# Step-by-Step Guide to Budget Status by Organizational Hierarchy Query

This choice will allow you to view summary information for hierarchy organizations. Detail transactions can be viewed by "drilling down" to individual organizations and then actual transactions.

1. Select **Budget Status by Organizational Hierarchy** from the Create Query drop-down list. (Figure 1)

2. Click the **Create Query button**. (Figure 1)
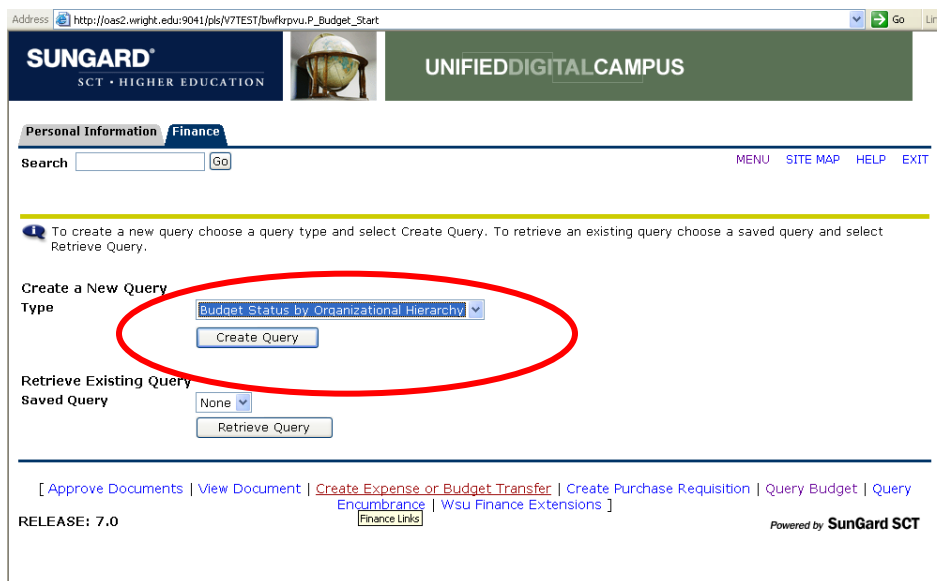
Figure 1

3. Once you select the Budget Status by Organizational Hierarchy option, the screen shown in Figure 2 will appear. Select the **Operating Ledger Data** you wish to display as columns on your query. Suggested columns: Adopted Budget, Adjusted budget, YTD, Commitments, and Available Balance. (Figure 2)
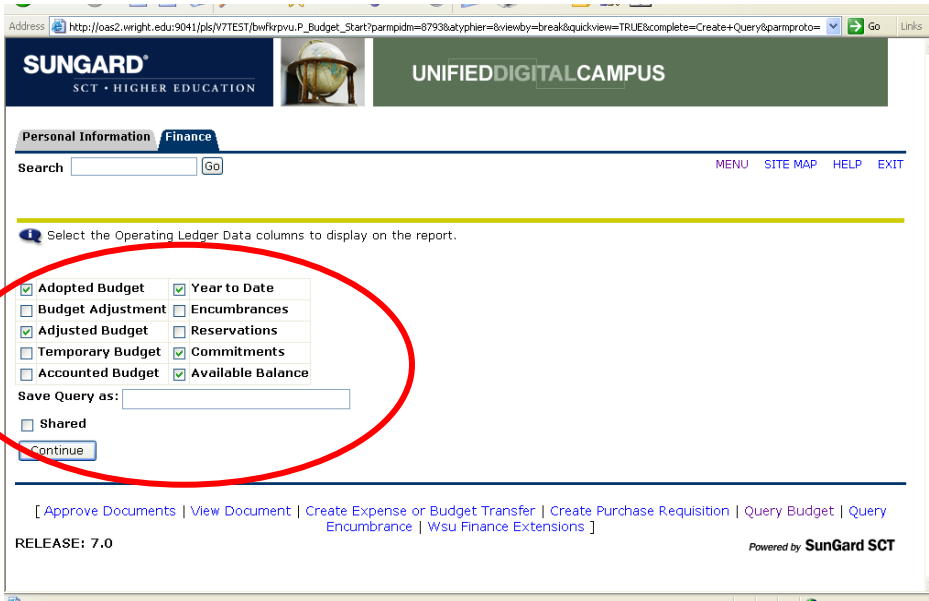
Figure 2

After you have placed a checkmark beside each of your selections, click **Continue**. A selection screen will appear in which you will need to enter your accounting information to query. You can search for the values if you do not know your FOAPAL or Index by clicking on the field title button located next to each field. For more information, see the Step-by-Step Guide to Budget Query Code Lookup. Tip: placing a % sign in any of the optional fields adds a column to the resulting query where you can view the field values.

4. At the screen displayed in figure 3, enter your **accounting information**. You can enter a non-data-enterable organization or a data-enterable organization. Click the Submit Query button.
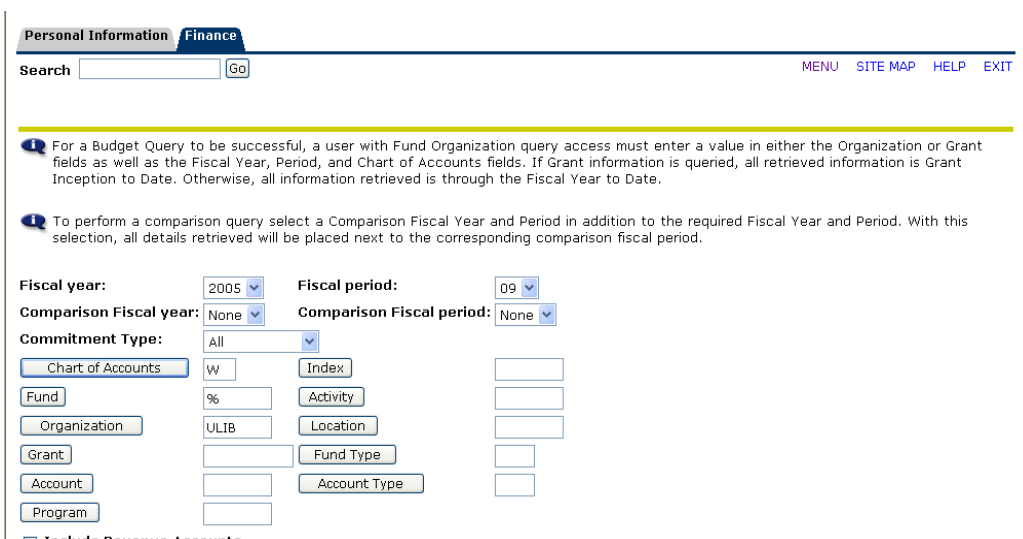
Figure 3

5. A new screen will appear listing your individual query results. The results will show overall budget and activity totals for the Hierarchy Organization you chose to query. In this case, the level 4 organization ULIB code is displayed, with organizations that fall under the hierarchy of that organization queried. A roll up total for the queried organization code is given at the bottom of the query. (Figure 4)

Organization Budget Status Report

By Organization

Period Ending Mar 31, 2005

As of Mar 31, 2005

Chart of Accounts	W Wright State University	Commitment Type	All
Fund	%	Program	All
Organization	ULIB University Libraries	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY05/PD09 Adopted Budget	FY05/PD09 Adjusted Budget	FY05/PD09 Year to Date	FY05/PD09 Commitments	FY05/PD09 Available Balance
ULIB	University Libraries					
LPS55	Library Public Services	0.00	0.00	0.00	14,000.25	(14,000.25)
SCA55	Special Collections and Archives	0.00	330,816.98	30,076.13	19,214.73	281,526.12
ULC55	Library Computing Services					
ULIBA	Library Administration	0.00	0.00	(402.49)	4,755.00	(4,352.51)
ULT55	Library Collection Services	0.00	0.00	10,006.12	4,598.00	(14,604.12)
ULIB Rollup		0.00	330,816.98	39,679.76	42,567.98	248,569.24

[Download All Ledger Columns] [Download Selected Ledger Columns]

Figure 4

6. For further details on a lower level organization, click on any of the blue organization codes. Click on your **organization code** to get account information. In Figure 5, they are SCA55, then SCA555, and then 290050 to see the following screen.

Query Results

Organization	Organization Title	FY05/PD09 Adopted Budget	FY05/PD09 Adjusted Budget	FY05/PD09 Year to Date	FY05/PD09 Commitments	FY05/PD09 Available Balance
290050	Special Collections/Archives-Dunbar	0.00	330,816.98	10,864.13	18,049.73	301,903.12
290050 Rollup		0.00	330,816.98	10,864.13	18,049.73	301,903.12

Figure 5

7. This query will display with summary account types as shown in Figure 6. Drill Down on any of the summary account types to reveal the next level of account types. This process can be continued until the actual data entry account types and document information have been accessed. Click on Account Type 70 Direct Expenditures to drill down and see the results shown in Figure 7.

Query Results

Account Type	Account Type Title	FY05/PD09 Adopted Budget	FY05/PD09 Adjusted Budget	FY05/PD09 Year to Date	FY05/PD09 Commitments	FY05/PD09 Available Balance
50	Revenue					
60	Labor	0.00	295,416.75	6,411.12	0.00	289,005.63
70	Direct Expenditures	0.00	35,400.23	4,453.01	18,049.73	12,897.49
80	Transfers					
290050 Rollup		0.00	330,816.98	10,864.13	18,049.73	301,903.12

Figure 6

Figure 7

8. Drill down on Account Type 73 Supplies to find the results shown in Figure 8. For further details on specific amounts, click any amount that is blue. Click on the amount shown for **Year to Date expenses** for any of your supply accounts. This will display a list of orders with the Document Code number information.

Query Results

Fund	Account	Account Title	FY05/PD09 Adopted Budget	FY05/PD09 Adjusted Budget	FY05/PD09 Year to Date	FY05/PD09 Commitments	FY05/PD09 Available Balance
190000	730000	Budget Pool-Supplies	0.00	13,655.00	0.00	0.00	13,655.00
190000	730100	Office Supplies	0.00	0.00	46.31	0.00	(46.31)
190000	730200	Software	0.00	0.00	85.00	2,021.53	(2,106.53)
190000	735100	Paper Stock	0.00	0.00	233.90	0.00	(233.90)
190000	739800	Miscellaneous Supplies	0.00	0.00	48.00	0.00	(48.00)
190000	739820	Furniture Supplies	0.00	0.00	0.00	14,006.67	(14,006.67)
190000	739850	Procurement Card Supplies	0.00	0.00	4,039.80	2,021.53	(6,061.33)
Report Total (of all records)			0.00	13,655.00	4,453.01	18,049.73	(8,847.74)

Figure 8

9. Click the **blue Document Code** to view the actual detailed transaction information as well as related docs. For example, if you drill-down on an AP Invoice, the related requisition, purchase order, and receiving data (if

applicable) will display. (Figure 9)

| Search | | Go | | | | | | MENU | SITE MAP | HELP | EXIT |

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0000029	Description:	Office Depot
Transaction Date:	31-Mar-2005		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
W	190000	290050	739850	40010			1,225.04	INEI

Save Query as [   ]

☐ Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Mar 30, 2005	Purchase Order	P0000010	Approved
Jan 24, 2005	Requisition	R0000031	Approved
Mar 30, 2005	Receiving Documents	Y0000009	Completed

Figure 9