

## Instructions to Query Budget, Encumbrance & Expenditure Info

**Step 1:** Once logged in, select the “Financial Supplies Chain” link in the menu box.

**Note:** Contact your system administrator if you do not see the Financial Supplies Chain link, as you may not have access to this module.

**Step 2:** click the link in the menu option for “Report Tools.”

**Step 3:** under the Query option, click on the link for “Query Viewer.”

**Step 4:** type in query to search (use [CU\\_BUD\\_OVR\\_ALLEXP\\_DEPT\\_SR](#) for all budget, encumbrance, expenditure & available balances information per account and click the search button.

**Note:** After the search delivers the desired query, you can save it by clicking the link at far right labeled “Favorites.”

**Step 5:** click on the “HTML” link next to the query in order to run the query.

**Step 6:** when prompted, enter the data noted below for the following required fields in **blue**:

**Budget Period:** 2014 (use the spring semester’s year of each fiscal year)

**Business Unit:** YRK01

**Department:** Your 5-digit CUNY1st dept. code (xxxxx)

**Step 7:** click the Search Button to run the query.

**Note:** you can download the query into excel by clicking the link for “Excel Spreadsheet,” which would allow you to sort, organize and manipulate the data as needed [optional].