# 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)

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SUNGARD <sup>®</sup> SCT + HIGHER EDUCATION	UNIFIEDDIGITALCAMPUS
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To create a new query choose a query type and select Retrieve Query.      Create a New Query      Type     Budget Status by Organization     Create Query      Patriave Evisting Query	st Create Query. To retrieve an existing query choose a saved query and select
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## 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)

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Personal Information Finance		
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Select the Operating Ledger Data columns to display on the report.		
Celect the operating Ledger bata columns to display on the report.		
🗹 Adopted Budget 🛛 🔽 Year to Date		
🔲 Budget Adjustment 🔲 Encumbrances		
🗹 Adjusted Budget 🛛 Reservations		
🔲 Temporary Budget 🛛 Commitments		
🗖 Accounted Budget 🔤 Augilable Balance		
ACCOUNTED DUDGET V AVAILABLE DATAILE		
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Accounted dudget V Available Balance Save Query as: Shared Continue  [ Approve Documents   View Document   Create Expense or Budget Transfer   Create	Purchase Requisition   Ouerv Budget   O	uerv

#### 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.

Personal Information	inance								
Search	Go			MENU	SITE MAP	HELP	EXIT		
Cor a Budget Queru t	o ho success	ful a user with Fund Oraa	ningtion quary pagents must optor a uplus it	a aithar tha C	rappiantion	or Cron			
fields as well as the I Inception to Date. O	For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.								
To perform a compar selection, all details i	ison query se retrieved will	lect a Comparison Fiscal Y be placed next to the corr	ear and Period in addition to the required F esponding comparison fiscal period.	iscal Year an	d Period. Wi	th this			
Fiscal year:	2005 💌	Fiscal period:	09 💌						
Comparison Fiscal year	: None 🔽	Comparison Fiscal per	iod: None 💙						
Commitment Type:	All	~							
Chart of Accounts	W	Index							
Fund	96	Activity							
Organization	ULIB	Location							
Grant		Fund Type							
Account		Account Type							
Program									
🔲 Include Revenue Acc	rounts								

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)

	C	rganization Budge	et status	Report				
		By Organi	zation					
		Period Ending M	lar 31, 2	005				
		As of Mar 3	1, 2005					
Chart	of Accou	nts W Wright State	University	Commitme	nt Type All			
Fund		%	,	Program	All			
Organi	ization	ULIB University L	ibraries	Activity	All			
Accour	nt	All		Location	All			
Query	Results							
orgar	nization	Organization Litle	Adopte	D09 d Budget	Adjusted Budget	to Date	Commitments	Available Balance
ULIB	l	University Libraries		-	<u> </u>			
ULIB	LPS55 I	University Libraries Library Public Services		0.00	0.00	0.00	14,000.25	( 14,000.25
ULIB	LPS55 SCA55	University Libraries Library Public Services Special Collections and Archives		0.00	0.00	0.00 30,076.13	14,000.25 19,214.73	( 14,000.25
ULIB	LPS55 SCA55 ULC55	University Libraries Library Public Services Special Collections and Archives Library Computing Services		0.00	0.00 330,816.98	0.00 30,076.13	14,000.25 19,214.73	( 14,000.25 281,526.1
ULIB	LPS55 SCA55 ULC55 ULIBA	University Libraries Library Public Services Special Collections and Archives Library Computing Services Library Administration		0.00	0.00 330,816.98 0.00	0.00 30,076.13 ( 402.49)	14,000.25 19,214.73 4,755.00	( 14,000.25 281,526.1 ( 4,352.51
ULIB	LPS55 SCA55 ULC55 ULIBA ULIBA	University Libraries Library Public Services Special Collections and Archives Library Computing Services Library Administration Library Collection Services		0.00 0.00 0.00 0.00	0.00 330,816.98 0.00 0.00	0.00 30,076.13 ( 402.49) 10,006.12	14,000.25 19,214.73 4,755.00 4,598.00	( 14,000.25 281,526.12 ( 4,352.51 ( 14,604.12

#### 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

T.

Search		Go				MENU	SITE MAP HEL	P EXI
Report Pa	arameters							
	Orga	inizatio	n Budget Status F	eport				
		Bv	Account Type					
		- 1						
	P	eriod E	nding Mar 31, 20	05				
		As c	of Mar 31, 2005					
Chart of A	Accounts W Wrigh	t State I	Jniversity	Commitment	Type All			
Fund	%			Program	All			
Organizati	ion 290050 s	Special C	ollections/Archives-	Dunbar Activity	All			
Account	All			Location	All			
Overv Re	sults							
Account Type	Account Type	Title F	Y05/PD09 dopted Budget	FY05/PD09 Adjusted Budget	FY05/PD09 Year to Date	FY05/PD09 Commitments	FY05/PD09 Available Ba	lance
71	Professional Ser	vices	. ,	, ,				
73	Supplies		0.00	13,655.00	4,453.01	18,049.73	3 (8,1	347.74
74	Travel		0.00	1,500.00	0.00	0.00	0 1	,500.0
75	Information & Communications	5	0.00	10,042.00	0.00	0.00	0 10	,042.0
7A	Maintenance & P	Repairs	0.00	1,500.00	0.00	0.00	1	500.0
7C	Utilities							
	· · · · -							

Figure 7

Drill down on Account Type 73 Supplies to find the results shown in Figure
 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	4,452.01	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

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## applicable) will display. (Figure 9)

Search	Go							MENU	SITE MAP	HELP	EXIT
Select Documer	nt										
	Detail Transa	action Report									
Document Type:	Invoice	Commitment Type:	All								
Document Code:	10000029	Description:	Office Depot								
Transaction Date	: 31-Mar-2005										
Accounting Info	ormation						0				
		ganization Account	40010		ocation		Class Cou	e			
VV .	190000/290	/39050	40010			1,225.04 INEI					
Save Query as											
🔄 Shared											
Another Query	(										
Related Docum	ents										
Transaction Date	Document Typ	De Document C	ode Status Ir	ndicator							
Mar 30, 2005	Purchase Orde	er P0000010	Approve	t							
Jan 24, 2005	Requisition	R0000031	Approve	đ							
Mar 30, 2005	Receiving Doc	uments Y0000009	Complete	ed							

# Figure 9