Budget Overview Query

BUSINESS OBJECTIVE: Requesters must run the Budget Overview query in CUNYfirst to confirm the general availability of funds **prior** to creating a requisition. This query provides budget account balance, expense and encumbrance listing with all the related chartfields. It also enables colleges to manage their budgets effectively throughout the year and at year-end.

STEP#1: From the Enterprise Menu, click on the *Financials Supply Chain* link. Navigate to: Reporting Tools **>** Query **>** Query Viewer. Search for Query Name '**BUD_OVERVIEW_NTLS**' and click on **Search**.

STEP#2: Click Run to **Excel** link.

STEP#3: Enter applicable parameters and click on **View Results**, see example below:

BUD_OVERVIEW_NTLS - Budget Overview Lookup NTL

Budget Period:	2019
Business Unit:	MEC55 🔍
Department - lookup or %:	80233 🔍

View Results ⬅️

STEP#4: Open the query output file with **MSFT Excel.**   ==Sample Data:==

Budget Period	Business Unit	Account	Acct Descr	Dept	Dept Descr	Operating Unit	Special Initiatives	Fund Code	Major Purpose	Program Code	Program Descr	Funding Source	Funding Source Descr
2019	MEC55	80120	NPS Supplies and Materials	80233	Operations	9999	9999	12	500	99999	PC not applicable	999999	FS not applicable
2019	MEC55	80121	NPS Travel	80233	Operations	9999	9999	12	500	99999	PC not applicable	999999	FS not applicable
2019	MEC55	80122	NPS Misc Contractual Services	80233	Operations	9999	9999	12	500	99999	PC not applicable	999999	FS not applicable
2019	MEC55	80123	NPS Equipment Acquisitions	80233	Operations	9999	9999	12	500	99999	PC not applicable	999999	FS not applicable
2019	MEC55	80124	Fringe Benefits	80233	Operations	9999	9999	12	500	99999	PC not applicable	999999	FS not applicable
2019	MEC55	80125	NPS Indirect Costs	80233	Operations	9999	9999	12	500	99999	PC not applicable	999999	FS not applicable

Allocated Budget ①	Pre-Encumbrances ②	Encumbrances ③	Expenditures ④	Available Budget ⑤
$ 2,105,000.00	$ 149.95	$ 239.92	$ 26,111.64	$ 2,078,498.49
$ 105,000.00	$ -	$ -	$ -	$ 105,000.00
$ 105,000.00	$ 229.95	$ 11,179.95	$ 19,828.44	$ 73,761.66
$ 105,000.00	$ -	$ 8,305.00	$ 3,300.00	$ 93,395.00
$ 105,000.00	$ -	$ -	$ -	$ 105,000.00
$ 55,000.00	$ -	$ -	$ -	$ 55,000.00

① Allocate Budget – Funds assigned to a department.

② Pre-Encumbrances – The sum of all fully approved and successfully budget checked requisitions.

③ Encumbrances – The sum of all successfully budget checked Purchase Orders.

④ Expenditures – The sum of all successfully paid expenses (ex. vouchers, expenses reports).

⑤ Available Budget – remaining funds available to a department.

A second query is available - **BUD_OVERVIEW_NTL_BUD_EXP_ACC** - This query includes the expense accounts used that role up to individual budget account.