

Budget Office Training

My Finance Self-Service

Budget Status by Organizational Hierarchy Query

Budget Status by Organizational Hierarchy Setup

- * **Organizational Hierarchy Query** is useful for calculating totals different groups of account codes:
 - * **5xxx-** Revenues
 - * **6xxx-** Salary/Fringe
 - * **7xxx-** Expenditures (Operating)
 - * **8xxx-** Capital Outlay (Equipment/Construction)

Budget Status by Organizational Hierarchy

Create New Query

Select Query Type

Budget Status by Organizational Hiera... ▼

Values

Chart *

H The University of AL in Huntsville x▼

Index

Choose Index

Click here!!!! ▼

New Query

First, enter the 6-digit 'Index Number' ('Organization Number', 'Org Code', or just 'Org')

When you do, these fields will auto-populate as seen on the right:

- Fund Number
- Organization
- Program Code

Create New Query

Select Query Type

Budget Status by Organizational Hiera... ▼

Values

Chart *

H The University of AL in Huntsville x▼

Fund

15000 O & M General

Account

Choose Account

Activity

Choose Activity ▼

Fund Type

Choose Fund Type ▼

Index

Organization *

Program

60 Institutional Support x▼

Location

Choose Location ▼

Account Type

Choose Account Type ▼

Budget Status by Organizational Hierarchy Query Setup

Create New Query

Fiscal Year* 2022 x▼

Fiscal Period* 14 x▼

Comparison Fiscal Year None ▼

Comparison Fiscal Period None ▼

Operating Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ

SUBMIT

**Scroll down within the selection block.
For the most current information,
select...**

**Fiscal Year- 2022
Fiscal Period- 14**

Recommended Operating Ledger Columns

- **Adopted Budget-** Budget at the beginning of the Fiscal Year (October 1)
- **Accounted Budget-** Budget as of 'today'
- **Year-to-Date-** Transactions that have hit the Organization Code as of today
- **Encumbrances-** Purchase Orders (PO's-Type of Commitment)
- **Reservations-** Requisitions (Type of Commitment)
- **Available Balance which is =**
Accounted Budget minus Year-to-Date, Encumbrances, and Reservations

Reading the Budget Status by Organizational Hierarchy


My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

< **Org title and #** ✎ > 📄 ⓘ ⋮

Query Results + ↓

| Organization | Organization Title | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Available Balance |
|-------------------------------|--------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| Org # and title | | \$1,282,638.00 | \$1,289,189.50 | \$737,882.78 | \$773.00 | \$0.00 | \$550,533.72 |
| Report Total (of all records) | | \$1,282,638.00 | \$1,289,189.50 | \$737,882.78 | \$773.00 | \$0.00 | \$550,533.72 |



The Budget Query will display on one line and show the total amounts.
To drill down into the query, click on the Organization Number
(*directly above the 'Report Total')

Reading the Budget Status by Organizational Hierarchy

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Budget Status by Organizational Hierarchy New Query

< **Org # and title** ✎ > 📄 ⓘ

Query Results + ↓

| Account Type | Account Type Title | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Available Balance |
|--------------------------------------|--------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 60 | Salaries and Wages | \$1,272,438.00 | \$1,272,438.00 | \$737,676.59 | \$0.00 | \$0.00 | \$534,761.41 |
| 70 | Expenditures | \$10,200.00 | \$16,751.50 | \$206.19 | \$773.00 | \$0.00 | \$15,772.31 |
| Report Total (of all records) | | \$1,282,638.00 | \$1,289,189.50 | \$737,882.78 | \$773.00 | \$0.00 | \$550,533.72 |

Click on the 'Account Type' to drill down even further. You will eventually come to individual account codes.

Query Results

| Account Type | Account Type Title |
|--------------------------------------|-------------------------|
| 71 | Operating Expenses |
| 78 | Non Mandatory Transfers |
| Report Total (of all records) | |

Query Results

| Account | Account Title | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date |
|---------|---------------------------------|--------------------------|----------------------------|------------------------|
| 7000 | Expenditures | \$10,200.00 | \$31,751.50 | \$0.00 |
| 7152 | Institutional Dues & Membership | \$0.00 | \$0.00 | \$100.00 |
| 7156 | Postage and Freight | \$0.00 | \$0.00 | \$1,040.35 |
| 7174 | Software Purchase | \$0.00 | \$0.00 | \$8,032.50 |
| 7401 | Xerox & Duplicating | \$0.00 | \$0.00 | \$1,745.98 |
| 7404 | Office Supplies | \$0.00 | \$0.00 | \$1,511.92 |

Questions?



Contact us!

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