



# Quick Reference Guide



## Topic : Review Budgetary Control Balances and Transactions

Step-by-Step Instructions for review control balances and transactions

### Introduction

Oracle Fusion Budgetary Control allows organizations to manage and control budget amendments efficiently. You can review balances and transactions for a particular budget using the Review Budgetary Control Balances and the Review Budgetary Control Transactions functions

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### Steps to Review Budget Balances

1. Log in to **One Connect**
2. **From the landing (Home) page** – use the < or > navigate to Budgetary Control and click it icon



3. Upon clicking the icon, you should land at the “Budgetary Control Dashboard” area



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4. Click on the **Task Panel**, this will show all the tasks available to you

The screenshot shows the 'Budgetary Control Dashboard' interface. On the right side, there is a 'Task Panel' with a list of tasks. A red arrow points from the text above to this panel.

- Budgets**
  - Manage Control Budgets
  - Enter Budgets in Spreadsheet
  - Review Budget Entries
  - Review Budgetary Control Balances
  - Review Budgetary Control Transactions
- Period Close**
  - Budget Period Statuses
  - Manage Encumbrance Carry Forward Rules
  - Carry Forward Funds Available
  - Carry Forward Purchase Order Budgetary Control Balances

5. Click on **Review Budgetary Control Balances**

6. This will bring you to the **Review Budgetary Control Balances Screen**

The screenshot shows the 'Review Budgetary Control Balances' screen. It includes a search section with various filters and a table header for 'Budget Balances'.

**Search Filters:**

- \* Control Budget: SC Budget
- Amount Type: Period to date
- \* From Budget Period: [Dropdown]
- \* To Budget Period: [Dropdown]
- Funds Available: All amounts
- Currency: USD
- \* Fund: [Dropdown]
- \* Organization: [Dropdown]
- \* Account: [Dropdown]

**Buttons:** Search, Reset, Save

**Budget Balances Table Header:**

- View: [Dropdown]
- Transfer Budget: [Dropdown]



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7. Select your parameters. *Fields with asterisk (\*) are required.*

<b>*Control Budget</b>	Search for available budgets – requires data access																																	
<b>Amount Type</b>	Period to Date or Year to Date																																	
<b>*From / To Budget Period</b>	Search or select the budget period																																	
<b>Funds Available</b>	All amounts Amount Greater Than Amount Less than Percent Greater Than Percent Less Than																																	
<b>Currency</b>	Defaulted to “USD”																																	
<b>*Fund</b>	Select/Search Fund, Organization and Account																																	
<b>*Organization</b>	May select All Values for each segment as in the view below for Fund																																	
<b>*Account</b>																																		
<table border="1"> <thead> <tr> <th>Fund</th> <th>Fund</th> <th>Fund</th> </tr> </thead> <tbody> <tr> <td>All Fund Values</td> <td>All Fund Values</td> <td></td> </tr> <tr> <td>10003</td> <td>10003</td> <td>10003-POOLED ...</td> </tr> <tr> <td>10004</td> <td>10004</td> <td>10004-GASB87-...</td> </tr> <tr> <td>10005</td> <td>10005</td> <td>10005-GASB96-...</td> </tr> <tr> <td>10006</td> <td>10006</td> <td>10006-ORGILL ...</td> </tr> <tr> <td>10010</td> <td>10010</td> <td>10010-GENERA...</td> </tr> <tr> <td>10011</td> <td>10011</td> <td>10011-PAYROLL ...</td> </tr> <tr> <td>10012</td> <td>10012</td> <td>10012-ECONOM...</td> </tr> <tr> <td>10013</td> <td>10013</td> <td>10013-DUI TREA...</td> </tr> <tr> <td colspan="3">Search...</td> </tr> </tbody> </table>		Fund	Fund	Fund	All Fund Values	All Fund Values		10003	10003	10003-POOLED ...	10004	10004	10004-GASB87-...	10005	10005	10005-GASB96-...	10006	10006	10006-ORGILL ...	10010	10010	10010-GENERA...	10011	10011	10011-PAYROLL ...	10012	10012	10012-ECONOM...	10013	10013	10013-DUI TREA...	Search...		
Fund	Fund	Fund																																
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10003	10003	10003-POOLED ...																																
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10012	10012	10012-ECONOM...																																
10013	10013	10013-DUI TREA...																																
Search...																																		

a. For this example, “All Funds”, “All Organizations”, “All Accounts” was used



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## 8. Click **Search**

- Note: you can save a search for a future use. To save the search click the **Save** button at the bottom of the search area

Review Budgetary Control Balances

\* Control Budget SC Budget

Amount Type Period to date

\* From Budget Period

\* To Budget Period

Funds Available All amounts

Currency USD

\* Fund

\* Organization

\* Account

Search Reset Save

Budget Balances

View Detach Transfer Budget

- The **“Create Saved Search”** window will open. You must enter a name for your search. You may also set to be your default search or run your search automatically by clicking either check box

Create Saved Search

\* Name

Set as Default

Run Automatically

OK Cancel



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10. Budget balances will appear below the search box in the area below

Review Budgetary Control Balances Done

From Budget Period: SC-2026 Currency: US\$ Account: All Account Values

To Budget Period: SC-2026 Fund: All Fund Values

Search Reset Save

Budget Balances

View Detach Wrap Transfer Budget 0

Fund	Organization	Account	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
10010	200101	6102	SC-2026	627,238.38	0.00	0.00	0.00	52,889.27	52,889.27	574,547.09	91.60
10010	200101	6266	SC-2026	2,800.00	0.00	0.00	0.00	150.00	150.00	2,650.00	94.64
10010	200101	5510	SC-2026	187,994.70	0.00	0.00	0.00	15,543.54	15,543.54	172,451.16	91.73
10010	200101	5511	SC-2026	1,266.47	0.00	0.00	0.00	0.00	0.00	1,266.47	100.00
10010	200101	5516	SC-2026	14,181.93	0.00	0.00	0.00	0.00	0.00	14,181.93	100.00
10010	200101	5520	SC-2026	5,319.19	0.00	0.00	0.00	416.88	416.88	4,902.31	92.16
10010	200101	5540	SC-2026	1,678.90	0.00	0.00	0.00	1,678.90	1,678.90	0.00	0.00
10010	200101	5542	SC-2026	9,352.32	0.00	0.00	0.00	0.00	0.00	9,352.32	100.00
10010	200101	5543	SC-2026	12,149.28	0.00	0.00	0.00	0.00	0.00	12,149.28	100.00
10010	200101	5560	SC-2026	2,406.30	0.00	0.00	0.00	119.98	119.98	2,286.32	95.01
10010	200101	5591	SC-2026	2,532.95	0.00	0.00	0.00	0.00	0.00	2,532.95	100.00
10010	200101	5592	SC-2026	633.24	0.00	0.00	0.00	0.00	0.00	633.24	100.00
<b>Total</b>				<b>56,730,968.30</b>	<b>0.00</b>	<b>79,259,822.06</b>	<b>0.00</b>	<b>37,004,623.37</b>	<b>116,264,346.43</b>	<b>-60,533,387.13</b>	

11. To see the available columns, click view and then columns to see all columns available for display.

Budget Balances

View Detach Wrap Transfer Budget 0

Columns

- Unfreeze
- Detach
- Sort
- Reorder Columns...
- Query By Example

Show All

- Funds Available (%)
- Funds Available Amount
- Total Consumption
- Expenditures
- Other Consumption
- Obligations
- Commitments
- Unreleased
- Total Budget
- Budget Adjustments
- Initial Budget
- Budget Period
- Account Description
- Account
- Organization Description
- Organization
- Fund Description
- Fund

Organization Description	Account	Account
0101-MAYOR'S ...	5102	5102-SA
0101-MAYOR'S ...	5266	5266-LO
0101-MAYOR'S ...	5510	5510-RE
0101-MAYOR'S ...	5511	5511-OT
0101-MAYOR'S ...	5516	5516-ME
0101-MAYOR'S ...	5520	5520-GR
0101-MAYOR'S ...	5540	5540-GR
0101-MAYOR'S ...	5542	5542-GR
0101-MAYOR'S ...	5543	5543-GR
0101-MAYOR'S ...	5560	5560-LO
0101-MAYOR'S ...	5591	5591-ON
0101-MAYOR'S ...	5592	5592-UN

Rows Selected 1



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Columns to display include:

Column Heading		
Account	Fund	Organization
Account Description	Fund Available Amount	Organization Description
Budget Adjustments	Fund Available (%)	Other Consumption
Budget Period	Fund Description	Total Budget
Commitments	Initial Budget	Total Consumption
Expenditures	Obligations	

12. Next to the View You have additional features

Feature	Icon	Usage
Export to Excel		Export to excel
Query by Example		Allows you to query using a specific value
Detach	<b>Detach</b>	Detaches the table of budget lines into a unique vies
Wrap	<b>Wrap</b>	Wraps columns as needed

13. Click on the blue hyperlinks in columns to drill down to additional detail. The view below shows a balance type of expenditures

Home Star Print Refresh Close

Review Budgetary Control Transactions Done

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Control Budget SC Budget New

Budget Period SC-2025

Budget Account 10010-200101-5510

Balance Type Expenditure

Balance 15,543.54 USD

Budget Currency USD

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Budget Transactions

View ▼ Format ▼ Wrap

Transaction Number

Budget Date	Transaction	Related Transacti	Transaction Type	Reserved Transaction Amount	Activity	Reserved	Liquidated
9/30/25	Payroll A 1039202000005 1039201 N 2025-09		General ledger journal	2,591.26 USD	Reservation	2,591.26	0.00
9/30/25	Payroll A 1039202000003 1039201 N 2025-09		General ledger journal	697.03 USD	Reservation	697.03	0.00
9/30/25	Payroll A 1055689000001 1055689 N 2025-09		General ledger journal	1,051.05 USD	Reservation	1,051.05	0.00
9/30/25	Payroll A 1039202000001 1039201 N 2025-09		General ledger journal	1,051.05 USD	Reservation	1,051.05	0.00
9/30/25	Payroll A 1039202000009 1039201 N 2025-09		General ledger journal	1,685.37 USD	Reservation	1,685.37	0.00
9/30/25	Payroll A 1055689000009 1055689 N 2025-09		General ledger journal	3,432.43 USD	Reservation	3,432.43	0.00
9/30/25	Payroll A 1055689000003 1055689 N 2025-09		General ledger journal	697.03 USD	Reservation	697.03	0.00
9/30/25	Payroll A 1055689000005 1055689 N 2025-09		General ledger journal	2,591.26 USD	Reservation	2,591.26	0.00
9/30/25	Payroll A 1039202000007 1039201 N 2025-09		General ledger journal	1,747.06 USD	Reservation	1,747.06	0.00
<b>Total</b>						<b>15,543.54</b>	<b>0.00</b>



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## Steps to Review Budget Transactions

1. Navigate to Budgetary Control>Task Panel>Review Budgetary Control Transactions

2. Enter the required parameters to search for a transaction
3. Search for the **“Control Budget”**. Click on the hourglass to bring up the search window
  - a. Enter the name of the Control Budget. You can enter the first three characters
  - b. Click **“Search”**
  - c. Matching Budgets will show below
  - d. Highlight the desired budget and click **“OK”**

4. **Budget Currency** displays as USD
5. **Budget Account** enter the code combination for the budget for which you wish to view transactions.



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- a. Click the  to search and select values for the code combination

Budget Account

Hide Segments

Fund

Organization

Account

Search Reset | OK Cancel

- b. Click the dropdown arrow for each segment to search for values. Click the [search hyperlink](#) to open the search window

Budget Account

Hide Segments

Fund 10010 GENERAL FUND

Organization 200101 MAYOR'S OFFICE

Account

5102 SALARIES & LABOR

1000 ASSETS

1011 CASH - TRUSTEE (DUE TO/DUE FR...

1015 QSCB 2010 LOAN PAYMENT ACCOU...

1016 QSCB PROCEEDS 2009

1017 QSCB PROCEEDS 2010

1020 CASH - PAYROLL CHECKING #10

1023 CASH - 87A MORTGAGE #23

1024 CASH - 88A MORTGAGE #24

Search...

- c. Enter the value or description and click **“search”**. The **“Advance”** feature allows you to include additional qualifiers for your search.

Search and Select: Account

Search

Advanced

Match  All  Any

Value 5102

Description

Search Reset

Value	Description
5102	SALARIES & LABOR

OK Cancel



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- d. Highlight the value and click okay to select the value. Click “OK” again to select the code combination

**Search and Select: Account** [X]

▲ Search [Advanced]

Match  All  Any

Value

Description

[Search] [Reset]

Value	Description
5102	SALARIES & LABOR

[OK] [Cancel]

**Budget Account** [X]

▲ Hide Segments

Fund  ▼ GENERAL FUND

Organization  ▼ MAYOR'S OFFICE

Account  ▼ SALARIES & LABOR

[Search] [Reset] | [OK] [Cancel]

6. To / From Budget Periods
7. Balance Type
8. Click “**Search**”





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11. Clicking on a transaction hyperlink to drilldown to the Edit Journal Form. The form show the following journal data (batch and journal details and journal lines

Journal Batch: Payroll A 103920200005 1039201 N  
Description: Journal Import Payroll 1039201  
Balance Type: Actual  
Accounting Period: 2025-09  
Attachments: None

Source: Payroll  
Approval Status: Not required  
Funds Status: Reserved  
Batch Status: Posted  
Completion Status: Complete

Journal: 2025-09 Payroll  
Description: Journal Import 1039201  
Ledger: SC Primary Ledger  
Accounting Date: 9/30/25  
Category: Payroll

Currency: USD US Dollar  
Conversion Date: 9/30/25  
Conversion Rate Type: User  
Conversion Rate: 1  
Inverse Conversion Rate: 1

Line	Account	Entered (USD)		Unit of Measure	Statistical Quantity	Reconciliation Reference	Description
		Debit	Credit				
1	10003.000000.1011.10010.0000	549,540.18					Journal Import Created
2	10003.000000.1011.10011.0000	554,684.07					Journal Import Created
3	10003.000000.1011.10011.0000		4,276,845.48				Journal Import Created
4	10003.000000.1011.10031.0000	1,689,336.41					Journal Import Created
5	10003.000000.1011.10032.0000	10,182.55					Journal Import Created
6	10003.000000.1011.10033.0000	22,485.76					Journal Import Created
7	10003.000000.1011.10034.0000	61,103.72					Journal Import Created
8	10003.000000.1011.10035.0000	101,329.78					Journal Import Created
9	10003.000000.1011.10036.0000	5,813.11					Journal Import Created
10	10003.000000.1011.10037.0000	127,627.93					Journal Import Created
Total		14,049,300.98	14,049,300.98				

12. Click on the hyperlink for an amount to see the journal line detail

Ledger: SC Primary Ledger  
Journal Source: Payroll  
Account: 10003.000000.1011.10011.0000  
Account Description: POOLED CASH FUND DEFAULT CASH - TRUSTEE (DUE TODAY FROM) PAYROLL FUND DEFAULT

Accounting Date	Transaction Number	Accounting Class	Accounted (USD)		Event Type	Line Description
			Debit	Credit		
9/15/25	2248753	Intracompany		11,890.85	Run Cost	Intracompany
9/15/25	2249807	Intracompany		11,890.85	Run Cost	Intracompany
9/15/25	2246741	Intracompany		11,884.38	Run Cost	Intracompany
9/15/25	2255329	Intracompany		11,864.95	Run Cost	Intracompany
9/15/25	2251319	Intracompany		11,366.26	Run Cost	Intracompany
9/15/25	2251203	Intracompany		10,260.19	Run Cost	Intracompany
9/15/25	2250567	Intracompany		10,242.49	Run Cost	Intracompany
9/15/25	2255933	Intracompany		9,831.48	Run Cost	Intracompany
9/15/25	2255505	Intracompany		9,831.48	Run Cost	Intracompany
9/15/25	2251291	Intracompany		9,831.48	Run Cost	Intracompany

10003.000000.1011.10011.0000: Transaction Information  
Person Name: \_\_\_\_\_  
Accounting Date: 9/15/25  
Run Action Id: 2220880  
Document Sequence Name: \_\_\_\_\_  
Document Sequence Number: \_\_\_\_\_  
Legal Entity: \_\_\_\_\_  
Legal Entity Identifier: \_\_\_\_\_

13. You can click the “View Journal Entry” button to drilldown to the actual journal entry



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Journal Entry: 2249753 Actions

General Transaction Details Ledger Attributes Sequences Additional Information

Ledger	SC Primary Ledger	Legal Entry Name	
Status	Final	Entry Type	Standard
Accounting Date	9/15/25	Reversal Status	Not reversed
Completion Date	11/10/25		
Entry Description			

Journal Lines

View

Line	Account	Accounted (USD)		Accounting Class	Line Description	Supporting References
		Debit	Credit			
22	10035.704112.5560.00000.0000	15.68		Cost		
23	10003.000000.1011.10035.0000	15.68		Intracompany	Intracompany	
24	10011.000000.1011.10003.0000	15.68		Intracompany	Intracompany	
25	10011.000000.1011.10003.0000	7.31		Intracompany	Intracompany	
26	10003.000000.1011.10011.0000		11,890.85	Intracompany	Intracompany	
27	10011.000000.1020.00000.0000		11,890.85	Cost		
28	10035.000000.1011.10003.0000		9,130.00	Intracompany	Intracompany	
29	10035.000000.1011.10003.0000		2,710.85	Intracompany	Intracompany	
30	10011.000000.1011.10003.0000		1,681.08	Intracompany	Intracompany	
31	10011.000000.2225.00000.0000		1,541.25	Cost		
32	10003.000000.1011.10011.0000		1,541.25	Intracompany	Intracompany	
33	70963.930101.4021.00000.0000		241.05	Cost		
34	10003.000000.1011.70963.0000		241.05	Intracompany	Intracompany	
35	10035.000000.1011.10003.0000		241.05	Intracompany	Intracompany	
36	10003.000000.1011.10011.0000		200.28	Intracompany	Intracompany	
<b>Total</b>		<b>42,119.22</b>	<b>42,119.22</b>			