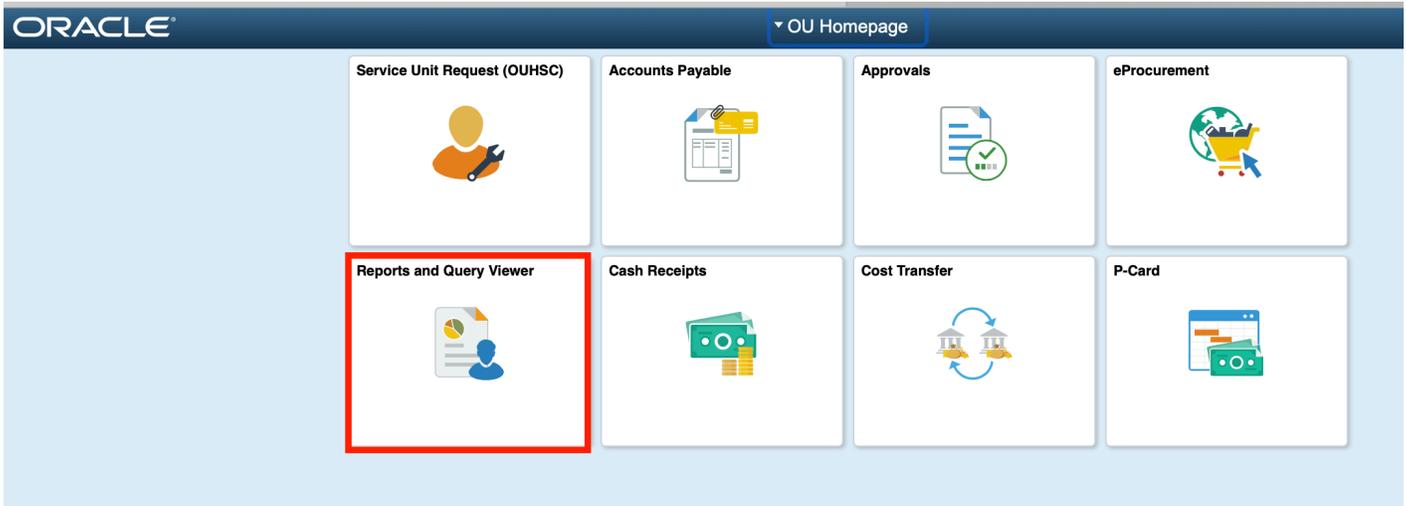# Budget Details Report
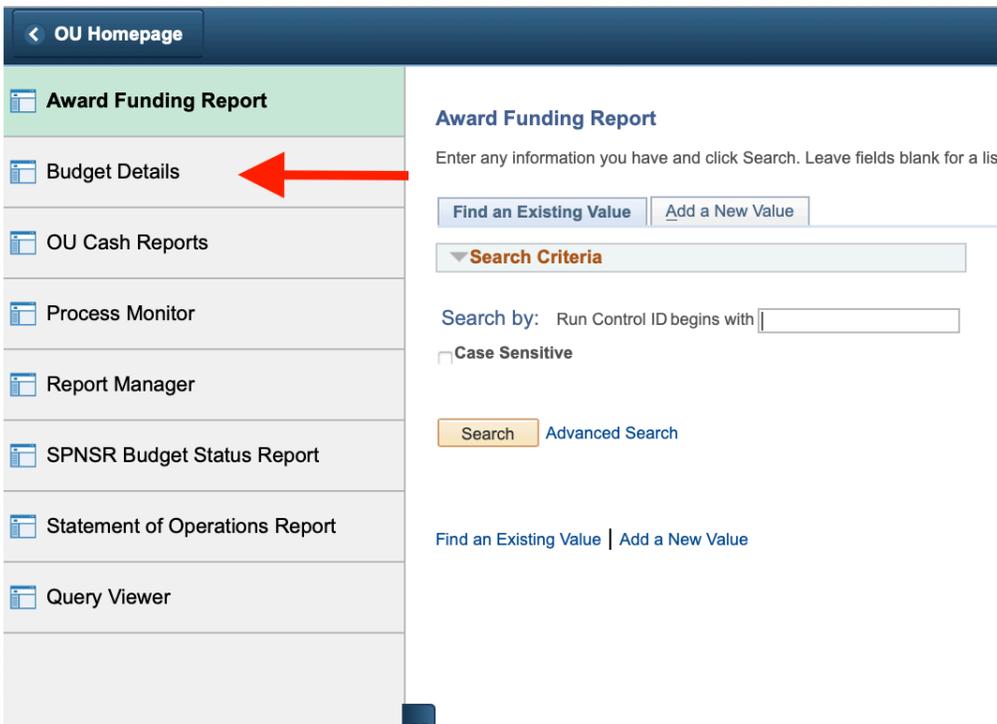
This information details how to pull the budget detail for a specific Org, Fund, or Function

Log in to PeopleSoft Financials, fs.ou.edu

From the Main Screen, select the Reports and Query Viewer

Select Budget Details from the menu on the left hand of the screen

On the Budget Details screen, you'll want to make sure your Business Unit is set to **NORMN**

Budget Details

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

| Find an Existing Value |

▼Search Criteria

Business Unit [= ▼] NORMN

Ledger Group [= ▼] [_____] 🔍

| Search | Clear | Basic Search ☑ Save Search Criteria

Then select the Ledger Group, using the magnifying glass, based on the <u>Fund</u> of the budget needing review.

For Funds AGENC, EDGEN, MISCA, NONSP, OUFND, REGFD
- OU_OC Org Child Budget Ledger, will pull the budget by with the GL Account Category Details
- OU_OP Org Parent Budget Ledger, will pull the budget at the Parent (overall budget) level where budget checking will occur

For Fund SPNSR (Grants and Projects), CAPTL
- OU_PC SPNSR Child Budget Ledger, will pull the Grant budget by the GL Account Category detail
  - For grants and sponsored project budget checking happens at the Child budgets
- OU_PP SPNSR Parent Budget Ledger, will pull the Grant budget by the Parent (overall budget) level

For Funds EDWCH, SUAUX, EGFEE, or AUFEE
- OU_SC Required Source Child Budget, will pull the budget by the GL Account Category Details
- OU_SP Required Source Parent Budget, will pull the budget by the Parent (overall budget) level where budget checking occurs

The next screen allows you to search based on a number of different values. You can add as many or as few options as need.

For example, if you would like to see all budgets available under the Org UNN11400, then you would only input that value and hit search. The returned selection would then show all **Funds** and **Functions** budgeted under UNN11400. To view balances of a specific Fund and Function combination select 'View Details'.

Budget Details

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	Business Unit	Ledger Group	Account	Fund▽	Org△	Function	Entity	Budget Period	View Details
1	NORMN	OU_OP	EXPEND	OUFND	UNN11400	00018	00000	FY2021	View Details
2	NORMN	OU_OP	EXPEND	OUFND	UNN11400	00016	00000	FY2021	View Details
3	NORMN	OU_OP	EXPEND	MISCA	UNN11400	00016	00000	FY2021	View Details
4	NORMN	OU_OP	EXPEND	EDGEN	UNN11400	00016	00000	FY2021	View Details
5	NORMN	OU_OP	EXPEND	EDGEN	UNN11400	00011	00000	FY2021	View Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Org	Function	Entity	Budget Period
NORMN	OU_OP	EXPEND	OUFND	UNN11400	00016	00000	FY2021

[Display Chart]   Previous   Next   Return to Inquiry Criteria

Ledger Amounts

                                                               Max Rows
Attributes
Parent / Children
Associated Budgets

Budget:	300,000.00 USD
Expense:	0.00 USD
Encumbrance:	0.00 USD
Pre-Encumbrance:	0.00 USD

Associate Revenue   0.00   USD

Available Budget

Without Tolerance	300,000.00	USD	Percent	(100%)	Forecasts
With Tolerance	300,000.00	USD	Percent	(100%)	

When reviewing the budget details as shown above, the **top** section shows the Org, Fund, and Function for the budget being shown.

The **middle** section shows the associated year to date budget, expenses, encumbrances and pre-encumbrances.

The **bottom** section shows the remaining available budget. When reviewing a budget at the Parent (overall) level this number must be positive in order for spend to be allowed.

Whether the budget details shown above are at the Parent (overall) or Child (GL account category) level, selecting the Parent/Children link, on the right side of the screen, will provide either a more detailed or aggregated view (if viewing at the Parent level, will show Child details and if viewing at the Child level will show Parent details)

                                                               Max Rows
Attributes
Parent / Children
Associated Budgets

Budget:	300,000.00 USD
Expense:	0.00 USD
Encumbrance:	0.00 USD
Pre-Encumbrance:	0.00 USD

After selecting the Parent/Children link, you will see the screen above. When reviewing this Parent/Children detail, you can tell which level of detail is being viewed; in this case it's the Children budget. You'll also notice there are 2 tabs for review 'Budget Chartfields' and 'Budget Amounts'. The Budget Chartfield tab shows the GL account category where budget is available, and the Budget Amounts tab shows the budget amount available. Just above the 'Budget Chartfields' is a table with an arrow (green highlighted box). If you select this icon, it will give you an option for downloading the information to Excel. The icon to the right of the Budget Amounts tab (blue highlighted box) will combine the two tabs allowing the information to be fully on one screen.