1. Log in to PeopleSoft Financials

2. Navigate to BC Report > Commitment Control > Trans Dtl Inquiry (select the appropriate inquiry)

   For ALL Salary select either:
   - TDI STDNT SLRY
   - TDI STDNT SLRY by trans dt – allows you to filter selection by transaction date(s)

   For Student Salary select either:
   - TDI ALL SALARY
   - TDI ALL SLRY by trans dt – allows you to filter selection by transaction date(s)

3. Enter appropriate values and click Search

The following page will appear
4. The TDI Search results page will return, click on the appropriate line and the detail page will appear.
5. The detail page will appear for your review

6. These totals reflect the following:
   A = Original Budget
   B = Revised Budget (Original +/- Transfers)
   C = YTD Expense
   D = Revised Budget (Original +/- Transfers) - YTD Expense (B-C)