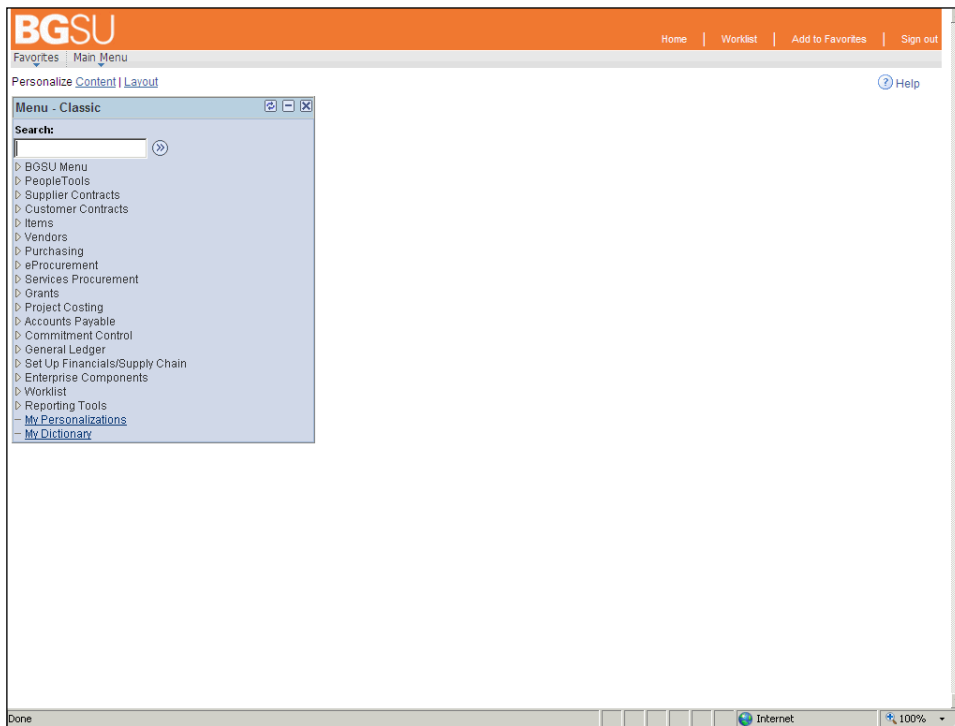


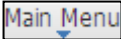
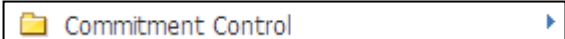
# FMSv9.1

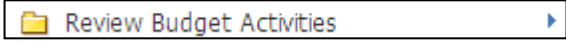

## Accessing a Budget Overview Inquiry

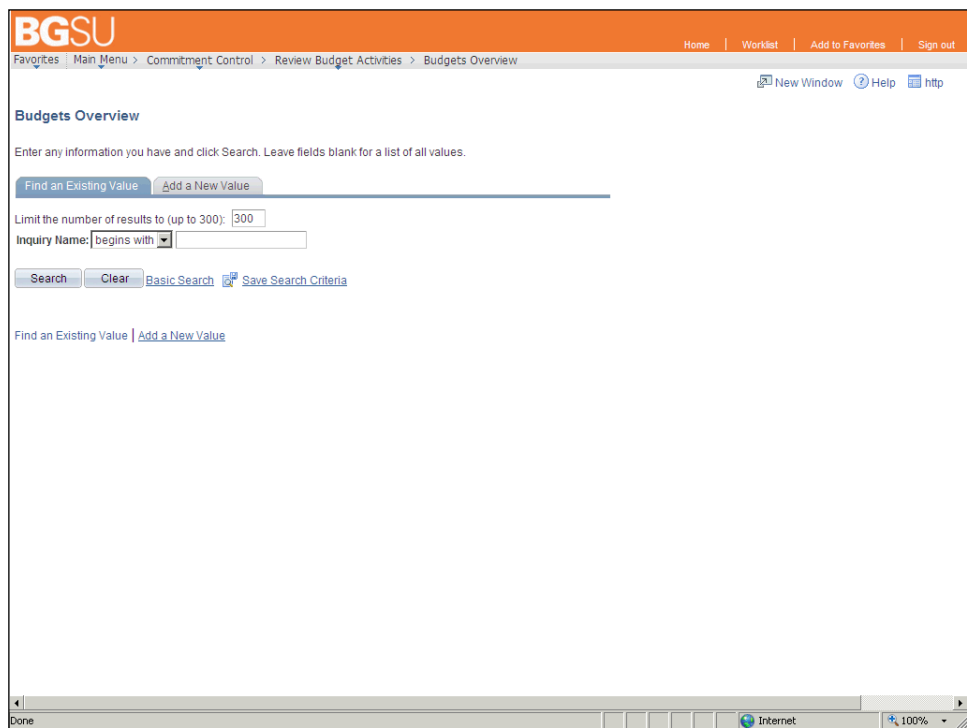
### Procedure

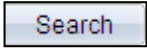
Once you have created a Budget Overview Inquiry, use that inquiry every time you want to view your budget. Follow these steps to access a Budget Inquiry you have created.

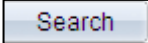

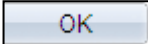


Step	Action
1.	<p>Begin navigating to the Budgets Overview component by opening the <b>Main Menu</b>.</p> <p>Click the <b>Main Menu</b> link.</p> 
2.	<p><b>Commitment Control</b> found on the Main Menu refers to controlling the financial commitments made by the university. Anything related to budgets will be found under <b>Commitment Control</b>.</p> <p>Click the <b>Commitment Control</b> menu.</p> 

Step	Action
3.	Options for inquiring about budget information are grouped under <b>Review Budget Activities</b> .  Click the <b>Review Budget Activities</b> menu. 
4.	To look at the department budget, go to the <b>Budgets Overview</b> .  Click the <b>Budgets Overview</b> menu. 



Step	Action
5.	Since the Budget Overview Inquiry is already created, you want the <b>Find an Existing Value</b> tab which is already the active tab.  Click the <b>Search</b> button. 

Step	Action
6.	<p>If you have created more than one Budget Inquiry a <b>Search Results</b> table is displayed listing all the Budget Inquiries you have created. Select the appropriate Inquiry Name.</p> <p>If you have only created one Budget Inquiry, you will go directly to the <b>Budget Inquiry Criteria</b> page.</p> <p>Click the <b>BDGTOVRVW</b> link.  <a href="#">BDGTOVRVW Budget Overview Dept 316000</a></p>
7.	<p>The Budget Inquiry is displayed with the <b>Ledger Group</b> and the <b>Department</b> already filled in.</p>
8.	<p>If you ever want to delete a saved budget inquiry, select that inquiry and click the trash can icon shown here.</p> <p>This is an informational note; you will not be deleting an inquiry in this lesson.</p>
9.	<p>To submit your search for budgets in the Pool Ledger Group for Department 316000, you need to click the <b>Search</b> button.</p> <p>Click the <b>Search</b> button.  </p>
10.	<p>If desired you can look at the details for the operating budget.</p> <p>Click the <b>Show Budget Details</b> button.  </p>
11.	<p>Once you have viewed the detail for your budget, you can return to the <b>Inquiry Results</b> page by clicking the <b>OK</b> button which is at the bottom of the page.</p> <p>Click the <b>scrollbar</b>.</p>
12.	<p>Click the <b>OK</b> button.  </p>

**BGSU** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

### Inquiry Results

Business Unit: BGSUN  
 Ledger Group: CC\_LINE\_AP Pool Budget Expenses  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

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


**Ledger Totals (29 Rows)**

Budget:	23,823,612.46	Net Transfers:	-5,588,976.00
Expense:	579,666.96		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	23,243,945.50		
Associate Revenue:	0.00		
Available Budget:	23,243,945.50		

**Budget Overview Results** [Customize](#) | [Eng](#) | [View All](#) | [Print](#) | [First](#) | [1-29 of 29](#) | [Last](#)

	Ledger Group	Fund	Dept	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percen
1	CC_LINE_AP	10000	316000	51020	2011	5,023,575.040	408,602.610	0.000	0.000	4,614,972.430	
2	CC_LINE_AP	10000	316000	51030	2011	522,130.460	0.000	0.000	0.000	522,130.460	
3	CC_LINE_AP	10000	316000	51230	2011	51,416.000	0.000	0.000	0.000	51,416.000	
4	CC_LINE_AP	10000	316000	51231	2011	14,504.000	0.000	0.000	0.000	14,504.000	

Done | Internet | 100%

Step	Action
13.	<p>When you have finished reviewing your budget, sign out of the system.</p> <p>Click the <b>Sign out</b> link.</p> <p></p>
14.	<p>Congratulations!! You have finished this tutorial on accessing a Budget Overview Inquiry. The next tutorial shows you how to customize the Budget Transfer Line which makes creating a budget transfer much easier.</p> <p><b>End of Procedure.</b></p>