

How to look at a department org roll up:

1. Click on the Finance tab in Self Service
 2. Click on Budget Queries
 3. Leave the drop down to "Budget Status by Organization Hierarchy"
 4. Click on "Create Query"
 5. Check all of the boxes for the information you want to see. Tip: "Encumbrances" are usually POs, travel on a TA, etc., "Reservations" are usually requisitions, and "Commitments" are both "Encumbrances" and "Reservations" together.
 6. Click on "Continue"
 7. Enter the FY you want to see
 8. Enter the Fiscal period you want to see (period 14 will catch all expenses for the year even for the FY close)
 9. Leave Commitment Type to "All"
 10. Enter the Chart of Accounts as "J" for Jonesboro
 11. Enter the Fund
 12. Enter the Org. Tip: enter the first three digits your accounts start with and three zeros (000). Example: 251000 for Agriculture and Technology.
 13. Click on the "Submit Query" button
 14. You should see a list of your departmental accounts.
 15. Tip: Anything highlighted in blue can be click on and drilled down for more detailed information.
 16. There will be more accounts listed under each category of accounts. Example: 251300 (Education Farm Programs) will list 251301 (Farm Admin), 251302 (Crops & Soil), 251303 (Beef Cattle), etc.
 17. Budget status reports can be exported to excel in any of these org hierarchies using the process below.
-

Revision #2

Created 2025-07-21 21:04:17 UTC by Ayush Dahal

Updated 2025-11-05 16:56:49 UTC by Ayush Dahal