



# QUICK TIPS

## Review Budget Details

Navigation: Commitment Control > Review Budget Activities > Budget Inquiry > Budget Details

Step	Process	Comments
1	Enter Business Unit	
2	Enter Leger Group "ALLOT"	
3	Enter Class Fund	
4	Enter the Dept	This is the first two digits only of the Department
5	Enter the Bud Ref	
6	Enter the Budget Period	
7	Click on "Search"	

### Processing Tips

- A. Select the line you want to view from the search results
- B. Information provided will be the Budget, Expense, Encumbrance and the Pre-encumbrance amounts for every transaction that has been budget checked.

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**If a discrepancy is found in the above information, email [Laura.Lovell@core.state.ok.us](mailto:Laura.Lovell@core.state.ok.us) with the details.**

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