1) Navigate to Budget Overview in NUFinancials
2) Click on the Add a New Value tab
3) Put a name in the box
4) Hit Add
1) Type in or choose Ledger Group KK_FSM_PR
2) Enter fiscal year in From & To Budget Period fields
3) In the Fund field enter FSB
4) Click on the magnifying glass icon next to the Dept field
The Look Up ChartField From Value screen comes up, either:
1) Enter the first few digits from your department id OR
2) Type a word from your department name in the description field, changing the drop down field from "begins with" to "contains"
3) Hit the Look Up button
You will notice that more than one value with the letter "B" at the end may come up. Always select the one with the most Bs in it, in this case 4904BBB. (This one happens to represent all administrative areas).
4) Double click on the value and you will be returned to the previous screen.
5) Hit the Search button.
1) The Budget here consists of your expense budget on funds 110, 160, 171, 172, 320, 330, 440, & 450, including planned use of carryforward (which is equal to the amount budgeted on revenue account code 88992), but not including planned build-up of reserves (expense account code 88991) or unbudgeted carryforward (79999).

2) The Expense, Encumbrance and Pre-Encumbrance values are the same that you would see if you ran a GL068, GL005s, or looked at the usual ledger (KK_DPT_DT) in budget overview.

3) The Budget Balance and Available Budget are the same because there is no revenue considered in the controls. This is how much you have left until you reach your control limit.