GR55 UK Available Budget Report

IRIS
Integrated Resource
Information Systems

Process: Similar to FRS Screen 019 and the first section on a ledger sheet, GR55, Report Group Z100 is used to run an available budget report. It can be run on a fund group, fund, funds center group, funds center, commitment item group, commitment item, functional area group, functional area, funded program group, or funded program.

Role: General User	**Frequency:** When needed

BEGINNING	
Enter the transaction code	GR55
EXECUTE REPORT GROUP: INITIAL SCREEN	
Report Group	Z100
Click on the Execute icon	
UK AVAILABLE BUDGET REPORT: SELECTION	
Selection Values	Selection values — Financial Management Area UK00, Budget Category 9F, Version 0, Fiscal Year 2006
Financial Management Area	Should default to UK00
Budget Category	Should default to 9F which is Payment, can change to 9G Commitment
Version	Should default to 0
Fiscal Year	Should default to 2006, can change
Selection Groups Choose to enter either a group or a specific value	
Fund	Enter a fund group name
Or Value(s)	Enter a specific fund or a range of funds
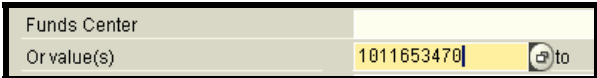
The following tools to help you are on the myHelp website.
Course Material ● Transaction Procedures ● Transaction Simulations ● Online Feedback Form
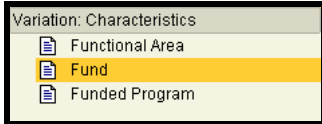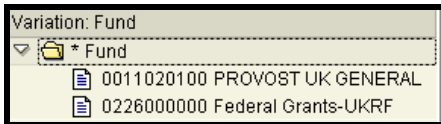**http://myhelp.uky.edu/**

GR55 UK Available Budget Report

Funds Center Funds Center `IRIS` Or value(s) `to`	Enter a funds center group name
Or Value(s) Funds Center Or value(s) `1011653470 to`	Enter a specific funds center or a range of funds centers
Commitment Item Commitment Item `GRAD_ASST` Or value(s) `to`	Enter a commitment item group name
Or Value(s) Commitment Item Or value(s) `536120`	Enter a specific commitment item or a range of commitment items
Functional Area Functional Area `HOSPITAL` Or value(s) `to`	Enter a functional area group name
Or Value(s) Functional Area Or value(s) `0101 to`	Enter a specific functional area or a range of functional areas
Funded Program Funded Program `KIRWAN` Or value(s) `to`	Enter a funded program group name
Or Value(s) Funded Program Or value(s) `4010720450`	Enter a specific funded program or a range of funded programs
Click on the Execute icon	
UK AVAILABLE BUDGET	
Choose view from functional area, fund, or funded program by clicking on the characteristic	Variation: Characteristics Functional Area Fund Funded Program
Choose the type of fund by clicking on either the fund folder to view all the funds or on an individual fund	Variation: Fund * Fund 0011020100 PROVOST UK GENERAL 0226000000 Federal Grants-UKRF

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The report shows the Budget (Current), Actuals (Expenses & Revenues), Parked FI Documents, Encumbrances, and Available Balance. If more than one cost object was chosen, they will be displayed in cost object groups with the Funds Center and totals displayed under the Commitment Items.

DRILL DOWN

Double-click on any amount under budget, actual, parked FI document, encumbrance, or available balance to view specifics	
Select one of the search types: Search actuals line items document, Search change document, or Search entry document	
Click on the Continue icon	✔
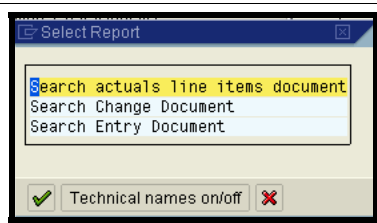
APPLICATION TOOLBAR ICONS

Navigation On/Off – toggles the Variation views for the characteristics and fund on or off	
Column Freeze On/Off – toggles the column freeze for the Funds Center/Commitment Item column (first column)	
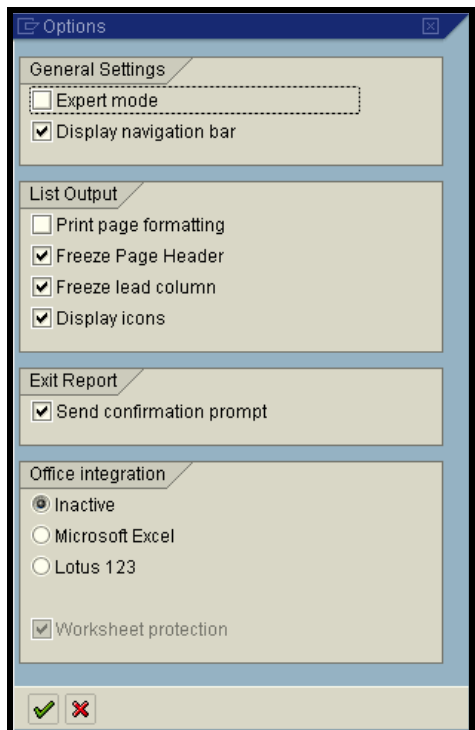
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http://myhelp.uky.edu/

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Options/Office Integration – Provides display and list output options	
Send Report – Allows user to send the report to another person through email	
Select – Allows user to select a row by clicking in the row, then on the icon	
Select Report – Allows user to choose the type of report, such as search actuals line items document, search change document, or search entry document	
Sort Ascending/Sort Descending – Allows user to select a column heading, then click on icon to sort the column in ascending or descending order	