either create and name a new inquiry, or choose an existing inquiry
- enter the inquiry criteria, or confirm an existing inquiry
- run the inquiry

How Budget Inquiries Work

Additional Resources

- For more information on viewing budget for a chartfield string, see .
- For more information on working with budget overview inquiry results, see .
- For more information to compare related ledgers, see the .
- For information on how to navigate the activity log inquiry, see .

Running a Budgets Overview Inquiry

Overview

This inquiry displays a summary for either all budgets within a ledger group or selected budgets, using chartfield ranges or specific values, within a ledger group. This information is useful for planning budgets, monitoring your expenditures, and resolving any budget check exceptions.

For expense budgets, this inquiry displays per budget period:

- how much was originally allocated
- how much has already been expensed
- how much is currently encumbered
- how much is currently pre-encumbered, or intended to be spent

For revenue budgets, this inquiry displays per budget period:

- the original revenue estimate
- revenue that has been recognized
- available budget
- collected revenue
- uncollected revenue

For OSR, budget period is the project period. For all other fund types, the budget period can be one or many fiscal years.

After running a budget overview inquiry, you can export your inquiry results to Excel, if you want to do further analysis outside the system

Related Reference

- For a broader understanding of budget inquiries, see .
- For information on how to navigate the activity log inquiry, see .

Running a Budgets Overview Inquiry

Follow these steps to run a budgets overview inquiry:

1. From the Admin WorkCenter home page, choose **Fiance WorkCenter > Budgeting > Budgets Overview**

2. Choose one of the following options:

- To run an existing budgets overview inquiry:
 - a. Click on the **Find an Existing Value** tab.
 - b. Complete the field:

In this field:	Do the following:
Inquiry Name	Enter the full inquiry name, or part of an inquiry name, that you previously created. You can also leave the field blank, for a list of all the budget overview inquiries you have created.

- c. Click the **Search** button.

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Inquiry Name begins with

Search

Clear

Basic Search

Save Search Criteria

Result: The system displays all inquiries that begin with that inquiry name.

- d. Click on the link for the inquiry you want to use.

Search Results	
View All 1-1 of 1	
Inquiry Name	Description
FAST_ALL	FAST Expense & Revenue

Result: The system displays the Budget Inquiry Criteria page.

- To create a new budget overview inquiry:

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

b. Complete the field:

In this field:	Do the following:
Inquiry Name	Create and enter an inquiry name. Once inquiries are established, you can run them again in the future, so choose a name that is memorable and descriptive.

c. Click the **Add** button.

Budgets Overview

Find an Existing Value **Add a New Value**

Inquiry Name

Add

Result: The system displays the Budget Inquiry Criteria page.

Entering Budget Inquiry Criteria

1. Complete the fields:

In this field:	Do the following:
Description	Enter a description that is meaningful to you and will help you remember what results this inquiry will give you.
Business Unit	Enter your business unit, often UNCCH or a foundation.
Ledger Group/Set	Choose Ledger Group or Ledger Inquiry Set. For information about ledger inquiry sets, see Using a Ledger Inquiry Set in this guide.
Ledger Group	Choose a ledger group for your inquiry.
Chartfield Criteria	If you need to, modify the chartfield values to refine your results.

Budget Inquiry Criteria
Budget Overview

Inquiry STATE_2019 Description State Expense 2019

Amount Criteria Search Clear Reset

Budget Type

*Business Unit UNCCH Q Ledger Group/Set Ledger Group Q Ledger Group FAST Q

☐ View Stat Code Budgets
☐ Display Chart

TimeSpan

*Type of Calendar Detail Budget Period Q

F&A, State, Trst Exp Comb

2. Choose the range of the Budget Period.

Budget Criteria

1-2 of 2 | View All

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FAST	KA	2019 Q	2019 Q	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FAST_REV	KA	2019 Q	2019 Q	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Choose any chartfield criteria you wish to enter.

Note: In the example below, the system will return all budgets that have a fund that begins with "201" (academic affairs-related State funds) for department 318300. The % symbol is a wildcard character.

ChartField Criteria

ChartField	ChartField From Value	ChartField To
Account	% Q	% Q
Dept	318300 Q	% Q
Fund	201% Q	% Q
Source	% Q	% Q
Program	% Q	% Q
Cost Code1	% Q	% Q

4. Click the **Save** button at the bottom of the page.

Save Return to Search Notify Refresh

5. Click the **Search** button to run your inquiry.

Budget Inquiry Criteria

Budget Overview

Inquiry FAST_ALL Description FAST Expense & Revenue

Search **Clear** **Reset**

Budget Type

*Business Unit UNCCH Ledger Group/Set Ledger Inquiry Set Ledger Inquiry Set FASTCOMBO

☐ View Stat Code Budgets

Result: The system displays the inquiry results.

[Return to Criteria](#) Max Rows 100 [Display Options](#)

Ledger Totals (94 Rows)

Budget	9,876,706.12	Net Transfers
Expense	6,584,758.73	
Encumbrance	87,153.69	
Pre-Encumbrance	0.00	
Budget Balance	3,204,793.70	
Associate Revenue	0.00	
Available Budget	3,204,793.70	

Budget Overview Results

			Ledger Group	Fund	Fund Description	Source	Source Description
1			FAST	20101	Acad Affairs - Reg Term Instr	12001	AA-Appropriation/Central Rcts
2			FAST	20101	Acad Affairs - Reg Term Instr	12001	AA-Appropriation/Central Rcts

Note: If you need to change your search criteria, click the **Return to Criteria** link.

Reviewing Budget Transaction Details

1. Use the scroll bar to view budget transaction details, click on the corresponding link for budget, expenses, encumbrances, or pre-encumbrances.

Budget Overview Results

Q

1-3 of 3

Result: The system displays the Activity Log page, which lists the budget transaction details.

2. Choose one of the following options from the Activity Log page:

- To view transaction line details:
 - a. Click the **Magnifying Glass** icon.

Ledger FAST_EX_EX							
Activity Log							
		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source
		89811	Run Date:	2018-07-27	N	20101	12001
		90405	Run Date:	2018-07-27	N	20101	12001

Result: The system displays the transaction line identifiers and transaction line details. This information is useful to confirm the date, line amount, and transaction ID for a transaction.

- b. Click the **OK** button to return to Activity Log page.

[Help](#)

Human Resources Payroll Line Drill Down

Transaction Line Identifiers

Run Date 07/27/2018

Sequence number 3

Accounting Date 07/31/2018

Line Number 89934

Transaction Line Details





Fund	Source	Account	Department	Program
20101	12001	511140	318300	10000

Line Status Valid

Budget Date 07/31/2018

Line Amount 291.68 USD

- To view the Commitment Control Activity Log inquiry:
 - a. Click on the **Drill to Activity Log Inquiry** icon.

Ledger FAST_EX_EX							
Activity Log							
<div> <div></div> <div></div> </div>							
		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source
		89811	Run Date:	2018-07-27	N	20101	12001
		90405	Run Date:	2018-07-27	N	20101	12001

Result: The system displays the Commitment Control Activity Log inquiry, which has options to view the transaction line details or the transaction budget details. For more information on how to navigate within this inquiry page, see .

3. Click the **OK** button to return to the inquiry results.

Using a Ledger Inquiry Set

Overview

Use the ledger inquiry sets to compare related budgets in the same budget overview inquiry. You must create the ledger inquiry set, and then add a new budget overview inquiry that uses the ledger inquiry set. Common ledger inquiry sets are:

- FAST Revenue and FAST Expense
- Trust Revenue and Trust Expense
- State Revenue and State Expense

Ledgers that have a parent-child relationship cannot be compared in the same ledger inquiry set.

Related Reference

- For a broader understanding of budget inquiries, see .
- For more information on working with budget overview inquiry results, see .

Using a Ledger Inquiry Set

Follow these steps to use a ledger inquiry set:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > Ledger Inquiry Set**
2. Choose one of the following options:
 - To use an existing ledger inquiry set:
 - a. On the **Find an Existing Value** tab, complete the fields.

In this field:	Do the following:
Business Unit	Look up, or enter, uncch for the University, uncga for General Administration, or a foundation business unit.
Ledger Inquiry Set	If you know it, enter the name of a ledger inquiry set that you previously created.

- b. Click on the **Search** button.

Ledger Inquiry Set

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Business Unit
=

UNCCH

Ledger Inquiry Set
begins with

FAST_ALL

Search

Clear

Basic Search

Save Search Criteria

Result: The system goes directly to the Commitment Control Ledger Inquiry Set page, where you can customize the dates and run the process.

- If this is a new ledger inquiry set, use this process:
 - On the **Add a New Value** tab, complete the fields:

In this field:	Do the following:
Business Unit	Look up, or enter, uncch for the University, uncga for General Administration, or a foundation business unit.
Ledger Inquiry Set	Enter a ledger inquiry set name. It must be 10 characters or less and contain no spaces.

- Click the **Add** button.

Ledger Inquiry Set

Find an Existing Value

Add a New Value

Business Unit

UNCCH

Ledger Inquiry Set

FAST_TR

Add

Result: The system goes directly to the Commitment Control Ledger Inquiry Set page, where you can customize the ledger inquiry set options.

Enter or Modify Ledger Inquiry Set Page

1. Choose the first Ledger Group for your inquiry.

Note: All ledger groups are listed, but only FAST and FAST_REV are applicable to the Ledger Inquiry Set.

2. Click the **Fetch Ledgers** button.

Commitment Control Ledger Inquiry Set

Use the "Select to Add" to choose the ledgers to choose the ledgers to be added, then click on "Add selected Ledgers" to add them. Use the "Select to Remove" to choose the ledgers to be removed, then click on "Remove selected ledgers" to remove them.

Business Unit UNCCH Ledger Inquiry Set FAST_ALL

Ledger Group FAST

3. Mark the candidate ledgers you want to add.
4. Click the **Add selected ledgers** button.

Commitment Control Ledger Inquiry Set

Use the "Select to Add" to choose the ledgers to choose the ledgers to be added, then click on "Add selected Ledgers" to add them. Use the "Select to Remove" to choose the ledgers to be removed, then click on "Remove selected ledgers" to remove them.

Business Unit UNCCH Ledger Inquiry Set FAST_ALL

Ledger Group FAST

Candidate ledgers

Select to Add	Ledger
<input checked="" type="checkbox"/>	FAST_EX_BD
<input checked="" type="checkbox"/>	FAST_EX_EN
<input checked="" type="checkbox"/>	FAST_EX_EX
<input checked="" type="checkbox"/>	FAST_EX_PR

Selected ledgers

Select to Remove	Ledger
<input checked="" type="checkbox"/>	FAST_EX_BD
<input checked="" type="checkbox"/>	FAST_EX_EN
<input checked="" type="checkbox"/>	FAST_EX_EX
<input checked="" type="checkbox"/>	FAST_EX_PR

Result: The ledgers you chose are added to the Selected Ledgers column.

5. Choose the second Ledger Group for your inquiry.
6. Click the **Fetch Ledgers** button.

Commitment Control Ledger Inquiry Set

Use the "Select to Add" to choose the ledgers to choose the ledgers to be added, then click on "Add selected Ledgers" to add them. Use the "Select to Remove" to choose the ledgers to be removed, then click on "Remove selected ledgers" to remove them.

Business Unit UNCCH Ledger Inquiry Set FAST_ALL

Ledger Group

7. Mark the candidate ledgers you want to add or remove.

8. Click the **Add selected ledgers** button.

Commitment Control Ledger Inquiry Set

Use the "Select to Add" to choose the ledgers to choose the ledgers to be added, then click on "Add selected Ledgers" to add them. Use the "Select to Remove" to choose the ledgers to be removed, then click on "Remove selected ledgers" to remove them.

Business Unit UNCCH Ledger Inquiry Set FAST_ALL

Ledger Group

Candidate ledgers

Select to Add	Ledger
<input checked="" type="checkbox"/>	FAST_RV_BD
<input type="checkbox"/>	FAST_RV_CO
<input checked="" type="checkbox"/>	FAST_RV_RE

Selected ledgers

Select to Remove	Ledger
<input type="checkbox"/>	FAST_EX_BD
<input type="checkbox"/>	FAST_EX_EN
<input type="checkbox"/>	FAST_EX_EX
<input type="checkbox"/>	FAST_EX_PR
<input type="checkbox"/>	FAST_RV_BD
<input type="checkbox"/>	FAST_RV_RE

Result: The system displays the ledger inquiry set criteria in the Selected ledgers section.

9. Click the **Save** button.

Running a Budget Overview Inquiry using a Ledger Inquiry Set

Follow these steps to run an budget overview inquiry:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > Budgets Overview**
2. Choose one of the following options:

- For an existing budget overview inquiry, use this process:
 - a. Click on the **Find an Existing Value** tab
 - b. Enter the name of your inquiry and click **Search**.

Result: The system displays all inquiries that begin with that search criteria.

- d. Click on the link for the inquiry you want to run.

Budgets Overview

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Inquiry Name

begins with ▼

FAST

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

1-1 of 1

Inquiry Name	Description
FAST_TR	FAST Trust Expense & Revenue

Find an Existing Value

Add a New Value

Result: The system displays the Budget Inquiry Criteria page.

- For a new budget overview inquiry, use this process:
 - a. Click on the **Add New Value** tab.
 - b. Complete the field:

In this field:	Do the following:
Inquiry Name	Create and enter an inquiry name. Once inquiries are established, you can run them again in the future, so choose a name that is memorable and descriptive.

- c. Click on the **Add** button.

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Budgets Overview

Inquiry Name

[Find an Existing Value](#) | [Add a New Value](#)

Result: The system displays the Budget Inquiry Criteria page.

Budget Inquiry Criteria Page

1. Complete the fields:

In this field:	Do the following:
Business Unit	Edit or enter uncch for the University, uncga for General Administration, or a foundation business unit.
Ledger Group/Set	Choose Ledger Inquiry Set from the list box. Result: The system changes the field on the immediate right from Ledger Group to Ledger Inquiry Set.
Ledger Inquiry Set	Choose a ledger inquiry set.
Chartfield Criteria	If you want, modify the chartfield criteria to refine your results.
Description	Enter a phrase to describe the inquiry.

Budget Inquiry Criteria

Budget Overview

Inquiry FAST_ALL
Description

Budget Type

*Business Unit

Ledger Group/Set

Ledger Inquiry Set

☐ View Stat Code Budgets

2. Choose the range of the Budget Period.

Budget Inquiry Criteria
Budget Overview

Inquiry FAST_ALL Description FAST Expense & Revenue

Search Clear Reset

Budget Type
*Business Unit UNCCH Ledger Group/Set Ledger Inquiry Set Ledger Inquiry Set FASTCOMBO
☐ View Stat Code Budgets

Time Span
*Type of Calendar Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FAST	KA	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FAST_REV	KA	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Choose any chartfield criteria you wish to enter.
- Click the **Save** button.

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FAST	KA	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FAST_REV	KA	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	318300	%	i		Update/Add
Fund	29200	%	i		Update/Add
Source	%	%	i		Update/Add
Program	%	%	i		Update/Add
Cost Code 1	%	%	i		Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Save Notify Refresh Add Update/Display

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

Budget Inquiry Criteria
Budget Overview

Inquiry FAST_ALL Description FAST Expense & Revenue

Search Clear Reset

Budget Type
*Business Unit UNCCH Ledger Group/Set Ledger Inquiry Set Ledger Inquiry Set FASTCOMBO
☐ View Stat Code Budgets

Result: The system displays the inquiry results with expense budget information on the left side and revenue budget information on the right side.

Inquiry Results

Business UnitUNCCH

Type of CalendarDetail Budget Period

Amounts in Base CurrencyUSD

Revenue Associated: ☒

Return to Criteria

Max Rows100

Display Options

Search

Ledger Totals (100 Rows)

Expenses

Budget	2,882,712.60
Expense	898,084.83
Encumbrance	1,091.40
Pre-Encumbrance	0.00
Budget Balance	1,983,536.37
Associate Revenue	0.00
Available Budget	1,983,536.37

Revenue

Revenue Estimate	0.00
Recognized Revenue	109,972.32
Available Budget	-109,972.32
Collected Revenue	0.00
Uncollected Revenue (Rec-Coll)	109,972.32

Budget Overview Results

Q

1-100 of 100

View All

			Ledger Group	Fund	Fund Description	Source	Source Description	Account	Account Description	Dept	Dept Description	Program
1			FAST	29200	Restricted Funds	50175	Solar Energy Res	500100	All Other Expenses	318300	Chemistry	10000
2			FAST	29200	Restricted Funds	50217	Grad Student Support	500100	All Other Expenses	318300	Chemistry	C2000

Note: With the move to the FAST and FAST_REV ledger groups, you can use the same ledger inquiry set for State funds too. This is because the new ledger groups combine F&A, State, and Trust ledgers. You just need to change the chartfield string criteria.

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Running a Budget Details Inquiry

Overview

The Budget Details Inquiry is similar to the Budgets Overview Inquiry. With both inquiries, you can drill down on budget journal lines and source transactions. The Budget Details Inquiry differs in that it is for a single chartfield string, while the Budgets Overview Inquiry displays a summary for either all budgets within a ledger group or selected budgets, using chartfield ranges, within the ledger group. The budget details page includes information on and links to budget exceptions and budget attributes.

The Budget Details Inquiry is useful to:

- verify recent budget balances and actual activity
- view budget associations
- see a quick view of individual budget lines
- drill to transaction data associated with a budget line

Running a Budget Details Inquiry

Follow these steps to run a budget details inquiry:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).
2. On the NavBar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:

Finance Menu > Commitment Control > Review Budget Activities > Budget Details

Find an Existing Value Tab

4. Complete the Business Unit and Ledger Group,

In this field:	Do the following:
Business Unit	Look up, or enter, uncch for the University, uncga for General Administration, or a foundation business unit.
Ledger Group	Look up, or enter, the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.

- Click the **Search** button.

Budget Details

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 = ▼ UNCCCH

Ledger Group = ▼ FAST

Search

Clear

Basic Search

Save Search Criteria

- Complete as many fields as necessary to refine your search results.

In this field:	Do the following:
Account	If you know it, look up, or enter, the account you want to inquire on.
Department	If you know it, look up, or enter, the department.
Fund	If you know it, look up, or enter, the fund, which identifies the funding group and how the funds are spent.
Source	If you know it, look up, or enter, the source, which indicates whose funds you are spending.
Program	If your budget uses it, and if you know it, look up, or enter, the program code, which accommodates your department or school's reporting needs.
Cost Code 1 Cost Code 2 Cost Code 3	If your budget uses it, and if you know it, look up, or enter, the cost code, which accommodates your department or school's reporting needs.
PC Business Unit	<p>If your budget uses it, and if you know it, look up, or enter, the project costing business unit.</p> <p>Note: PC Business Unit applies to contracts, grants, and capital improvement projects.</p>

In this field:	Do the following:
Project ID	<p>If your budget uses it, and if you know it, look up, or enter, the project ID, assigned by the system when a project is created.</p> <p>Note: Project ID applies to contracts, grants, and capital improvement projects.</p>
Activity	<p>If the Project ID is used:</p> <ul style="list-style-type: none"> For OSR contracts and grants, the value is 1. For Capital Improvement projects, the Activity ID is assigned by Accounting Services.
Budget Period	If you know it, look up, or enter, the budget period for the time period you want to review.
Statistics Code	Leave this field blank.

7. Click the **Search** button.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Fund	Source	Account	Department	Program	Cost Code1	Budget Period
UNCCH	FAST	20101	12001	511100	318300			

Search

Result: The system displays the list of results that meet your search criteria.

8. Click the **View Details** link of the line you want.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Fund	Source	Account	Department	Program	Cost Code 1	Budget Period
UNCCH	FAST	20101	12001	511100	318300			

Search

Budget Details

1-15 of 27 | View All

	Business Unit	Ledger Group	Fund	Source	Account	Department	Program	Cost Code 1	Budget Period	View Details
1	UNCCH	FAST	20101	12001	511100	318300			2018	View Details
2	UNCCH	FAST	20101	12001	511100	318300			2019	View Details
3	UNCCH	FAST	20101	12001	511100	318300	10000		2018	View Details

Result: The system displays the Commitment Control Budget Details Page of the line you selected.

Commitment Control Budget Details Page

On the Commitment Control Budget Details page, the system displays:

- inquiry criteria
- ledger amounts for budget, expense, encumbrance, pre-encumbrance, and associated revenue
- available budget with and without tolerance
- any links to budget attributes or budget exceptions

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period
UNCCH	FAST	20101	12001	511100	318300	10000		2018

Display Chart

Previous

Next

Return to Inquiry Criteria

Ledger Amounts

Budget:

Expense:

Encumbrance:

Pre-Encumbrance:

315,875.00

315,874.23

0.00

0.00

USD

USD

USD

USD

Max Rows

100

Attributes

Parent / Children

Associated Budgets

Associate Revenue

0.00

USD

Available Budget

Without Tolerance

With Tolerance

0.77

0.77

USD

USD

Percent

Percent

(0%)

(0%)

Budget Exceptions

Exception Errors

Exception Warnings

Budget Exceptions

0

0

Return to Search

Notify

From this page, you have a collection of options to view the inquiry results, including:

- drilling to the ledger details
- drilling to the activity log
- displaying budget attributes
- viewing the parent budget, if applicable
- reviewing associated budgets, if applicable

Drilling to the Ledger Details

Follow these steps to drill to the ledger details:

1. Click on the **Drill to Ledger** icon in the Ledger Amounts section on the Commitment Control Budget Details page.

Ledger Amounts

Budget:	315,875.00 USD		
Expense:	315,874.23 USD		
Encumbrance:	0.00 USD		
Pre-Encumbrance:	0.00 USD		

Max Rows

[Attributes](#)
[Parent / Children](#)
[Associated Budgets](#)

Result: The system displays the Ledger page.


2. Click on the **Drill Down** icon to view all the transaction line items.


Ledger






Business Unit UNCCH Ledger FAST_EX_BD

[Help](#)

Budget Details



Budget Chartfields **Amounts** 

	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period
	20101	12001	511100	318300	10000		2018
	20101	12001	511100	318300	10000		2018
	20101	12001	511100	318300	10000		2018
	20101	12001	511100	318300	10000		2018
	20101	12001	511100	318300	10000		2018

Result: The system displays all the transaction line items.

Note: The page displayed depends on the ledger group selected in Step 1.

- a. If you clicked on the Drill to Ledger icon for Budget, the Budget Journal page is displayed. Click on the **Show Journal Detail** icon to view the transaction.

X
Help

Business Unit UNCCCH
Ledger FAST_EX_BD

Budget Details

1-6 of 6

Budget Chartfields

Amounts

||>

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Fund	Source	Account	Dept	Program	Cost
	0000367624	08/17/2017	Posted	2018	2	46	20101	12001	511100	318300	10000	
	0000385550	10/19/2017	Posted	2018	4	155	20101	12001	511100	318300	10000	
	0000385550	10/19/2017	Posted	2018	4	609	20101	12001	511100	318300	10000	
	0000441246	04/25/2018	Posted	2018	10	2	20101	12001	511100	318300	10000	
	0000443713	05/02/2018	Posted	2018	11	4	20101	12001	511100	318300	10000	
	RBS0354482	07/01/2017	Posted	2018	1	594	20101	12001	511100	318300	10000	

<
>

OK

Result: The system opens another ConnectCarolina window, displaying the Find an Existing Value tab on either the Enter Budget Journals page or Enter Budget Transfer page. From here you can select a budget transaction to review or modify.

- b. If you clicked on the Drill to Ledger icon for Expense, Encumbrance, or Pre-Encumbrance, the Activity Log page is displayed. Choose one of the following:
 - i. To view the transaction, click on the **Drill Down** icon.

X
Help

Ledger FAST_EX_EX

Activity Log

1-4 of 4

View All

	Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period	Year	Period
	86990	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1
	87661	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1
	87810	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1
	91776	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1

<
>

OK

Result: The system displays the Line Drill Down page. From this page, you can view the transaction line details. Click **OK** to return to the Activity Log.

x

Help

Human Resources Payroll Line Drill Down

Transaction Line Identifiers

Run Date 07/27/2017 Sequence number 3
Accounting Date 07/31/2017 Line Number 87062

Transaction Line Details

Fund	Source	Account	Department	Program
20101	12001	511140	318300	10000

Line Status Valid
Budget Date 07/31/2017
Line Amount 499.98 USD

OK

- ii. Click on the **Drill to Activity Log Inquiry** icon to search for more transactions by transaction type, view transaction budget chartfields, view transaction amounts, and so on.

x

Help

Ledger FAST_EX_EX

Activity Log

Activity Log
1-4 of 4 View All

	Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period	Year	Period
	86990	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1
	87661	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1
	87810	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1
	91776	Run Date:	2017-07-27	N	20101	12001	511100	318300	10000		2018	2018	1

OK

Result: The system opens another window in ConnectCarolina, displaying the Commitment Control Activity Log inquiry, which has options to view the transaction line details or the transaction budget details. For more information on how to navigate within this inquiry page, see .

Note: This Activity Log page is different than the one you started on.

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry	PS_AUTO_DR	Description	
*Transaction Type	HR_PAYROLL	Ledger Group	
Run Date From	07/27/2017	Run Date To	07/27/2017
Accounting Date From		Accounting Date To	
Tran ID	0010492427	Tran Date	07/27/2017
Process Status		Process Instance	
Maximum Rows	100		

[Transaction/Act Log Integrity](#)

[Search](#) [Delete](#)

Commitment Control Activity Log Lines

1-100 of 100 | View All

Line	Budget Chartfields	Amounts	Ledger Group	Ledger	App BU	GL Bu	Run Date	Accounting Date	Referenced Budg	Fund	Source	Account	Dept	PC Bus Unit	Project
23			DETAIL	DETAIL_EXP		UNCCH	2017-07-27	2017-07-31	N	28542	17709	517120	412401		
24			DETAIL	DETAIL_EXP		UNCCH	2017-07-27	2017-07-31	N	21101	13001	513120	412401		

Drill to the Activity Log

Follow these steps to drill to the activity log:





1. Click on the **Drill to Activity Log** icon in the Ledger Amounts section on the Commitment Control Budget Details tab.

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period
UNCCH	FAST	20101	12001	511100	318300	10000		2018

[Display Chart](#) [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

Ledger Amounts

	Amount	Unit	Icon
Budget:	315,875.00	USD	
Expense:	315,874.23	USD	
Encumbrance:	0.00	USD	
Pre-Encumbrance:	0.00	USD	

Associate Revenue 0.00 USD

Available Budget

	Amount	Unit	Percent
Without Tolerance	0.77	USD	(0%)
With Tolerance	0.77	USD	(0%)

Budget Exceptions

Exception Errors	Exception Warnings	Budget Exceptions
0	0	

[Return to Search](#) [Notify](#)

Result: The system displays the Activity Log page.

2. Click on the **Drill to Activity Log** icon.

Activity Log													
Ledger FAST_EX_BD													
Activity Log													
		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period	Year
		2	Journal ID:	0000441246	N	20101	12001	511100	318300	10000		2018	2018
		2050	Journal ID:	0000385550	N	20101	12001	511100	318300	10000		2018	2018
		4	Journal ID:	0000443713	N	20101	12001	511100	318300	10000		2018	2018
		97	Journal ID:	0000367624	N	20101	12001	511100	318300	10000		2018	2018
		3759	Journal ID:	RBS0354482	N	20101	12001	511100	318300	10000		2018	2018
		1597	Journal ID:	0000385550	N	20101	12001	511100	318300	10000		2018	2018

3. Click the **Drill Down** button.

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry

PS_AUTO_DR

Description

*Transaction Type

GL_BD_JRNL

Ledger Group

Application Business Unit

Journal ID From

0000441246

Journal Date From

Journal ID To

0000441246

Tran ID

0013431489

Journal Date To

Process Status

Tran Date

04/25/2018

Maximum Rows

100

Process Instance

Transaction/Act Log Integrity

Search

Delete

Commitment Control Activity Log Lines

Budget Chartfields

Amounts

Line

Ledger Group

Ledger

App BU

GL Bu

Journal ID

Journal Date

Referenced Budg

Fund

Source

Account

Dept

Program

3		FAST_PAR	FAST_PR_BD	UNCCH	UNCCH	0000441246	2018-04-25	N	20100	12000	512100	300000	
3		FAST	FAST_EX_BD	UNCCH	UNCCH	0000441246	2018-04-25	N	20101	12001	512100	318300	10000
4		FAST_PAR	FAST_PR_BD	UNCCH	UNCCH	0000441246	2018-04-25	N	20100	12000	511100	300000	

4. Click on the **View Related Links** link.

x
Help

Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit UNCCH
Line 4

Journal ID 0000441246

Date 04/25/2018

Additional Source Information

Date Posted 04/30/2018
Budget Header Status Posted
Journal Line Description EHRA Non Teach Budget

Transaction Line Details

Fund	Source	Account	Department	Program
20101	12001	511100	318300	10000

Line Status Valid
Budget Date 07/01/2018
Line Amount 93,365.00 USD

OK

5. Choose one of the following:

- a. To view the details of the budget journal or budget transfer, click on the **Go to Source Entry** link.

Help

Please select one of the following links:

[Go to Source Entry](#)

[Go to Source Inquiry](#)

Cancel

Result: The system displays the lines tab, which lists each transaction line, the total number of lines, the total debits and credits, the journal status, and the budget status.

Budget Header **Budget Lines** Budget Errors

Unit UNCH Journal ID 0000441246 Date 04/25/2018 Errors Only Budget Header Status Posted Approval Header Status Approved

*Process Copy Journal Process

Lines

Chartfields and Amounts Base Currency Details

Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program	Cost Code 1	Set Options	Currency
1	FAST_EX_BD	2018		20101	12001	512100	318300	10000		Set Options	USD
2	FAST_EX_BD	2018		20101	12001	511100	318300	10000		Set Options	USD
3	FAST_EX_BD	2019		20101	12001	512100	318300	10000		Set Options	USD
4	FAST_EX_BD	2019		20101	12001	511100	318300	10000		Set Options	USD

From Line To Generate Budget Period Lines

Totals

Total Lines 4 Total Debits 120,735.00 Total Credits 120,735.00

Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

- b. To search for a journal, click on the **Go to Source Inquiry** link.

Please select one of the following links:

[Go to Source Entry](#)

[Go to Source Inquiry](#)

Cancel

Help

Result: The system opens another ConnectCarolina window, displaying the Journals page. From this page, you can search using an existing journal inquiry name, or create a new journal inquiry name.

Displaying Budget Attributes

Follow these steps to display the budget attributes:

1. Click on the **Attributes** link.

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period
UNCCH	FAST	20101	12001	511100	318300	10000		2018

Display Chart
Previous
Next
Return to Inquiry Criteria

Ledger Amounts

Budget:	315,875.00	USD						
Expense:	315,874.23	USD						
Encumbrance:	0.00	USD						
Pre-Encumbrance:	0.00	USD						

Max Rows 100
Attributes
Parent / Children
Associated Budgets

Result: The system displays the Budget Detail Attributes page.

- Click **OK** to return to the Commitment Control Budget Details page.

Budget Detail Attributes

Help

Control Budget Attributes

Commitment Control Option Track w/o Budget

Tolerance Percent 0.00000000

Budget Status Closed

OK

Viewing Parent Budgets

A parent/child budgeting relationship exists when two budget definitions are linked together. This relationship can be helpful in establishing control and monitoring of budgets. The option to view a parent budget only appears if you are viewing a child budget.

Follow these steps to review the parent budget:

- Click the **Parent/Children** link to view the parent budget for the budget.

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period
UNCCH	FAST	20101	12001	511100	318300	10000		2018

[Display Chart](#) [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

Ledger Amounts

Budget:		315,875.00	USD			
Expense:		315,874.23	USD			
Encumbrance:		0.00	USD			
Pre-Encumbrance:		0.00	USD			

[Attributes](#)
[Parent / Children](#)
[Associated Budgets](#)

Max Rows: 100

Result: The system displays the parent budget details.

- Click **OK** to return to the Commitment Control Budget Details page.

Parent & Children Budgets

☐ Parent Budget
 ☒ Child Budget

Children: None

Parent

	Ledger Group	Fund	Source	Account	Dept	Budget Period
1	FAST_PAR	20100	12000	511100	300000	2018

OK

Reviewing Associated Budgets

Only Trust and Trust Revenue budgets use associated budgets.

To review associated budgets:

- Click the **Associated Budgets** link.

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Source	Account	Dept	Program	Cost Code 1	Budget Period
UNCCH	FAST	29200	46431	500100	424901			2018

[Display Chart](#)
[Previous](#)
[Next](#)
[Return to Inquiry Criteria](#)

Ledger Amounts

Budget:	76,865.84 USD		
Expense:	0.00 USD		
Encumbrance:	0.00 USD		
Pre-Encumbrance:	0.00 USD		

[Attributes](#)
[Parent / Children](#)
[Associated Budgets](#)

Associate Revenue 0.00 USD
Available Budget
 Without Tolerance 76,865.84 USD Percent (100%)
 With Tolerance 76,865.84 USD Percent (100%)

Budget Exceptions

Exception Errors 0 Exception Warnings 1 [Budget Exceptions](#)

[Return to Search](#)
[Notify](#)

Result: The system displays associated budget details.

- Click the **OK** button to return to the Commitment Control Budget Details page.

Associated Revenue Budgets

[Help](#)

Associated Revenue Budgets

1-1 of 1

Assoc. Rev. Ledger Group	Fund	Source	Department	Budget Period	Associated Revenue	Currency
FAST_REV	29200	46431	424901	2018	0.000	

OK

Running the Commitment Control Activity Log Inquiry

Overview

Running the commitment control activity log is a good way to search for transactions, by transaction type, that failed budget checking after the budget processor ran. The inquiry results are useful to quickly identify and resolve any budget check exceptions. The transaction types that you can inquire against are:

- accounts payable accounting lines for all vouchers transactions
- accounts payable vouchers
- accounts receivable miscellaneous payments
- accounts receivable revenue estimates
- billing invoices
- budget journals
- budget transfers
- general ledger journal entries
- grants management facilities and administration entries
- payrolls
- project costing project budgets
- purchase orders
- purchase requisitions

With commitment control activity inquiry results on each line item, you can:

- view transaction budget chartfields
- view transaction amounts
- drill to each transaction line for more details
- drill to the commitment control budget details

Related Reference

- For a broader understanding of budget inquiries, see .

Running the Commitment Control Activity Log Inquiry

Follow these steps to run a commitment control activity log inquiry:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).
2. On the NavBar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:

Finance Menu > Commitment Control > Review Budget Activities > Activity Log

4. Choose one of the following options:

- For an existing commitment control activity log inquiry:
 - a. On the **Find an Existing Value** tab, complete the fields.

In this field:	Do the following:
Inquiry Name	Enter an inquiry name that you previously created.

- b. Click the **Search** button.

Activity Log

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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: Inquiry Name begins with PS_AUTO

[Search](#) [Advanced Search](#)

Search Results

View All 1-1 of 1

Inquiry Name
PS_AUTO_DR

[Find an Existing Value](#) | [Add a New Value](#)

Result: The system provides you with a list of inquiries that meet your search criteria. Clicking on the link for the inquiry you want to view takes you directly to the Commitment Control Activity Log page for that inquiry.

- To create a new commitment control activity log inquiry:

a. On the **Add a New Value** tab, complete the fields:

In this field:	Do the following:
Inquiry Name	<p>Enter an inquiry name.</p> <p>Note: Run control IDs have a maximum of 30 characters, are case sensitive, and can use alphanumeric characters and underscores but not spaces or special characters.</p> <p>Your run control IDs are tied to your Onyen, so your run control IDs are uniquely your own. The name you pick as the run control ID should be memorable and descriptive, so you can remember it for the future and be confident that the output contains the information you want.</p>

b. Click on the **Add** button.

The screenshot shows the 'Activity Log' section with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there is an 'Inquiry Name' label and a text input field containing 'STATE_EPA'. An orange box highlights the input field. Below the input field, there is a green 'Add' button, also highlighted with an orange box. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

Result: The system goes directly to the Commitment Control Activity Log Criteria page.

Commitment Control Activity Log Page

The commitment control activity log inquiry criteria vary according to transaction type. Below are search fields common to all transaction types.

1. In the Activity Log Inquiry Criteria section, complete the fields you want to include in your inquiry:

In this field:	Do the following:
Description	Enter a description for this commitment control activity log inquiry.
Transaction Type	Look up, or enter, the type of transaction you want to search for.
Ledger Group	Look up, or enter, the ledger group type you want to include in your inquiry, based on your funding source.
Run Date From	Enter the beginning date for your inquiry's date range.
Run Date To	Enter the ending date for your inquiry's date range.
Tran ID	If you know it, enter the transaction ID assigned by the system, when the transaction was created.
Tran Date	If you know it, enter the transaction date assigned by the system, when the transaction was created.
Process Status	Leave this field blank.
Process Instance	Leave this field blank.
Maximum Rows	Choose the number of results rows you want the system to display.

2. Click the **Save** button.
3. Click the **Search** button.

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry	STATE_EPA	Description	EPA Salaries 2018
*Transaction Type	AP_VOUCHER	Ledger Group	FAST
Application Business Unit		Voucher ID From	
Voucher ID To		Voucher ID To	
Tran ID		Tran Date	
Process Status		Process Instance	
Maximum Rows	100	Transaction/Act Log Integrity	

Reviewing Commitment Control Activity Log Inquiry Results

The system returns transaction activity results based on your inquiry criteria. View the results in one of the following ways:

- budget chartfields
- drill down to the transaction
- drill down to the commitment control budget details
- amounts tab

Viewing Budget Chartfields

1. Click on the **Budget Chartfields** tab.
2. Use the scroll bar to view the budget chartfields for each line item, such as the ledger group, ledger, chartfields, and so on.

Commitment Control Activity Log Lines

1-100 of 100 | View All

Budget Chartfields | Amounts |

Line			Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Fund	Source	Account	Dept	Program	Cost Code1	E F
1			FAST	FAST_EX_EX	UNCCH	UNCCH	51095783	N	20101	12001	520000	316400	C3770		
1			FAST	FAST_EX_EX	UNCCH	UNCCH	51096458	N	26542	17930	500100	431600	D3001		
2			FAST	FAST_EX_EX	UNCCH	UNCCH	51096458	N	26542	17930	500100	431600	D3001		
1			FAST	FAST_EX_EX	UNCCH	UNCCH	51096459	N	26542	17930	500100	431600	D3001		
1			FAST	FAST_EX_EX	UNCCH	UNCCH	51096460	N	26542	17930	500100	431600	D3001		

Drilling Down to a Transaction

1. On the Budget Chartfields tab, click on the **Drill Down** icon.

Commitment Control Activity Log Lines

1-100 of 100 | View All

Budget Chartfields | Amounts |

Line			Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Fund	Source	Account	Dept	Program	Cost Code1	E F
1			FAST	FAST_EX_EX	UNCCH	UNCCH	51095783	N	20101	12001	520000	316400	C3770		
1			FAST	FAST_EX_EX	UNCCH	UNCCH	51096458	N	26542	17930	500100	431600	D3001		

Result: The system displays the transaction line identifiers and transaction line details. This information is useful to confirm the date, status, and line amount for a transaction.

2. Click **OK** to return to Budget Chartfields tab.

x
Help

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit UNCCH

Voucher ID 51095783

Voucher Line 1

Distribution Line 1

Additional Source Information

Invoice Number ZIMMERMAN141.64Jun17

Supplier ID 0000047038

Transaction Line Details

Fund	Source	Account	Department	Program
20101	12001	531110	316400	C3770

Line Status Valid

Budget Date 07/01/2017



Line Amount 141.64

USD

OK

Drill to the Commitment Control Details

1. On the Budget Chartfields tab, click the **Return to Budget Details** icon.

Commitment Control Activity Log Lines													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;"> <div style="display: flex; align-items: center;"> <div style="font-size: 0.8em;">🔍</div> <input style="width: 100px; border: none; border-bottom: 1px solid #ccc;" type="text"/> </div> </div> <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">1-100 of 100</div> <div style="display: flex; align-items: center;"> <div style="font-size: 0.8em;">⏪</div> <div style="font-size: 0.8em;">⏩</div> </div> <div style="margin-left: 10px;">View All</div> </div> </div> </div>													
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="background-color: #e6f2ff; padding: 2px 5px;">Budget Chartfields</div> <div style="background-color: #e6f2ff; padding: 2px 5px;">Amounts</div> <div style="font-size: 0.8em;"> ></div> </div>													
Line		Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Fund	Source	Account	Dept	Program	Cost Code1
1		FAST	FAST_EX_EX	UNCCH	UNCCH	51095783	N	20101	12001	520000	316400	C3770	
1		FAST	FAST_EX_EX	UNCCH	UNCCH	51096458	N	26542	17930	500100	431600	D3001	

Result: This system opens a new window and displays the budget details for this line item.

Note: For more information on how to review budget details, see .

Viewing the Amounts Tab

The Amounts tab displays the transaction amounts and exceptions for the all line items displayed in the commitment control activity log lines.

1. Click the **Amounts** tab.
2. Use the scroll bar to view the amounts for each line item.
3. Click the **View Exceptions** link.

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry	STATE_EPA	Description	EPA Salaries 2018
*Transaction Type	AP_VOUCHER	Ledger Group	FAST
Application Business Unit		Voucher ID From	
Voucher ID To		Voucher ID To	
Tran ID		Tran Date	
Process Status	Error	Process Instance	
Maximum Rows	100		

[Transaction/Act Log Integrity](#)

[Search](#) [Delete](#)

Commitment Control Activity Log Lines

[Budget Chartfields](#) [Amounts](#) [II»](#)

Line	Transaction Amount	Transaction Currency	Base Amount	Base Currency	Pass EE Process	Instance	Status	View Exceptions	Tran Date	Tran ID
1	-49.56	USD	-49.56	USD	N	8437547	Error	View Exceptions	12/12/2017	0011944927

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Result: This system opens a new window and displays the Exceptions page associated with the transaction type.

Voucher Exceptions [Line Exceptions](#)

Business Unit: UNCCH Voucher ID: 51285687 [Actions](#)

*Exception Type: Error [Override Transaction](#) [More Budgets Exist](#)

Maximum Rows: 100 [Advanced Budget Criteria](#)

[Search](#)

Budgets with Exceptions

[Budget Override](#) [Budget Chartfields](#) [II»](#)

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	Q	UNCCH	FAST	Budget is Closed	More Detail	<input type="checkbox"/>	Go To ... Q

[Save](#) [Return to Search](#) [Notify](#)

[Voucher Exceptions](#) | [Line Exceptions](#)

4. Close the window to return to the Commitment Control Activity Log Lines section.

Viewing Budgets in InfoPorte

Understanding Fiscal Year vs. Budget Period

Ordinarily fiscal year simply refers to the financial calendar for an entity. Our fiscal year at UNC-Chapel Hill begins on July 1 and ends on June 30. In ConnectCarolina and InfoPorte, “fiscal year” also refers to when an entry is posted, regardless of whether it is for that year or not.

Compare this to the concept of “budget period.” In ConnectCarolina and InfoPorte, “budget period” is the year that a budget entry is for. So you could have a budget entry for budget period 2016 that was entered in either fiscal year 2015 or in fiscal year 2016.

It's important to remember this when reviewing your budgets in InfoPorte. To see the total budget for a budget period, you may need to select more than one fiscal year.

Seeing State Budgets in InfoPorte

Seeing State Budget for the Current Year, 2016

The current year's State budget was entered in ConnectCarolina last year, so the fiscal year on this budget entry is 2015 because of the day it was entered (in other words, the accounting date). The budget period is 2016, because that is the time frame when the budget is available.

Here's an example of what that looks like in ConnectCarolina:

What this means is that, if you're in InfoPorte and you want to see your State budget for this year, you need to specify fiscal year 2015 and budget period 2016 in the filters:

All of your transactions entered July 1, 2015 and later are in fiscal year 2016, so to see your available balance for this fiscal year, specify **both** fiscal years 2015 and 2016, and budget period 2016:

Seeing Your State Budget for the Future Year, 2017

The permanent State budgets for next year were entered with an accounting date of 07/01/2016, which means the fiscal year on the transaction is 2017, as is the budget period:

To see your future year budget in InfoPorte, choose **2017** in both the Fiscal Year and Budget Period filters:

The transaction ID for the budget journal that entered the permanent State expense budget is RBS0000001. For permanent State revenue, the budget journal ID is RBSR000001. You can see both of these on InfoPorte's Transactions tab:

Seeing Budget Information for Last Year, 2015

You may need to look back on FY 2015 information for quite some time. When you do, you'll continue to use the Fiscal Year and Budget Period filters you used last year: 2015 in both:

Seeing F&A Budgets in InfoPorte

Your total F&A budget for fiscal year 2016 is made up of four parts:

1. Permanent budget, also known as "recurring budget"
2. Formula allocation
3. Carryforward
4. Other allocations during the year

Seeing Permanent Budget

Your F&A permanent budget for FY 2016 was entered in ConnectCarolina last year, but the budget definition for F&A was changed to include account was added. To make that change, the F&A budget had to be reversed and then re-entered with account 500100. The budget journals used to make this change begin with "FAFIX."

The entries are in FY 2016, but the amount on the FAFIX journals is based on FY 2015 business. So to get the true picture of your budget and balance, in the Fiscal Year filter select FY2015 and FY2016, and Budget Period 2016.

The Entry that Reverses the Budget That Didn't Include Account

When you look at July's budget in InfoPorte, you'll see a "Budget" line with a negative Budget MTD balance. This line shows the reversal. When the filters are applied properly, this does not reduce the total budget.

The corresponding budget journal, which you can see on InfoPorte's Transactions tab, is FAFIX00003.

The Entry that Re-entered the Budget with Account

The re-entered budget is on account 500100. The re-entered budget is included in the amount on the “500100 All Other Expenses” line. The fiscal year and budget period on the re-entered budget is 2016.

The corresponding budget journal, FAFIX00002, is also on the Transactions tab.

Other Entries

You will also see lines that have the budget journal ID FAFIX00001. You will see an “in” entry and an “out” entry, so the amount nets to zero. These entries were posted, but had to be unposted. You can disregard these lines.

Seeing Formula Allocation

Multiple journals were used to post the formula allocation to account for things such as the split between Deans’ Offices and Departments, DLAM allocations, Clinical Trials Allocations, and so on. All of the budget journals begin with FORM16 to indicate that the formula allocation for FY 2016. The fiscal year and budget period on formula allocations is 2016.

The formula allocation budget is included in the total on the “500100 All Other Expenses” line.

You can see the corresponding budget lines on the Transactions tab.

Seeing Carryforward

F&A carryforward was entered on one of two budget journals. The budget journal IDs are 0000089429 and 0000089432. F&A carryforward is included in the amount on the “500100 All Other Expenses” line, and the fiscal year and budget period on carryforward is 2016.

You can see the carryforward budget journals on the Transactions tab.

Other Allocations During the Year

Other budget transactions can happen during the year, such as transfers between units, transfers from the Budget Office or a Dean’s Office, and so on. These transactions can increase or decrease the total budget.

Why Does My Permanent Budget Look Different than in Past Years?

In FRS, the formula allocation was posted on a recurring basis, and adjusted incrementally every year. Because of this process, it wasn't always easy to distinguish the permanent dollars from the formula allocation.

In ConnectCarolina, the formula allocation is posted on a non-recurring basis. The full amount for a given year is posted that year for only that year.

Below is an illustration of how F&A budget was entered in FRS, and how it is entered today in ConnectCarolina.

Seeing Trust Budgets in InfoPorte

The trust roll (moving a fiscal year-end balance to the next year's beginning budget) happened this year, but if you made permanent budget entries last year, you will need to select both FY 2015 and FY 2016. (See directions for viewing current year State budgets for more information.) Trust sources in the Trust 1 and Trust 2 rulesets with associated budgets had carryforward entered on budget journal TRROL00001. To learn more about associated budgets, watch the recorded webinar on ccinfo.unc.edu. Refer to [Budgeting 101](#) for the Trust 1 and Trust 2 source ranges.

Viewing OSR Budgets

Unlike our other fund types, OSR doesn't have a budget period, because a project has to be viewed life-to-date, not just one year at a time. As before, you have a life-to-date view of budget, pre-encumbrances, encumbrances, actuals, and available balance by selecting all fiscal years in the Fiscal Year filter on the OSR Ledger tab. InfoPorte has all fiscal years checked by default.