How to run OTPS Budget Report

CUNYfirst
Fully Integrated Resources & Services Tool

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CUNYfirst LOG-IN

Username: [   ]

Login to CUNYfirst

Password: [   ]

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Forgot your password? | Change Password | New User

SIGNING ON TO CUNYfirst

OPPORTUNITIES TO SERVE

PERSONALIZE   CONTENT   LAYOUT   Mon, Nov 7, 16   4:40 PM

CUNYFIRST MENU

– Enterprise Learning Management
– Enterprise Performance Mgnt
– Financials Supply Chain
– HR / Campus Solutions
– Student Center
– CUNY Alert Preferences
– CUNY Alert Subscription
– NYS Voter Registration
– NYS Voter Registration Form
– My Personalizations
– firstSolutions Knowledge Base

Click Financials Supply Chain

LAGUARDIA ANNOUNCEMENTS

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How to Run the Budget Report

- Log in to CUNYfirst →Click Financial Supply Chain

1. Click: Reporting Tools

2. Click: Query

3. Click: Query Viewer
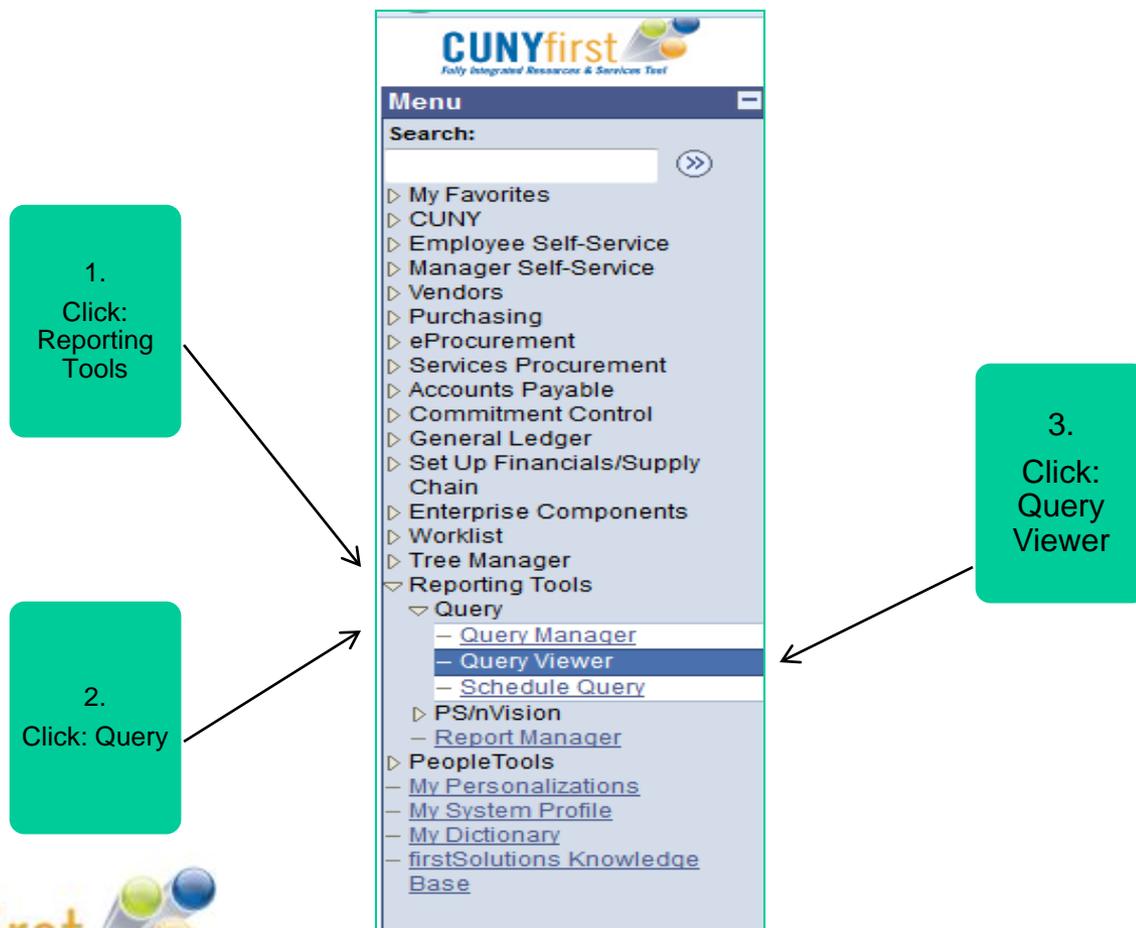
How to Run the Budget Report

- **Type** Query name "CU_BUD_OVR_OTPSEXP_DEPT". Click **Search**.
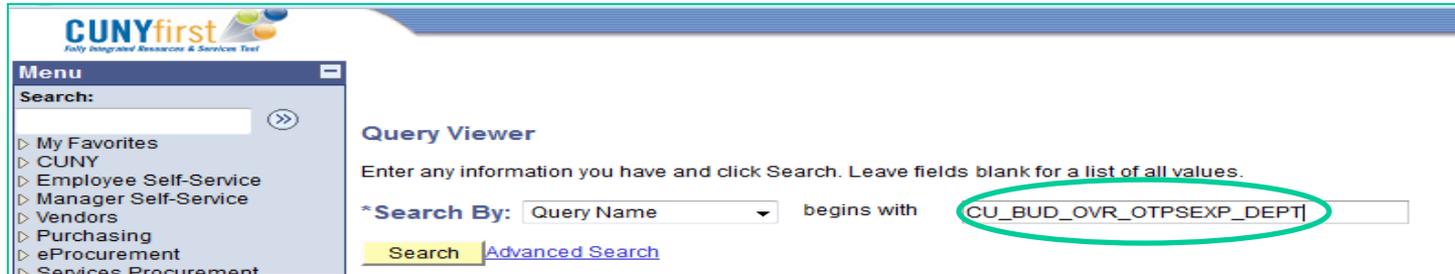
- Click **Search**.
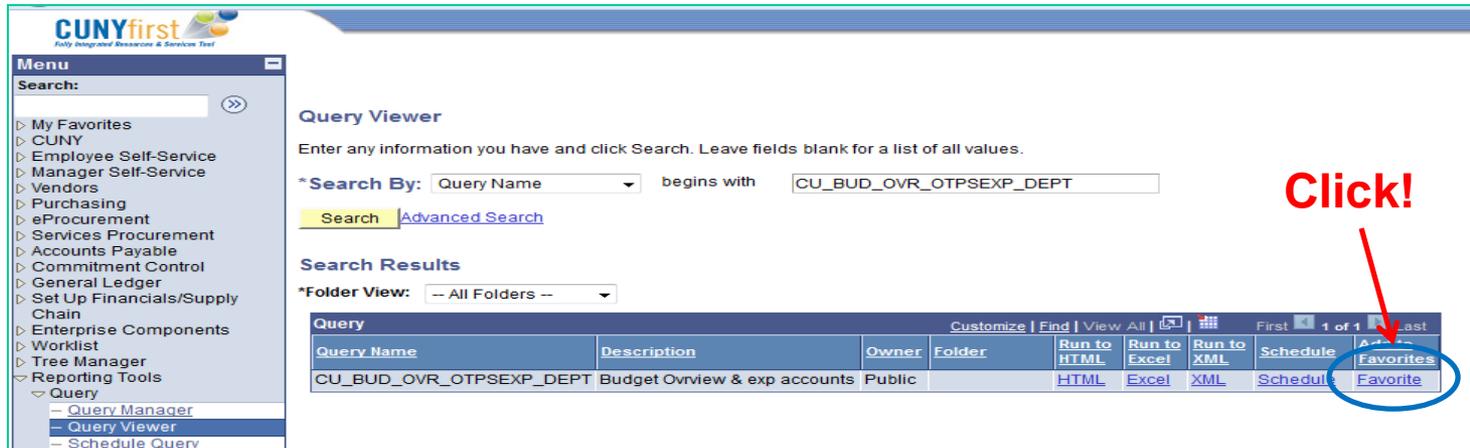
TIP: Save this report as your "favorite" and you will never have to type the name of the report again!

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)

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

How to read the Budget Report

	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
1	2013	LAG01	80061	Supplies and Materials General	100			10	100	9999	99999	999999	9999	24345.00	16.43	1442.81	18402.03	4483.73
2	2013	LAG01	52805	Services-Catering	100			10	100	9999	99999	999999	9999	0.00	0.00	1347.35	10692.75	0.00
3	2013	LAG01	51004	Other Supplies	100			10	100	9999	99999	999999	9999	0.00	0.00	0.00	60.50	0.00
4	2013	LAG01	51001	Office Supplies	100			10	100	9999	99999	999999	9999	0.00	16.43	95.46	7648.78	0.00

Account: 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.

Allocated Budget = Year-to-Date budget. ONLY 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

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.

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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
⬛017	LAG01	52805	Services-Catering	100	⬛	⬛	10	100	9999	99999	999999	9999	0.00	0.00	0.00	5768.00	0.00
⬛7	LAG01	51005	Food Services and Catering	100	⬛	⬛	10	100	9999	99999	999999	9999	0.00	90.00	0.00	0.00	0.00
⬛017	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