

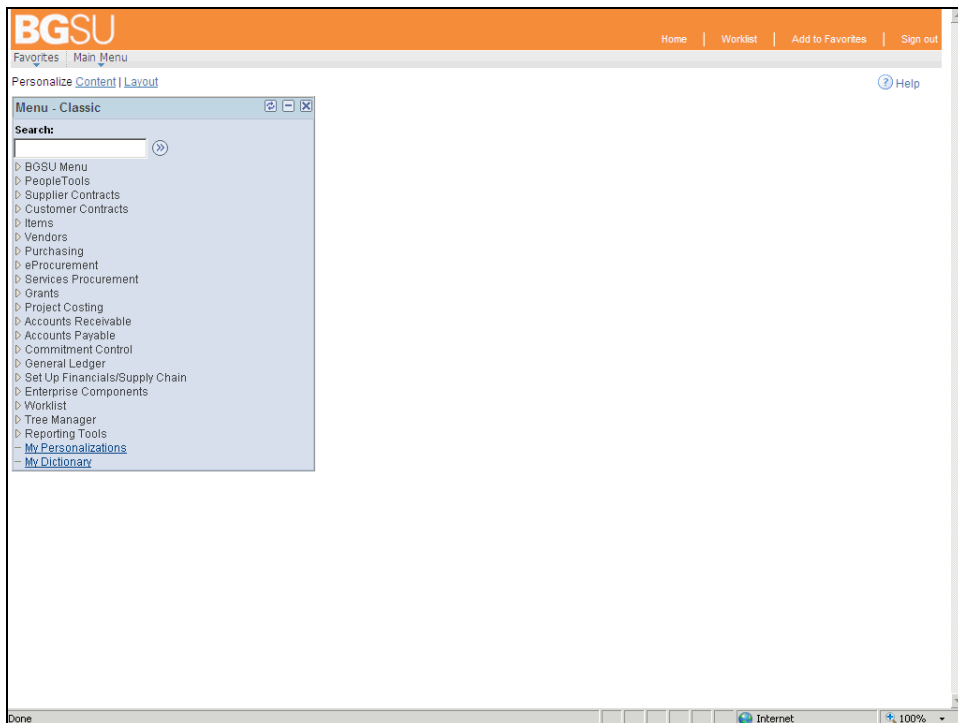
# FMSv9.1



## FMS 215

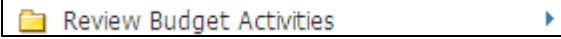
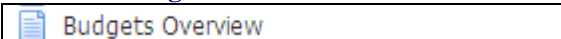
### Viewing a Budget Inquiry

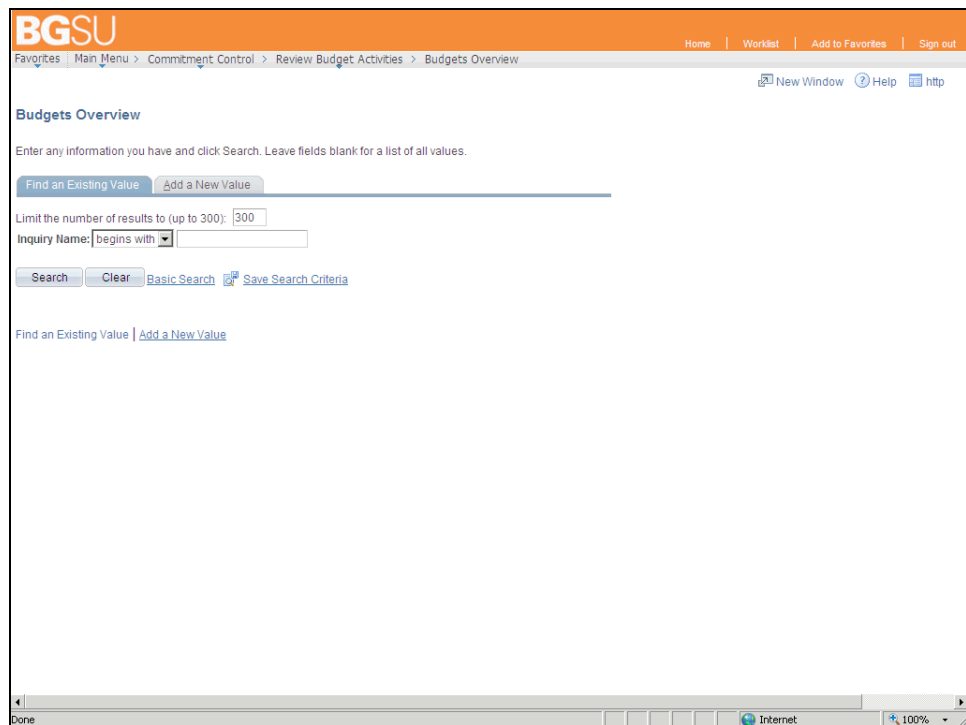
#### Procedure

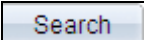
Once you have created a Budget Inquiry you can use that inquiry at any time to view your budget. The steps in this exercise take you through viewing a Budget Inquiry.




Step	Action
1.	Begin navigating to the Budgets Overview component by opening the Main Menu.  Click the <b>Main Menu</b> 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 <b>Commitment Control</b> menu. 

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



Step	Action
5.	Since you are using an Inquiry you have already created, you need the <b>Find an Existing Value</b> tab, which is already selected. Click the <b>Search</b> button. 

Step	Action
6.	<p>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.</p> <p>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 <b>11740032</b> link.</p> <p><a href="#">11740032 University Center Economic Dev</a></p>
7.	<p>The Budget Inquiry Criteria page is displayed. Notice that the Business Unit, Ledger Group, and Project fields are already populated.</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>Submit your search for budgets in the Grants Ledger Group for project/grant 11740032. Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>
10.	<p>The Inquiry Results page is displayed. If you want to look at the details of any of the account lines, you can click the <b>Show Budget Details</b> icon at the beginning of the line. Click the <b>Show Budget Details</b> button.</p> <p></p>
11.	<p>The Budget Details page is displayed. Once you have finished viewing the budget details, clicking the <b>OK</b> button will take you back to the Inquiry Results page.</p> <p>To access the OK button, you will need to scroll down. Click the scrollbar.</p>
12.	<p>After scrolling, you can return to the Inquiry Results page. Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>
13.	<p>Once you have finished looking at your budget, go back to the Budget Inquiry Criteria page. Click the <b>Return to Criteria</b> link.</p> <p><a href="#">Return to Criteria</a></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

### Budget Inquiry Criteria

#### Budget Overview

Inquiry: 11740032    Description: University Center Economic Dev

Amount Criteria    Search    Clear    Reset

Budget Type

\*Business Unit: BGSUN    Ledger Group/Set: Ledger Group    Ledger Group: CC\_GRANT  
Grants Ledger Group

View Stat Code Budgets  
 Display Chart

Time Span

\*Type of Calendar: Detail Budget Period

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

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
PC Bus Unit	%	%	i		Update/Add
Project	11740032	%	i		Update/Add
Activity	%	%	i		Update/Add

Budget Status

- Open
- Closed
- Hold

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

Done    Internet    100%

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