

BEST

How to View a Budget

BEST – How to View a Budget

Setup – Page 1

- a. In the Secondary Navigation Panel, click **Search**. Click **Page Search**.
- b. In the **Page Code** field, enter BQK12EL4
- c. Click the **Browse** link
- d. Click the **K12 Expenditure Budget: Level 4** link

Welcome, Shannon Norris
LACOE 3.11.1 Production
FIN

Page Search

Category :

Page Type :

Description :

Page Code : BQK12EL4*

[Browse](#) [Clear](#)

	Description	Page Code
✓	K12 Expenditure Budget: Level 4	BQK12EL4

First Prev Next Last

Setup – Page 2

- e. In the **District/Agency** field, enter 64279
- f. In the **Resource** field, enter your site or department discretionary resource number. You may also enter goal, function, object, location – depending on what you would like to review
- g. Click the **Ok** link

The screenshot displays a web application interface. On the left is a navigation menu with the following items: 'Welcome, Shannon Norris', 'LACOE 3.11.1 Production FIN', 'Message Center', 'Search', 'Page Search', 'Document Catalog', 'History', 'Favorites', 'Budget View', 'Req WorkBench', 'Administration', 'CGI Business Intelligence', and 'CGI Advantage Admin'. The main content area is titled 'K12 Expenditure Budget: Level 4'. A search form is overlaid on this area, titled 'Search - Google Chrome'. The form contains the following fields and values:

Field	Value
BFY	
*District/Agency	64279
Master Fund	
Fund	
Sub Fund	
Resource	35500
Project Year	
Goal/Categorical	
Function/Activity	
Major Expense Object	
Dist/Agency Object	4310
School Location/Dept	

At the bottom of the search form are the links: [Ok](#) [Clear](#) [Cancel](#). In the background, a table is partially visible with columns 'Categorical', 'Function/Activity', and 'Major Expense Object'. The 'Function/Activity' column has a value of 10000, and the 'Major Expense Object' column has a value of 4000.

Budget View

- h. Using various features on this screen, you will be able to see the details of Actuals and Encumbrances in the **Budget Actuals** area selecting the Magnifying Glass next to the applicable line. It is also possible to see the changes in the budget by viewing the **Budget Amounts** section

Welcome, Shannon Norris
LACOE 3.11.1 Production
FIN

Message Center

Search

Page Search

Document Catalog

History

Favorites

Budget View

Req WorkBench

Administration

CGI Business Intelligence

CGI Advantage Admin

Procurement

Budgeting

Accounts Receivable

Accounts Payable

K12 Expenditure Budget: Level 4

BFY	District/Agency	Master Fund	Fund	Sub-Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Major Expense Object	Dist/Agency Object	School Location/Dept	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2023	64279	6427901	01	0	35500	0	35000	10000	4000	4310	6241000	\$0.00	\$0.00	\$0.00	\$0.00

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[Search](#)

▼ Budget Actuals

Purchase Reservations : \$0.00

Pre-Encumbered : \$0.00

Encumbered : \$0.00

Accrued Expenses : \$0.00

Cash Expenses : \$0.00

Actual Expenses : \$0.00

Uncommitted : \$0.00

Unobligated : \$0.00

Unexpended Cash : \$0.00

Unexpended Accrued : \$0.00

▼ Budget Amounts

Adopted : \$1,000.00

Allocated : \$0.00

Amendments : \$0.00

Carry Forward : \$0.00

Original Budget : \$1,000.00

Budget Reserve : \$0.00

Reversions : \$0.00

Transfer Out : \$0.00

Transfer In : (\$1,000.00)

Current Budget : \$0.00

► General Information

[Top](#)

[Modified Budget Line Controls](#) [Previous Level](#)

Notes – Please use this section to add notes/tips/reminders

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