RHODE ISLAND COLLEGE

> Peoplesoft Financials 9.2: BUDGET INQUIRY MANUAL

Last Update: 11/09/2018

The information contained herein is intended to be used solely by Rhode Island College and its employees.

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## 1 Login

STEP 1.) Open a web browser and enter the address (url): my.ric.edu

STEP 2.) The following page will display.

w RHODE ISLAND	O COLLEGE	
Velcome to <b>WyRIC</b> , he MyRIC portal is a single access point to all Rhod hine services. MyRIC offers Rhode Island College s and staff secure, personalized and convenient access ormerly RIConnect), Webmail, Blackboard, EMS an ke the time to become familiar with the portal and a has to offer, and look for enhancements in the future he use of this system is restricted to authorized Rhode Is sers. Unauthorized use of this system is prohibited and vi osecuted. Your account will be locked after 5 unsuccess	students, faculty ss to PeopleSoft of more. Please all of the features e. <i>land College</i> olators will be	
Help Topics	Announcements	Guest Access
Sign-in guide In or and MyRIC printing guide Rhop porta Sign up for RICAlert for emergency notifications reso View paycheck online (facultv/staff) Peop	der to deliver a more user-friendly experience enhanced features to the campus community, de Island College launched the new MyRIC al on July 15, 2013. MyRIC offers students, Ity, and staff an easier and more convenient to access Rhode Island College computing urces including Webmail, Blackboard, plesoft, and all of the features formerly available e RIConnect system.	Search for classes     Browse the course catalog     View the academic calendar      For New Non-Degree, Visiting, or Returning Students
	u have questions or need assistance, please	If you have never taken courses at the College

STEP 3.) Enter your User ID and Password and press the LOGIN button. Upon successful login you will see your main portal page. Please note that the links and tabs displayed will vary based Favorites Main Menu

on security. If you have tabs (	Student	Faculty	Staff/Admin	) select the Staff/Admin
tab.				

Welcome to MyRIC	09/30/2015				
HR Payroll		0 -		0 -	Faculty/Staff Links
Absence Request (BOG/P)	SA)		State Biweekly Direct Deposit Pay Advice		Parking Permit Info
View My Timesheets (BOG)	/PSA)		Biweekly direct deposit pay advices are available online via Paystub RI.		Vision2015 ImplementationPlans
View Paycheck			If you are not currently using Paystub RI you must register as a First Time User, with your State Employee ID Number which can be obtained by contacting the payroll office at extensions 8148 or 80800 or b payroll@vic.edu.	/y email:	Vision2020 ImplementationPlans
Mobile Number for RICAle	đ		performance and the second sec		Institutional Research Reports
Manager Selfservice		0 -	A guide for using Paystub RI is available at Paystub RI Quick Start Guide.		Campus Solutions (Off Campus)
Approve Absence Request	t		· · · · · · · · · · · · · · · · · · ·		Blackboard
Approve Timesheet			Instructional and Monthly payroll advices are available using the View Paycheck link.	_	
View My Employees Times	iheet		Around Campus-Staff O	0 7	Faculty/Staff EMail-Login
Maintain Student TimeCan	ds				Eaculty Toolbox
Student Payroll Inquiry			Rhode Island College News		Adams Library
Financial Requisition Appr	roval		Finance Maior Awarded Chancemaker Fellowship		<u>RICalendar</u>
Dean/Chair Help Files Dow	nload	0 -	Sept 28, 2015		CollegeNet(Authorized Users)
Academic Advisement Mod					Smart Catalog(AuthorizedUsers)
Assigning Advisor to Stude Change of Major	nt		RIC Holds First-Ever Safety Week		Paystub RI (State Biwk Pay)
Chair Queries			Sept. 23, 2015		Fall Course Bulletin
Chroliment Request Transc	ript		RIC Professor Karen Lee Boren Publishes Short-Story Collection		Spring Course Bulletin
Grade Class Roster Master Chair Queries			<ul> <li>Inc. Floresad name benefit Fubilities Shoresady contention Sept. 23, 2015</li> </ul>		Administrative Systems
Management Center					Campus Solutions (On Campus)
Grant/ICR/Project Budget In (Financials)	quiry		Read <u>RIC News</u> or see the events calendar for more information.		Financial Systems (On Campus)
					HR Systems (On Campus)

STEP 4.) Click the Financial Systems link.

## 2 Use

Commitment Control regulates budgets for the college. The budget office has determined certain accounts to be controlled when used by a department for all financial transactions in the Peoplesoft Financials system. This document describes how to inquire on a department's budget.

To use the budget inquiry pages, you must have security access to view a department's budget. Budget inquiry allows you to:

- Confirm current status of your department budgets
- Determine if funds are available before requesting a budget transfer
- ↓ Verify that funds were moved after your requested budget transfer is complete
- View the budget of a specific account/fund

## **3 Budget Inquiry**

Budget Inquiries can be done for a single control budget or for multiple departmental budgets by entering key chartfield values.

#### 3.1 Budget Details page

To inquire about a specific control budget, use the Commitment Control Budget Details page.

**Step 1.)** > From the main menu on the left hand side of the page navigate to Commitment Control > Review Budget Activities > Budget Details

Menu 🖉 🖻	🔄 🖃 My Reports	
Search:  My Favorites RIC Custom Applications RIC Custom Applications Ric Contracts Supplier Contracts Vendors Vendors Vendors Vendors Perioet Contracts Perioet Contracts Perioet Costing Perioet Costing Commendent Control Case Cortex Costing Commendent Control Case Cortex Costing Commendent Control Case Cortex Costing Case Costing C	Report         Folder           ZRBD100         General           2015-09-30-05.51.5         FS           FS         BP         General           2015-09-30-05.41.2         FS           FS         BP         General           2015-09-30-05.41.2         FS           FS         BP         General           2015-09-30-05.40.0         FS           FS         BP         General           2015-09-30-05.40.0         FS           FS         BP         General           2015-09-30-05.40.0         FS           BP         General         2015-09-30-05.40.0           FS         BP         General           2015-09-30-05.26.5         Report Manager	
0: PeopleTools - <u>Change My Password</u> - <u>My Personalizations</u> - <u>My System Profile</u> - My System Profile		

#### > CLICK ON Commitment Control

**Step 2.)** > **CLICK ON** <u>Budget Details</u>. Enter in search values on the Budget Details Search Page:

	et-check, and review budge	ts and exceptions.		<i>2</i> • •	Dudent formula
Define Control Budg Create budget definitions for		er groups.		Activate	e Budget Security and configure security events for budget entry, inquiry, and override.
Budget Definitions           Budget Attributes				Even	
Associated Budgets 3 More				E Rule 7 Ma	2 Definitions
Post Control Budget	Journals			-	w Budget Activities
Post control budget journals	L				budget activities. get Details
Mark for Unposting				E Budo	gets Overvlew
<ul> <li>Request Entry Event Pro</li> <li>Budget Ledger Details R</li> </ul>				E Activ	<u>ger inguliry Set</u> /fty Log
Budget Reports Run budget reports.				View and	Party Transactions d budget-check generic third-party and payroli transactions.
E Activity Log				🖂 Gene	eric Transaction Entry
Associated Budgets Rep Budget Attributes Report					get Check Generic Trans get Check HR Payroll
9 More					
vorites Main Mer	nu > Commiti	ment Control > 🛛	Review Budget Activi	ties > Budget	Details
udget Details					
uuget Detalis					
nter any information	n you have and c	lick Search. Leave f	ields blank for a list o	f all values.	
Find an Existing Va	alue				
Search Criteria					
Search Criteria					
search Criteria	= 🗸	RICOL	Q		
	= <b>v</b>	RICOL			
usiness Unit:	= 🗸		Q		
usiness Unit: edger Group: ccount:		ORG	<b>Q</b>		
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usiness Unit: edger Group: ccount: epartment: und Code: lass Field: rogram Code: udget Reference: F Emplid: C Business Unit: roject: ctivity:	E V begins with V E V begins with V	ORG  16224  16224  1  1  1  1  1  1  1  1  1  1  1  1  1			

Period = current budget year i.e. 2015, 2014, and select a department from

the list using the lookup button next to the field  $^{\circ}$  . Optional: enter account and fund to minimize search results

**Step 3.)** After you've entered your search criteria click on the Description button. One of the following will happen depending on how much search criteria you've entered:

- The page will display the budget details for the specific values you entered on the search page
- Multiple budgets will appear below in the search results section. Select the budget you are inquiring about
- A message that states "No Matching Values were found" In this case, either no budget exists or the chart-field values are incorrect

Step 4.) To return to your search results click on the

## 3.2 Budgets Overview Page

The Budgets Overview inquiry page(s) provide a view of budget activity for one or multiple budgets.

**Step 1.)** From the main menu on the left hand side of the page navigate to Commitment Control > Review Budget Activities > Budgets Overview

> CLICK ON Commitment Control

Menu 🕫 🗉	My Reports		
Search: D My Favorites 0 RIC Custom Applications 0 Manager Self-Service 0 Supplier Contracts 0 Vendors 0 Purchasing 0 eProcurement 0 Services Procurement	My Reports           Report           ZRBD100           FS BP           FS BP           FS BP	Folder General 2015-09-30-05-51-5 General 2015-09-30-05-47-2 General 2015-09-30-05-41-2 General	
D Project Costing D Project Costing D Commitment Control Commitment Control D Set Up Financials/Supply Chain D Enterprise Components D Worklist D Tree Manager D Reporting Tools D PeopleTools C PaopleTools C Change Mv Password - Mv Pystem Profile Mv System Profile	FS BP	Oeneral         2015-05-30-03,40.0           General         2015-09-30-09,26.5           port Manager         2015-09-30-09,26.5	

**Step 2.)** > **CLICK ON** <u>Budgets Overview</u>. Select an existing inquiry name or add a new inquiry name by clicking the add a new value tab

Commitment Control	
Commitment Control	
Define or maintain budgets, budget-check, and review budgets and exceptions.	
Define Control Budgets     Create budget definitions for Commitment Control ledger groups.     The Budget Definitions     More Budget Attributes     Associated Budgets     3.More	Define Budget Security     Actuale and configure executity events for budget entry, inquiry, and override.     Exercise     Teled Security     Teled Securitors     Z.More
Post Control Budget Journals Post control budget Journals     Request Posting     Mark for Unposting     Request Entry Event Processor     Reducet Entry Event Processor     Budget Ledger Dealis Report	Review Budget Activities Review Doget activities Review Conget activities Review Conget activities Decoder Sverview Review Conget Review Review Conget Activities Review Co
Budget Reports           Run budget reports           Red Artificities           Red Attributes Report           9 More	View and budget-check generic bird-party and payroll transactions.  Caperio: Transaction Entry Eudost Check Generic Trans Eudost Check HR Payroll

#### **Budgets** Overview

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

Find an Exi	sting Value	Add a New Value
Inquiry Name	: begins wit	
Search	Clear	Basic Search 🗧 Save Search Criteria

Find an Existing Value Add a New Value

**Step 2a.)** To add a new inquiry name; enter a meaningful inquiry name (**EXAMPLE: budget inquiry for department 99999**)

	Budget Inquiry Manual	
	Add	
	Step 2b.) When you click ADD the following page appears – you to enter in the circled fields to retrieve budget information (Note: % wildcard):	
	Financials     Home       Production 9.0     Home       Budget Inquiry Criteria     Home       Budget Overview     Inquiry: MIS       Inquiry: MIS     Description:	Worklist
Leave default value: <u>Ledger</u> <u>Group</u>	Inquiry:     MIS     Description:     Immo budget       Amount Criteria     Search     Clear     Reset       Budget Type     *     *     Budget Type       *Businees thmit:     RICOL     Ledger Group/Set:     Ledger Group       View Stat Code Budgets     Dept Budget Ledger Group       ✓ Display Chart     •       TimeSpan     *	Ledger Group = <i>ORG</i>
Default	Customize   Find   View All   # First 1 of 1 Last         Select       Ledger Group       Calendar ID       From Budget Period       To Budget Period       Include Adjustment       Include Closing Adjustments         ØRG       PE       2008       ØRG       Image: Status       Image: St	Update
value: <u>Detail</u> <u>Budget</u> <u>Period</u> (Optional: you can select the	Chairfield     Value     Chairfield     Dept       Account     %     1     Update/Add       Dept     %     1     Update/Add       Fund     %     %     1     Update/Add       U     Bud Ref     %     1     Update/Add	year
Detail Accounting Period calendar keeping in mind your results can	PC Bus Unit % 9% 0 1 Update/Add Project % 0 % 0 Update/Add Activity % 0 % 0 0 Update/Add	
differ)	■ Save Notify CREffesh If you use the department lookup you will get a list of ALL valid departments; you can then search for a department by entering the dept# or description Step 3.) After you've entered the circled values SAVE your inquiry	<u>)isplay</u>

**Step 4.)** To see the budget results click on the **SEARCH** button located in the top section of this page

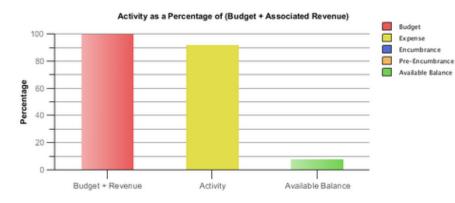
**Step 5.)** Below is the page that will show the search results

#### Inquiry Results

Business Unit:	RICOL	
Ledger Group:	ORG	Department Budget
Type of Calendar:	Detail Budget Period	
Amounts In Base Currency:	USD	
Revenue Associated:		

Return to Criteria	Max Rows:	250	Display Options	Search	
Ledger Totals (24 Rows)					
	Net Trar	isfers:			
Budget:	1,613,549.000				-8,827.000
Expense:	1,487,226.360				
Encumbrance:	0.000				
Pre-Encumbrance:	0.000				
Budget Balance:	126,322.640				
Associate Revenue:	0.000				
Available Budget:	126,322.640				

👻 Chart



Bu	udget Overview Results Personalize   Elini   View All   🛤 Flist 💟 1-24 of 24 💟 Last														
			Ledger Group	Account	Fund	Dept	Bud Ref	PC Bus Unit	Project	Aotivity	CF Emplid	Budget Period	Budget	Expense	Enoumb
1	-	Eq.	ORG	60210	100		00					2008	49,179.000	44,620.300	
2	<b>P</b>	5	ORG	60215	100		00					2008	0.000	<u>0.000</u>	
3	-	R,	ORG	60218	100		00					2008	2,156.000	2,156.000	

#### Ledger Totals

This group box displays the summarized totals for the criteria you set on the Budgets Overview -Inquiry Criteria page. The amount in parentheses in the group box header represents the total number of rows in the Budget Overview Results scroll area.

#### Chart

This chart displays budget results in a column chart format. To hide chart, click the arrow next to the word Chart.

**Budget Overview Results** 

This grid displays the results of your selection criteria and your display options.



Ð

Click the *Show Budget Details* button to open the Budget Details page, where you view budget details for the ledger row.

Click the *Show Budget Transaction Types* button to access the Budget Transaction Types page. You can view the amount of the original budget, the total adjustment amount, the adjustment and original transfer amounts, the budget close amount, and any amount rolled over from a previous fiscal year.

**Budget:** Click the Budget link for a ledger row to access the Budget Journal page.

**Expense, Encumbrance, & Pre-Encumbrance:** Click any of these links to display the Activity Log page.

## 4 **Possible Errors**

✤ You do not have security to inquire a department's budget:

An error has occurred that has stopped this transaction from continuing.

Microsoft	Microsoft Internet Explorer							
1	You are not authorized to access this budget. See your Security Administrator. (18021,351) The security profile set up for you does not give you access to this budget. Please see your Security Administrator about the Commitment Control Security Event "INQUIRE".							
	ОК							

- For questions or further information, contact the budget office at extension x8438
- When clicking on budget-related links you receive an error:

🎒 http	://ps	fndev.	psdev.ricp	s.edu/p	sp/FSBUDGET_	newwin/EMPLC	)YEE/ERP/c/MAN	AGE_PU	RCHASE_ORDERS.PO_INQ - Microsoft Internet Explorer
File I	Edit	View	Favorites	Tools	Help				
🕞 Ba	ick 👻	٢	- 🗶	2 🏠	Search	K Favorites	🚱 🔗	0	· 🖵 🛍
Address 🗃 http://psfndev.psdev.ricps.edu/psp/F5BUDGET/?cmd=PortalError&PErrKey=0.9116227890125724									

You are not authorized for this page.

http://psfndev.psdev.ricps.edu/psc/FSBUDGET\_3/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.PO\_INQUIRY.GBL? Page=PO\_LINE\_INQ&Action=U&BUSINESS\_UNIT=RICOL&PO\_ID=0000010602

> Your Peoplesoft security access does not allow access to the page. A request can be made by contacting the Peoplesoft Help Desk at extension x9873

## 5 Budget Reports

## 5.1 RIC Budget Status Report

**Step 1.)** From the main menu on the left hand side of the page navigate to RIC Custom Applications > RIC Commitment Control Menu > Budget Reports > RIC Budget Status Report

#### > CLICK ON <u>RIC Custom Applications</u>

Search Menu:	»		
lenu	¢ E	🖞 🗖 My Reports	ø Z =
earch:       RIC Custom Applications         Manager Self-Service         My Favori       Supplier Contracts         RIC Custom       Vendors         Manager I       Purchasing         Supplier C       Purchasing         Purchasing       Procurement         Vendors       Services Procurement         Purchasing       Project Costing         Project Costing       Commitment Control         Project Cost       Set Up Financials/Supply Chain         Commitme       Worklist         PeopleTools       Reporting Tools         Propiler Ol       Change My Password         PeopleTools       My Personalizations         My Personalizations       My System Profile         My System Profile       My System Profile		Report         Folder           ZRBD100         General           2015-09-30-09.51.5         FS           FS         BP         General           2015-09-30-09.47.2         FS           FS         BP         General           2015-09-30-09.47.2         FS           FS         BP         General           2015-09-30-09.40.0         FS           FS         BP         General           2015-09-30-09.40.0         FS           FS         BP         General           2015-09-30-09.40.0         FS           Eport Manager         Report Manager	

## > CLICK ON <u>RIC Commitment Control Menu</u>

Search Menu:	• = =	My Reports		3 Z
Arrow in the image of the	RIC Commitment Control Menu	FS BP FS BP FS BP FS BP	Folder           General           2015-09-30-09.51.5           General           2015-09-30-09.47.2           General           2015-09-30-09.41.2           General           2015-09-30-09.40.0           General           2015-09-30-09.40.0           General           2015-09-30-09.26.5	

## > CLICK ON Budget Reports

	Search Menu:			
Menu	· · · · · · · · · · · · · · · · · · ·	🗈 🖃 My Reports	i	
Search: My Favoro RIC Custo Manager Supplier ( Supplier ( Vendors Purchasin Project C Accounts Project C Accounts Commitme Set Up Fi Enterprise Worklist Tree Man Reporting PeopleTC Change N My Syste	RIC Custom Applications Manager Self-Service Supplier Contracts Purchasing Purchasing Project Costing Accounts Payable Commitment Control Set Up Financials/Supply Chain Entreprise Components Worklist Tree Manager Reporting Tools PeopleTools Change My Password My Personalizations My System Profile auzations	Eludaet Reports Custom Security Main <u>FS_BP</u> <u>FS_BP</u> <u>FS_BP</u>	Certer at           2015-09-30-09.47.2           General           2015-09-30-09.47.2           General           2015-09-30-09.41.2           General           2015-09-30-09.40.0           General           2015-09-30-09.40.0           General           2015-09-30-09.40.5           Report Manager	

## > CLICK ON <u>RIC Budget Status Report</u>

	Search Menu:		
Menu	· >	🕫 🖃 My Reports	
Search: D My Favori D RIC Custo D Manager: D Supplier ( D Vendors D Vendors D Porcharis D Porcharis D Forcurer D Services I D Arocurets D Forcurer D Services I D Arocurets D Commitm D Set Up Fin D Tree Man D Reporting D Propeer C D Tree Man D Reporting D Popeer C D Chance M	Vendors Vendor	Budget Reports Custom Security Maintenal RIC Budget Coverrides Report RIC Budget Status Report RIC Budget Status Report RIC Budget Status Report RIC Budget Status Report FS BP General 2015-08-30-09.40.0 FS BP General 2015-08-30-09.26.5 Report Manager	

### Step 2.) Search for an existing RUN CONTROL ID or add a new one:

#### **Budget Status Report**

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
Search by: Run Control ID begins with
Search Advanced Search
Find an Existing Value Add a New Value

**Step 3.)** Enter in the required values for your report and then click on the **RUN** button > Business Unit = RICOL, Ledger Group = ORG, Budget Period = current budget year i.e. 2014, 2013, and select a department from the list. Optional: enter account and fund to minimize report (sample values below):

RIC Budget Status Report								
RIC Commitment Control Budget Status Report								
Run Control ID: Budget Language: English 💌	Report Manager	Process Monity Run						
Report Request Parameters								
'Business Unit: RICOL Q Rhode	Island College							
'Ledger Group: ORG Q Dept B	udget Ledger Group							
'Department		Optional Search Criteria:						
'Budget Period 2007		Fund Code						
Save Notify	Select department	📑 Add 🖉 Update/Display						

Step 4.) Select WEB/PDF as type/format and then click the OK button:

User ID:	JRESTO	Ru	n Control ID: BUDGET_REPORTING
Server Name: Recurrence: Time Zone:	<b>•</b>	Run Date:         05/31/           Run Time:         11:02:	
Process List			
Select Description	on	Process Name	Process Type <u>"Format</u> Distribution
RIC Budg	et Status Report	ZRBD103	SQR Report Web  PDF Distribution

**Step 5.)** You will be brought back to the report values page that shows the Process Instance # of your report request in the top right hand corner. Click on the **PROCESS MONITOR** link:

		I Budget Status Report	tess Monitor Run
Language:	English 💌		rocess Instance:75261
'Business Unit:		Rhode Island College Dept Budget Ledger Group	
'Department	16224	Management Information Service	Optional Search Criteria:
'Budget Period	2007 Q		Fund Code
🖶 Save 🔛	Notify		💽 Add 🖉 Update/Display

**Step 6.)** You will see the process monitor page. Your report is complete when the <u>run status reads Success/Posted</u> - to update the status click on the **REFRESH** button. Once complete click on the **DETAILS** link:

Proce	Process List Server List								
View P	View Process Request For								
User	User ID: URESTO Q Type: Last: 2 Days Refresh								
Serv	Server: Name: Q Instance: to								
Run Statu	IS:	Distribution Status		Save On Refresh					
Proces	ss List				<u>Customize</u>   Find   '	view All   🟪	First 🖪 1 of 1 🕩 Last		
<u>Select</u>	Instance Se	eq. Process Type	<u>Process</u> <u>Name</u>	<u>User</u>	<u>Run Date/Time</u>	<u>Run Status</u>	Distribution Status		
	70069	SQR Report	ZRBD103	JRESTO	05/31/2006 11:02:39AM EDT	Success	Posted <u>Details</u>		

**Step 7.)** You will see the Process Detail page. Click on the **View Log/Trace** link:

rocess Deta	ul					
Process						
Instance:	70161		Type:	s	QR Report	
Name:	ZRBD	103	Descri	ption: R	IC Budget Status F	Report
Run Status:	Succe	ss	Distrib	ution Sta	atus: Posted	
Run					Update Process	
Run Control II Location: Server: Recurrence:	): BUDG Server PSNT	-			C Hold Requ C Queue Re C Cancel Re C Delete Re Restart Re	quest equest quest
Date/Time					Actions	
			3:27:50PM ED		Parameters	Transfer
Run Anytime			3:27:45PM ED		<u>Message Log</u>	
Began Proces			3:28:13PM ED		Batch Timinge	
Ended Proces	is At:	06/12/2006	3:28:27PM ED	от 🤇	View Log/Trace	



**Step 8.)** The link will bring you to the View Log/Trace page – to view your report click on the link that has the PDF file name and your report will open in a new window:

View Log/T	race						
Report							
Report ID:	28333	Process Insta	nce: 70069			<u>Message I</u>	Log
Name:	ZRBD103	Process Type	SQR Re	eport			
Run Status:	Success						
RIC Budget S	Status Report						
Distribution	Distribution Details						
Distribution	Node: ZRIC_X	COPY Expira	ation Date:	06/21/200	06		
	Node: ZRIC_X	COPY Expira	ation Date:	06/21/200	)6		_
	Node: ZRIC_X	-	ation Date: e Size (bytes)		)6 me Crea	ted	_
File List		Fil		Datetii	me Crea	<u>ted</u> :05:42.550	000AM EC
File List <u>Name</u>	1	<u>Fil</u> 1,6	e Size (bytes)	<u>Datetii</u> 05/31/	me Crea 2006 11		
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File List <u>Name</u> Messade Loc ZRBD103 70 Trace File	10069.PDF	<b>Fil</b> 1,1 5,2 2,6	<del>e Size (bytes)</del> 373 264	Datetii 05/31/ 05/31/ 05/31/	me Crea 2006 11 2006 11	:05:42.550 :05:42.550	000AM EC

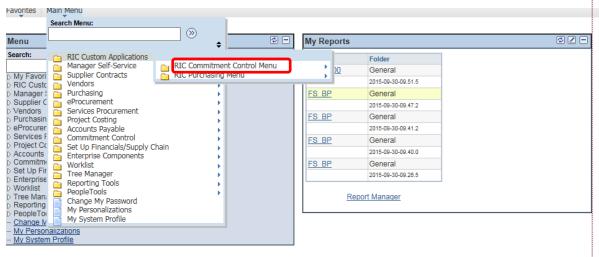
## 5.2 RIC Budget Status Detail

**Step 1.)** From the main menu on the left hand side of the page navigate to RIC Custom Applications > RIC Commitment Control Menu > Budget Reports > RIC Budget Status Details

Favorites	Main Menu				
Menu	Search Menu:	¢ -	My Reports		¢ Z =
My Favor RIC Custo Manager Supplier () Vendors Purchasin eProcurer Services Services Secvices Project Cr Accounts Sect Up Fi Enterprise Worklist Tree Man Reporting PeopleTo Change M	Vendors       Purchasing       Generation       Services Procurement       Project Costing       Commitment Control       Commitment Control       Set Up Financials/Supply Chain       Enterprise Components       Worklist       Reporting Tools       PeopleTools       Change My Password       My Personalizations       My System Profile		Report ZRBD100 FS BP FS BP FS BP FS BP FS BP Re	Folder           General           2015-08-30-09.51.5           General           2015-09-30-09.47.2           General           2015-08-30-09.47.2           General           2015-08-30-09.41.2           General           2015-08-30-09.41.2           General           2015-08-30-09.40.0           General           2015-08-30-09.26.5	
<ul> <li>My Perso</li> <li>My System</li> </ul>	nalizations m Profile				

CLICK ON <u>RIC Custom Applications</u>

#### CLICK ON <u>RIC Commitment Control Menu</u>

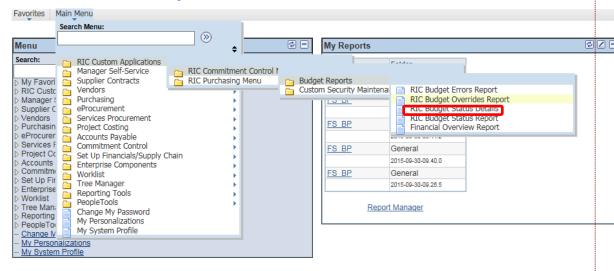


#### CLICK ON <u>Budget Reports</u>

4

Search Menu:				
/lenu	•	🖾 🖃 My Repor	ts	
iearch: My Favori RIC Custom Al Manager Self-1 Supplier Contr Vendors Purchasing Project Costin Accounts Paya Services Procurement Vendors Purchasing Project Costin Accounts Paya Services Procure Commitment C Set Up Financi Accounts Paya Set Up Financi Commitment C Set Up Financi Commitment C PeopleTools Change My Personalize My Personalize My Personalize My System Pro	Service acts RIC Commitment Cor acts RIC Purchasing Menu interment ble control als/Supply Chain nponents Is		Serveral           2015-09-30-09.47.2           General           2015-09-30-09.41.2           General           2015-09-30-09.41.2           General           2015-09-30-09.40.0           General           2015-09-30-09.40.0           General           2015-09-30-09.40.0           General           2015-09-30-09.28.5           Report Manager	

#### > CLICK ON <u>RIC Budget Status Details</u>



You will see this page:

RIC Budget Status Details	
Budget Details	
(Budget details)	
Requisitions: Pre-encumbrance Det	ails
(Pre-encumbrance details: Requis	luons)
Purchase Orders: Encumbrance Def	tails
(Encumbrance details: Purchase C	(rders)
(2.1.02111)) and a contained a contained o	,
Vouchers: Expense Details	
(Expense details: Vouchers)	
<u>GL Journals: Expense Details</u>	
(Expense details: GL Jounals)	

**Step 2.)** Click on a link to run a query which will open a new window. Each query link provides more budget detail. You will need to enter in values using prompts – enter in the values for your budget (sample values below) and then click on the **VIEW RESULTS** button:

ZRBD_LGRDTLS_BUDG	<u>ET</u> - Budg	get <u>details</u>								
Business Unit:	Q									
Ledger Grp:		Q								
Dept:		Q								
Select Project or enter %:		Q								
Select Account or enter %:		Q								
Budget Period:		Q								
Select Budget Ref or enter %:		Q								
View Results										
Unit <u>Ledger</u> Dept	Project	Account	Fund	Bud Ref	Budget Period	Year	Period	Budget Type	Sum Tota	l Am

#### The results will display on the same page:

Download results in : Excel SpreadSheet CSV Text File (1 kb)

	All First <b>€ 1-3 of 3</b> ► Las												of 3 🕞 Last
	Business Unit	Req ID	PO No.	Vendor Name	Date	Department	Account	Fund	Project	Budget Period	Accounting Period	Fiscal Year	Total Amount
1	RICOL		0000010602	W.B. MASON CO., INC.	03/31/2006	16224	60455	100		2006	9	2006	-27.990
2	RICOL	KK_60406			04/20/2006	16224	60406	100		2006	9	2006	150.000
3	RICOL	KK_REQ100			03/31/2006	16224	60455	100		2006	9	2006	27.990