



# Pegasys Quick Reference Guide

## Budget Query and Buttons

Information retrieved from a Budget Execution Query is used to review budget activity and determine the status of funds at various levels of the budget hierarchy.

### Budget Query

The Budget Query screen is used to specify the parameters for a given budget query. Generally, the user enters the Budget Level; Beginning Budget Fiscal Year (BBFY); Ending Budget Fiscal Year (EBFY) (if applicable); and Fund to initiate a search. The query can be further refined by selecting a budget level or by specifying a dimension such as a particular program.

### Budget Query Buttons

The Budget Query screens provide several buttons to enable the user to obtain further budget detail.

GSA currently does **not** use the following buttons: Limitations, Revalue and Public Law. The buttons used by GSA are as follows:

- **Budget Activity by Fiscal Period:** Displays spending activity against the selected budget line summarized by the budget fiscal period.
- **Budget Activity by Budget Period:** Displays budget activity summarized by the budget period -fiscal year, quarter and month - as applicable.
- **Budget History:** Displays only the budget documents that updated the selected budget line funding amount (not documents processed to update Budget Controls). The user is able to search for specific budget documents by document type, fiscal month, fiscal year, etc.
- **Documents:** Displays the spending documents (including recoveries and spending adjustments) that updated the budget line. The user can view any document that is listed in this query. If the number of documents exceeds the user limit, another screen is displayed which allows the user to narrow the parameters for the query or run an unlimited search.
- **Refresh:** Updates the budget query with all information that has been processed against the budget up until that point.
- **View as Parent:** Allows the user to view only those budget lines associated with the selected budget line.
- **Additional Amounts:** Displays additional amounts such as spending adjustments and authority transfer.



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- **Budget Options:** Displays the dimensions, settings, transaction types and child options for the budget that the user is accessing.
- **Child Options:** Displays the dimensions and child settings.
- **Controls:** Displays spending and FTE controls.
- **Distribution:** Displays distribution amounts and reimbursable and recovery elements.
- **Supervisors:** Lists the supervisors of the budget line.