



## **Budget Inquiry**

May

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The "How To" Guide to Budget Inquiry

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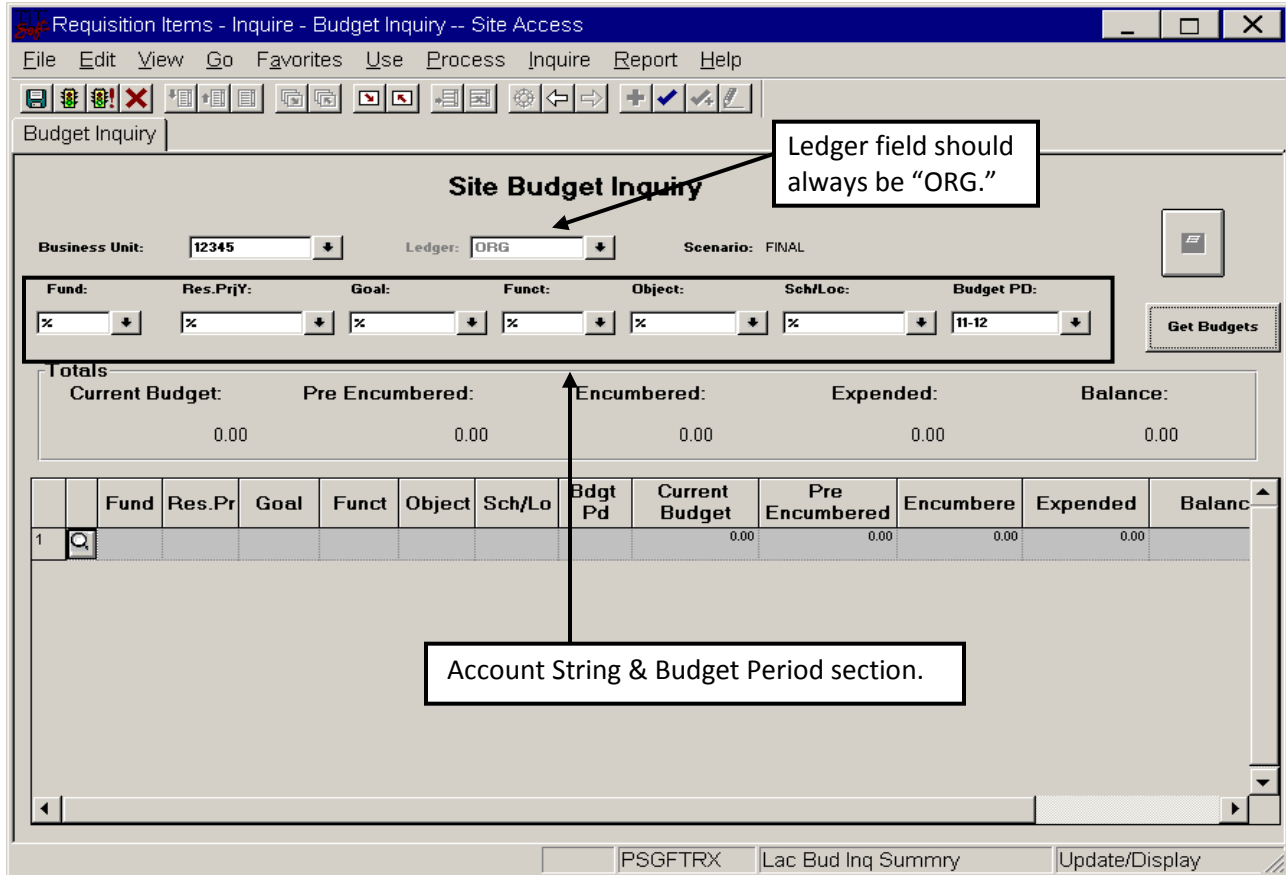
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# Real-Time Budget Inquiry

## Using the Budget Inquiry Panel

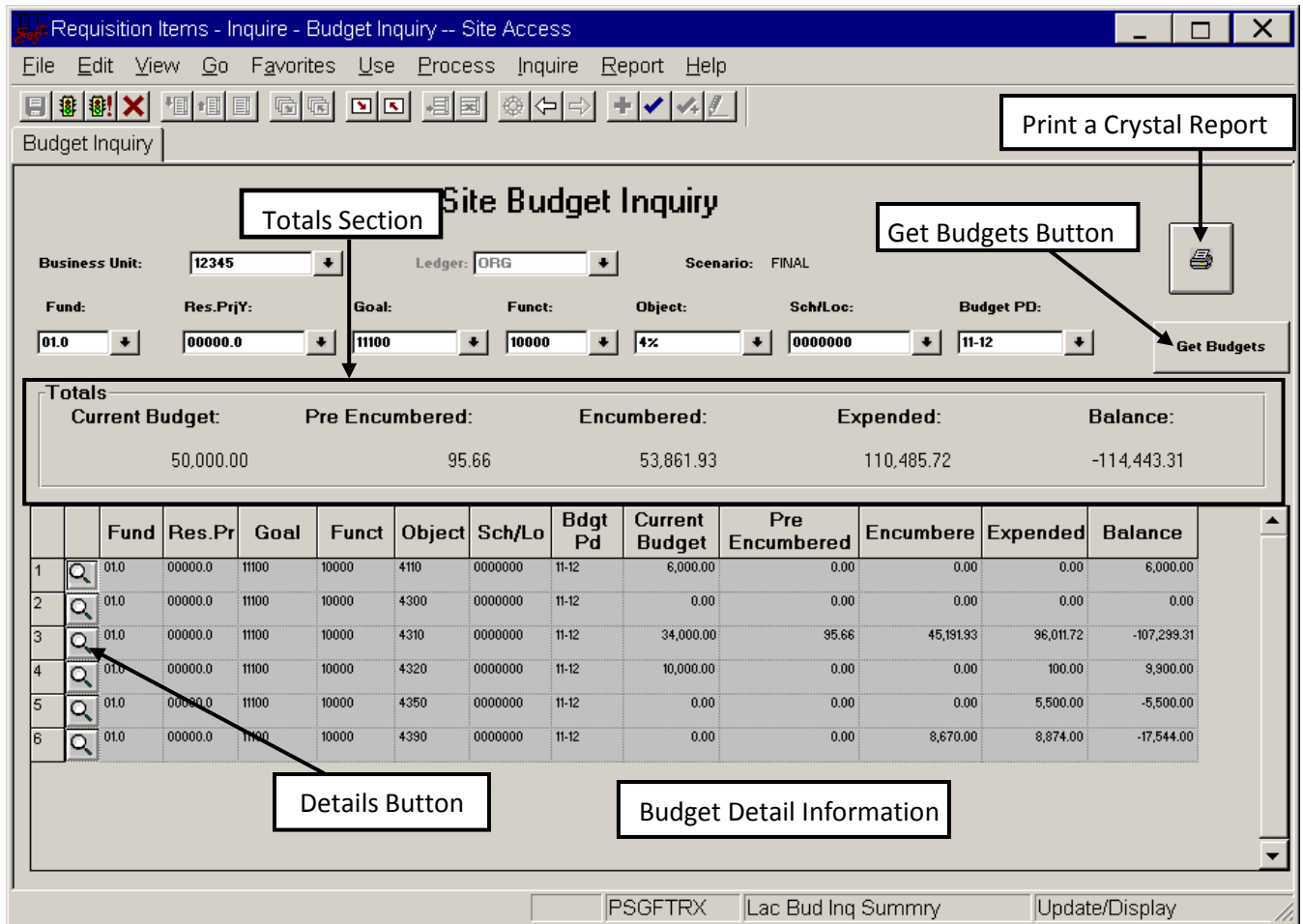
The Site Budget Inquiry panel is an on-line panel that gives site users the ability to view budget balance information including Current Budget, Pre-Encumbrances, Encumbrances, and Expenditures in real time. The user can also drill down to view all detail transactions for a particular budget string.

**Menu:** *Go* → Administer Procurement → Requisition Items  
*Inquire* → Budget Inquiry – Site Access



The user can now enter the Account String in the ChartField section (Fund, Resource, Goal, Function, Object, Sch/Loc, and Budget Period). For each ChartField, select either the exact value, or use the wild card (%) to see all values for that ChartField. Users can also have a combination of values and the wild card to narrow the budget selections. For example, typing "4%" in the Object ChartField will return all values for Objects in the 4000s.

After entering the desired Account String, click the "Get Budgets" pushbutton. Clicking this button will populate the totals section and retrieve the specified budget detail information in the bottom rows of the panel.



The Totals section summarizes all of the Account Strings that were populated in the budget detail information part of the panel. For ORG (Expense) budgets, the totals section displays the following information:

- *Current Budget*      The total of the expenditure budget specified for all accounts displayed.
- *Pre-encumbered*      Total pre-encumbrances or purchase requisitions outstanding.
- *Encumbered*            Total encumbrances or purchase orders outstanding.
- *Expended*                Total expenditures.
- *Balance*                 Remaining balance that is available for spending.

To print the summary screen as a Crystal Report, click the Print Crystal Report button. The following screen will appear.

Report Id: LAGL057C Training Unified School District Page: 1  
Business Unit: 12345 Run Date: 12/22/2011  
Budget Period: 11-12 Site Budget Inquiry - Summary Run Time: 02:19:14PM

Func	Resource	Goal	Function	Object	School/Loc	Current Budget	Pre Encumbered	Encumbered	Expended	Balance
01.0	00000.0	11100	10000	4110	0000000	6,000.00				6,000.00
01.0	00000.0	11100	10000	4300	0000000	0.00				
01.0	00000.0	11100	10000	4310	0000000	34,000.00	95.66	45,191.93	96,011.72	-107,299.31
01.0	00000.0	11100	10000	4320	0000000	10,000.00			100.00	9,900.00
01.0	00000.0	11100	10000	4330	0000000	0.00			5,500.00	-5,500.00
01.0	00000.0	11100	10000	4390	0000000	0.00		8,670.00	8,874.00	-17,544.00
<b>Totals:</b>						<b>50,000.00</b>	<b>95.66</b>	<b>53,861.93</b>	<b>110,485.72</b>	<b>-114,443.31</b>

Click the print button to print the report.

See section "Exporting Budget Data to Excel."

Click the printer icon to print this report. To export this Crystal report to Excel, refer to the section "Exporting Budget Data to Excel" on page 7.

## Site Budget Inquiry - Detail

Click the “Details” icon in the budget detail section (see page3) for any Account String to view the detail transactions for that account.

Print the details as a Crystal Report.

**Site Budget Inquiry - Detail**

Bus. Unit:	Fund:	Res.PrjY:	Goal:	Function:	Object:	Sch/Loc:	Budget PD:
12345	01.0	00000.0	11100	10000	4310	0000000	11-12

Current Budget:	Pre Encumbered:	Encumbered:	Expended:	Balance:
34,000.00	95.66	45,191.93	96,011.72	-107,299.31

	Type	Transaction Date	Document/ Journal ID	Voucher	PO	Req	Pre Encumbered	Encumbered	Expended
36	Req	08/17/2011				0000000076	292.00		
37	Req	08/17/2011				0000000077	15.33		
38	AP Vchr	08/17/2011		00000321					2,940.0
39	PO	08/17/2011			0000000165	0000000076	-292.00	347.55	
40	AP Vchr	08/17/2011		00000322	0000000165			-347.54	347.5
41	PO	08/17/2011			PO12345			8,000.00	
42	AP Vchr	08/17/2011		00000323	PO12345			-3,262.50	3,262.5
43	PO	08/18/2011			AA121			7,670.00	
44	PO	08/18/2011			0000000166			18,230.00	
45	AP Vchr	08/18/2011		00000313					3,000.0
46	PO	08/19/2011			222ENC			347.55	
47	AP Vchr	08/19/2011		222ENC	222ENC			-347.54	347.5
48	PO	08/19/2011			09APPF			347.55	
49	AP Vchr	08/22/2011		00000324	0000000166			-18,230.00	19,825.
50	AP Vchr	08/22/2011		222ENC	222ENC			347.54	-347.5
51	AP Vchr	08/22/2011		00000328	AA121			-5,700.00	6,198.7

This panel displays all of the transactions against this budget for the selected Budget Period. By default, transactions are sorted by Transaction Date. Users can re-sort the data in ascending order by double clicking any column header. Double click the column header again to re-sort the column in descending order. This can be done for all the columns.

Each line is summarized by transaction type. Expenditure transactions are displayed as follows:

- Req – Requisition transaction. The Requisition number and Pre-Encumbered amount are displayed.
- PO – Purchase Order transaction. The PO number and Encumbered amount are displayed. Additionally, if this PO was created from a Requisition, the requisition number and Pre-encumbrance liquidation will be displayed.
- AP Vchr – Voucher transaction. The Voucher number and Expended amount are displayed. Additionally, if the Voucher was created from a PO, the PO number and Encumbrance liquidation will be displayed.
- IN Acctg – Inventory transaction for districts using the Inventory module.
- Jrnl Entry – Journal transaction creating by the Accounting Department.

To print the detail screen as a Crystal Report, click the Print Crystal Report button (see prior page). The following screen will appear.

Report Id: LAGL058C  
 Business Unit: 12345  
 Budget Pd: 11-12

Training Unified School District  
 Site Budget Inquiry - Detail

Page: 2  
 Run Date: 12/22/2011  
 Run Time: 2:39:20PM

Fund	Res.PrjY	Goal	Function	Object	Sch/Loc
01.0	00000.0	11100	10000	4310	0000000
<b>Current Budget</b>		<b>Pre Encumbered</b>	<b>Encumbered</b>	<b>Expended</b>	<b>Balance</b>
34,000.00		95.66	45,191.93	96,011.72	-107,299.31

Type	Transaction Date	Document/Journal ID	Voucher	PO	REQ	Pre Encum	Encumbered	Expended
AP Vchr	8/17/2011		00000319					-463.00
AP Vchr	8/17/2011		00000320					2,175.00
PO	8/17/2011			000000156			250.00	
PO	8/17/2011			000000157			207.39	
PO	8/17/2011			000000159			70.28	
PO	8/17/2011			000000160			1,000.00	
PO	8/17/2011			000000161			207.39	
							2,000.00	
					00000073		45.00	
					00000074		20.00	
					00000075		15.33	
					00000076		292.00	
					00000077		15.33	
AP Vchr	8/17/2011		00000321					2,940.00
PO	8/17/2011			000000165	000000076	-292.00	347.55	
AP Vchr	8/17/2011		00000322	000000165			-347.54	347.55
PO	8/17/2011			PO12345			8,000.00	
AP Vchr	8/17/2011		00000323	PO12345			-3,262.50	3,262.50
PO	8/18/2011			AA121			7,670.00	
PO	8/18/2011			000000166			18,230.00	
AP Vchr	8/18/2011		00000313				347.55	3,000.00
PO	8/19/2011			222ENC			347.55	
AP Vchr	8/19/2011		222ENC	222ENC			-347.54	347.55
PO	8/19/2011			09APPP			347.55	

Click the printer icon to print this report. To export this Crystal report to Excel, refer to the next section "Exporting Budget Data to Excel" on page 7.

# Exporting Budget Data to Excel

The screenshot shows a report window titled "Site Budget Inquiry - Summary" for Training Unified School District. The report includes a table with columns for Fund, Resource, Goal, Function, Object, School Loc, Current Budget, Pre Encumbered, Encumbered, Expended, and Balance. A callout box labeled "EXPORT pushbutton" points to a button in the top toolbar of the report window.

Fund	Resource	Goal	Function	Object	School Loc	Current Budget	Pre Encumbered	Encumbered	Expended	Balance
01.0	00000.0	11100	10000	4110	0000000	6,000.00				6,000.00
01.0	00000.0	11100	10000	4300	0000000	0.00				
01.0	00000.0	11100	10000	4310	0000000	34,000.00	95.66	45,191.93	96,011.72	-107,299.31
01.0	00000.0	11100	10000	4320	0000000	10,000.00			100.00	9,900.00
01.0	00000.0	11100	10000	4330	0000000	0.00			5,500.00	-5,500.00
01.0	00000.0	11100	10000	4340	0000000	0.00		8,670.00	8,670.00	-17,544.00
<b>Totals:</b>						<b>50,000.00</b>	<b>95.66</b>	<b>53,861.93</b>	<b>110,485.72</b>	<b>-114,443.31</b>

Click the **Export** button. The following panel will appear. Make sure the Format and Destination fields are as shown below, and click **OK**.

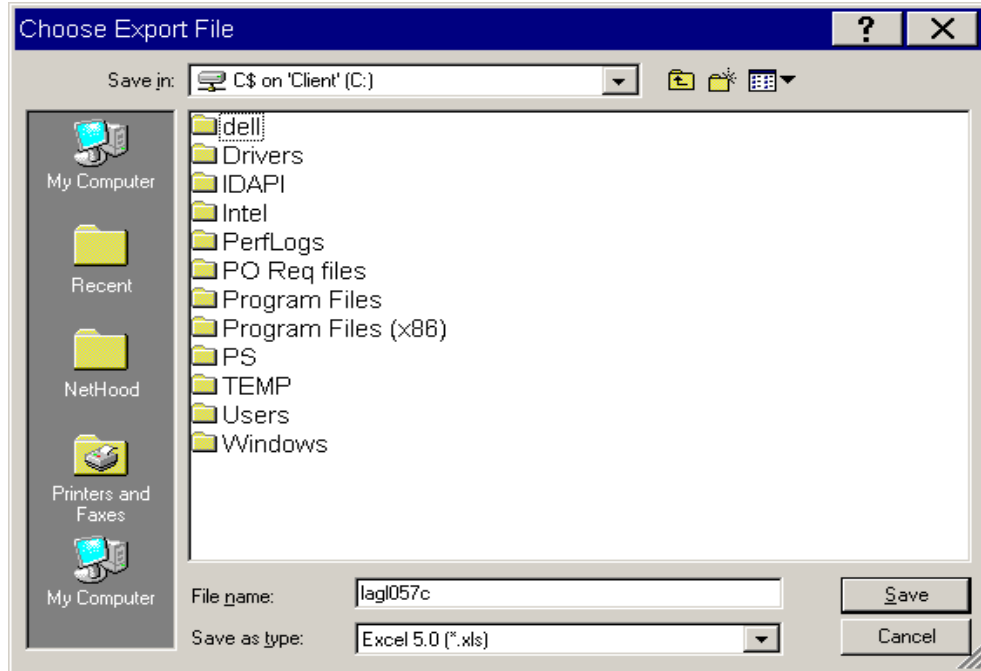
The 'Export' dialog box shows the following settings:

- Format: Excel 5.0 (XLS)
- Destination: Disk file

Buttons: OK, Cancel



Make sure the Save in box reflects your Client C: drive (you can save it to any folder in your C: drive). **Do not select the desktop**, as that would be the Citrix server's desktop. After selecting the desired folder, click **Save**.



Locate the Excel file you just saved and open it in Microsoft Excel. For easier readability, users may want to format the Excel worksheet. The example worksheet below has already been formatted.

Fund	Resource	Goal	Function	Object	School/Loc	Current Budget	Pre Encumbered	Encumbered	Expended	Balance
01.0	00000.0	11100	10000	4110	0000000	6,000.00				6,000.00
01.0	00000.0	11100	10000	4300	0000000	0.00				
01.0	00000.0	11100	10000	4310	0000000	34,000.00	95.66	45,191.93	96,011.72	-107,299.31
01.0	00000.0	11100	10000	4320	0000000	10,000.00			100.00	9,900.00
01.0	00000.0	11100	10000	4350	0000000	0.00			5,500.00	-5,500.00
01.0	00000.0	11100	10000	4390	0000000	0.00		8,670.00	8,874.00	-17,544.00
<b>Totals:</b>						<b>50,000.00</b>	<b>95.66</b>	<b>53,861.93</b>	<b>110,485.72</b>	<b>-114,443.31</b>