

Chartfield Maintenance Job Aid Lookup Budget Balance & Encumbrance

Date Created: 03/12/07, Revised 01/06/16

1. **NAVIGATION:** Commitment Control ⇒ Review Budget Activities ⇒ Budget Overview
2. **SELECT FIND AN EXISTING VALUE Tab**
3. **CLICK ON:** *SEARCH* to bring up run controls
4. **CLICK ON:** the run control to use (If there are no items to select then click on the tab Add a New Value and create a new run code).

University of Massachusetts Production 9.1

Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Inquiry Name: begins with

Search Clear Basic Search Save Search Criteria

Search Results

Inquiry Name	Description
APPROP_BUD	Check Appropriation Budget
ORG	Check Org Budget
PROJECTS	Look up for Projects
REVEST	(blank)
SPONS_PROJ	(blank)

Find an Existing Value | Add a New Value

Chartfield Maintenance Job Aid

Lookup Budget Balance & Encumbrance

Date Created: 03/12/07, Revised 01/06/16

5. ENTER IN THE FOLLOWING INFORMATION:

- a. **Budget Type**
 - i. **Business Unit:** *UMAMH*
 - ii. **Ledger Group Set:** *Ledger Group*
 - iii. **Ledger Group:** *Select appropriate ledger group for the fund:*
 1. **Approp:** Example Funds: 51344, 52132, 53500, 53571
 2. **Org:** Example Funds: 11000, 51087, 51022, 51186, 51192, 51213, 51342, 51349
 3. **Proj Grt:** For chartstrings with a project
 4. **Revest:** Example Funds: 51086, 51087
- b. **TimeSpan**
 - i. **Type of Calendar:** *Detail Budget Period*
- c. **Budget Criteria**
 - i. **From Budget Period:** *Current Fiscal Year or Fiscal year to lookup*
 - ii. **To Budget Period:** *Current Fiscal Year or Fiscal year to lookup*
- d. **Chartfield Criteria**
 - i. **Department:** *Department # to check budget balance*
 - ii. **Fund Code:** *Fund # to check budget balance*
 - iii. **Project Grant:** *Project # to check budget balance*
- e. **Budget Status**
 - i. Check Open, Closed and Hold

Budget Inquiry Criteria

Budget Overview

Inquiry: ORG Description: Check Org Budget

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: UMAMH Ledger Group/Set: Ledger Group Ledger Group: ORG

View Stat Code Budgets Organizational Budget Ledger

Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period (s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	FY	2016	2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
Dept	A040100008	%			Update/Add
Fund	51342	%			Update/Add

Budget Status

Open

Closed

Hold

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

6. CLICK ON: SEARCH button

Chartfield Maintenance Job Aid Lookup Budget Balance & Encumbrance

Date Created: 03/12/07, Revised 01/06/16

7. **CHECK THE FOLLOWING LINES:** Available Budget shows budget remaining. (They should be zero if checking balances to inactivate Chartstring)
- Available Budget
 - Encumbrance
 - Pre-Encumbrance

Inquiry Results

Business Unit: UMAMH
Ledger Group: ORG Fiscal Year Budgets
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated:

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (9 Rows)

Net Transfers:		
Budget:	0.00	0.00
Expense:	0.00	
Encumbrance:	0.00	
Pre-Encumbrance:	0.00	
Budget Balance:	0.00	
Associate Revenue:	0.00	
Available Budget:	0.00	

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Availabl
1	ORG	700527	51342	A040100008	2016	0.000	0.000	0.000	0.000	0.000	
2	ORG	700821	51342	A040100008	2016	0.000	0.000	0.000	0.000	0.000	