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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			Revenue	Estimate:			0.00			
Budget:		0.00	Recogni	zed Revenu	e:		2,916.41			
Expense:		0.00	Available	Budget:			-2.916.41			
Encumbrance:		0.00	Collecte	d Revenue:			0.00			
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Associate Revenue:	2	916.41								
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Budget Overview Results			_							Customize
Ledger Group	Account Fund	<u>Dept</u>	Budget Period	<u>Budget</u>	Expense	Encumbrance	<u>Pre-</u> Encumbrance	<u>Available</u> <u>Budget*</u>	<u>Revenue</u> <u>Estimate</u>	Recognized Revenue
1 🖶 🔍 APPROP	700899 53800	A120380109	2009	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	0.00	0.00
2 📑 🔍 REVEST	600899 53800	A120380109	2009	0.00	0.00	0.00	0.00	0.00	0.00	2,916.41

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