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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Begin navigating to the Budgets Overview component by opening the **Main Menu**.  
      | Click the **Main Menu** link. |
| 2.   | **Commitment Control** found on the Main 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
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3. | Options for inquiring about budget information are grouped under **Review Budget Activities**.

Click the **Review Budget Activities** menu.

4. | To look at the department budget, go to the **Budgets Overview**.

Click the **Budgets Overview** menu.

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5. | Since the Budget Overview Inquiry is already created, you want the **Find an Existing Value** tab which is already the active tab.

Click the **Search** button.
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| 6.   | If you have created more than one Budget Inquiry a **Search Results** table is displayed listing all the Budget Inquiries you have created. Select the appropriate Inquiry Name.  
If you have only created one Budget Inquiry, you will go directly to the **Budget Inquiry Criteria** page.  
Click the **BDGTOVRVW** link. [BDGTOVRVW Budget Overview Dept 316000](#) |
| 7.   | The Budget Inquiry is displayed with the **Ledger Group** and the **Department** already filled in. |
| 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.   | To submit your search for budgets in the Pool Ledger Group for Department 316000, you need to click the **Search** button.  
Click the **Search** button. |
| 10.  | If desired you can look at the details for the operating budget.  
Click the **Show Budget Details** button. |
| 11.  | Once you have viewed the detail for your budget, you can return to the **Inquiry Results** page by clicking the **OK** button which is at the bottom of the page.  
Click the **scrollbar**. |
| 12.  | Click the **OK** button. |
13. When you have finished reviewing your budget, sign out of the system.

   Click the **Sign out** link.

14. 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.

   **End of Procedure.**