

## **BUDGET MONITORING--CDD REPORTS**

A department may use CDD Reports for monitoring their budget status.

The Funds Availability Reports in the ABAL Series are available at several reporting levels. You can access budgets at a department, division, User 1, 2, 3, and 4 levels, and GL key levels.

The reports may be requested with encumbered requisitions and/or purchase orders or with pre-pre-encumbered amounts. Pre-pre-encumbered amounts include monies that have been set aside for specific purposes prior to encumbering actual requisitions and/or purchase orders. Pre-pre-encumbrance budget balances reflect status prior to processing by the Auditor.

All of these reports provide drill down capabilities, which allow you to view the more detailed information at the GL Org Key level. You may drill down on the year-to-date revenue or expenditures, open encumbrances, and pre-encumbrance data fields.

You may also access Budget status on an Org Key level through use of the Funds Availability Report--IFB200. This report also has drill down capabilities in order to view detail transactions.

The CDD reports can be accessed under the **Department Management Reports (DMR)** and the **Subsystems-Budgeting (S-BU)** folder. Any of these reports may be accessed through the **All Reports** folder.

Budget transaction activity may be accessed on a GL Org Key level. Budget adjustments are listed under:

- CDD Reports
  - Subsystem Folders
    - BU\_TRNS\_BT (BU: Budget Transaction Listing).

You may access these reports by clicking on the Running Man icon and clicking on the specific folder.

### General Reports:

1. Budget Office New Fiscal Year Requested Budget (BU\_NFY\_REQ2) Form 401 **S-BU Folder**
2. Funds Availability Report by Department (GL\_ABAL\_DEPT) **DMR Folder**
3. Funds Availability Report by Fund/Department/Division (GL\_ABAL\_DIV) **DMR Folder**
4. Funds Availability with Pre-PreEncumbrances Report by Fund/Department/Division (GL\_ABAL\_PRE\_DIV) **DMR Folder**
5. Funds Availability Balance Report (IFB200) **DMR Folder**
6. GL Transactions by Object Code within Org. Key (Drill down on Funds Availability Report)
7. Open Encumbrance Transactions (Drill down on Funds Availability Report)
8. Budget Transactions (BU\_TRNS\_BT) **S-BU Folder**

### BID Budget Forms:

1. 400 Summary-BDSUMCOM and BDDTL (BD\_FORM\_400) **S-BU Folder**
2. Form 401Pre-GL By Division & Department (BD\_FORM\_401\_DIV & DPT) **S-BU Folder**
3. Form 401Pre-GL By OrgKey By Div & Dept (BD\_FORM\_401\_Org Key\_DIV & DPT) **S-BU Folder**
4. Dept Budget Summary-BDESC (BD\_FORM\_402) **S-BU Folder**
5. Materials and Supplies-BDMISC (BD\_FORM\_403) **S-BU Folder**
6. Buildings and Equip by Dept-BDEQPT (BD\_FORM\_404\_DEPT) **S-BU Folder**
7. Buildings and Equip by Div-BDEQPT (BD\_FORM\_404\_DIV) **S-BU Folder**
8. Services and Utilities-BDMISC (BD\_FORM\_405) **S-BU Folder**
9. Transportation and Travel-BDTRVL (BD\_FORM\_406) **S-BU Folder**
10. Equip Over \$5000-BDEQPT (BD\_FORM\_407) **S-BU Folder**
11. Vehicle Purchases Request-BDVEHICL (BD\_FORM\_408) **S-BU Folder**
12. Position Budget Reclassification-BDPOSB (BD\_FORM\_410) **S-BU Folder**
13. Personnel Classification Schedule-BDPOSB (BD\_FORM411\_POSB) **S-BU Folder**
14. Cap Improve Request-5Yr-BDCAPIMP (BD\_FORM\_413) **S-BU Folder**
15. Five Yr Projections-BDSUMM and BDEXPEND (BD\_FORM\_414) **S-BU Folder**

## Budget Transfer (County Auditor Form Number 1278)

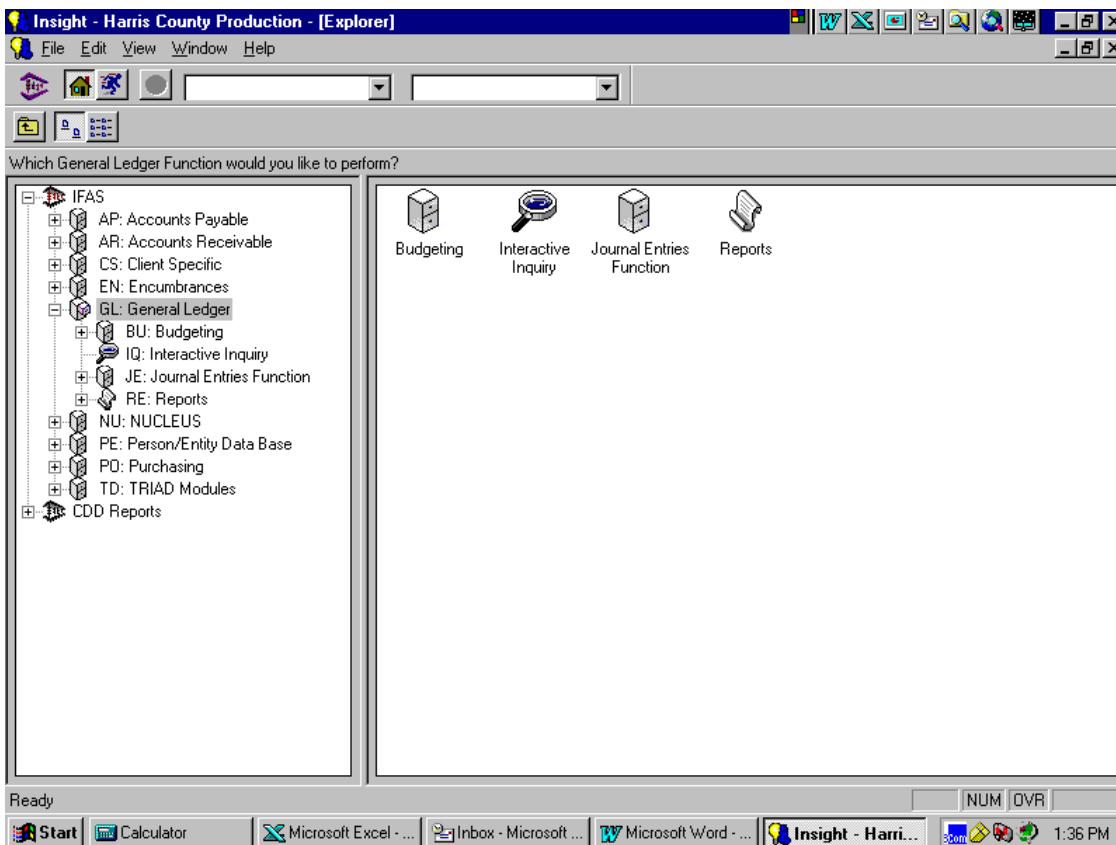
Also included in this section is the latest version of the Budget Revenue/Expenditure Appropriation Transfer form.

## BUDGET MONITORING-INTERACTIVE INQUIRY

Another option for checking Org Key budget information status would be to access through Interactive Inquiry. In order to assist in accessing the information, you may follow the attached Interactive Inquiry procedure:

1. To access the Interactive Inquiry screen, key in **GLIQ** in the type ahead box or double click the following Insight icons:

- General Ledger
- Interactive Inquiry

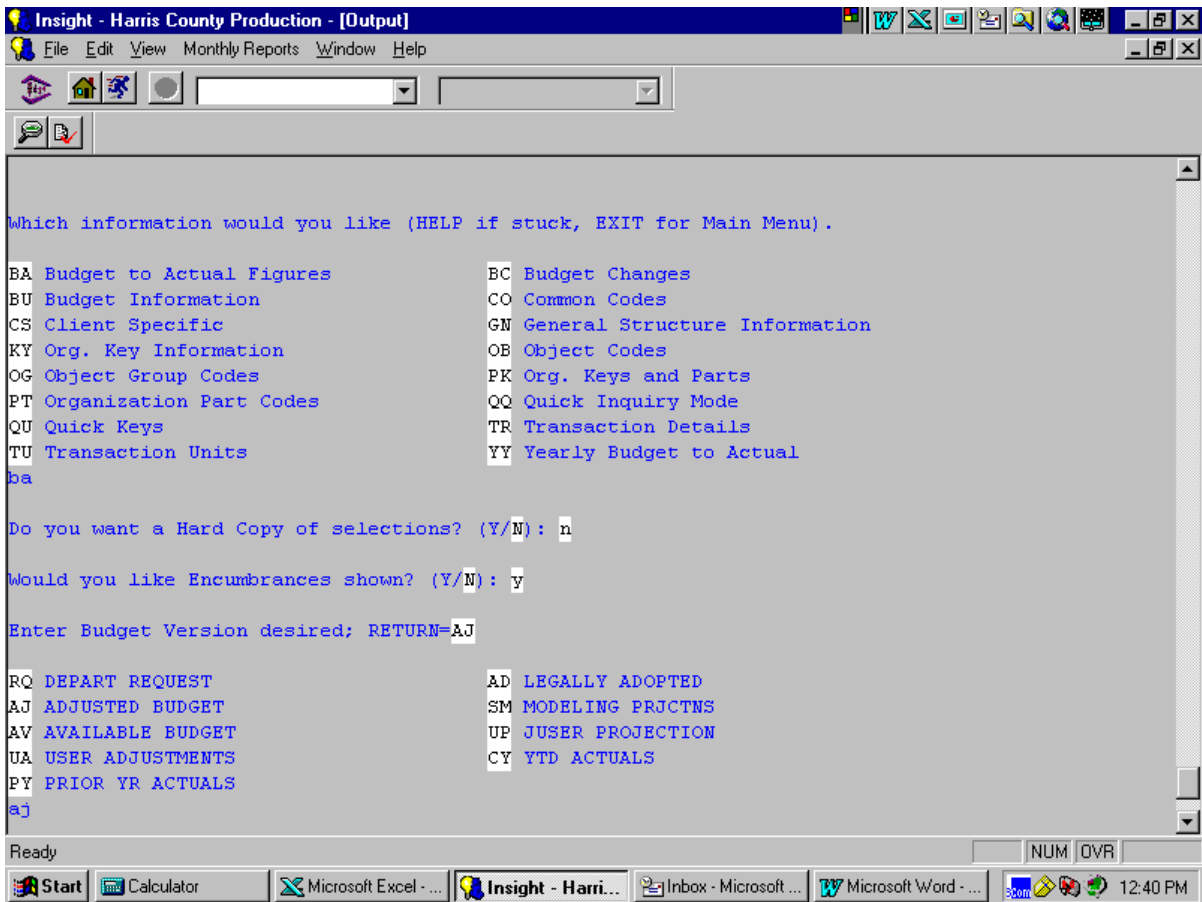


**BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)**

2. **GLIQ** will bring up the Interactive Inquiry screen in the Output Environment. Select as follows to access budget information by Org Keys for your department:

- BA for Budget to Actual Figures <ret>
- N or Y for hard copy (should try to select N for the first time)
- Y for encumbrance <ret>
- GL <ret>
- AJ <ret>

(Your screen should appear as follows.)

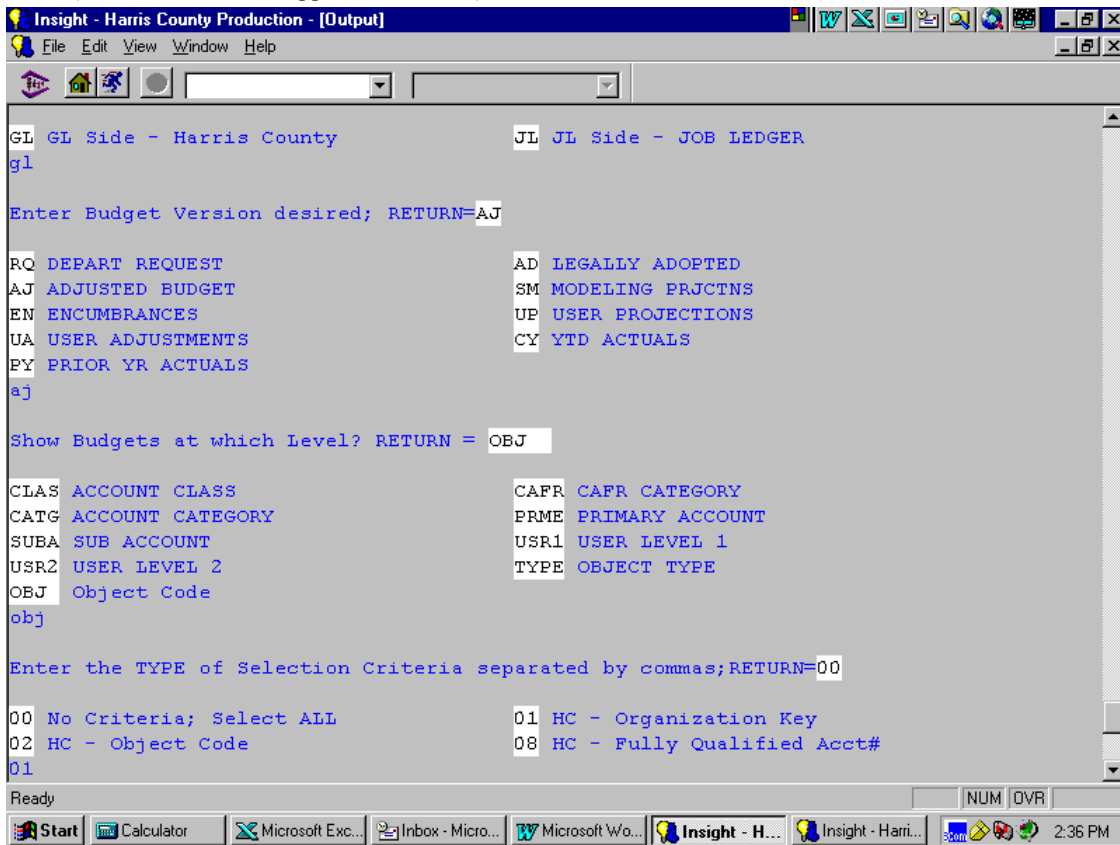


**BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)**

3. Continue to select as follows:

- OBJ <ret>
- 01 <ret>

(Your screen should appear as follows.)

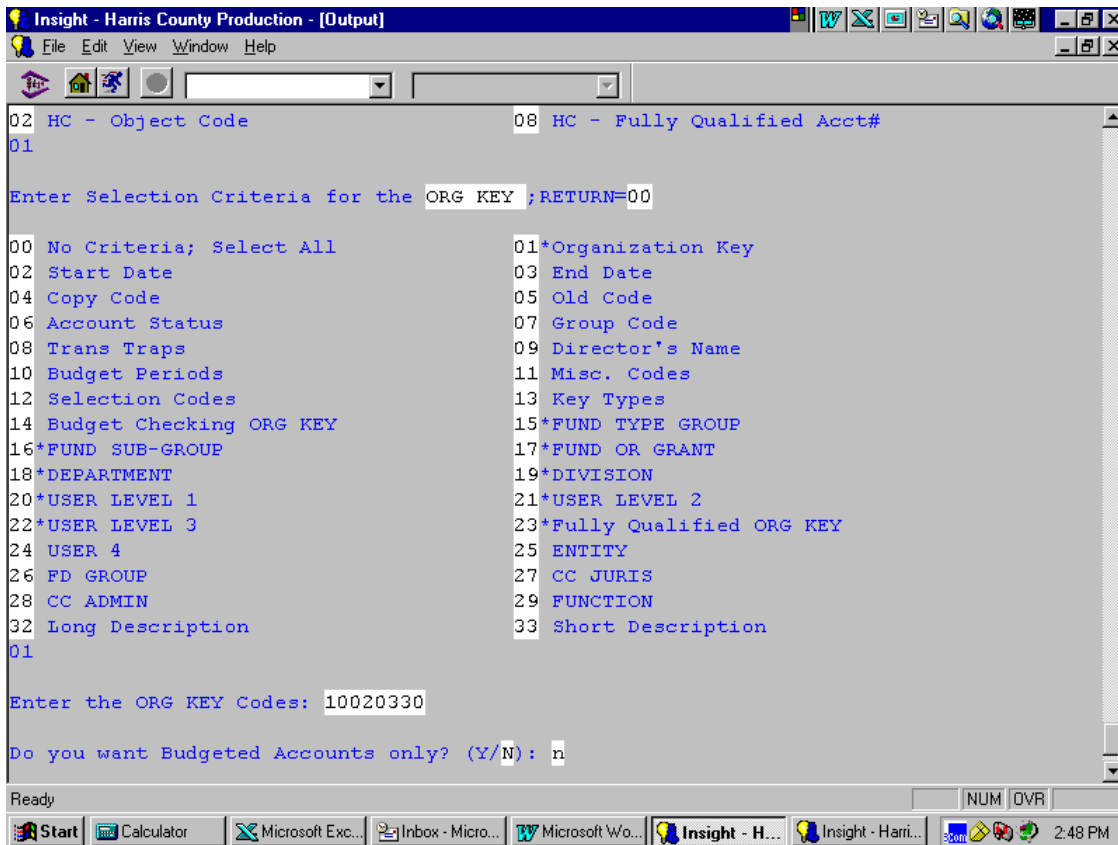


**BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)**

4. Continue to select as follows:

- 01 <ret>
- Enter your Org Key code <ret> (for example, 10020330)
- N for budget accounts only <ret>

(Your screen should appear as follows.)

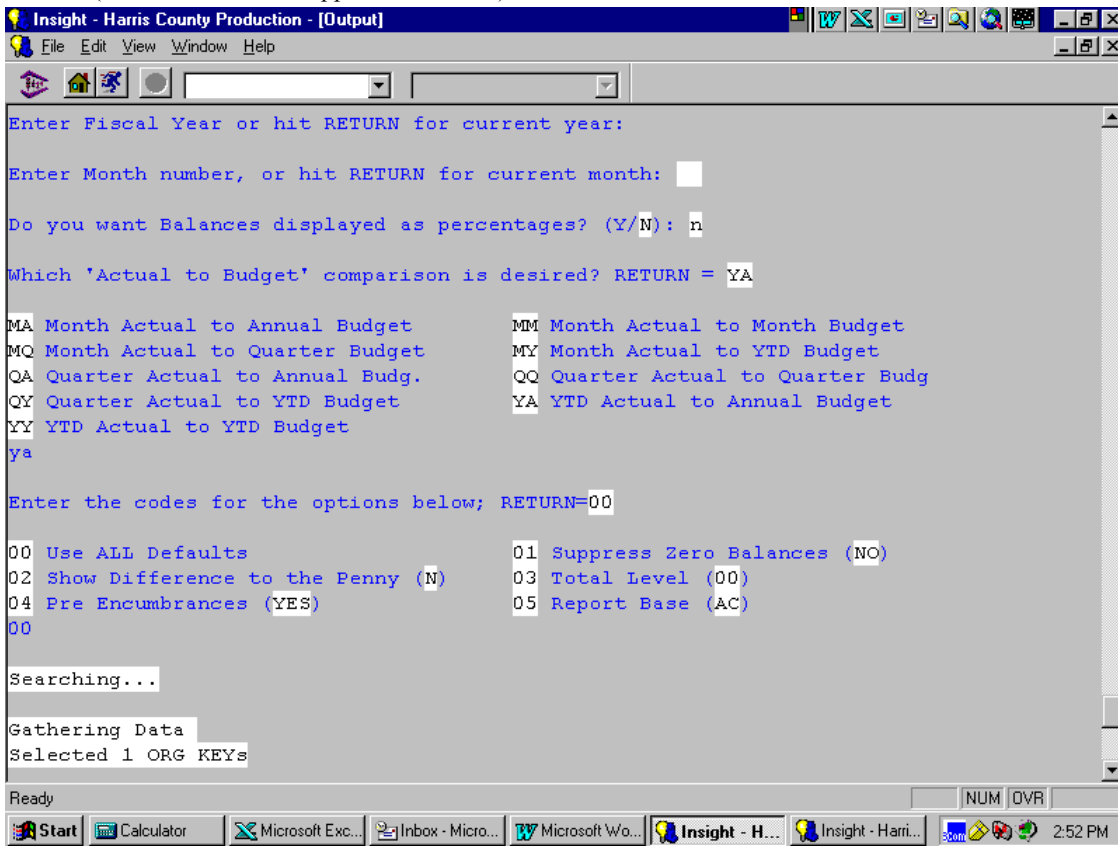


**BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)**

5. Continue as follows:

- <ret> for current year or enter fiscal year
- <ret> for current month or enter a month
- N for balance display <ret>
- YA for YTD Actual to Annual Budget <ret>
- 00 Use all defaults <ret>

(Your screen should appear as follows.)



At this point, the system will search and gather the information requested. The screen will bring up the budget information, including Adjusted Budget, Actual (Expenditure), Encumbrance and Available Balance for the selected Org Key.

