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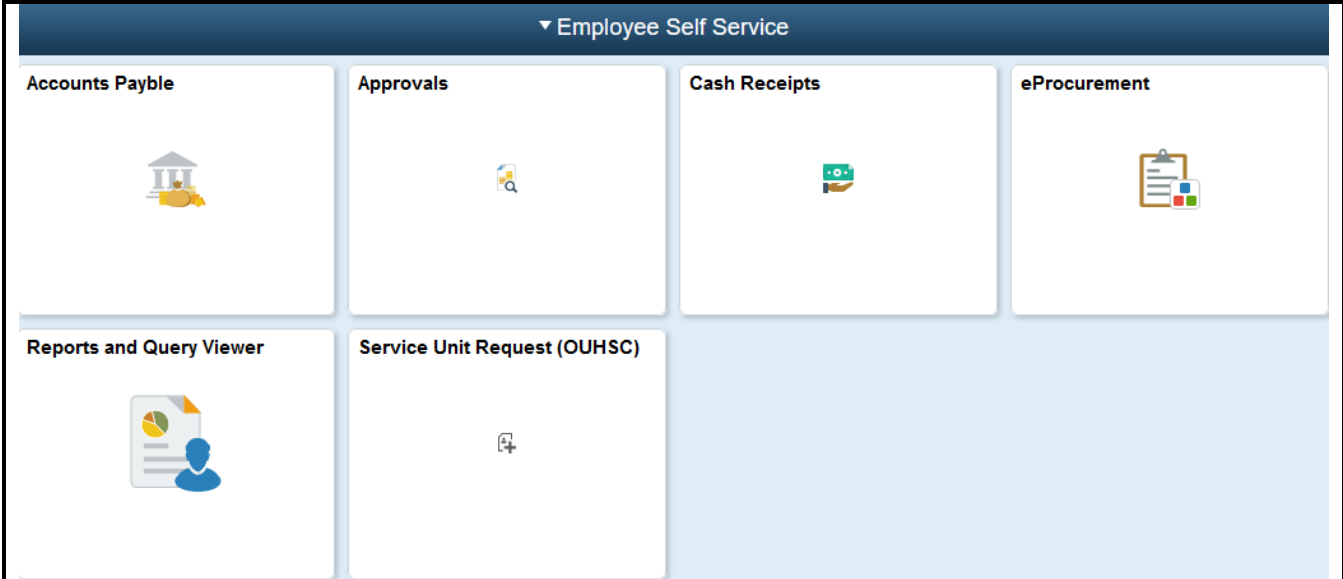
Step	Action
1	After logging into PeopleSoft Financials, you will access Query Viewer via the Homescreen under **Reports and Query Viewer** and then click on **Query Viewer**. You can also get to the screen via **Nav Bar > Navigator > Reporting Tools > Query > Query Viewer**

▼ Employee Self Service

Accounts Payble

Approvals

Cash Receipts

eProcurement

Reports and Query Viewer

Service Unit Request (OUHSC)

Query Viewer

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

Search By | Query Name | begins with | OU_BUD_ORG

Search | Advanced Search

Step	Action
2	In Query Viewer, you can search for the **OU_BUD_ORG** query simply by typing in the query name, then click **Search**.

The **OU_BUD_ORG** query is used to review budget information including budget by fiscal year, pre-encumbrance and encumbrance amounts as well as remaining balances. |

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

	The **Query Name** is the name of the Query. The **Description** gives you what information is contained in the query. The **Owner** field is used to store who can see the query. Public means that anyone who has access to queries can run a Public query. The **Folder** field is used to show what "Subject" this query is related to. **Run to HTML** means that the user can run this query to the screen after all the prompts have been properly filled out and review it. Once reviewed, the user has the options to download the results to Excel. **Run to Excel** runs the query directly to Excel after all the prompts have been properly filled out.

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OU_BUD_ORG - Org Budget Inquiry

Field	Value
Business Unit	
From Fund	0
To Fund	Z
From Org	0
To Org	Z
From Function	0
To Function	Z
From Budget Period	FY
To Budget Period	FYZ

View Results

| 3 | In its simplest form a query is basically a compilation of data from certain fields displayed in the way the user has selected. By having prompts on queries, each end user can run the query based on their own specific needs.

On the **OU_BUD_ORG** query, each field must be filled in or PeopleSoft will not bring back any results. When a user wants to see all data that they have departmental org access to, they will use the 0 (zero) to Z functionality.

The below example, will give the end user budget information for the NORMN Business Unit, for all departments the end users has access to, as well as all fiscal years. The From and To Budget Period will have FY as the first two letters.

For example, if the user wants to see information from the current fiscal year, the From Budget Period and To Budget Period would be FY2020. |
|---|---|

OU_BUD_ORG - Org Budget Inquiry

Field	Value
Business Unit	NORMN
From Fund	0
To Fund	Z
From Org	0
To Org	Z
From Function	0
To Function	Z
From Budget Period	FY
To Budget Period	FYZ

View Results

4	After filling out all required fields, click on **View Results**. This query will return the Budget Type, Business Unit, Fund, Org, Function, Entity, Source, Account, Budget Period, Budget Amt, Pre-Encumbered Amt, Encumbered Amt, Expended Amt, and Remaining Amt.

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5	If ran to HTML, you have the option to Download results in: Excel SpreadSheet, CSV Text File or XML File. Download results in : Excel SpreadSheet CSV Text File XML File (931 kb)