Organization Hierarchy Report—Quick Reference

Features

- Summarizes budget amounts by organization.
- Can drill down through organization to view budgets by account type, account, and line item detail.
- Includes access to view the Change History for a line item.
- Includes access to view text comments for a budget line item.
- Can always be queried. (The Worksheet can be locked.)
- Is the only report that can display Lock Status (when included in query criteria).

Recommended Parameters

Chart, Budget ID, and Budget Phase, are required for every query in Budget Development.

Columns to Include

- Adopted Budget
- Permanent Budget Adjustments
- Base Budget and Cumulative Change

FOAPAL Criteria

- Organization is **required**; can be a roll-up or data-entry code
- Activity: *%*
- Location: *%*

Other Criteria

- Budget Duration Code: *All*
- Display Fin Mgr from: *None.*
- Check to Include: Check all line items

Query Ideas

- Query for a college organization, to view the roll-up amounts for its schools, departments, and units.
- Query for an organization with ICR fund code 200250 to view its Indirect Cost Recovery allocation.
- Query for a college or department organization and for state funds to view appropriation amounts.

A typical state fund code is 1000xx, where xx is the current, two-digit fiscal year.

Snapshot of Query Results

- Results are returned only for the funds and organizations you are authorized to query.
- Expenses and labor display in parentheses and revenue does not.
- Report Parameters display at the top of every page.
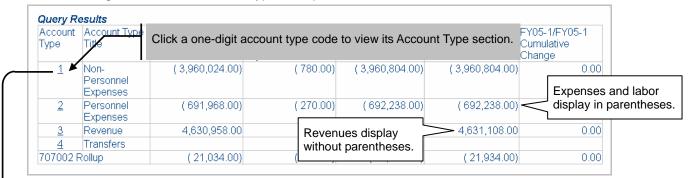- Second line of Parameters is title.

Organization section

- Shows the organization you entered, any of its subordinates, and each organization's budget.
- Number of pages varies depending on how many sub-organizations exist for the organization queried.

Query Results

Organization	Organization Title	FY05-1/FY05-1 Adopted Budget	FY05-1/FY05-1 Permanent Adjustments	FY05-1/FY05-1 Base Budget	FY05-1/FY05-1 Proposed Budget	FY05-1/FY05-1 Cumulative Change
707	Institute of Aviation					
707000	Institute of Aviation					0.00
707001	Inst of Aviation-Opr	(2,205,269.00)	(240.00)	(2,205,509.00)	(2,205,509.00)	0.00
707002	Aviatn-Flight Traing	(21,034.00)	(900.00)	(21,934.00)	(21,934.00)	0.00
707003	Inst of Aviatn-Grant					
707 Rollup		(2,446,303.00)	(1,260.00)	(2,447,563.00)	(2,447,563.00)	0.00

Click a right-aligned organization code to view its sub-organizations.

Query Results

Organization	Organization Title		Permanent Adjustments			FY05-1 Cumulative Change
707002	Aviatn-Flight Traing	(21,034.00)	(900.00)	(21,934.00)	(21,934.00)	0.00
707002 Rollup		(21,034.00)	(900.00)	(21,934.00)	(21,934.00)	0.00

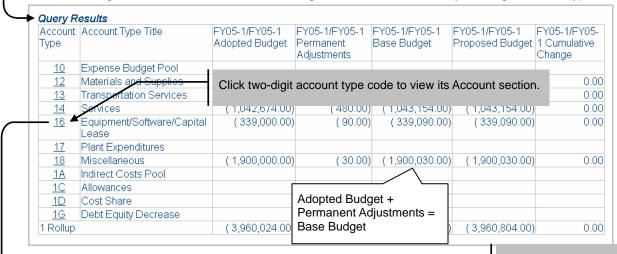Click a left-aligned organization code to view its Account Type section.

Account Type section (one-digit)

- Shows budget amounts for account types 1 expenditures, 2 labor, 3 revenue, and 4 transfers.

Query Results

Account Type	Account Type Title				FY05-1/FY05-1 Cumulative Change
1	Non-Personnel Expenses	(3,960,024.00)	(780.00)	(3,960,804.00)	(3,960,804.00)	0.00
2	Personnel Expenses	(691,968.00)	(270.00)	(692,238.00)	(692,238.00)	0.00
3	Revenue	4,630,958.00			4,631,108.00	0.00
4	Transfers					
707002 Rollup		(21,034.00)	(,)		(21,934.00)	0.00

Click a one-digit account type code to view its Account Type section.

Expenses and labor display in parentheses.

Revenues display without parentheses.

Account Type section (two-digit)

- Shows budget amounts for the chosen one-digit account in subtotals by two-digit account type.

Query Results

Account Type	Account Type Title	FY05-1/FY05-1 Adopted Budget	FY05-1/FY05-1 Permanent Adjustments	FY05-1/FY05-1 Base Budget	FY05-1/FY05-1 Proposed Budget	FY05-1/FY05-1 Cumulative Change
10	Expense Budget Pool					
12	Materials and Supplies					0.00
13	Transportation Services					0.00
14	Services	(1,042,674.00)	(480.00)	(1,043,154.00)	(1,043,154.00)	0.00
16	Equipment/Software/Capital Lease	(339,000.00)	(90.00)	(339,090.00)	(339,090.00)	0.00
17	Plant Expenditures					
18	Miscellaneous	(1,900,000.00)	(30.00)	(1,900,030.00)	(1,900,030.00)	0.00
1A	Indirect Costs Pool					
1C	Allowances					
1D	Cost Share					
1G	Debt Equity Decrease					
1 Rollup		(3,960,024.00		(3,960,804.00)		0.00

Click two-digit account type code to view its Account section.

Adopted Budget + Permanent Adjustments = Base Budget

Click Proposed Budget hyperlink to view that account's Line Item Detail section.

Account section

- Shows budget amounts for the preceding section's two-digit account type.

Query Results

Account	Account Title	FY05-1/FY05-1 Adopted Budget	FY05-1/FY05-1 Permanent Adjustments	FY05-1/FY05-1 Base Budget	FY05-1/FY05-1 Proposed Budget	FY05-1/FY05-1 Cumulative Change
160000	Equipment	(339,000.00)	(90.00)	(339,090.00)	(339,090.00)	0.00
Report Total (of all records)		(339,000.00)	(90.00)	(339,090.00)	(339,090.00)	0.00

Line Item Detail section

- Shows budget amounts for each account within the preceding section's chosen account type.
- Is the same as the Line Item Detail report.

Query Results

Fund	Program	Activity	Location	Duration	FY05-1/FY05-1 Adopted Budget	FY05-1/FY05-1 Permanent Adjustments	FY05-1/FY05-1 Base Budget	FY05-1/FY05-1 Proposed Budget	FY05-1/FY05-1 Cumulative Change	Text	Origin
301492	707012			P	(1,000.00)	(30.00)	(1,030.00)	(1,030.00)	0.00	View	OPAL
301770	707014			P	(3,000.00)	(30.00)	(3,030.00)	(3,030.00)	0.00		OPAL
301903	707017			P	(335,000.00)	(30.00)	(335,030.00)	(335,030.00)	0.00		OPAL
Report Total (of all records)					(339,000.00)	(90.00)	(339,090.00)	(339,090.00)	0.00		

Click Proposed Budget hyperlink to view that line item's change history.

Click View hyperlink to read line item text.