Associated Revenue Budget Job Aid
Use for Gift, RTF% and Endowment Funds

Date Created: 09/02/2008

The path to run the query is:
Commitment Control > Review Budget Activities > Budgets Overview
Add new Inquiry name (Up to ten characters – no spaces)
Once you successfully add the inquiry name the Budget Overview Criteria page appears

Insert a description and change the **Ledger Group /Set** field to 'Ledger Inquiry Set' by clicking the down arrow button. Change the **Ledger Inquiry Set** field to 'REVAPPROP' by clicking on the magnifying glass on the right of the field and selecting REVAPPROP.

The time span section should have populated with the proper Ledger Groups and Budget Periods.

In the Chartfield Criteria section, input your Fund and Dept ID in the appropriate fields.

Click on **Search** button below the Inquiry name.

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The inquiry above brings back this page with a summary of activity at the top and expenditure (Approp) and revenue (Revest) rows with drilldown (any underlined number) to the Activity Log.

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