Budget Overview Inquiry
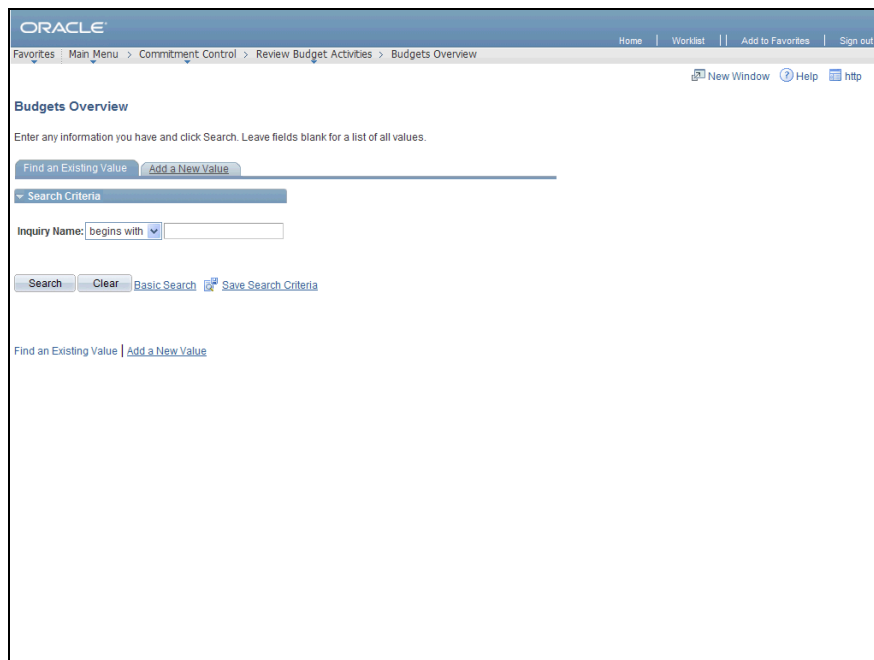## Created on 2/19/2013 5:26:00 PM
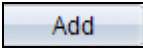
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Budget Overview Inquiry

The **Budget Overview** component enables users to select and view activity for budgets based on user defined sets of criteria. Summarized budget information can be retrieved for current and past fiscal years. Users can drill down as far as the transaction level of a budget journal. Core-CT 9.1 enables users to display budget overview information in a bar chart as well as in a grid.
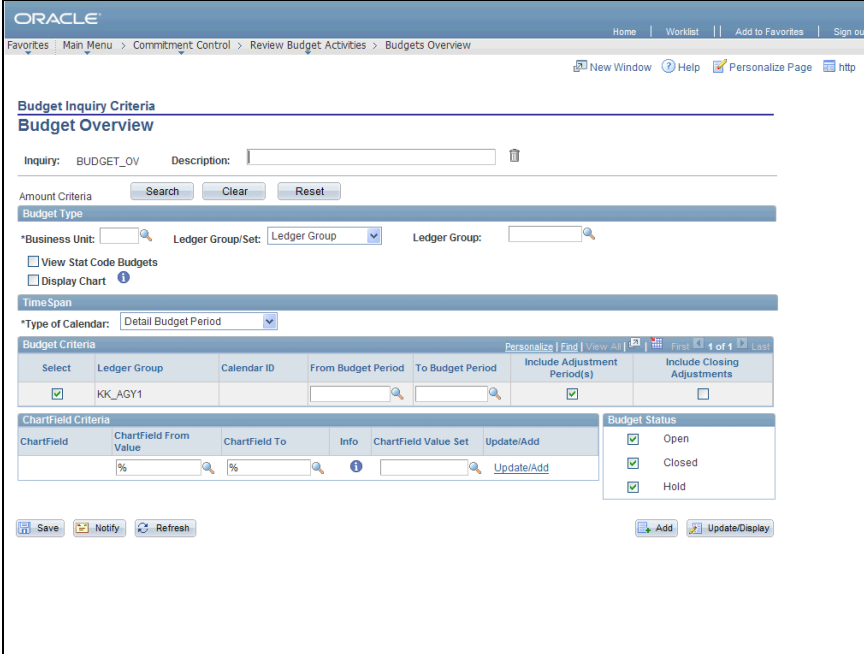
Procedure

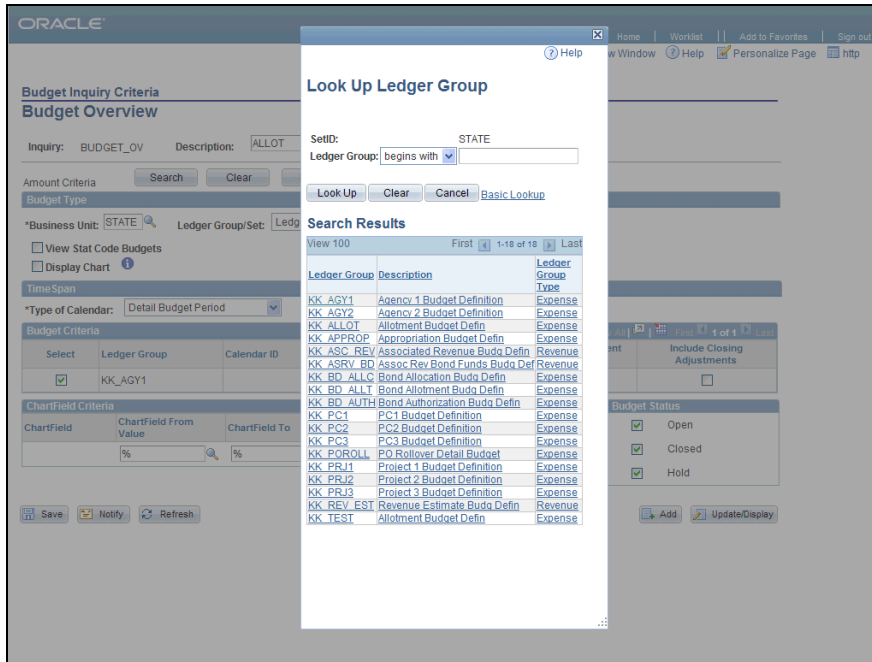Navigation: Commitment Control > Review Budget Activities > Budgets Overview

Step	Action
1.	Click the **Add a New Value** tab.

Step	Action
2.	Enter **BUDGET_OV** into the **Inquiry Name** field.
3.	Click the **Add** button. Add
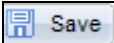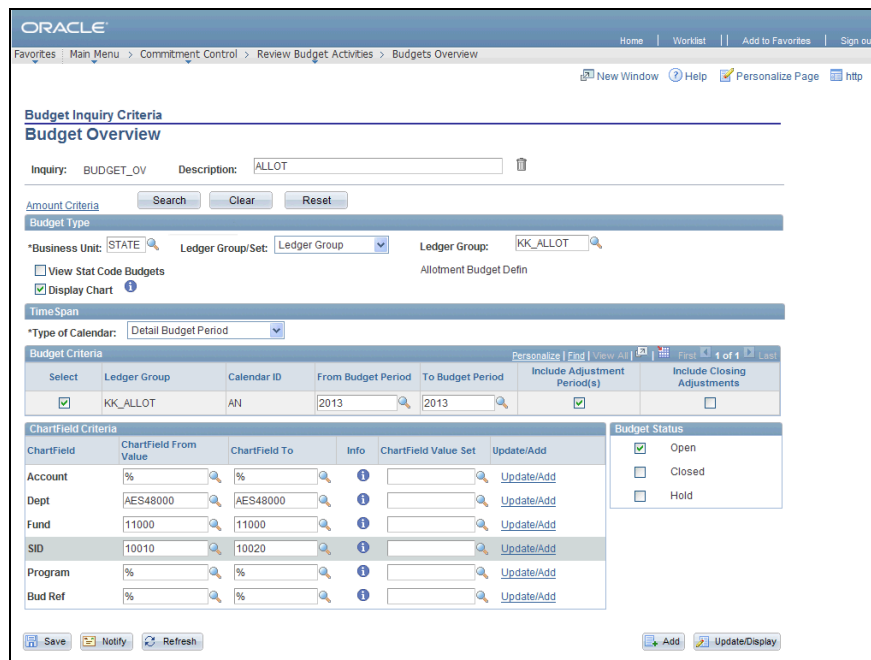
Step	Action
4.	Enter **ALLOT** into the **Description** field.
5.	The **Business Unit** is always STATE. Enter **STATE** into the **Business Unit** field.
6.	Accept the default of Ledger Group in the **Ledger Group/Set** field.
7.	Click the **Look up Ledger Group** button.

Step	Action
8.	Click the **KK_ALLOT** link. KK_ALLOT Allotment Budget Defin
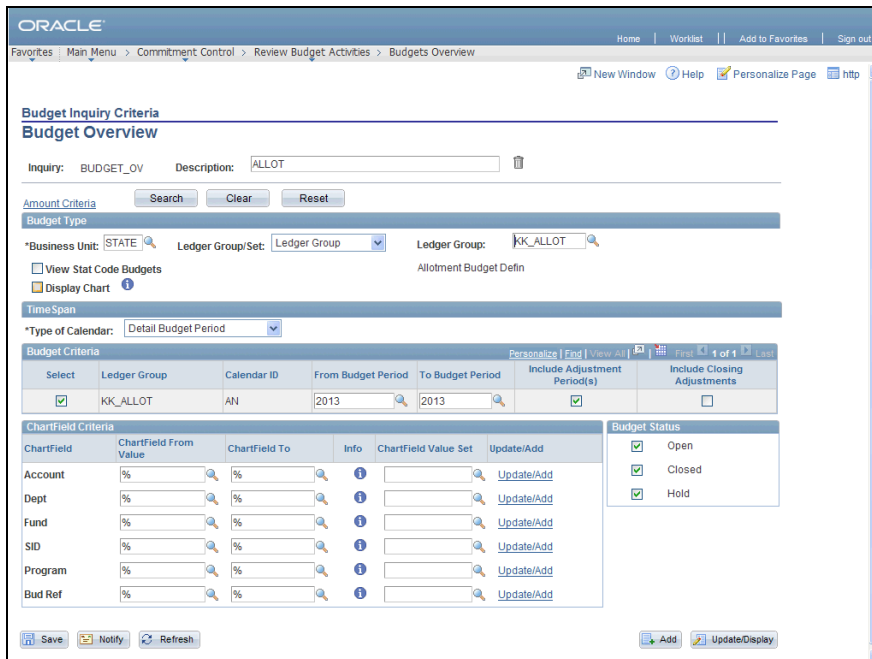
Step	Action
9.	Click the **Display Chart** option to display the search results in chart form as well as on a grid. ☐ Display Chart
10.	Accept the Detail Budget Period default value in the**Type of Calendar** field.
11.	This inquiry will include only Open budgets. Click the **Closed** option to deselect this option. ☑
12.	Click the **Hold** option to deselect this option. ☑
13.	Enter **AES48000** in the **Dept** field.
14.	Enter **AES48000** in the **Dept** field in the **ChartField To** column.
15.	Enter **11000** in the **Fund** field in the **ChartField From** column.
16.	Enter **11000** into the **Fund** field in the **ChartField To** column.
17.	Enter **10010** into the **SID** field in the **ChartField From** column.
18.	Enter **10020** into the **SID** field in the **ChartField To** column.
19.	Click the **Save** button. 🖫 Save

Step	Action
20.	Click the **Search** button. Search
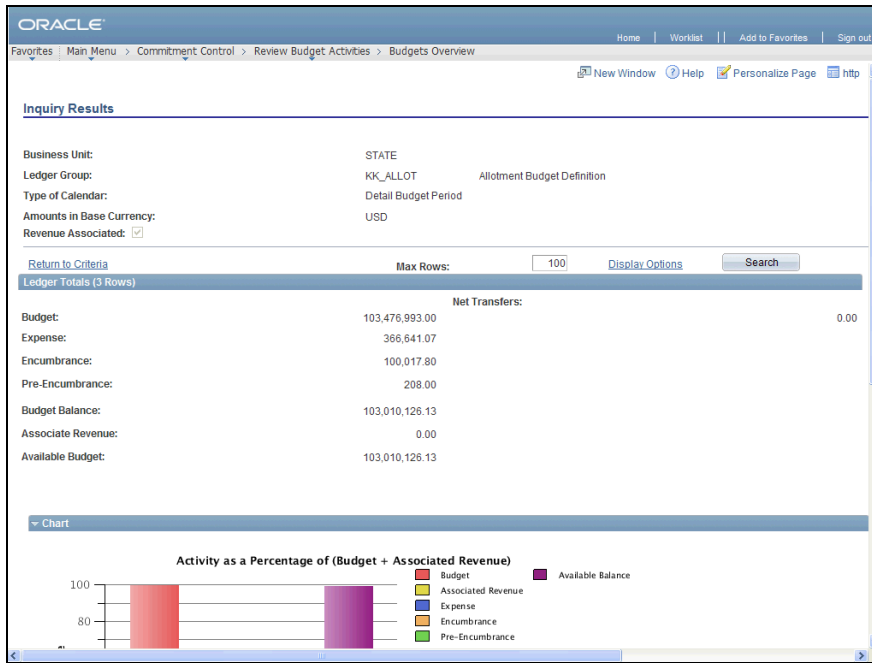
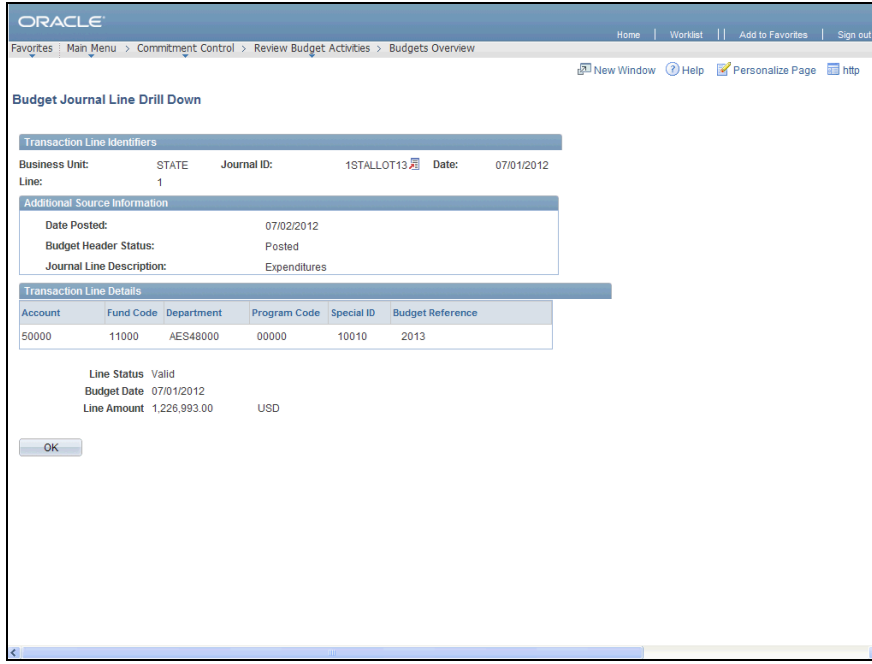| Step	Action
21.	Click the scrollbar to move to the bottom of the page.
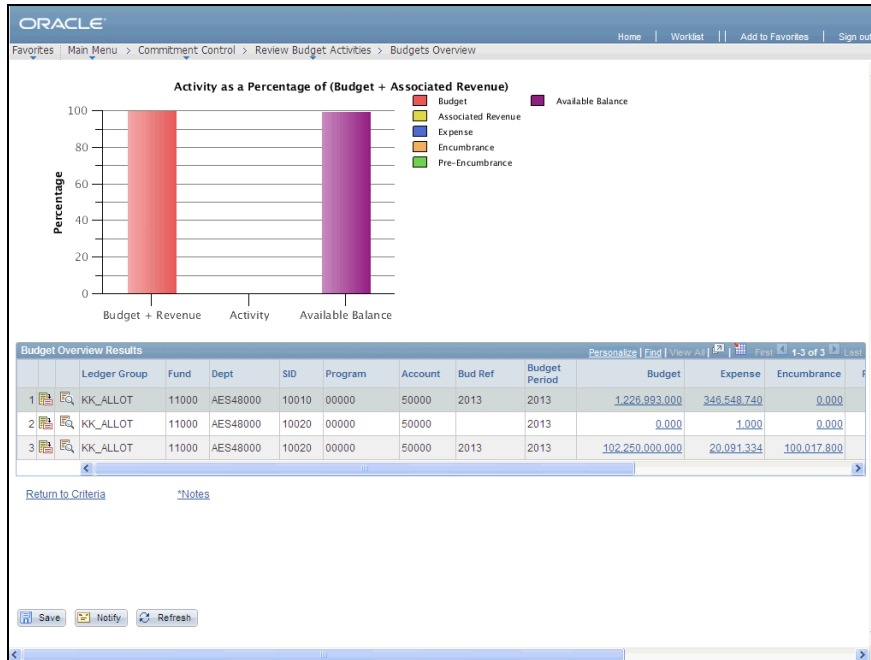
Step	Action
22.	Core-CT displays the results as a bar chart and in the **Budget Overview Results** grid.
23.	Click the **1,226,993.000** link to drill down to the Journal level for the first row.

Step	Action
24.	Click the **Drill Down** button to view the Budget Journal detail.

Step	Action
25.	The **Budget Journal Line Drill Down** page displays details of the budget journal.
26.	**End of Procedure.**