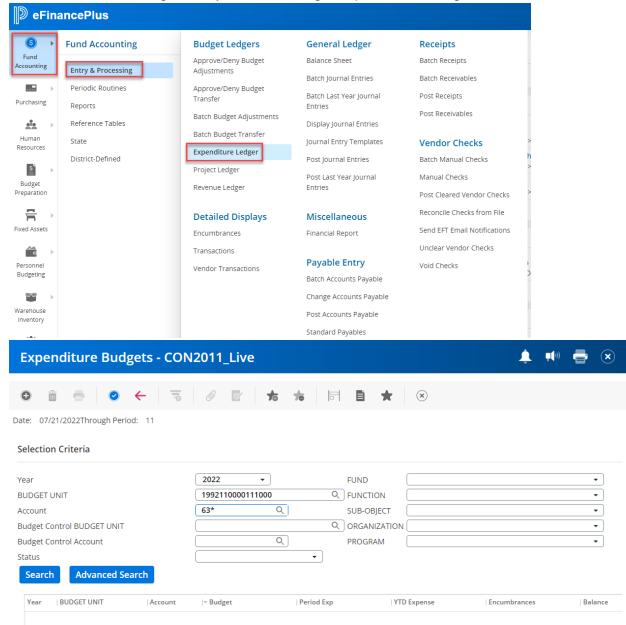
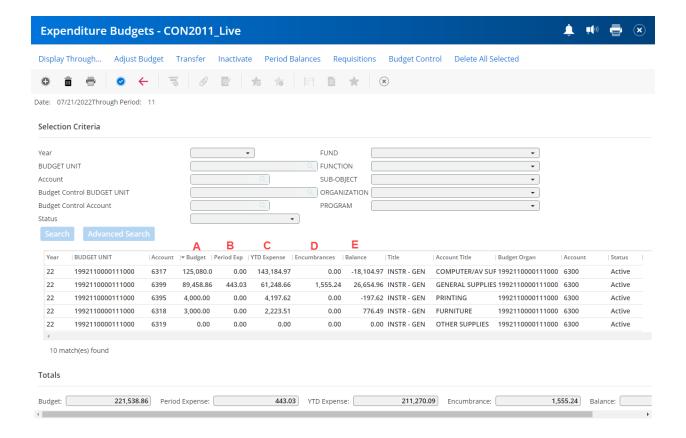
Querying the Budget

Click Fund Accounting > Entry & Processing > Expenditure Ledger



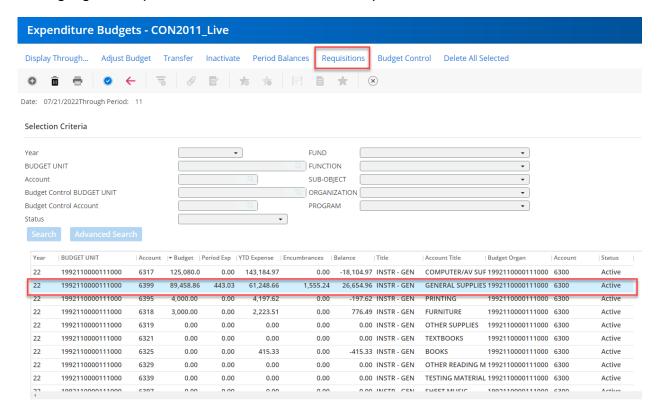
- 2. Select the year. The current year will automatically be displayed.
- 3. Enter 16-digit budget unit.
- 4. Enter or select the account number. (Leave this blank to view all accounts, type one number to view a specific account, or enter the first two digits of the account followed by an asterisk to view a group of accounts, for example 63*.) You may also use the > symbol to print a group of accounts, for example, >6200 will show all accounts greater than 6200.
- 5. Click blue check mark.



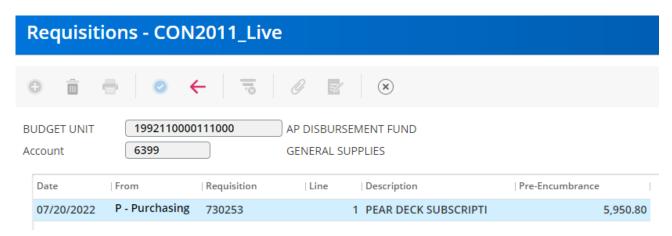
- 6. The columns will show by account:
 - A. The current budget.
 - B. The expenditures for the current period.
 - C. The expenditures year-to-date.
 - D. The outstanding encumbrances (purchase orders).
 - E. The remaining balance.
- 7. When looking at the remaining balance, the system views the remaining balance by account groupings (62XX, 63XX, 64XX, etc.) for budget purposes.
- 8. To view the detail of an account, click the line to highlight it then click the blue check mark two times to display details.
- 9. To view further detail of a specific line item, highlight the row by clicking it and press the blue check mark. This screen displays greater detail about specific line items.

Pre-Encumbrances:

- 10. To view details of pre-encumbrances, follow steps 1-5 to get to this screen, or use the *Back* button if you have already been viewing details of an account.
- 11. Highlight the specific account and click the *Requisitions* button.

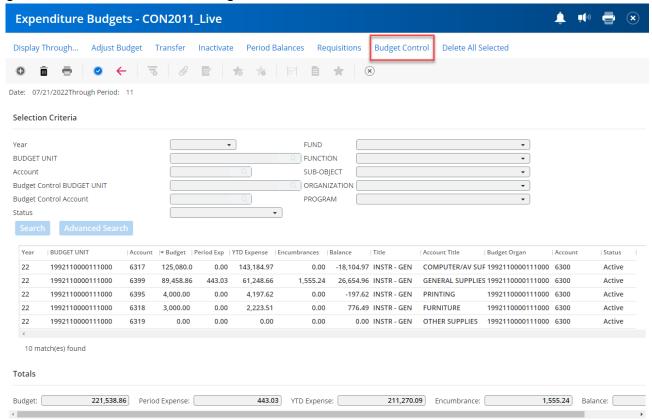


12. This screen displays pre-encumbrances

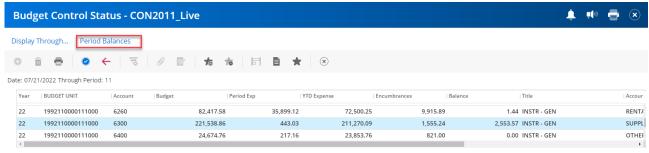


Available Balances

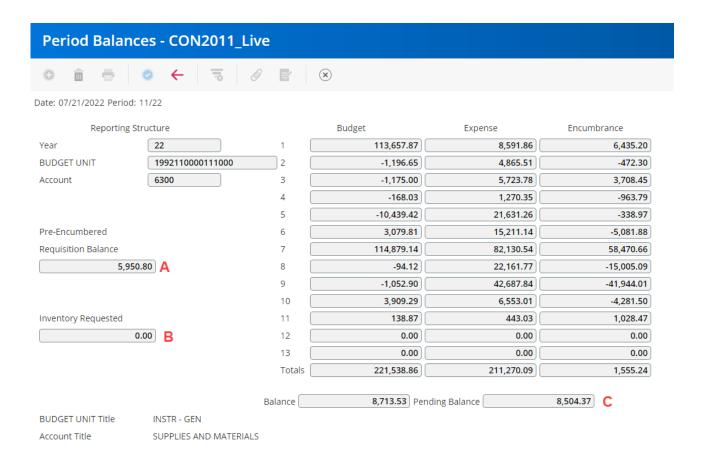
13. To view available balances by control groups (6200s, 6300s, etc.), follow steps 1-5 to get to this screen. Click on *Budget Control*



14. To view details of remaining budget balance of a control group, highlight a specific control account group and click the *Period Balances* button.

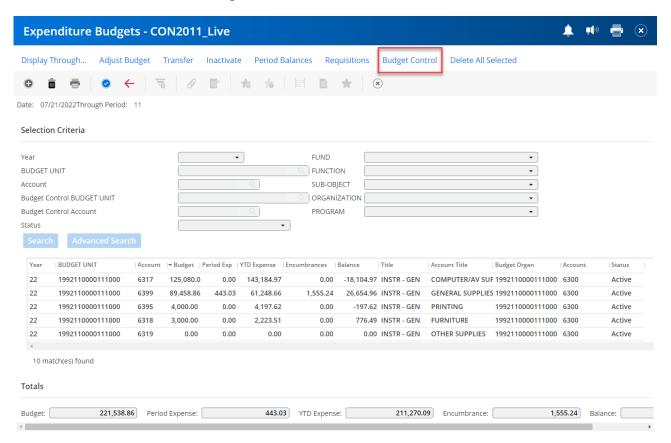


15. This screen shows budget, expenses, and encumbrances by period. You must subtract the *Pre-encumbered Requisition Balance* (A) and *Inventory Requested* (B) from the *Pending Balance* (C). This will be your available balance for that account group.

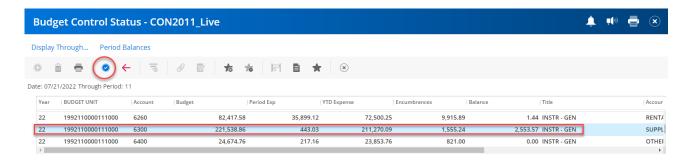


View All Transactions

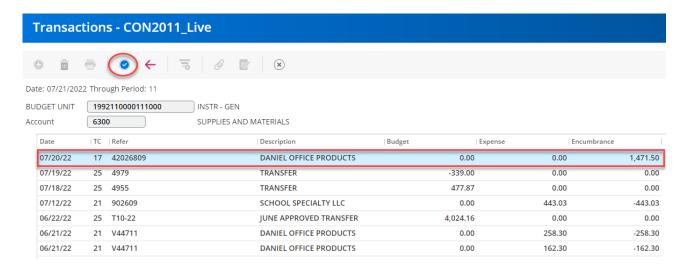
16. To view all transactions of a control group (6200, 6300, etc.) follow steps 1-5 to get to this screen and Select *Budget Control*.



17. Highlight the control group you wish to query and press the blue check mark.



18. For more details of a particular transaction, highlight line by clicking it and press the blue check mark.



19. This screen will show detailed transaction information. To view the actual requisition, click *More Information* in the top right-hand corner of the screen

