Budget Overview Inquiry

Enables you to review all control budgets

Navigation: Commitment Control > Review Budget Activities > Budget Overview

1. On the Find an Existing Value tab, click Search.
2. Select Inquiry Name.
3. Select:
   a. Business Unit (for example, EMUNV)
   b. Ledger Group/Set
   c. Ledger Group/Ledger Inquiry Set

4. Click Search.
5. Budget, expenses, budget balance, associated revenue and available budget amounts are displayed.
6. Click to drill down to view the budget details for a line.

7. Click OK.
8. Click to drill down to view budget transaction types.
9. Click 
10. Click a dollar amount (underlined in blue) to drill down to the Activity Log information.
11. Click to drill down to view detailed journal line information.
12. Click to drill down into the Commitment Control Activity Log.
   a. View transaction lines and affected budgets for budget-checking transactions of a single source transaction type
13. To retain this inquiry criteria, click .

**Activity Log Inquiry**

Enables you to review the budget-checking activity log for processing status

**Navigation:** Commitment Control > Review Budget Activities > Activity Log

1. On the Find an Existing Value tab, click .
2. Select Inquiry Name.
3. Input Transaction Type and other search criteria as applicable.
4. Click .
5. To view more details, click .
6. Click .
7. Next to the Journal ID, click to see transaction line details open in a new window.
8. To retain this inquiry criteria, click .