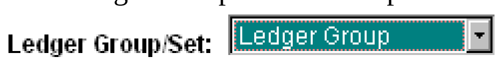
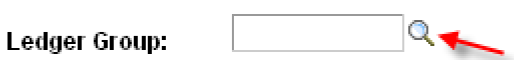
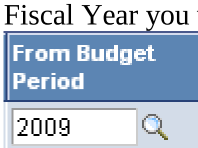
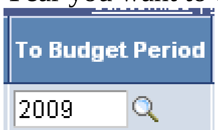
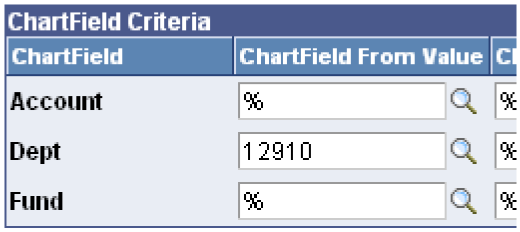
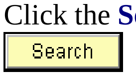
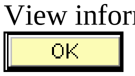
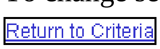
TU_KK Budget Overview

1.	Navigate to **Commitment Control** and then click on **Budgets Overview.** 
2.	Click the **Search** button to select a saved inquiry.  NOTE: If you do not have an existing Inquiry (or Run Control) you will have to create one by clicking on the Add a New Value tab. Give your Run Control a name. You can create as many Run Controls as you would like, but can also just keep one and change criteria each time.
3.	If you have more than one Inquiry, your saved Inquiries will appear. Select an Inquiry under the **Inquiry Name** column to select which Inquiry you want to use. If you only created one Inquiry, you will not have anything to select from the system takes directly to your criteria. NOTE: You can have specific inquiries, or a generic inquiry that you change criteria on each time you search. 
4.	Your Inquiry Criteria now appears.
5.	Select Ledger Group from the drop down box for your criteria. 
6.	Click the **Look up Ledger Group** button to return the list of ledger groups to choose from for your criteria. 
7.	Select the Ledger Group you want to search on. You can select a Parent Ledger to see summary, Child Ledger to see Detail, or Revenue Ledger to see Revenue.
8.	Enter the desired information into the **From Budget Period field.** This is to select the Fiscal Year you want begin your search on. 

9.	Enter the desired information into the **To Budget Period field.** This is to select the Fiscal Year you want to end your search on. 
10.	Enter the department number you want to search on in the **ChartField From Value** field.  NOTE: You can also search on a specific Account or Fund. The % sign indicates a "wild card", you can enter the beginning of an account, for example "603" and your results will return all accounts for communications. Wild Cards can be used in any of the chartfields listed, and only return the information for the area (s) you have been granted Security.
11.	Click the **Search** button. 
12.	The top section of the overview shows the department summary data. This includes Objects 1 - 14.
13.	The lower section of the Inquiry shows you detail information by account (if you selected the child ledger group; if you selected a Parent Ledger Group, summary at the Parent level will be displayed).
14.	To view more detail on transactions that make up an amount, click an entry **that has a hyperlink.** 
15.	View information and when complete, click the **OK** button to return to the summary. 
16.	To change search criteria, click the **Return to Criteria** link. 
17.	You are now returned to your original criteria. From here, you can change your criteria to perform another search.
18.	**End of Procedure.**