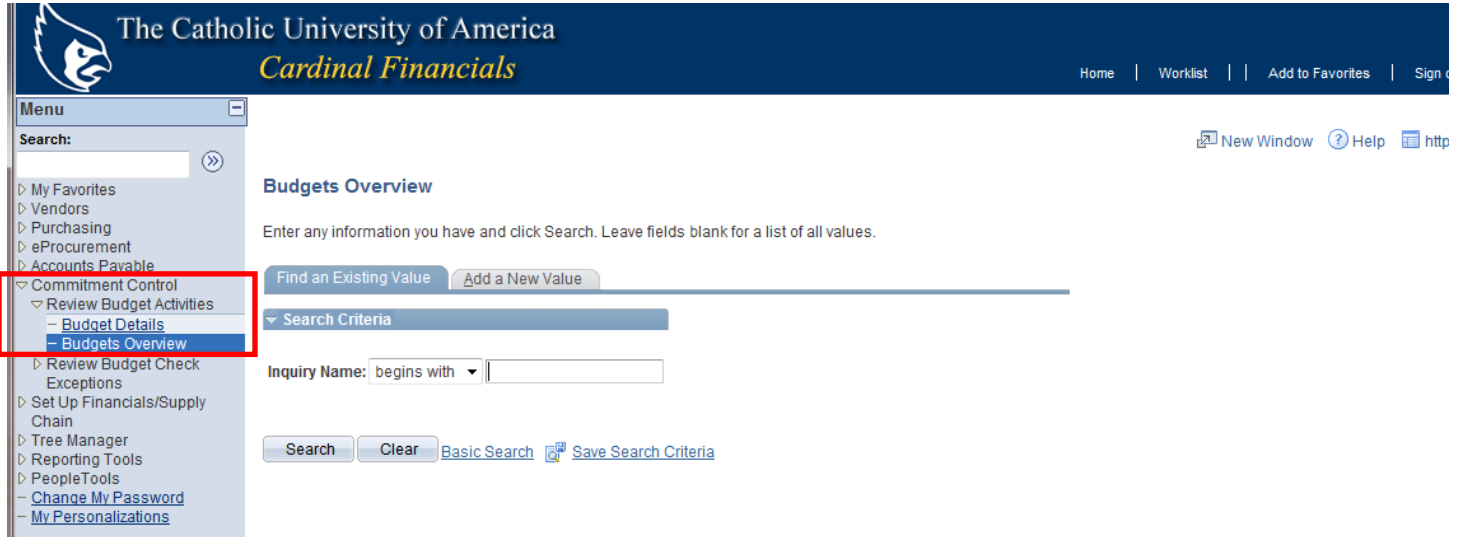


To view your Departments budget in Cardinal Financials

Follow navigation as seen on the left.

If this is the first time you are using **Budgets Overview**, create a new **Inquiry Name**. If not, click search.



The screenshot shows the 'Cardinal Financials' interface. On the left, a 'Menu' sidebar is open, with 'Budgets Overview' selected and highlighted in red. The main area displays the 'Budgets Overview' page. At the top of this page, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a search section with a dropdown menu for 'Search Criteria' and an 'Inquiry Name' field containing the text 'begins with'. There are also 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

To create a new Inquiry Name, click on the tab **Add a new value**. Then type an appropriate name for the inquiry and click **Add**. (Skip this step, if not the first time)



This screenshot shows the same 'Budgets Overview' page, but the 'Add a New Value' tab is now selected. The 'Inquiry Name' field contains the word 'Budget' and is highlighted with a red box. Below the field is an 'Add' button. The 'Find an Existing Value' and 'Add a New Value' buttons are still visible at the top of the search section.

On the next screen, choose a **Ledger Group** by using the search (magnifying glass). Choose **APPROP** for most DEPTID's. Use **PROJ_GRT** if the DEPTID is associated with a grant. Then type in your **DEPTID** in this box. (To view a list of DEPTID's that you have access to, click on this icon) Click 'Save' and then hit the 'Search' button.

Budget Inquiry Criteria
Budget Overview

Inquiry: BUDGET Description:

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: CUA Ledger Group/Set: Ledger Group Ledger Group: **APPROP** Appropriation Budget Ledger

View Stat Code Budgets
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	AN	2013	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	863000	%	i		Update/Add
Fund	%	%	i		Update/Add
Class	%	%	i		Update/Add

Budget Status

Open
 Closed
 Hold

Save Notify Refresh Add Update/Display

On the next page you will see the department's Budget. The **FUND & DEPTID** combination for nVision reports.

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (2 Rows)

Net Transfers:

Budget:	412,605.00	0.00
Expense:	100,299.85	
Encumbrance:	284,486.92	
Pre-Encumbrance:	0.00	
Budget Balance:	27,818.23	
Associate Revenue:	0.00	
Available Budget:	27,818.23	

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Class	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Per
1	APPROP	Z002	11	863000		2013						
2	APPROP	Z004	11	863000		2013						

'Z' accounts represent a grouping of accounts

Z002 – A grouping of salary accounts

Z004 – A grouping of expense accounts

Z003 – A grouping of Scholarship accounts

This is the Budget for the Fiscal year.