
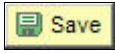
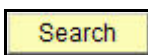



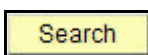
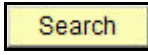



EXPRESS STEPS: Viewing a DCC Budget

➤ ***To create a budget inquiry for a Department Cost Center:***

- **Commitment Control > Review Budget Activities > Budgets Overview.**
- Click **Add a New Value** tab.
- Enter a name for the inquiry and click .
- For the Ledger Group select **Appropriation Ledger Group**.
- Enter the Department Cost Center.
- Click .
- Click .
- Click  (Show Budget Details) for Operating.

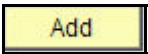
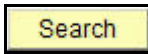
➤ ***To view your budget using an inquiry that has been created:***


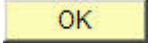
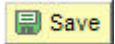
- **Commitment Control > Review Budget Activities > Budgets Overview.**
- Click Find an Existing Value.
- Click .
- If the Search Results are displayed, click the name of the inquiry.
- Click  again.
- Click  (Show Budget Details) for Operating.



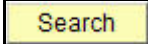
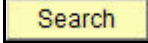
EXPRESS STEPS: Viewing a Project/Grant Budget

➤ ***To create a budget inquiry for a Project/Grant:***

- **Commitment Control > Review Budget Activities > Budgets Overview.**
- Click **Add a New Value** tab.
- Enter a name for the inquiry and click .
- For the **Ledger Group** select **CC_GRANT**.
- Enter the **Project/Grant** number.
- Click .

- Click  (Show Budget Details).
- Click  to return to the Budget Overview page.
- Click  to save the inquiry.

➤ ***To view your budget using an inquiry that has been created:***

- **Commitment Control > Review Budget Activities > Budgets Overview.**
- Click **Find an Existing Value.**
- Enter the name of the inquiry in the **Inquiry Name** text box.
- Click .
- Click  again.