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FMS 215
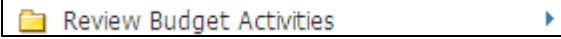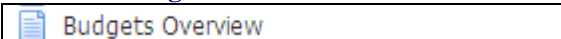
Viewing a Budget Inquiry

Procedure
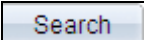
Once you have created a Budget Inquiry you can use that inquiry at any time to view your budget. The steps in this exercise take you through viewing a Budget Inquiry.
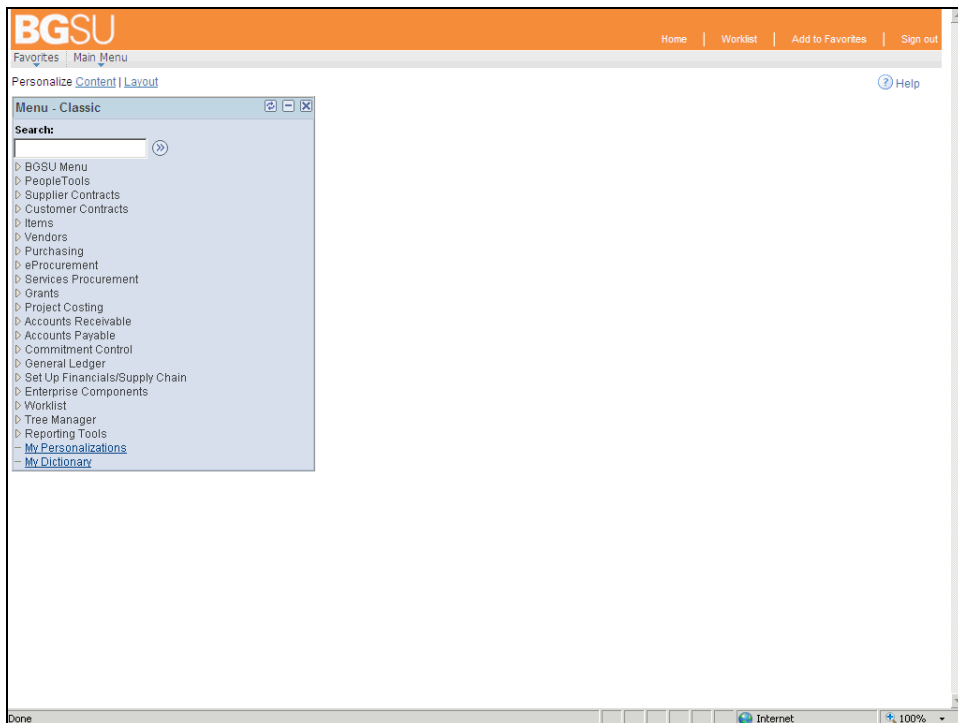
Step	Action
1.	Begin navigating to the Budgets Overview component by opening the Main Menu. Click the **Main Menu** link.
2.	"Commitment Control" found on the menu refers to controlling the financial commitments made by the university. Anything related to budgets will be found under Commitment Control. Click the **Commitment Control** menu.

Step	Action
3.	Options for inquiring about budget information are grouped under Review Budget Activities. Click the **Review Budget Activities** menu. 📁 Review Budget Activities ▶
4.	To look at the project/grant budget, go to the Budgets Overview. Click the **Budgets Overview** menu. 📄 Budgets Overview
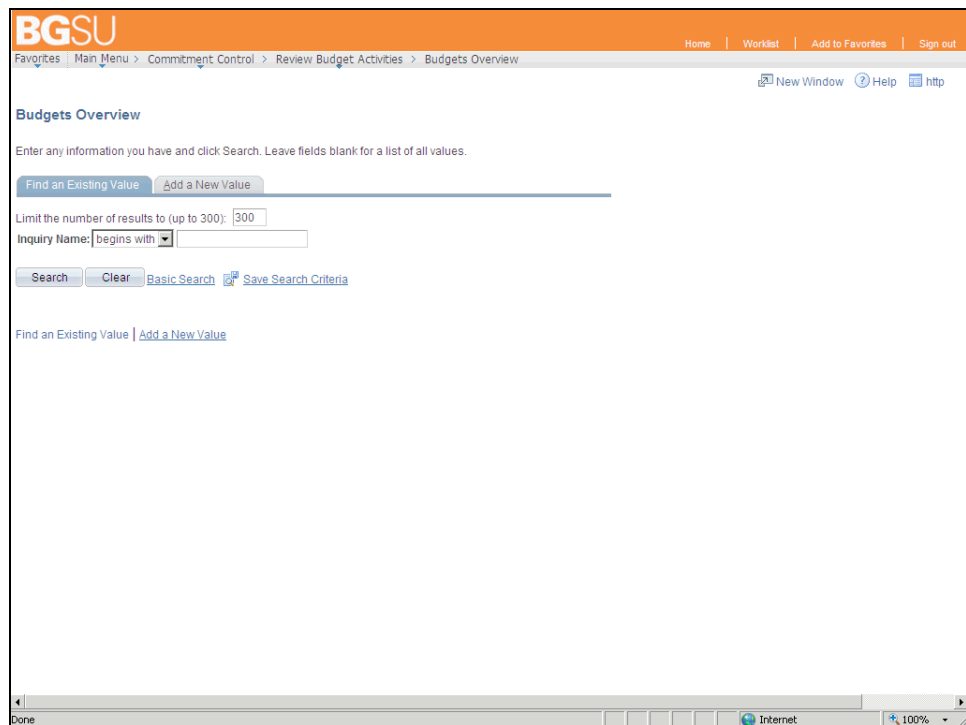
Step	Action
5.	Since you are using an Inquiry you have already created, you need the **Find an Existing Value** tab, which is already selected. Click the **Search** button. Search

Step	Action
6.	Notice the "University Center Economic Dev" description. This is the description you entered when creating the Inquiry. If you did not enter a description when creating the Inquiry, the Description would be blank. If you have only created one Budget Inquiry you will be taken directly to the Budget Overview page. If you have created more than one Budget Inquiry, as is the case here, you will see a list of all the Inquiries you have created. Click the link to the Inquiry you want to view. Click the **11740032** link. 11740032 University Center Economic Dev
7.	The Budget Inquiry Criteria page is displayed. Notice that the Business Unit, Ledger Group, and Project fields are already populated.
8.	If you ever want to delete a saved budget inquiry, select that inquiry and click the trash can icon shown here. This is an informational note; you will not be deleting an inquiry in this lesson.
9.	Submit your search for budgets in the Grants Ledger Group for project/grant 11740032. Click the **Search** button. Search
10.	The Inquiry Results page is displayed. If you want to look at the details of any of the account lines, you can click the **Show Budget Details** icon at the beginning of the line. Click the **Show Budget Details** button.
11.	The Budget Details page is displayed. Once you have finished viewing the budget details, clicking the **OK** button will take you back to the Inquiry Results page. To access the OK button, you will need to scroll down. Click the scrollbar.
12.	After scrolling, you can return to the Inquiry Results page. Click the **OK** button. OK
13.	Once you have finished looking at your budget, go back to the Budget Inquiry Criteria page. Click the **Return to Criteria** link. Return to Criteria

Step	Action
14.	Click the **Sign out** link. Sign out
15.	If you are ready you can now take the qualifying quiz available with this lesson in Blackboard. **End of Procedure.**