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 summarized budgetary data required for acquiring goods or services. 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:

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

 Allocate Budget – Funds assigned to a department.

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

 Expenditures – The sum of all successfully paid expenses (ex. vouchers, expenses reports). Available Budget – remaining funds available to a department.

