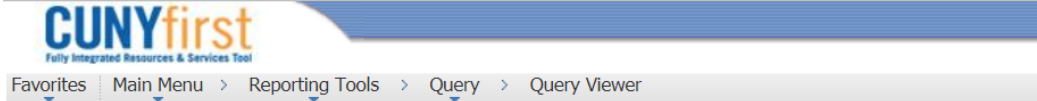


# BCC Department Budget Overview Report

Use this query to view budget allocations, available balances, pre-encumbrances, encumbrances, and expenditures for a department's OTPS budget accounts.

1. Log in to CUNYfirst and navigate to Financials Supply Chain > Reporting Tools > Query > Query Viewer:



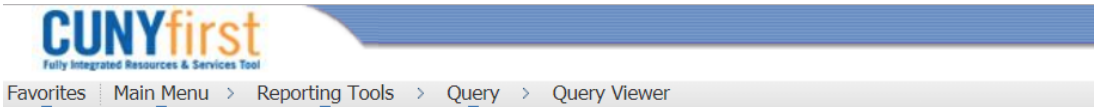
## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

2. Type **CU\_BUDGET\_OVERVIEW\_DEPT** in the empty box next to "begins with" and click on the search button.



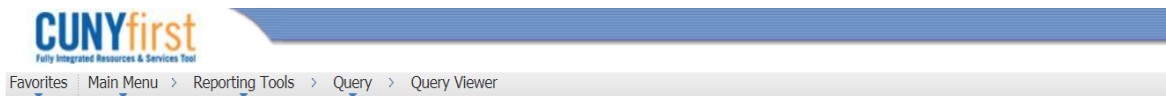
## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

3. The query may be run in various file formats including HTML, Excel or XML file. I suggest running the query in Excel by clicking on the Excel hyperlink. You can save and favorite this query for future use by clicking "Favorite."



## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

## Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CU_BUDGET_OVERVIEW_DEPT	Budget Overview Lookup	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

4. On the next screen, enter the following information:
- Budget Period: enter the current fiscal year in four-digit format (e.g., 2018)
  - Unit: enter BCC01
  - Department: enter your five-digit CUNYfirst department code (e.g. 10022)
  - Click “View Results”. You may need to disable popup blockers to view query results.

**CU\_BUDGET\_OVERVIEW\_DEPT - Budget Overview Lookup**

Budget Period:

Unit:

Dept.:

[View Results](#)

Budget Period	Business Unit	Account	Account Description	City Object	Department	Descr	Fund Code	Major Purpose
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5. Click on the Excel file when it appears in the lower left-hand side of the screen.

**CU\_BUDGET\_OVERVIEW\_DEPT - Budget Overview Lookup**

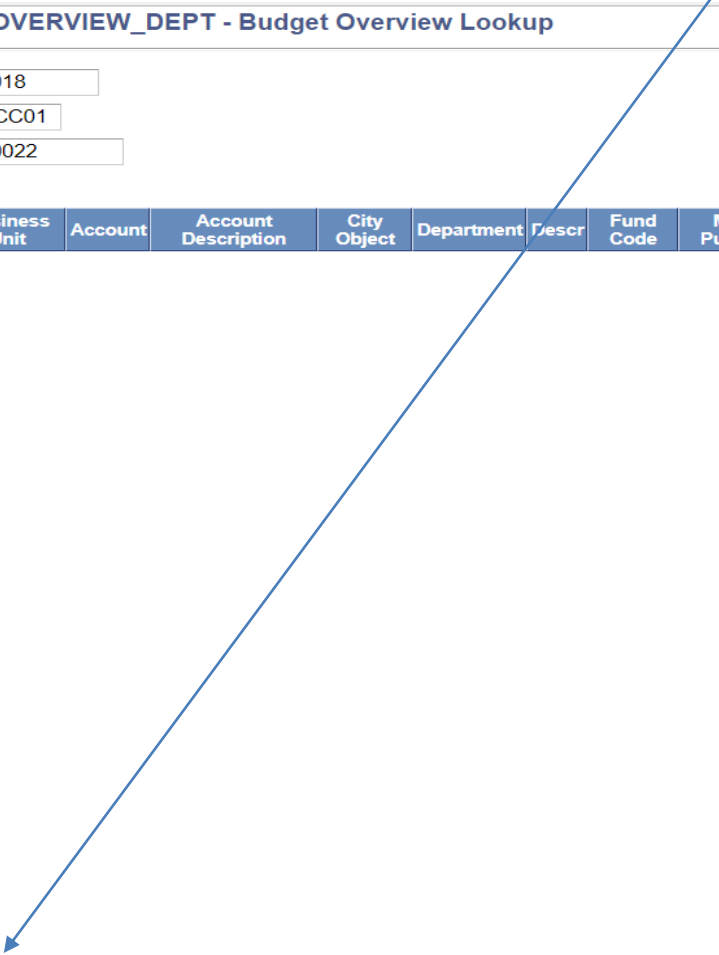
Budget Period:


Unit:

Dept.:

[View Results](#)

Budget Period	Business Unit	Account	Account Description	City Object	Department	Descr	Fund Code	Major Purpose
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 CU\_BUDGET\_OVE...xlsx ^

6. The Excel report will list expenses by the 8xxxx budget account – e.g. 80061 for supplies. You can filter the data, sort the information and save the report in several file formats.

Budget Period	Business Unit	Account	Account Description	City Object	Dept	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives	Available Budget	Allocated Budget	Pre-Encumbrances	Encumbrances	Expenditures
2018	BCC01	80003	Personal Service - Temp	031	10022	Art & Music	10	100	9999	99999	999999	9999	-12984.81	25000.00	0.00	0.00	37984.81
2018	BCC01	80029	Adjunct	031	10022	Art & Music	10	100	9999	99999	999999	9999	-138459.41	120000.00	0.00	0.00	258459.41
2018	BCC01	80034	FT Pedagogical Personnel	005	10022	Art & Music	10	100	9999	99999	999999	9999	723758.01	1390000.00	0.00	0.00	666241.99
2018	BCC01	80037	Shift Differential	043	10022	Art & Music	10	100	9999	99999	999999	9999	448.00	500.00	0.00	0.00	52.00
2018	BCC01	80061	Supplies and Materials General	100	10022	Art & Music	10	100	9999	99999	999999	9999	1732.90	6700.00	34.37	3952.66	980.07
2018	BCC01	80066	Postage	117	10022	Art & Music	10	100	9999	99999	999999	9999	1550.00	1550.00	0.00	0.00	0.00
2018	BCC01	80072	Office Furniture	314	10022	Art & Music	10	100	9999	99999	999999	9999	577.62	1000.00	0.00	0.00	422.38
2018	BCC01	80073	Office Equipment	315	10022	Art & Music	10	100	9999	99999	999999	9999	4800.00	4800.00	0.00	0.00	0.00
2018	BCC01	80088	Overnight Trvl Exp Special	454	10022	Art & Music	10	100	9999	99999	999999	9999	100.00	1000.00	0.00	900.00	0.00
2018	BCC01	80093	Contractual Services General	600	10022	Art & Music	10	100	9999	99999	999999	9999	1512.96	1900.00	0.00	0.00	387.04
2018	BCC01	80096	Maint and Rep General	608	10022	Art & Music	10	100	9999	99999	999999	9999	9.70	4450.00	0.00	3300.00	1140.30

7. You can also view OTPS activity by the 5xxxx sub or expense account by running the following query: **CU\_BUD\_OVR\_OTPSEXP\_DEPT**. This query will generate a report listing OTPS expenses by the budget account and expense account.

Budget Period	Business Unit	Account	Account Description	City Object	Dept	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives	Allocated Budget	Pre-Encumbrances	Encumbrances	Expenditures	Available Budget
2018	BCC01	80061	Supplies and Materials General	100	10022	Art & Music	10	100	9999	99999	999999	9999	6700.00	34.37	3952.66	980.07	1732.90
2018	BCC01	51105	Other Classroom Supplies	100	10022	Art & Music	10	100	9999	99999	999999	9999	0.00	34.37	3642.25	690.48	0.00
2018	BCC01	51001	Office Supplies	100	10022	Art & Music	10	100	9999	99999	999999	9999	0.00	0.00	310.41	289.59	0.00

For department 10022, total expenditures are \$980.07 and include classroom and office supplies:

- |                                  |          |
|----------------------------------|----------|
| 80061 Supplies                   | \$980.07 |
| • 51105 Other Classroom Supplies | \$690.48 |
| • 51001 Office Supplies          | \$289.59 |