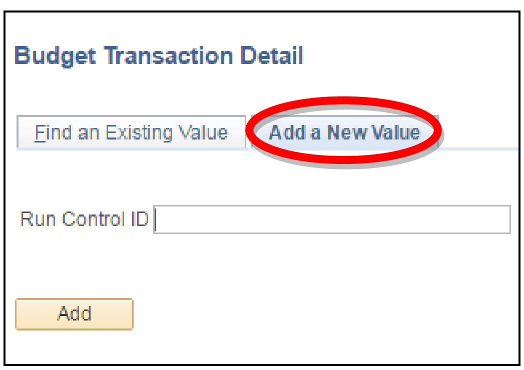
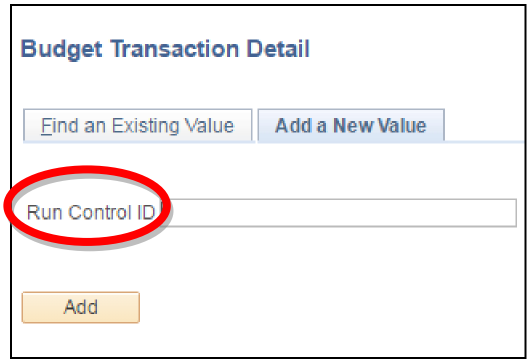
Running a Budget Transaction Detail Report

This Addy Note explains how to access the **Budget Transaction Detail Report** to specifically view transactions that were approved and budget checked within a department or project.

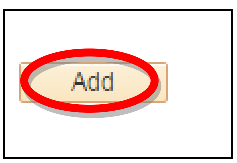
This report pulls data from the **Budget** ledger (known as **Ledger_KK**). Transactions that appear on this report may **not** appear on other reports in UCF Financials (such as the expenditure within Date Range report or in the Financials DataMart), because other reports pull data from the **Actuals** ledger (known as **Ledger**).

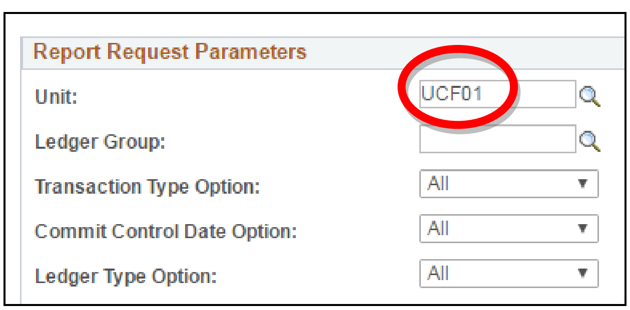
Step	Action
1.	Navigate to: **Main Menu** > **Commitment Control** > **Budget Reports** > **Budget Transaction Detail**.
	Note: If **you have never created a run control**, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report. **If you already have created a run control**: 1. Enter the name of your Run Control in the **Run Control ID** field. 2. Click the **Search** button. Proceed to Step 5 below.
2.	Click the **Add a New Value** tab. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>Name your Run Control in the Run Control ID field.



Note: Run Control IDs are case-sensitive and should be entered without using spaces. Choose a name for your Run Control carefully, because the system will not allow you to change or delete the name after it is saved.</td></tr>
<tr><td>4.</td><td>Click Add.


</td></tr>
<tr><td>5.</td><td>Verify that UCF01 displays in the Unit field; if not, enter it.


</td></tr>
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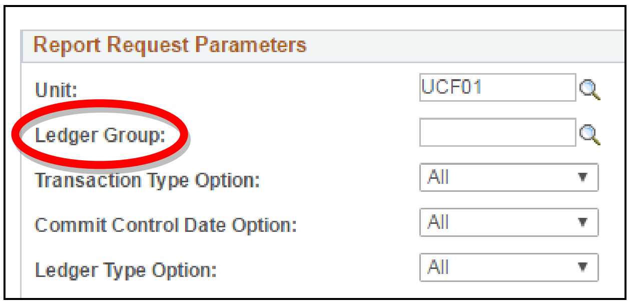
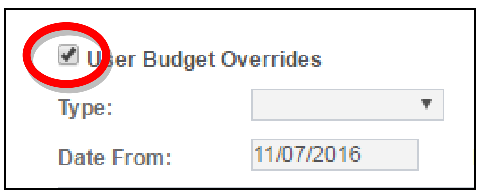
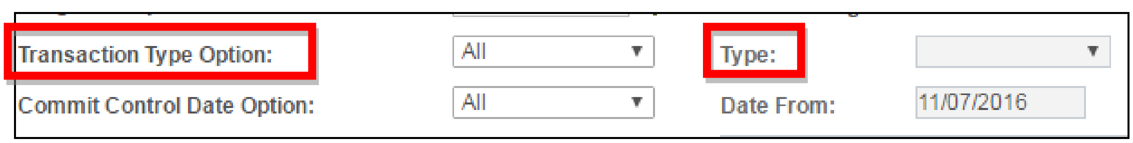
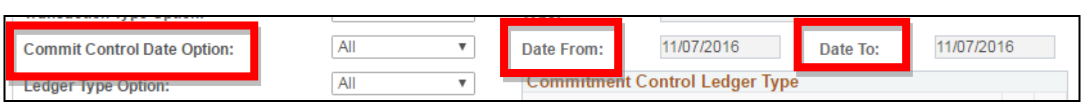
<tr><td>6.</td><td>In the Ledger Group field, enter CC_DEPT for department transaction information or CC_PROJ_CH for project transaction information.

</td></tr>
<tr><td>7.</td><td>Unselect the User Budget Overrides, if checked.

</td></tr>
<tr><td>8.</td><td>In the Transaction Type Option drop-down list you can select either All or Specify. If you select Specify, select an option from the Type drop-down menu.

</td></tr>
<tr><td>9.</td><td>In the Commit Control Date Option drop-down list, you can either select All or Range. If you select Range, enter the begin date in the Date from: field and the end date in the Date to: field.

</td></tr>
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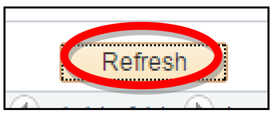
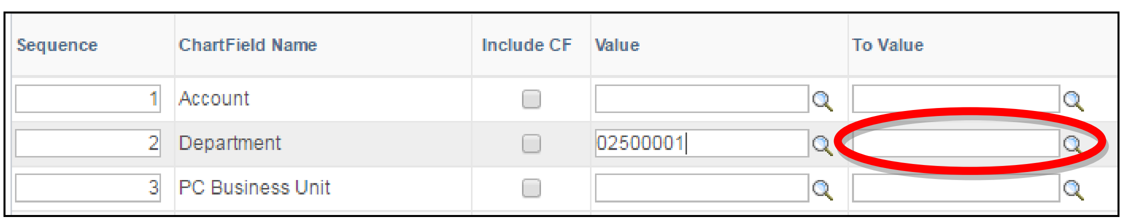
<tr><td>10.</td><td>In the Ledger Type Option drop-down list you can choose either All or Select. If you choose Select, choose one of the Commitment Control Ledger Types from the drop down menu.

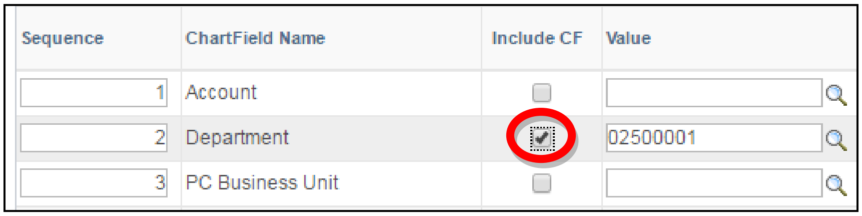
</td></tr>
<tr><td>11.</td><td>Click Refresh.

</td></tr>
<tr><td>12.</td><td>Enter a beginning department or project number in its respective Value field.


Note: If you’re searching for only one account, enter that number in the Value field.</td></tr>
<tr><td>13.</td><td>If you are looking for a wide-range of departments or projects, enter a To Value.


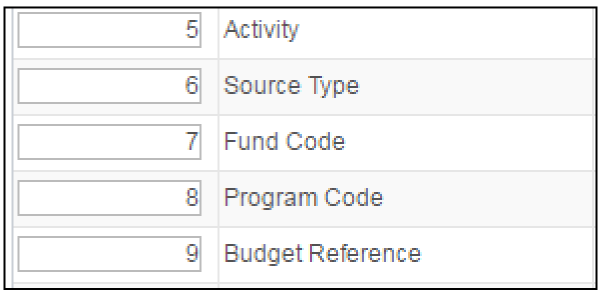
Note: If you’re searching for only one, leave this field blank.</td></tr>
</table>

Step	Action

14. Select the **Department** or **Project**'s **Include CF** check box.

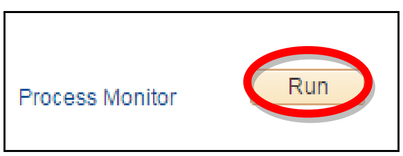


15. To narrow your search further, you can enter any additional **ChartField** information.

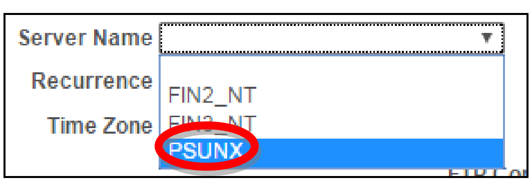


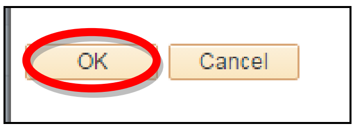
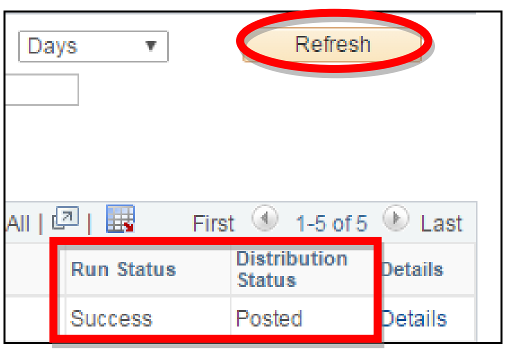
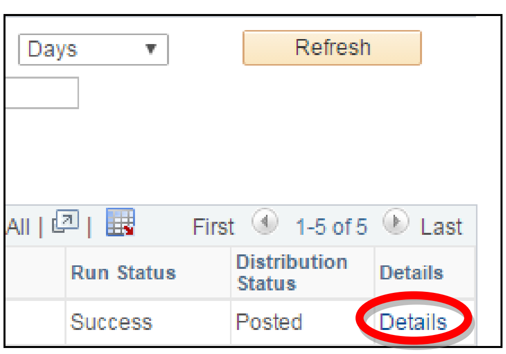
Note: Be sure to select the **Include CF** check box for the additional ChartFields you entered.

16. Click **Run** at the top of the page.



17. In the **Server Name** drop-down list, select **PSUNX** if it does not default.



Step	Action
18.	Click **OK**. 
19.	Click the **Process Monitor** link. 
20.	Repeatedly click **Refresh** until the **Run Status** changes to **Success** and the **Distribution Status** changes to **Posted**. 
21.	Click **Details**. 

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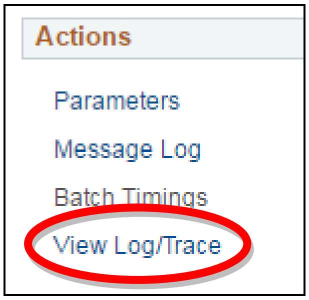
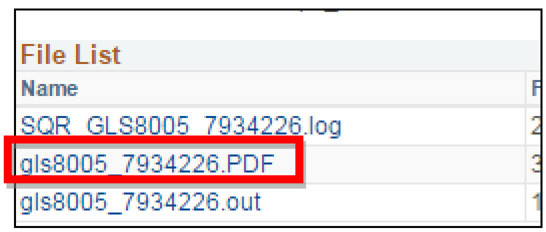
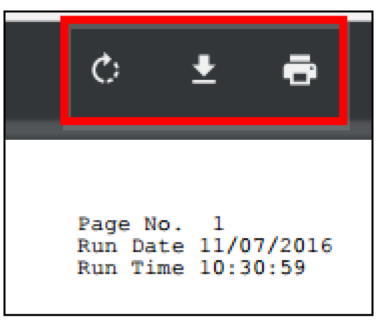
<tr><td>22.</td><td>Click View Log/Trace.



</td></tr>
<tr><td>23.</td><td>Select the report ending in .PDF.



</td></tr>
<tr><td>24.</td><td>View, save, or print the report.



Note: You may see a negative amount in the Expended Amount column. This amount can be the result of a journal entry to transfer the expense from one department or project to another, but it may also represent an error that needs to be corrected.</td></tr>
</table>