

#### How to run OTPS Budget Report



Revised 11/10/2016

#### CU Ny

#### CUNYfirst LOG-IN

Username: Password: Forgot your password? Change Password New User	to CUNYfirst North States Cunyfirst Resources & Services Tool
SIGNING ON TO CUNYfirst	OPPORTUNITIES TO SERVE
PERSONALIZE CONTENT LAYOUT	Mon, Nov 7, 16 4:40 PM
<ul> <li><u>Enterprise Learning Management</u></li> <li><u>Enterprise Performance Momt</u></li> <li><u>Financials Supply Chain</u></li> <li><u>HR / Campus Solutions</u></li> <li><u>Student Center</u></li> <li><u>CUNY Alert Preferences</u></li> <li><u>CUNY Alert Subscription</u></li> <li><u>NYS Voter Registration</u></li> <li><u>NYS Voter Registration Form</u></li> <li><u>My Personalizations</u></li> <li><u>firstSolutions Knowledge Base</u></li> </ul>	Click Financials Supply Chain
LAGUARDIA ANNOUNCEMENTS	
UNY first	4

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### How to Run the Budget Report

Log in to CUNYfirst  $\rightarrow$  Click Financial Supply Chain



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### How to Run the Budget Report

**Type** Query name "CU\_BUD\_OVR\_OTPSEXP\_DEPT". Click **Search**.

Menu 🗖	
Search:	
▷ My Favorites	Query Viewer
<ul> <li>CUNY</li> <li>Employee Self-Service</li> </ul>	Enter any information you have and click Search. Leave fields blank for a list of all values.
▷ Manager Self-Service ▷ Vendors	*Search By: Query Name - begins with CU_BUD_OVR_OTPSEXP_DEPT
<ul> <li>▷ Purchasing</li> <li>▷ eProcurement</li> <li>▷ eProcurement</li> </ul>	Search Advanced Search

#### Click Search.

Menu 🗖	
Search:	
> My Favorites	Query Viewer
Employee Self-Service	Enter any information you have and click Search. Leave fields blank for a list of all values.
<ul> <li>▷ Manager Self-Service</li> <li>▷ Vendors</li> <li>▷ Purchasing</li> </ul>	*Search By: Query Name     begins with CU_BUD_OVR_OTPSEXP_DEPT
<ul> <li>Procurement</li> <li>Services Procurement</li> <li>Accounts Payable</li> </ul>	Search Advanced Search
Commitment Control	Search Results
<ul> <li>General Ledger</li> <li>Set Up Financials/Supply</li> <li>Chain</li> </ul>	*Folder View: All Folders
Enterprise Components	Query Customize   Find   View All   🖾   🗰 First 💶 1 of 1 📢 ast
⊳ Worklist ⊳ Tree Manager	Query Name         Description         Owner         Folder         Run to HTML         Run to Excel         Run to XML         Schedule         Favorites
Reporting Tools	CU_BUD_OVR_OTPSEXP_DEPT Budget Ovivew & explace ounts Public HTML Excel XML Schedule Favorite
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- Schedule Query	

**TIP:** Save this report as your "favorite" and you will never have to type the name of the report again!



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# How to Run the Budget Report

You can view this report in three (3) different formats by clicking: HTML , Excel or XML. (suggested to view in HTML)

Menu 🗖									
Search:									
▷ My Favorites	Query Viewer								
CUNY Employee Self-Service Monoger Self Service	Enter any information you have and	click Search. Leave fields blank f	or a list o	of all values.					
> Vendors	*Search By: Query Name	<ul> <li>begins with CU_BU</li> </ul>	D_OVR_	OTPSEXP_E	DEPT				
▷ Purchasing ▷ eProcurement	Search Advanced Search								
Services Procurement									
Accounts Payable Commitment Control	Search Results								
▷ General Ledger ▷ Set Up Financials/Supply	*Folder View: All Folders	•							
Chain	Query			Customian		AN 1 1 2 1	100		
Enterprise Components     Worklist		1			Pure 1		Run to		
Tree Manager	Query Name	Description	Owner	Folder	HTML	Excel	Xn.L	Schedule	Favorites
	CU_BUD_OVR_OTPSEXP_DEPT	Budget Ovrview & exp accounts	Public		HTML	Excel	XML	Schedule	Favorite
– Query Viewer									
Schodulo Quory									

 Enter Budget Period: FY17=2017; Business Unit: always =LAG01, and your Department #. Click "View Results"

CU_BUD_OVR_OTRSEXP_I	DEPT - Budget Ovrv	riew & exp acco	unts									
Budget Period: 2014												
Unit: LAG01 Dept.: 80045	)											
View Results												
Buoyot Business Period Unit Acc	count Account Description	City Object Depart	ment Descr Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives	Allocated Budget	Pre-Encumbrances Enc	umbrances Expenditures	Available Budget
CUNYT	rst									7		
Fully Integrated Resou	rces & Services	Tool									Serving our Stud	ents, Faculty

### How to read the Budget Report



<u>Account</u>: 8xxxx = Budget account (parent account)

5xxxx = Expense account (children account)

The CUNYfirst chartfields are: Fund Code, Major Purpose,Operating Unit, Program Code, Funding Source, Special Initiative

These chartfields will appear in your requisition under the Accounting Lines section for chartfields 1, 2 and 3 and MUST match the chartfields in the budget report.

<u>Allocated Budget</u> = Year-to-Date budget. <u>ONLY</u> Parent accounts have budget

**Pre-Encumbrances** = Includes ONLY the Approved Requisitions

**Encumbrances** = Requisitions that have been converted into Purchase Orders

**Expenditures =** Amount paid to the vendor

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**Available Budget** = Allocated Budget (-)Pre-Encumbrances (-) Encumbrances (-) Expenditures

\*If you do not have sufficient funds available for the purchase,

please complete the Budget Modification Request Form.



# For example...

Budget Period	Business Unit	Account	Account Description	City Object	Department	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives	Allocated Budget	Pre- Encumbrances	Encumbrances	Expenditures	Available Budget
2017	01	80061	Supplies and Materials General	100			10	100	9999	99999	999999	9999	78463.00	90.00	140.02	6074.88	72158.10
<b>J</b> 17	LAG01	52805	Services-Catering	100			10	100	9999	99999	999999	9999	0.00	0.00	0.00	5768.00	0.00
	LAG01	51005	Food Services and Catering	100			10	100	9999	99999	999999	9999	0.00	90.00	0.00	0.00	0.00
2017	LAG01	51001	Office Supplies	100			10	100	9999	99999	999999	9999	0.00	0.00	140.02	306.88	0.00

80061 is the Budget Account(parent) for Supplies and Materials – General.

- 51006 & 51001 are the Expense Accounts (Children) which fall under the Budget Account 80061. In CUNYfirst, Expense Accounts do not carry an individual budget. As long as the 80061 accounts has the available budget, you can process the requisition.
- NOTE: The amount in the Budget Account (parent) are the totals of the Expense Accounts (children). If there is no Expense Account shown under the Budget Account, it means no expense has been incurred as yet.

#### The Budget Account holds funds.



#### The Expense Account spends funds.





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# **Comments / Suggestions**

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

#### Please Contact: Budget at budget@lagcc.cuny.edu or at ext. 5388

