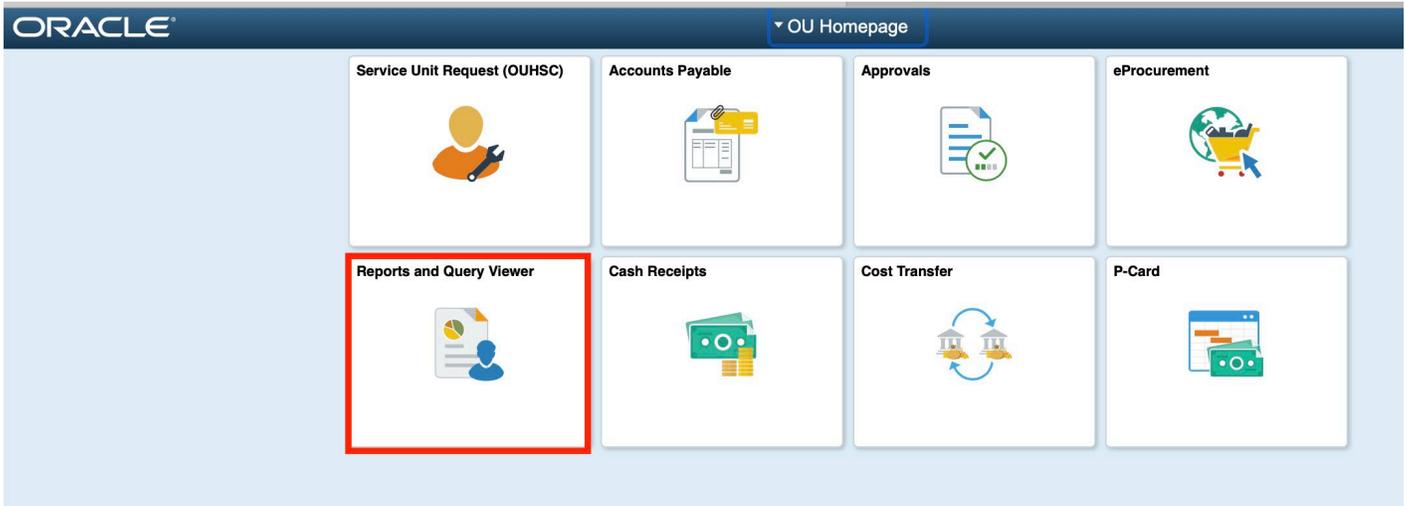


## Budget Query Report

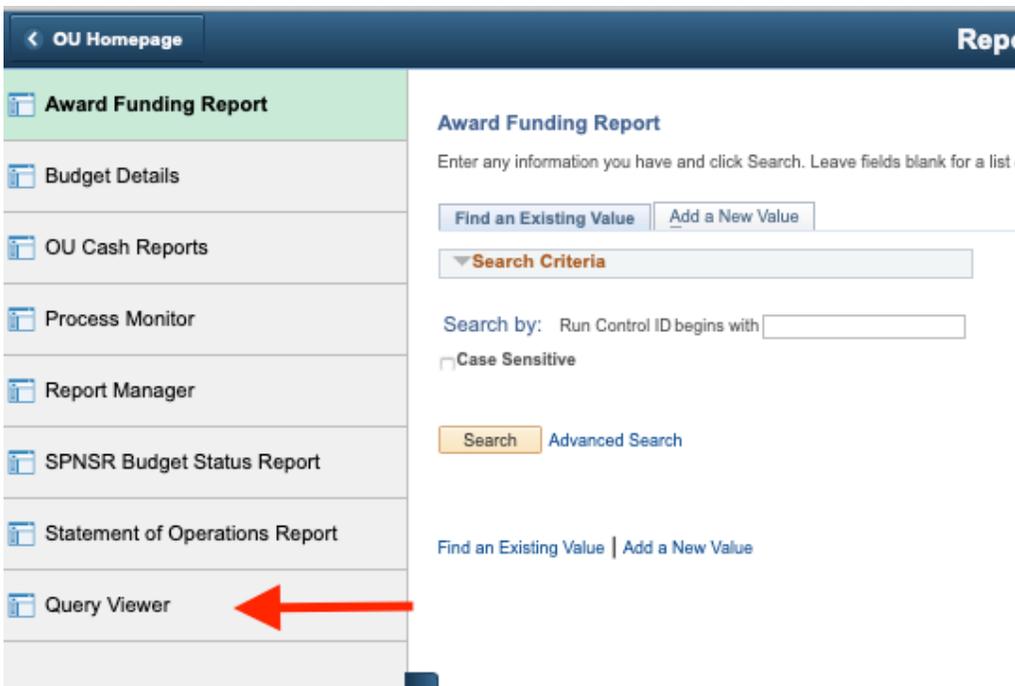
This information details how to pull a budget query for a specific Org, Fund, or Function.

Log in to PeopleSoft Financials, [fs.ou.edu](https://fs.ou.edu)

From the Main Screen, select the Reports and Query Viewer



Select Query Viewer from the menu on the left hand of the screen



On the Query Viewer Screen type in OU\_BUD and hit search.

## 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](#)

This pulls the below list of Budget Queries available to users.

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OU_BUD_ORG	Org Budget Inquiry	Public	BUDGET	<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>
OU_BUD_PROJECT	PROJECT Budget Inquiry	Public	BUDGET	<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>
OU_BUD_REQ_PO	Req and PO to Budget Info	Public	BUDGET	<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>
OU_BUD_SOURCE	Source Budget Inquiry	Public	BUDGET	<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>
OU_BUD_SPNSR	SPNSR Budget Inquiry	Public	BUDGET	<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>
OU_BUD_SPNSR_NORMN	NORMN SPNSR Budget Inquiry	Public	BUDGET	<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>

The queries listed provide information specific to certain funds. See the chart below to determine which query to use for the fund you are looking to examine:

Query	Used to Pull Budget Details for Funds:
OU_BUD_ORG	AGENC, EDGEN, MISCA, NONSP, OUFND, REGFD
OU_BUD_PROJECT	CAPTL
OU_BUD_REQ_PO	Not Applicable
OU_BUD_SOURCE	EDWCH, SUAUX, EGFE, AUFEE
OU_BUD_SPNSR	Not Applicable to Norman (HSC Only)
OU_BUD_SPNSR_NORMN	SPNSR

Once the report needed has been selected, you have the option to run the report to HTML or Excel

**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
OU_BUD_ORG	Org Budget Inquiry	Public	BUDGET	HTML	Excel

The HTML option will run the report to the screen and the Excel option will provide the information in Excel. Either option selected will bring up the below screen.

**OU\_BUD\_ORG - Org Budget Inquiry**

Business Unit

From Fund

To Fund

From Org

To Org

From Function

To Function

From Budget Period

To Budget Period

[View Results](#)

For Business Unit – this will always need NORMN entered for the report to pull. Then you’ll enter the values of the specific budget needed. Leaving the values set in the ‘From’ and ‘To’ fields as 0 (zero) and Z will pull all budgets for which you have security access. Please note all fields must have a value entered or no results will be returned.

The screenshot below was run using the HTML option. As you can see, only the Business Unit and the Org value have been entered. For this example, assume only information for Org UNN11400 was needed. In order to not pull all values after UNN11400, the same Org was entered in both the ‘From Org’ and the ‘To Org’.

**OU\_BUD\_ORG - Org Budget Inquiry**

Business Unit

From Fund

To Fund

From Org

To Org

From Function

To Function

From Budget Period

To Budget Period

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (11 kb)

[View All](#)

Row	Budget Type	Unit	Fund	Org	Function	Entity	Source	Account	Budget Period	Budget Amt
1	PARENT	NORMN	EDGEN	UNN11400	00011	00000	EXPEND	FY2021		500000.000
2	PARENT	NORMN	EDGEN	UNN11400	00016	00000	EXPEND	FY2021		20898924.000
3	PARENT	NORMN	MISCA	UNN11400	00016	00000	EXPEND	FY2021		2230000.000
4	PARENT	NORMN	OUFND	UNN11400	00016	00000	EXPEND	FY2021		300000.000
5	PARENT	NORMN	OUFND	UNN11400	00018	00000	EXPEND	FY2021		600000.000

Although the HTML option was selected for the above screenshot, you'll notice above an option for downloading to Excel, without needing to go back out to the main screen and selecting the Excel option.

The previous example shows all funds within UNN11400, if you only wanted to pull the budget detail for UNN11400 and fund OUFND, then your search would need to mirror the below.

**OU\_BUD\_ORG - Org Budget Inquiry**

---

Business Unit   
 From Fund   
 To Fund   
 From Org   
 To Org   
 From Function   
 To Function   
 From Budget Period   
 To Budget Period

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Budget Type	Unit	Fund	Org	Function	Entity	Source	Account	Budget Period	Budget Amt	Pre-E
1	PARENT	NORMN	OUFND	UNN11400	00016	00000		EXPEND	FY2021	300000.000	
2	PARENT	NORMN	OUFND	UNN11400	00018	00000		EXPEND	FY2021	600000.000	

As you can see this search removed the budget details for the EDGEN and MISCA funds that were previously shown and only shows budget available within the OUFND fund.

**Understanding the Budget Query Report**

We have used the steps above to generate the query below for UNN11000.

Budget Type	BusUnit	Fund	Org	Function	Entity	Source	Account	Budget Period	Budget Amt	Pre-Encumbered Amt	Encumbered Amt	Expended Amt	Remaining Amt
PARENT	NORMN	EGFEE	UNN11000	00011	00000	NECOURSE	EXPEND	FY2021	12,547.00	-	-	(4,340.30)	8,206.70
CHILD	NORMN	EGFEE	UNN11000	00011	00000	NECOURSE	MISCEX	FY2021	12,547.00	-	-	-	12,547.00
CHILD	NORMN	EGFEE	UNN11000	00011	00000	NECOURSE	SUPPLY	FY2021	-	-	-	(4,340.30)	(4,340.30)

On the budget query, there are two budget types listed, Parent and Child.

The Parent budget is where budget checking happens. Budget checking is where the system ensures that funding is available within an Org, Fund, or Function to pay for an incurred expense. For example, the amount

listed in the 'Remaining Amt' column for the Parent budget line must be positive and at least equal to or greater than the amount of an invoice or purchase order for the expense to be processed.

The Child budget shows detail at the GL account level (e.g., the budget for SUPPLY and expenses made against this category). The budgets in the child are for internal tracking only and budget checking does not happen at this level. Expenses can post to the child budget categories with no issue, as long as the Parent budget has available funding. As shown in the above example, the SUPPLY budget started with a zero balance but has still had expenses posted to it. This is because budget was available at the Parent category.

The Budget Amount is the year to date budget that has been entered in the system. The Pre-Encumbered Amount will show the balance of any pending vouchers or POs. The Encumbered amount will show the balance of any approved vouchers or POs. The expended amount shows all expenses that have hit for the fiscal year. The remaining amount is the balance of the budget minus the encumbrances and expenses. This is the amount remaining available to spend.