

How to check your budget balances in CUNYfirst

- ▶ Log into your CUNYfirst using your Username and Password

Click on the Navigation Bar on the Top Right

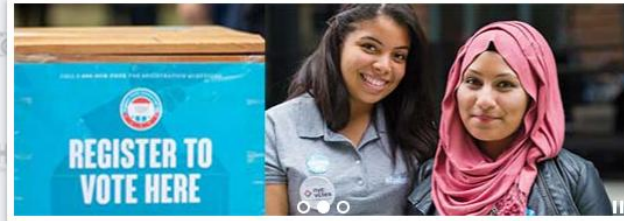


✓ CUNYfirst Home



Employee Self Service

Campus Solutions Administrator



MEC Announcements

Medgar Evers College Announcements - Click to View

CUNY Holiday Schedule

- Monday, 1/16/2023 Martin Luther King, Jr. Day
- Monday, 2/13/2023 Lincoln's Birthday (Observed)
- Monday, 2/20/2023 Presidents' Day
- Monday, 5/29/2023 Memorial Day
- Monday, 6/19/2023 Juneteenth
- Tuesday, 7/4/2023 Independence Day

CUNYfirst Maintenance

January 14 Monthly Maintenance. CUNYfirst will be unavailable for up to 36 hours starting at 7am
February 25 Monthly Maintenance. CUNYfirst will be unavailable for up to 24 hours.

Apply To CUNY

CUNY Alert

NYS Voter Registration Form

Vaccination Verification

Reporting Human Capital Mgmt



Checking Budget Balances – Query Viewer

Click “Financials Supply Chain

PERSONALIZE CONTENT LAYOUT Tue Jul 30, 13 11:45 AM

ENTERPRISE MENU

- Self Service
- Enterprise Learning Management
- Enterprise Performance
- Financials Supply Chain**
- HR / Campus Solutions
- firstSolutions Knowledge Base

CUNYFIRST ALERTS AND NOTICES

ATTENTION ALL STUDENTS USING CUNYfirst

The CUNYfirst System will be unavailable to all students Wednesday July 31 from 9pm to 1am Thursday August 1, 2013. This is to accommodate month-end activities for the entire University.

Thank you for your understanding and patience.

CREDIT CARD NOTICE:

If a student pays a bill with credit card (Mastercard, American Express, Discover), a nonrefundable convenience fee of 2.65% will be charged to their account in addition to tuition and fees.

NOTIFICATION FOR STUDENT SELF SERVICE USERS

Please note that the Financial Aid tab is active only for Queensborough Community College, Hostos Community College, Guttman Community College, Lehman College, and CUNY Law School students. All other students can view their Financial Aid data by navigating to the Finances tab.

MONTHLY MAINTENANCE:

The CUNYfirst hosting partner has scheduled Maintenance for the weekend of August 17th - August 18th. CUNYfirst will be offline between the date/times listed below:

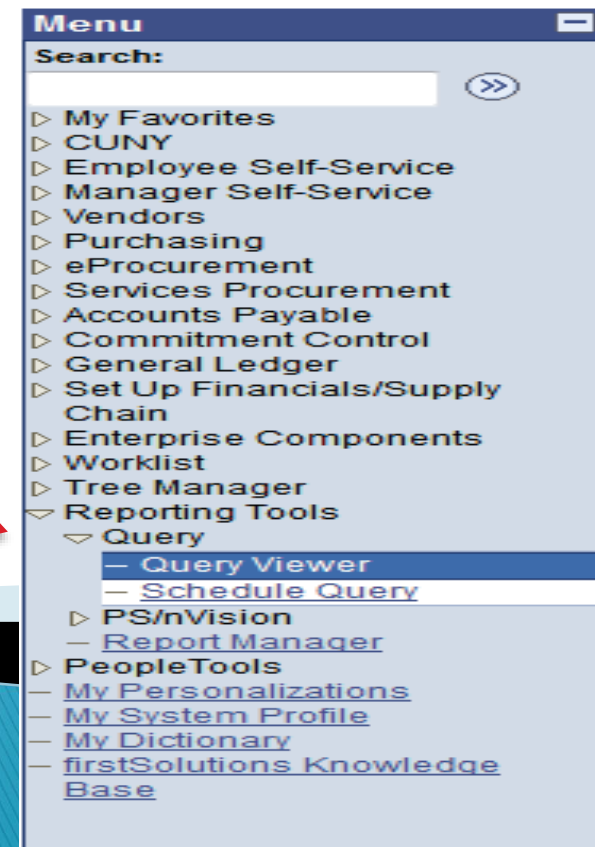
Start Date: August 17th
Start Time: 7:00 PM ET

End Date: August 18th
End Time: 7:00 PM ET

Checking Budget Balances – Query Viewer

To view the available budget balance for each account code for your department, you must take the following steps:

1. Click on 'Reporting Tools'
2. Click on 'Query'
3. Click on 'Query Viewer'



Checking Budget Balances – Query Viewer

4. Type in the Query Name below:


CU_BUDGET_OVR_EXP_DEPT_SR

5. Click ‘Search’

Query Viewer

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

*Search By: Query Name CU_BUDGET_OVR_EXP_DEPT_SR

 [Search](#) [Advanced Search](#)

Search Results

*Folder View:

Query								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_BUDGET_OVR_EXP_DEPT_SR	Budget Overview & exp accounts	Public		HTML	Excel	XML	Schedule	Favorite

Checking Budget Balances – Query Viewer

Click “Add to Favorite” to save the step of typing the query name

The screenshot shows the CUNYfirst Query Viewer interface. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. A red arrow points from the text above to the 'Add to Favorites' link. Below the navigation bar, there is a search section with a search box and a search button. The main content area displays a table of favorite queries. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Remove. The first row shows a query named 'CU_BUDGET_OVR_EXP_DEPT_SR' with a description of 'Budget Ovrview & exp accounts' and an owner of 'Public'. Below the table, there is a 'Clear Favorites List' button.

Menu

Search:

- My Favorites
- CUNY
- Employee Self-Service
- Manager Self-Service
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Accounts Payable
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
 - Query
 - Query Manager
 - Query Viewer
 - Schedule Query
 - PS/nVision
 - Report Manager
- PeopleTools
 - My Personalizations
 - My System Profile
 - My Dictionary
 - firstSolutions Knowledge Base

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | ntp

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

Search Advanced Search

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
CU_BUDGET_OVR_EXP_DEPT_SR	Budget Ovrview & exp accounts	Public		HTML	Excel	XML	Schedule	

Clear Favorites List

Checking Budget Balances – Query Viewer

6. Click on the blue underlined link or export the file into

Query Viewer

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

*Search By: begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View:

Query								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_BUDGET_OVR_EXP_DEPT_SR	Budget Overview & exp accounts	Public		HTML	Excel	XML	Schedule	Favorite

Checking Budget Balances – Query Viewer

7. For Budget Period, type in the four-digit fiscal year (ex. 2026)
8. For Unit, Type in **MEC01**
9. For “Dept”, type in your 5-digit CUNYFIRST Department Code
10. Click View Results

CU_BUDGET_OVR_EXP_DEPT_SR - Budget Ovrview & exp accounts

Budget Period:

2026

Unit:

MEC01

Dept.:

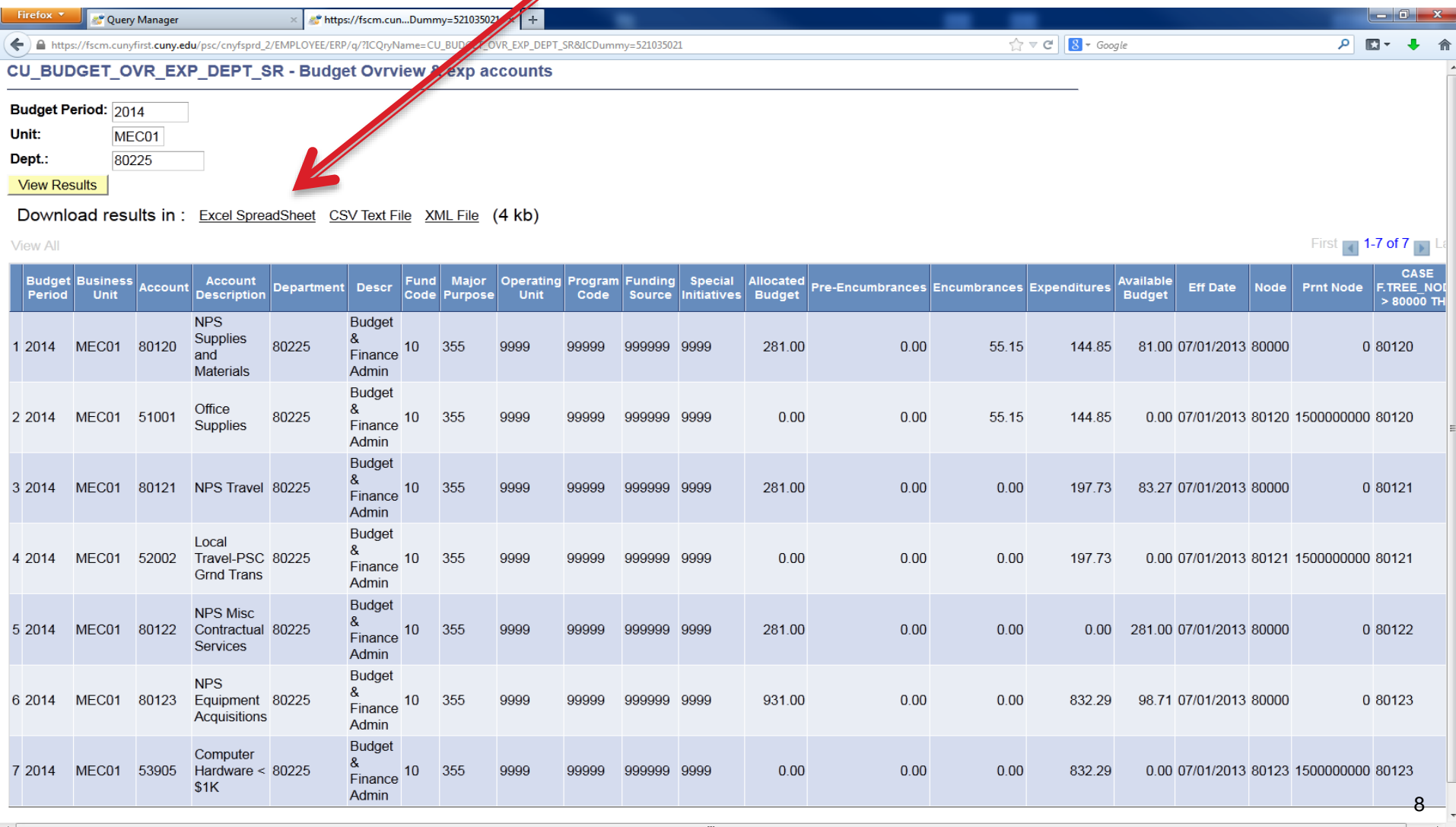
12345

View Results

Budget Period	Business Unit	Account	Account Description	Department	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	I
---------------	---------------	---------	---------------------	------------	-------	-----------	---------------	----------------	--------------	----------------	---

Checking Budget Balances – Query Viewer

Download results in Excel Spreadsheet if needed.



Firefox Query Manager

https://fscm.cun...Dummy=521035021

https://fscm.cunyfirst.cuny.edu/psc/cnyfsprd_2/EMPLOYEE/ERP/q?iCQryName=CU_BUDGET_OVR_EXP_DEPT_SR&iCDummy=521035021

CU_BUDGET_OVR_EXP_DEPT_SR - Budget Overview & Exp accounts

Budget Period:

Unit:

Dept.:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All First 1-7 of 7

Budget Period	Business Unit	Account	Account Description	Department	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives	Allocated Budget	Pre-Encumbrances	Encumbrances	Expenditures	Available Budget	Eff Date	Node	Prnt Node	CASE F.TREE_NO > 80000 TH	
1	2014	MEC01	80120	NPS Supplies and Materials	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999	281.00	0.00	55.15	144.85	81.00	07/01/2013	80000	0	80120
2	2014	MEC01	51001	Office Supplies	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999	0.00	0.00	55.15	144.85	0.00	07/01/2013	80120	1500000000	80120
3	2014	MEC01	80121	NPS Travel	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999	281.00	0.00	0.00	197.73	83.27	07/01/2013	80000	0	80121
4	2014	MEC01	52002	Local Travel-PSC Grnd Trans	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999	0.00	0.00	0.00	197.73	0.00	07/01/2013	80121	1500000000	80121
5	2014	MEC01	80122	NPS Misc Contractual Services	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999	281.00	0.00	0.00	0.00	281.00	07/01/2013	80000	0	80122
6	2014	MEC01	80123	NPS Equipment Acquisitions	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999	931.00	0.00	0.00	832.29	98.71	07/01/2013	80000	0	80123
7	2014	MEC01	53905	Computer Hardware < \$1K	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999	0.00	0.00	0.00	832.29	0.00	07/01/2013	80123	1500000000	80123

8

Checking Budget Balances – Query Viewer

Refer to the **Allocated Budget** column to assess how much has been budgeted to each account code and refer to the **Available Budget** column to review your available budget balance in each account code. The **available budget** for OTPS is determined by adding the **OTPS Account Codes 80200** only.

Budget Period	Business Unit	Account	Account Description	Department	Descr	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiative
2014	MEC01	0120	NPS Supplies and Materials	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999
2014	MEC01	0121	NPS Travel	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999
2014	MEC01	0122	NPS Misc Contractual Services	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999
2014	MEC01	0123	NPS Equipment Acquisitions	80225	Budget & Finance Admin	10	355	9999	99999	999999	9999

Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiative	Allocated Budget	re-Encumbrances	Encumbrances	Expenditures	Available Budget
355	9999	99999	999999	9999	281.00	0.00	55.15	144.85	81.00
355	9999	99999	999999	9999	281.00	0.00	0.00	197.73	83.27
355	9999	99999	999999	9999	281.00	0.00	0.00	0.00	281.00
355	9999	99999	999999	9999	931.00	0.00	0.00	832.29	98.71

- There may be PS Regular, PS Temp & Adjunct Rows that appear with this query. Please delete these rows to determine your OTPS balance.
- In addition, if there are any other accounts that appear other than 80120-80125 in the **Account Column**, delete them as well.

Budget Transfers

- ▶ Funds may be transferred between departments and budget accounts
- ▶ Transfers may be requested via emails
- ▶ Transfers can only be requested by an authorized signers
- ▶ Transfers requested by an unauthorized signer will be disallowed.

- ▶ **OTPS – CUNYfirst Budget Account Categories**
- ▶ CUNYFIRST requires all Non Tax–levy OTPS transactions to be budgeted into one of the following six categories.
- ▶ The categories are as follows:
 - ▶ 1) 80120 Supplies & Materials
 - ▶ 2) 80121 Travel
 - ▶ 3) 80122 Contractual Services
 - ▶ 4) 80123 Equipment Acquisition
 - ▶ 5) 80124 Fringe Benefits
 - ▶ 6) 80125 Indirect Costs
- ▶ Your purchase transaction will not be processed if there is insufficient budget in the corresponding category, thus creating a **Budget Error**.

Budget Transfer Form

FISCAL YEAR 2025-2026 BUDGET TRANSFER FORM (For Non-tax levy entities only)

DATE: _____

FROM

TO

Department Name: _____

Department Name: _____

Department Number: _____

Department Number: _____

OTPS Account Code	Amount	
80120	_____	Supplies & Materials
80121	_____	Travel
80122	_____	Misc. Contractual Services
80123	_____	Equipment Acquisitions
80124	_____	Fringe Benefits
TOTAL	_____	

OTPS Account Code	Amount	
80120	_____	Supplies & Materials
80121	_____	Travel
80122	_____	Misc. Contractual Services
80123	_____	Equipment Acquisitions
80124	_____	Fringe Benefits
TOTAL	_____	

Explanation: _____

Authorized Signature: _____

Date: _____

NOTE: After completion of this form, please email it to the Budget Office at BudgetOffice@mec.cuny.edu.

OTPS – CUNYFirst Budget Account Categories (Tax-levy)

In FY2023, CUNY changed the tax-levy OTPS budgeting structure for the senior colleges. OTPS budgets was established in CUNYFirst at a roll-up budget account (80200) rather than the way it was split between six accounts (80120-80125). This was done to match the way the state budgets are set in SFS.

One of the significant benefits will be that OTPS transactions will budget-check against this higher-level OTPS account. This should reduce the need for constant troubleshooting and clearing of transactional OTPS errors.

Your purchase transaction will not be processed, if there is insufficient budget in the roll-up budget account 80200.