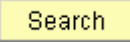











































<p>Step 3.</p>	<p>Scroll down to the bottom of the page and click the  button.</p> <p>The Search Results appear.</p> <div data-bbox="397 451 1388 588"> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Ledger Group</th> <th>Account</th> <th>Department</th> <th>Operating Unit</th> <th>Product</th> <th>Fund Code</th> <th>Class Field</th> <th>Program Code</th> <th>Budget Reference</th> <th>Affiliate</th> <th>Fund Affiliate</th> <th>Operating Unit Affiliate</th> <th>PC Business Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> <th>Budget Period</th> <th>Statistics Code</th> </tr> </thead> <tbody> <tr> <td>UMAMH</td> <td>APPROP</td> <td>700899</td> <td>A090800000</td> <td>(blank)</td> <td>(blank)</td> <td>23440</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>2006</td> <td>(blank)</td> </tr> <tr> <td>UMAMH</td> <td>APPROP</td> <td>700899</td> <td>A090800000</td> <td>(blank)</td> <td>(blank)</td> <td>23440</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>2007</td> <td>(blank)</td> </tr> </tbody> </table> </div>	Business Unit	Ledger Group	Account	Department	Operating Unit	Product	Fund Code	Class Field	Program Code	Budget Reference	Affiliate	Fund Affiliate	Operating Unit Affiliate	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code	UMAMH	APPROP	700899	A090800000	(blank)	(blank)	23440	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2006	(blank)	UMAMH	APPROP	700899	A090800000	(blank)	(blank)	23440	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2007	(blank)
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UMAMH	APPROP	700899	A090800000	(blank)	(blank)	23440	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2007	(blank)																																								
	<p>At UMASS, the Fiscal Year runs from July 1st to the following June 30th. The Budget Period column is the 2nd column from the right end. A budget period is a fixed period of time equal to one Fiscal year. Exception: Grants.</p>																																																									
<p>Step 4.</p>	<p>Select the appropriate Budget Period by clicking on one of the links on the line associated with that Budget Period.</p> <p>The Commitment Control Budget Details page opens.</p> <div data-bbox="397 871 1388 1438"> <p>Commitment Control Budget Details</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Ledger Group</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Budget Period</th> </tr> </thead> <tbody> <tr> <td>UMAMH</td> <td>APPROP</td> <td>700899</td> <td>23440</td> <td>A090800000</td> <td>2006</td> </tr> </tbody> </table> <p>Display Chart </p> <p>Ledger Amounts</p> <table> <tr> <td>Budget:</td> <td>1,000,000.00 USD</td> <td></td> <td></td> <td>Attributes</td> <td>Max Rows: <input type="text" value="100"/></td> </tr> <tr> <td>Expense:</td> <td>181,792.20 USD</td> <td></td> <td></td> <td>Parent / Children</td> <td></td> </tr> <tr> <td>Encumbrance:</td> <td>36,461.36 USD</td> <td></td> <td></td> <td>Associated Budgets</td> <td></td> </tr> <tr> <td>Pre-Encumbrance:</td> <td>33,331.19 USD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Associate Revenue:</td> <td>0.00 USD</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Available Budget</p> <table> <tr> <td>Without Tolerance:</td> <td>748,415.25 USD</td> <td></td> <td>Percent: (74.84%) </td> </tr> <tr> <td>With Tolerance:</td> <td>748,415.25 USD</td> <td></td> <td>Percent: (74.84%) </td> </tr> </table> <p>Budget Exceptions</p> <table> <tr> <td>Exception Errors:</td> <td>1</td> <td>Exception Warnings:</td> <td>1</td> <td>Budget Exceptions</td> </tr> </table> </div>	Business Unit	Ledger Group	Account	Fund	Dept	Budget Period	UMAMH	APPROP	700899	23440	A090800000	2006	Budget:	1,000,000.00 USD			Attributes	Max Rows: <input type="text" value="100"/>	Expense:	181,792.20 USD			Parent / Children		Encumbrance:	36,461.36 USD			Associated Budgets		Pre-Encumbrance:	33,331.19 USD					Associate Revenue:	0.00 USD					Without Tolerance:	748,415.25 USD		Percent: (74.84%) 	With Tolerance:	748,415.25 USD		Percent: (74.84%) 	Exception Errors:	1	Exception Warnings:	1	Budget Exceptions		
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	<p>The following information is displayed in the Ledger Amounts section of the page:</p> <ul style="list-style-type: none"> ◆ Budget: Total amount of the budget. ◆ Expense: Total amount of Expenses charged against the budget. ◆ Encumbrance: The total current encumbrance against the budget. ◆ Pre-Encumbrance: The total current pre-encumbrance against the budget. ◆ Associate Revenue: The amount of revenue, which, when added to the budget, increases the spending authority. This is available only for funds defined as Associated Revenue in Commitment Control. 																																																									



<p>Step 5.</p>	<p>Review the Available Budget section.</p> <table border="1" data-bbox="396 384 1390 510"> <tr> <th colspan="4">Available Budget</th> </tr> <tr> <td>Without Tolerance:</td> <td>748,415.25</td> <td>USD</td> <td>Percent: (74.84%)</td> </tr> <tr> <td>With Tolerance:</td> <td>748,415.25</td> <td>USD</td> <td>Percent: (74.84%)</td> </tr> </table>	Available Budget				Without Tolerance:	748,415.25	USD	Percent: (74.84%)	With Tolerance:	748,415.25	USD	Percent: (74.84%)
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Without Tolerance:	748,415.25	USD	Percent: (74.84%)										
With Tolerance:	748,415.25	USD	Percent: (74.84%)										
	<p>The following information is displayed in the Available Budget section of the page:</p> <ul style="list-style-type: none"> ◆ Without Tolerance: The amount of available budget money without tolerances. ◆ With Tolerance: The amount of available budget money with tolerances. 												
<p>Step 6.</p>	<p>Review the Budget Exceptions section.</p> <table border="1" data-bbox="396 768 1390 888"> <tr> <th colspan="4">Budget Exceptions</th> </tr> <tr> <td>Exception Errors:</td> <td>1</td> <td>Exception Warnings:</td> <td>1</td> </tr> <tr> <td colspan="3"></td> <td>Budget Exceptions</td> </tr> </table>	Budget Exceptions				Exception Errors:	1	Exception Warnings:	1				Budget Exceptions
Budget Exceptions													
Exception Errors:	1	Exception Warnings:	1										
			Budget Exceptions										
	<p>The following information is displayed in the Budget Exceptions section of the page:</p> <ul style="list-style-type: none"> ◆ Exception Errors: The number of transaction budget errors. ◆ Exception Warnings: The number of transaction budget warnings. 												

Step 7.


Review all other information on the **Commitment Control Budget Details** page.

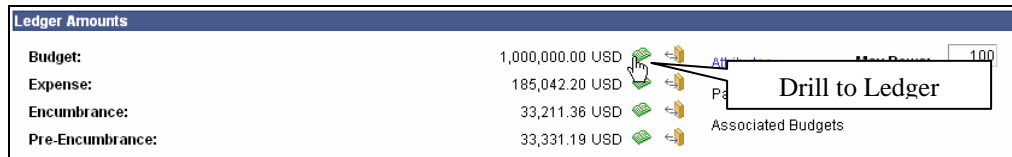


The following icons and buttons are displayed on the Commitment Control Budget Details page:

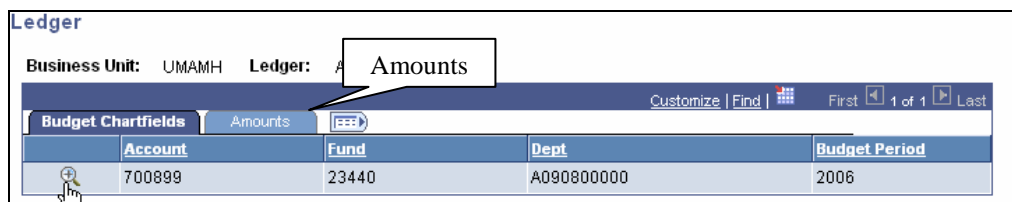
- ◆ **Display Chart:** This button generates a Bar Chart of budget information
- ◆ **Drill to Ledger:** These icons () drill-down **Budget Ledger** details for the associated Ledger line.
- ◆ **Drill to Activity Log:** These icons () drill-down for **Activity Log** details for the associated Ledger line.
- ◆ **Attributes:** This link opens the **Budget Details Attributes** page.
- ◆ **Budget Exceptions:** This link opens a new window displaying a chart detailing budget exceptions.




Step 8.

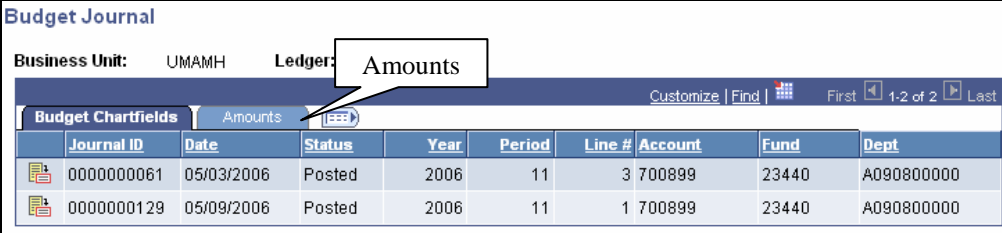

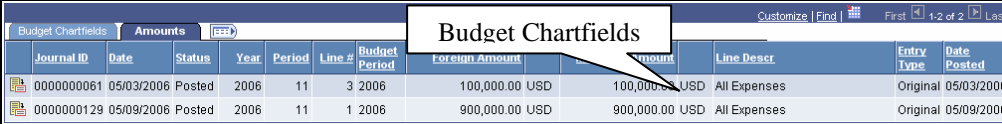


Click the **Drill to Ledger** () icon for **Ledger Amount Budget** line.



The **Ledger** details page, **Budget Chartfields** tab appears.



<p>Step 9.</p>	<p>Click the Budget Chartfields Tab, if it is not already selected.</p>												
	<p>The following information is displayed under the Budget Chartfields Tab:</p> <p>Account: The Account associated with the ledger line. Fund: The Fund associated with the ledger line. Department: The Department associated with the ledger line. Budget Period: The active Fiscal Year. Note that there is no budget period for grants displayed here. A Grant's begin and end dates are available by using a custom inquiry.</p>												
<p>Step 10.</p>	<p>Click the Amounts Tab.</p> <p>The Ledger details page, Amounts Tab appears.</p> <div data-bbox="391 730 1393 961" style="border: 1px solid black; padding: 5px;"> <p>Ledger</p> <p>Business Unit: UMAMH Ledger: APPROP_BUD</p> <p style="text-align: right;">Customize Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Account</th> <th style="width: 15%;">Base Amount</th> <th style="width: 10%;">Transaction Amount</th> <th style="width: 10%;">Last Update DateTime</th> <th style="width: 10%;">Process Instance</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+</td> <td>700899</td> <td>1000000.00 USD</td> <td>1000000.00 USD</td> <td>05/09/2006 2:26:19PM</td> <td>6885</td> </tr> </tbody> </table> </div>		Account	Base Amount	Transaction Amount	Last Update DateTime	Process Instance	+	700899	1000000.00 USD	1000000.00 USD	05/09/2006 2:26:19PM	6885
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	<p>The following information is displayed under the Amounts Tab:</p> <ul style="list-style-type: none"> ◆ Account: The Budget Account associated with the ledger line. ◆ Base Amount: The Base Amount associated with the ledger line. ◆ Transaction Amount: The Transaction Amount associated with the ledger line. ◆ Last Updated Date/Time: The last Date and Time this Ledger was updated. ◆ Process Instance: The Process Number associated with the chosen Ledger. 												
<p>Step 11.</p>	<p>Click the Drill-down () Magnifier icon for the appropriate Ledger line.</p> <div data-bbox="391 1325 1393 1514" style="border: 1px solid black; padding: 5px;"> <p>Business Unit: UMAMH Ledger: APPROP_BUD</p> <p style="text-align: right;">Customize Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Account</th> <th style="width: 15%;">Base Amount</th> <th style="width: 10%;">Transaction Amount</th> <th style="width: 10%;">Last Update DateTime</th> <th style="width: 10%;">Process Instance</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+</td> <td>700899</td> <td>1000000.00 USD</td> <td>1000000.00 USD</td> <td>05/09/2006 2:26:19PM</td> <td>6885</td> </tr> </tbody> </table> </div>		Account	Base Amount	Transaction Amount	Last Update DateTime	Process Instance	+	700899	1000000.00 USD	1000000.00 USD	05/09/2006 2:26:19PM	6885
	Account	Base Amount	Transaction Amount	Last Update DateTime	Process Instance								
+	700899	1000000.00 USD	1000000.00 USD	05/09/2006 2:26:19PM	6885								

	<p>The Budget Journal Details page appears.</p>  <p>Budget Journal Business Unit: UMAMH Ledger: Amounts Customize Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Journal ID</th> <th>Date</th> <th>Status</th> <th>Year</th> <th>Period</th> <th>Line #</th> <th>Account</th> <th>Fund</th> <th>Dept</th> </tr> </thead> <tbody> <tr> <td>0000000061</td> <td>05/03/2006</td> <td>Posted</td> <td>2006</td> <td>11</td> <td>3</td> <td>700899</td> <td>23440</td> <td>A090800000</td> </tr> <tr> <td>0000000129</td> <td>05/09/2006</td> <td>Posted</td> <td>2006</td> <td>11</td> <td>1</td> <td>700899</td> <td>23440</td> <td>A090800000</td> </tr> </tbody> </table>	Journal ID	Date	Status	Year	Period	Line #	Account	Fund	Dept	0000000061	05/03/2006	Posted	2006	11	3	700899	23440	A090800000	0000000129	05/09/2006	Posted	2006	11	1	700899	23440	A090800000									
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0000000129	05/09/2006	Posted	2006	11	1	700899	23440	A090800000																													
<p>Step 12.</p>	<p>Click the Budget Chartfields Tab, if it is not already selected.</p>																																				
	<p>The following information is displayed under the Budget Chartfields (details) Tab:</p> <ul style="list-style-type: none"> ◆ Journal ID: The Journal ID for the Budget Journal line. ◆ Date: The Date for the Budget Journal line. ◆ Status: The Journal Status for the Budget Journal line. ◆ Year: The Fiscal Year for the Budget Journal line. ◆ Period: The Period for the Budget Journal line. ◆ Line #: The Line Number for the Budget Journal line. ◆ Account: The Account for the Budget Journal line. ◆ Fund: The Fund associated with the ledger line. ◆ Department: The Department associated with the ledger line 																																				
<p>Step 13.</p>	<p>Click the Amounts Tab.</p> <p>The Budget Journal Amounts Details Tab appears.</p>  <p>Budget Chartfields Customize Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Journal ID</th> <th>Date</th> <th>Status</th> <th>Year</th> <th>Period</th> <th>Line #</th> <th>Budget Period</th> <th>Foreign Amount</th> <th>Amount</th> <th>Line Descr</th> <th>Entry Type</th> <th>Date Posted</th> </tr> </thead> <tbody> <tr> <td>0000000061</td> <td>05/03/2006</td> <td>Posted</td> <td>2006</td> <td>11</td> <td>3</td> <td>2006</td> <td>100,000.00 USD</td> <td>100,000.00 USD</td> <td>All Expenses</td> <td>Original</td> <td>05/03/2006</td> </tr> <tr> <td>0000000129</td> <td>05/09/2006</td> <td>Posted</td> <td>2006</td> <td>11</td> <td>1</td> <td>2006</td> <td>900,000.00 USD</td> <td>900,000.00 USD</td> <td>All Expenses</td> <td>Original</td> <td>05/09/2006</td> </tr> </tbody> </table>	Journal ID	Date	Status	Year	Period	Line #	Budget Period	Foreign Amount	Amount	Line Descr	Entry Type	Date Posted	0000000061	05/03/2006	Posted	2006	11	3	2006	100,000.00 USD	100,000.00 USD	All Expenses	Original	05/03/2006	0000000129	05/09/2006	Posted	2006	11	1	2006	900,000.00 USD	900,000.00 USD	All Expenses	Original	05/09/2006
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<p>Step 14.</p>	<p>Click the Show Journal Detail () icon.</p>																																				

A new window will to display the **Journal Detail** page.

Budget Header
Budget Lines
Budget Errors

Unit: UMAMH Journal ID: 0000000061 Date: 05/03/2006

Ledger Group: APPROP Fiscal Year: 2006 Period: 11

Control ChartField: Fund Code Currency: USD

Budget Header Status: Posted Rate Type: CRRNT

Budget Entry Type: Original Exchange Rate: 1.00000000

Parent Budget Options

Generate Parent Budget(s)
 Use Default Entry Event
 Parent Budget Entry Type:

Cur Effdt: 05/03/2006

Budget Type: Expense

Long Description:

Save Return to Search Notify Refresh Add

Current Effective Date



The **Current Effective Date** for the budget is displayed in this window.

Step 15.

Close the **Journal Detail** window.

The **Budget Journal** page reappears.

Budget Journal

Business Unit: UMAMH Ledger: APPROP_BUD

Customize | Find | First | 1-2 of 2 | Last

Journal ID	Date	Status	Year	Period	Line #	Account	Fund	Dept
0000000061	05/03/2006	Posted	2006	11	3	700899	23440	A090800000
0000000129	05/09/2006	Posted	2006	11	1	700899	23440	A090800000

OK

Step 16.

Click the OK button on the **Budget Journal** Details page.

The **Ledger Details** page reappears.

Ledger

Business Unit: UMAMH Ledger: APPROP_BUD

Customize | Find | First 1 of 1 Last

Budget Chartfields | Amounts

Account	Base Amount		Transaction Amount		Last Update DateTime	Process Instance
700899	1000000.00 USD		1000000.00 USD		05/09/2006 2:26:19PM	6885

OK


Step 17. Click the **OK** button.

The **Commitment Control Budget Details** reappears.


Commitment Control Budget Details


Business Unit	Ledger Group	Account	Fund	Dept	Budget Period
UMAMH	APPROP	700899	23440	A090800000	2006


Display Chart ⓘ


Step 18. Click the  (Drill to Ledger) icon for **Ledger Amount Encumbrance** line.

Ledger Amounts

Budget: 1,000,000.00 USD  [Attributes](#) Max Rows: 100

Expense: 185,042.20 USD  Pa **Drill-down**

Encumbrance: 33,211.36 USD  Associated Budgets

Pre-Encumbrance: 33,331.19 USD 

The **Ledger Details** page appears with **Encumbrance** details.


Ledger

Business Unit: UMAMH Ledger: APPROP_ENC

Customize | Find | First 1-2 of 2 Last

Budget Chartfields | Amounts **Show All**

Account	Fiscal Year	Accounting Period	Base Amount		Transaction Amount		Last Update DateTime	Process Instance
700899	2006	11	10763.75 USD		10763.75 USD		06/27/2006 10:29:44PM	15154
700899	2006	12	22447.61 USD		22447.61 USD		08/01/2006 1:50:59PM	15822

Step 19. Click the Show All Columns  icon to expose all fields on the **Ledger Detail** page.

All columns on the **Ledger Details** for the encumbered budget are displayed.

Business Unit: UMAMH Ledger: APPROP_ENC

Customize | Find | First | 1-2 of 2 | Last


	Account	Fund	Dept	Budget Period	Fiscal Year	Accounting Period	Base Amount	Transaction Amount	Last Update DateTime	Process Instance
	700899	23440	A090800000	2006	2006	11	10763.75 USD	10763.75 USD	06/27/2006 10:29:44PM	15154
	700899	23440	A090800000	2006	2006	12	22447.61 USD	22447.61 USD	08/01/2006 1:50:59PM	15822



The following information is displayed under the **Amounts** Tab:

- ◆ **Account:** The Budget Account associated with the ledger line.
- ◆ **Fund:** The Fund associated with the ledger line.
- ◆ **Dept:** The Department associated with the ledger line.
- ◆ **Budget Period:** The active Fiscal Year. Note that there is no budget period for grants displayed here. A Grant's begin and end dates are available by using a custom inquiry.
- ◆ **Fiscal Year:** The Fiscal Year for the Budget Journal line.
- ◆ **Accounting Period:** The Accounting Period for the transactions
- ◆ **Transaction Amount:** The Transaction Amount associated with the ledger line.
- ◆ **Last Updated Date/Time:** The last Date and Time this Ledger was updated.
- ◆ **Process Instance:** The last PeopleSoft Process Number associated with the chosen Ledger.

Step 20.

Click the  button on the **Ledger Details** page.

The **Commitment Control Budget Details** reappears:

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Budget Period
UMAMH	APPROP	700899	23440	A090800000	2006

[Display Chart](#) ⓘ

Ledger Amounts

Budget:	1,000,000.00 USD	Attributes	Max Rows: <input type="text" value="100"/>
Expense:	181,792.20 USD	Parent / Children	
Encumbrance:	36,461.36 USD	Associated Budgets	
Pre-Encumbrance:	33,331.19 USD		
Associate Revenue:	0.00 USD		

Available Budget

Without Tolerance:	748,415.25 USD	Percent: (74.84%)
With Tolerance:	748,415.25 USD	Percent: (74.84%)

Budget Exceptions

Exception Errors: 1 Exception Warnings: 1 [Budget Exceptions](#)

Step 21.

Click the Drill to Activity Log () icon for **Ledger Amount Encumbrance** line.

Ledger Amounts

Budget:	1,000,000.00 USD	Attributes	Max Rows: <input type="text" value="100"/>
Expense:	185,042.20 USD	Parent	
Encumbrance:	33,211.36 USD		Drill to Activity
Pre-Encumbrance:	33,331.19 USD	Assoc	

The **Activity Log** Details page appears.

Activity Log

Ledger: APPROP_ENC
Display open encumbrances only

Tran Line	Document Label	Document ID	Ref Bdat ?	Account	Fund	Dept	Budget Period	Year	Period	Foreign Amount	Monetary Amount
1	Voucher ID:	00000021	Y	700899	23440	A090800000	2006	2006	11	-10.00 USD	-10.00 US
1	Voucher ID:	00000024	Y	700899	23440	A090800000	2006	2006	11	-10.00 USD	-10.00 US
1	Voucher ID:	00000030	Y	700899	23440	A090800000	2006	2006	11	-100.00 USD	-100.00 US
1	Voucher ID:	00000031	Y	700899	23440	A090800000	2006	2006	11	-50.00 USD	-50.00 US
1	Voucher ID:	00000032	Y	700899	23440	A090800000	2006	2006	11	-1.00 USD	-1.00 US
1	Voucher ID:	00000034	Y	700899	23440	A090800000	2006	2006	11	-100.00 USD	-100.00 US
1	Voucher ID:	00000038	Y	700899	23440	A090800000	2006	2006	11	-75.00 USD	-75.00 US
1	Voucher ID:	00000042	Y	700899	23440	A090800000	2006	2006	11	-75.00 USD	-75.00 US
1	Voucher ID:	00000061	Y	700899	23440	A090800000	2006	2006	11	-30.00 USD	-30.00 US

Step 22.

Scroll down to find the 1st row with a Drill-down Magnifier () in the left column.

Step 23.

Click the Drill-down Magnifier () icon for that row.

	1	Purchase Order:	000000006	N	700899	23440	A090800000	2006	2006	11	1.00 USD	1.00
	1	Purchase Order:	000000008	N	700899	23440	A090800000	2006	2006	11	10.00 USD	10.00
	1	Purchase Order:	000000009	N	700899	23440	A090800000	2006	2006	11	30.00 USD	30.00

The **Purchase Order Line Drill Down** details page appears.

Purchase Order Line Drill Down

Transaction Line Identifiers

Business Unit: UMAMH PO Number: 0000000025
 Line Number: 1 Schedule Number: 1
 Type: DST Distribution Line: 1

Additional Source Information

Vendor Name: 000000007

Transaction Line Details

Account	Fund Code	Department	Program Code
761460	23440	A090800000	E00

Line Status: Valid
 Budget Date: 05/16/2006
 Line Amount: 1,300.00 USD
 Quantity: 1.0000

OK

Pre-Encumbrance details show disencumbered Requisitions. Reaching this same level of drill-down detail for Encumbrance will shown any Purchase Orders and Vouchers that have been disencumbered.

Step 24. **Scroll** to the bottom of the **Purchase Order Line Drill Down** page.

Step 25. Click the **OK** button.

The **Activity Log** Details page reappears.


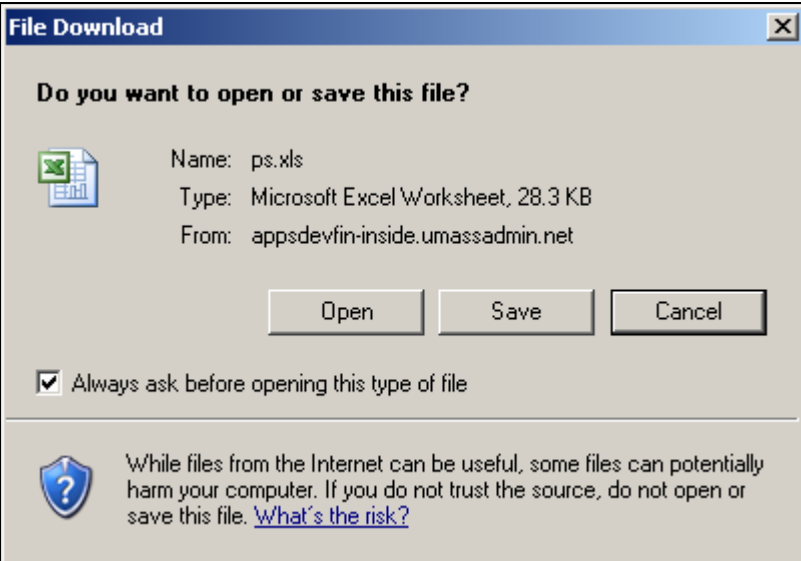

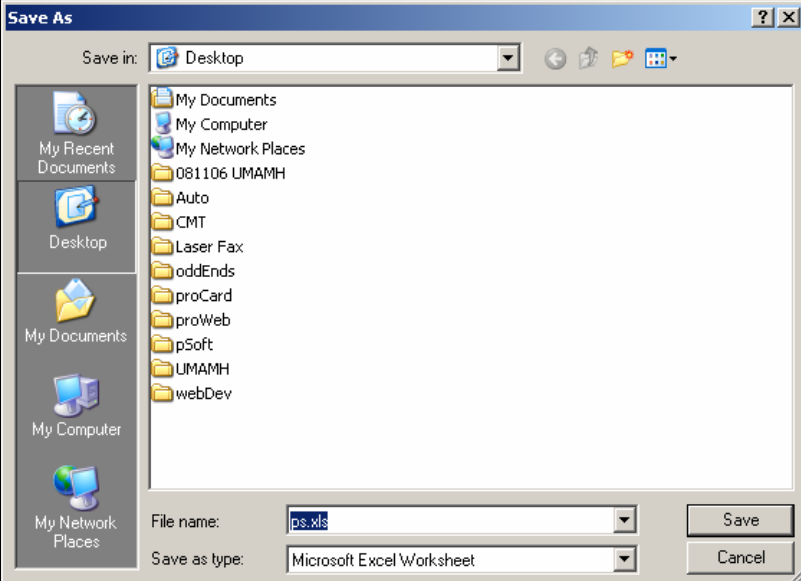
Activity Log

Ledger: APPROP_ENC
 Display open encumbrances only

Tran Line	Document Label	Document ID	Ref Bdtg?	Account	Fund	Dept	Budget Period	Year	Period	Foreign Amount	Monetary Amount
1	Voucher ID: 00000021	00000021	Y	700899	23440	A090800000	2006	2006	11	-10.00 USD	-10.00 US
1	Voucher ID: 00000024	00000024	Y	700899	23440	A090800000	2006	2006	11	-10.00 USD	-10.00 US
1	Voucher ID: 00000030	00000030	Y	700899	23440	A090800000	2006	2006	11	-100.00 USD	100.00 US
1	Voucher ID: 00000031	00000031	Y	700899	23440	A090800000	2006	2006	11	-50.00 USD	-50.00 US
1	Voucher ID: 00000032	00000032	Y	700899	23440	A090800000	2006	2006	11	-1.00 USD	-1.00 US
1	Voucher ID: 00000034	00000034	Y	700899	23440	A090800000	2006	2006	11	-100.00 USD	-100.00 US
1	Voucher ID: 00000038	00000038	Y	700899	23440	A090800000	2006	2006	11	-75.00 USD	-75.00 US
1	Voucher ID: 00000042	00000042	Y	700899	23440	A090800000	2006	2006	11	-75.00 USD	-75.00 US
1	Voucher ID: 00000061	00000061	Y	700899	23440	A090800000	2006	2006	11	-30.00 USD	-30.00 US

Download

Step 26. **Locate** the download () button.

<p>Step 27.</p>	<p>Click the Download () button.</p> <p>A File Download Dialog Box appears.</p> 
	<p>This will save the Transaction Detail data as an Excel Spreadsheet for analysis.</p>
<p>Step 28.</p>	<p>Click the Save button to save the data as an Excel Spreadsheet.</p> <p>The Save As Dialog Box appears.</p> 
<p>Step 29.</p>	<p>Name the Excel Spreadsheet file and chose a location to save the file to (Save in).</p>

The **Activity Log** Details page reappears.

Activity Log

Ledger: APPROP_ENC
Display open encumbrances only

Tran Line	Document Label	Document ID	Ref Bidat?	Account	Fund	Dept	Budget Period	Year	Period	Foreign Amount	Monetary Amount
1	Voucher ID: 00000021	00000021	Y	700899	23440	A090800000	2006	2006	11	-10.00 USD	-10.00 US
1	Voucher ID: 00000024	00000024	Y	700899	23440	A090800000	2006	2006	11	-10.00 USD	-10.00 US
1	Voucher ID: 00000030	00000030	Y	700899	23440	A090800000	2006	2006	11	-100.00 USD	-100.00 US
1	Voucher ID: 00000031	00000031	Y	700899	23440	A090800000	2006	2006	11	-50.00 USD	-50.00 US
1	Voucher ID: 00000032	00000032	Y	700899	23440	A090800000	2006	2006	11	-1.00 USD	-1.00 US
1	Voucher ID: 00000034	00000034	Y	700899	23440	A090800000	2006	2006	11	-100.00 USD	-100.00 US
1	Voucher ID: 00000038	00000038	Y	700899	23440	A090800000	2006	2006	11	-75.00 USD	-75.00 US
1	Voucher ID: 00000042	00000042	Y	700899	23440	A090800000	2006	2006	11	-75.00 USD	-75.00 US
1	Voucher ID: 00000061	00000061	Y	700899	23440	A090800000	2006	2006	11	-30.00 USD	-30.00 US

Step 30. Scroll to the bottom of the **Activity Log** Details page and click the OK button.

The **Commitment Control Budget Details** page reappears.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Budget Period
UMAMH	APPROP	700899	23440	A090800000	2006

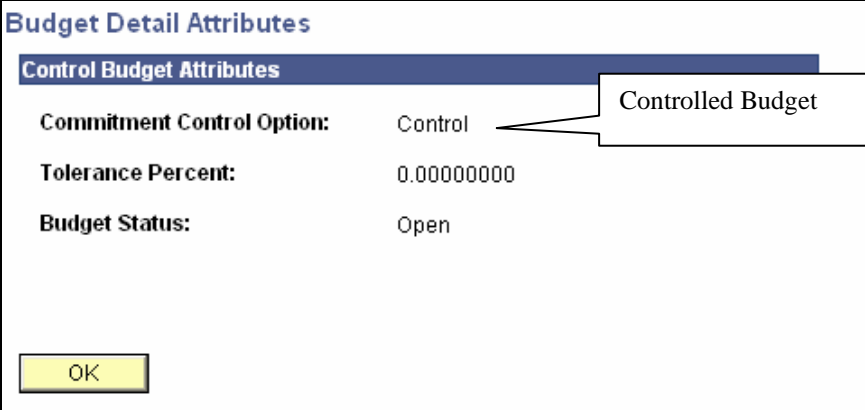


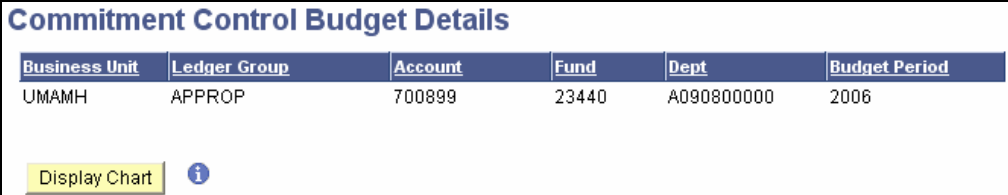

Display Chart i


Ledger Amounts

Budget:	1,000,000.00 USD	↔	↔	Attributes	Max Rows: <input type="text" value="100"/>
Expense:	181,792.20 USD	↔	↔	Parent / Children	
Encumbrance:	36,461.36 USD	↔	↔	Associated Budgets	
Pre-Encumbrance:	33,331.19 USD	↔	↔		

Attributes link

Step 31. Click on the [Attributes](#) link in the **Ledger Amount** section of the page.

	<p>The Budget Details Attributes page appears.</p> 
	<p>The following information is displayed, depending upon the type of budget:</p> <ul style="list-style-type: none"> ◆ Commitment Control Option: Appears for Grant and Non-grant budgets. The information displayed indicates what type of control is on the budget. The word "Control" means that overdrafts (overspend) are not allowed and if insufficient funds are available for the expense, a budget checking error will result. If the word 'Tracking' appears here, that means that the budget allows overdrafts (overspend). Departments are responsible for insuring that sufficient funds are, or will be, available for their expenditures. ◆ Tolerance Percentage: Appears for Grant and Non-grant budgets. The information displayed shows by how much a controlled budget can go over budget. ◆ Budget Status: Appears for Grant and Non-grant budgets. The information lets you determine if the budget is Open or Closed (frozen). If it is a grant budget, the Budget Begin and End dates appear.
<p>Step 32.</p>	<p>Click the  button at the bottom of the page.</p> <p>The Commitment Control Budget Details page reappears.</p> 
<p>Step 33.</p>	<p>Click on the Budget Exceptions link in the Budget Exception section of the page.</p> 

	<p>The Commitment Control Budget Exceptions page appears.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Commitment Control Budget Exceptions</p> <p>Budget Type: APPROP Parent_to Org_or_Assoc_Rev Business Unit: UMAMH UMass Amherst</p> <p>Budget Period: 2006</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="text-align: left;">ChartField</th> <th style="text-align: left;">ChartField Value</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>Account:</td> <td>700899</td> <td>All Expenses</td> </tr> <tr> <td>Operating Unit:</td> <td></td> <td></td> </tr> <tr> <td>Fund Code:</td> <td>23440</td> <td>Private Gift</td> </tr> <tr> <td>Department:</td> <td>A090800000</td> <td>Civil/Env Engin</td> </tr> <tr> <td>Program Code:</td> <td></td> <td></td> </tr> <tr> <td>Class Field:</td> <td></td> <td></td> </tr> <tr> <td>Budget Reference:</td> <td></td> <td></td> </tr> <tr> <td>Product:</td> <td></td> <td></td> </tr> <tr> <td>PC Business Unit:</td> <td></td> <td></td> </tr> <tr> <td>Project:</td> <td></td> <td></td> </tr> </tbody> </table> </div>	ChartField	ChartField Value	Description	Account:	700899	All Expenses	Operating Unit:			Fund Code:	23440	Private Gift	Department:	A090800000	Civil/Env Engin	Program Code:			Class Field:			Budget Reference:			Product:			PC Business Unit:			Project:		
ChartField	ChartField Value	Description																																
Account:	700899	All Expenses																																
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Program Code:																																		
Class Field:																																		
Budget Reference:																																		
Product:																																		
PC Business Unit:																																		
Project:																																		
	<p>The page displays a table that lists associated Chartfield names, Values, and Descriptions. At the bottom of the page is a list of all transactions that have not passed the Budget Check process.</p>																																	
<p>Step 34.</p>	<p>Scroll down to view the bottom of the page.</p>																																	



Last Edited Date	1/19/2007
Last Edited By	Kristina England