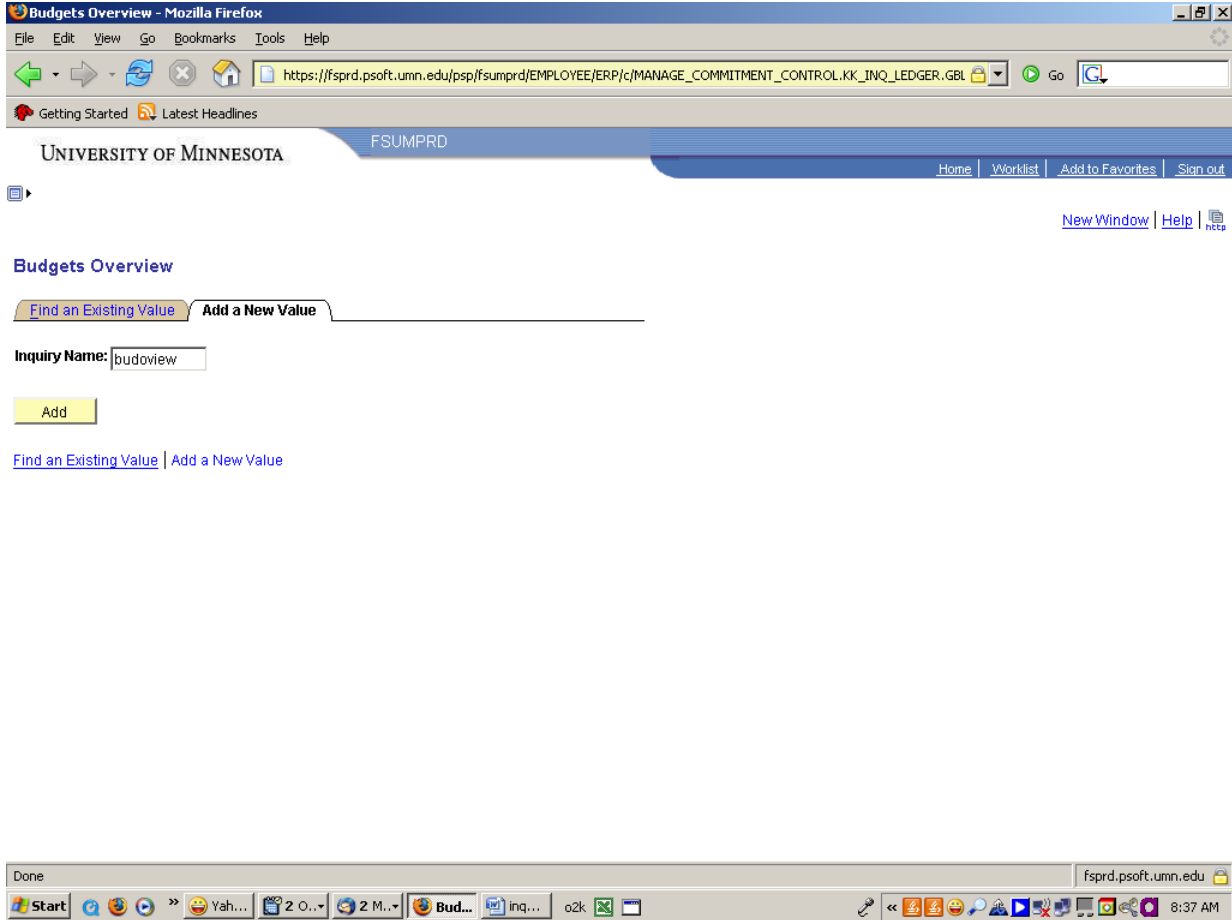


Job Aid: Sponsored Inquiry

To view budget, expense and encumbrance information online go to Commitment Control → Review Budget Activities → Budget Overview. **Click** Add a New Value and **name** the run control. A run control tells the system what inquiry you want to view, the inquiry parameters and is saved for future use. Name it something that helps you remember what the inquiry is. **Click** Add



At the Budget Overview Screen, enter the following

- Business Unit = UMN01
- Ledger Group = KK_CHILD
- Project Chart Field From and To Value = to sponsored project number
- Click Save to save the Run Control for future use.
- Leave all other fields as they defaulted and click Search

Budgets Overview - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://fsrpt.psoft.umn.edu/psp/fsrprt/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_INQ_LEDGER.GBL

Getting Started Latest Headlines

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Inquiry: KK_BUDOWW **Description:** _____

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: UMN01 Ledger Group/Set: Ledger Group Ledger Group: KK_CHILD

View Stat Code Budgets KK Child Ledger Group

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"/>	KK_CHILD	CN	9999	9999	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
DeptID	%	%		Update/Add
Fund	%	%		Update/Add
PC Bus Unit	%	%		Update/Add
Project	06366908	06366908		Update/Add
Activity	%	%		Update/Add

Budget Status

- Open
- Closed
- Hold

Done fsrpt.psoft.umn.edu 9:55 AM

The first half of the screen will give you totals.

Budgets Overview - Mozilla Firefox

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https://fsprd.psoft.umn.edu/psp/fsuprpd/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_INQ_LEDGER.GBL

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Inquiry Results
Budget Overview

Business Unit: UMN01
Ledger Group: KK_CHILD Sponsored Child Budget
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated

[Return to Criteria](#) **Max Rows:** [Display Options](#)

Ledger Totals (25 Rows)

Budget:	3,147,601.87	Net Transfers:	0.00
Expense:	2,514,746.00		
Encumbrance:	185,610.14		
Pre-Encumbrance:	0.00		
Budget Balance:	447,245.73		
Associate Revenue:	0.00		
Available Budget:	447,245.73		

Done fsprd.psoft.umn.edu

Start | Yah... | 2 O... | Inb... | Bud... | Inq... | o2k | 8:52 AM

The second half of the screen will give you by account the budget, expense and encumbrance information including available budget. Remember anytime you see a grid like this in PeopleSoft you can export it to excel by clicking on the little grid box.

Budget Overview Results

	Ledger Group	Fund	DeptID	PC Bus Unit	Project	Activity	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	KK_CHILD	3002	11768	UMSPR	06366908	1	168100	9999	11,313.95	0.00	0.00	0.00	11,313.95	100.00
2	KK_CHILD	3002	11768	UMSPR	06366908	1	610200	9999	0.00	-664.91	0.00	0.00	664.91	0.00
3	KK_CHILD	3002	11768	UMSPR	06366908	1	700100	9999	721,169.84	509,468.56	0.00	0.00	211,701.28	29.36
4	KK_CHILD	3002	11768	UMSPR	06366908	1	700200	9999	0.01	102,469.89	0.00	0.00	-102,469.88	-999.99
5	KK_CHILD	3002	11768	UMSPR	06366908	1	700300	9999	0.01	26,252.35	0.00	0.00	-26,252.34	-999.99
6	KK_CHILD	3002	11768	UMSPR	06366908	1	700500	9999	204,077.81	69,600.21	0.00	0.00	134,477.60	65.90
7	KK_CHILD	3002	11768	UMSPR	06366908	1	710100	9999	209,793.17	41,697.50	0.00	0.00	168,095.67	80.12
8	KK_CHILD	3002	11768	UMSPR	06366908	1	710200	9999	0.01	140,861.81	0.00	0.00	-140,861.80	-999.99
9	KK_CHILD	3002	11768	UMSPR	06366908	1	710300	9999	0.01	0.00	0.00	0.00	0.01	100.00
10	KK_CHILD	3002	11768	UMSPR	06366908	1	710500	9999	65,845.81	19,042.93	0.00	0.00	46,802.88	71.08
11	KK_CHILD	3002	11768	UMSPR	06366908	1	720100	9999	238.38	0.00	0.00	0.00	238.38	100.00
12	KK_CHILD	3002	11768	UMSPR	06366908	1	720200	9999	285,230.20	324,617.88	179,580.00	0.00	-218,967.68	-76.77
13	KK_CHILD	3002	11768	UMSPR	06366908	1	720300	9999	4,840.34	3,096.34	0.00	0.00	1,744.00	36.03
14	KK_CHILD	3002	11768	UMSPR	06366908	1	720400	9999	496,433.34	340,342.40	6,030.14	0.00	150,060.80	30.23
15	KK_CHILD	3002	11768	UMSPR	06366908	1	720450	9999	0.00	0.00	0.00	0.00	0.00	0.00
16	KK_CHILD	3002	11768	UMSPR	06366908	1	720600	9999	20,378.95	18,161.96	0.00	0.00	2,216.99	10.88
17	KK_CHILD	3002	11768	UMSPR	06366908	1	730100	9999	5,427.00	0.00	0.00	0.00	5,427.00	100.00
18	KK_CHILD	3002	11768	UMSPR	06366908	1	730200	9999	45,374.00	29,882.61	0.00	0.00	15,491.39	34.14
19	KK_CHILD	3002	11768	UMSPR	06366908	1	730250	9999	0.00	21,500.23	0.00	0.00	-21,500.23	0.00
20	KK_CHILD	3002	11768	UMSPR	06366908	1	750100	9999	0.00	375.00	0.00	0.00	-375.00	0.00
21	KK_CHILD	3002	11768	UMSPR	06366908	1	770250	9999	1,000.00	0.00	0.00	0.00	1,000.00	100.00
22	KK_CHILD	3002	11768	UMSPR	06366908	1	780100	9999	529.00	529.00	0.00	0.00	0.00	0.00

Any where you see the blue hyperlink you can drill into more detailed information. NOTE: The instructions above are specifically how to look at sponsored information.