



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.

If a discrepancy is found in the above information, email Laura.Lovell@core.state.ok.us with the details.

Date	11/1/03
Revision Number	1
Form Number	BUD - 1