

Pool Budget query

The NDU_CA_POOL_BDGT_EE query will display employee information (name, Employee ID, Empl Record, compensation rate and FTE), funding sources, budget or percent distribution and work study funding information for all pool positions in a department or range of departments. Information for vacant pools will not display.

1. Sign in to PeopleSoft HRMS.
2. Navigate to **Reporting Tools > Query > HE Query Pages > Commitment Accounting**
3. Click **NDU_CA_POOL_BDGT_EE**.
4. Query parameters
 - a. The **Set ID** field will be NDSU1.
 - b. Enter the **Fiscal Year**.
 - i. The current Fiscal Year needs to be entered.
 - ii. A Fiscal Year runs from July 1 to June 30. The Fiscal Year will be the same as the calendar year on June 30.
 - c. Optional: Enter the **Dept ID From** and **Dept ID To**.
 - i. If running for a single department enter the department number in both fields.
 - ii. If running for a range of departments enter the range.
 - iii. If no department numbers are entered the results will be based on the departments the user has access to review.
5. Click the **View Results** button
6. If the file does not automatically open click the Download to open the file.
 - a. The report will open in Excel.