Budget Queries

Numerous budget query options are available in WebSMART and may be accessed by selecting **Budget Queries** under the **Financial Services** heading.

To create a new query first select a *Type* from the drop-down list, the options include:

- o **Budget Status by Account** enables users to obtain budget information by account level and to drill down through the transaction detail to the accounting sequences for a specific document including a list of related documents.

- o **Budget Status by Organizational Hierarchy** enables users to obtain budget information from the organization level and drill down through external account types to account and transaction detail to all accounting sequences for a specific document including a list of related documents.

- o **Budget Quick Query** displays the current status of a budget. Operating Ledger Data columns retrieved are Adjusted Budget, Year-To-Date, Net Commitments and Available Budget.

Click **Create Query** and then select the columns you wish displayed on the query report (if you have chosen *Budget Status by Account* or *Budget Status by Organizational Hierarchy*) by checking the box for each item from the list of the Operating Ledger Data and then clicking **Continue**.

Budget Queries

Select the Operating Ledger Data columns to display on the report.

☐ **Adopted Budget**	☑ **Year to Date**
☐ **Budget Adjustment**	☑ **Encumbrances**
☑ **Adjusted Budget**	☐ **Reservations**
☐ **Temporary Budget**	☑ **Commitments**
☐ **Accounted Budget**	☑ **Available Balance**

Save Query as: Monthly Budget Query

☐ **Shared**

Continue

If you wish to save the query for future use, enter a name in the *Save Query as* box; to access the query, select it from the *Saved Query* drop-down list and click **Retrieve Query**.

Budget Queries (continued)…

The category options provide the following budget information:

Adopted Budget	Original budget as adopted by the Board of Trustees
Budget Adjustment	Budget transfers to and from the adopted budget
Adjusted Budget	Original budget *plus* budget adjustments *(detail is not available)*
Temporary Budget	DISREGARD *(SMCCCD does not use temporary budgets)*
Accounted Budget	Same as *Adjusted Budget* but includes budget plus adjustments through Period 12 and provides transaction detail
Year-to-Date	All payments made *(expenditures)* to date
Encumbrances	Funds set-aside by purchase orders *(or independent contracts)*
Reservations	Funds set-aside by purchase requisition before purchase order is created
Commitments	Encumbrances plus reservations
Available Balance	Original budget +/- Adjustments less YTD Payments less Commitments

Enter the desired **Fiscal Year, Fund, Organization, Account, Program, Fiscal Period** ("13" returns all) and if you wish to "Include Revenue Accounts" click the appropriate box. Name the query, if you wish to save your query parameters for use in the future, and then run the query by clicking **Submit Query**.

Fiscal year:	2007	**Fiscal period:**	13
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund	10004	Activity	
Organization	4441	Location	
Grant		Fund Type	
Account		Account Type	
Program	601001		

☐ **Include Revenue Accounts**

Save Query as: VPI Query

☐ **Shared**

[Submit Query]

Budget Queries (continued)…

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2007

As of Jun 14, 2007

Chart of Accounts	1 S.M.C.C.C.D.	Commitment Type	All
Fund	10004 Current Unrestricted-CSM	Program	601001 VP for Instruction
Organization	4441 Office of the VP Instr Svcs	Activity	All
Account	4510 MISC SUPPLIES	Location	All

Query Results

Account	Account Title	FY07/PD13 Accounted Budget	FY07/PD13 Year to Date	FY07/PD13 Commitments	FY07/PD13 Available Balance
4510	MISC SUPPLIES	5,265.20	3,700.78	0.00	1,564.42
Report Total (of all records)		5,265.20	3,700.78	0.00	1,564.42

| Download All Ledger Columns | Download Selected Ledger Columns |

Save Query as [   ]

☐ **Shared**

Select a link *(underlined data)* in the query results to retrieve detail information for a specific item. Or, select one of the download options at the bottom of the query report to extract the budget query data to an Excel spreadsheet.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jun 07, 2007	Jun 12, 2007	J0707824	hy4-C0710299 Safeway	(15.38)	APCF
Jun 07, 2007	Jun 12, 2007	J0707823	hy4-C0709528 Safeway	(30.48)	APCF
Jun 07, 2007	Jun 12, 2007	J0707821	hy4-C0708693 Party America	(49.63)	APCF
Jun 07, 2007	Jun 12, 2007	J0707820	hy4-C0708693 Diddams #5	(29.17)	APCF
Jun 07, 2007	Jun 13, 2007	J0707819	hy4-C0709190 Fedex Kinko's	(29.21)	APCF
Jun 07, 2007	Jun 12, 2007	J0707818	hy4-C0710119 Safeway	(41.39)	APCF
Jun 07, 2007	Jun 12, 2007	J0707817	hy4-C0710119 Longs Drug Stores	(2.91)	APCF
Jun 07, 2007	Jun 12, 2007	J0707816	hy4-C0710120 Copenhagen Balloon	(166.40)	APCF
Jun 07, 2007	Jun 12, 2007	J0707815	hy4-C0710121 Safeway	(49.99)	APCF
Jun 07, 2007	Jun 12, 2007	J0707814	hy4-C0710121 Safeway	(34.62)	APCF
Jun 07, 2007	Jun 12, 2007	J0707813	hy4-C0709945 Safeway	(4.32)	APCF
Jun 07, 2007	Jun 12, 2007	J0707812	hy4-C0709668 Smart & Final	(45.94)	APCF
Jun 07, 2007	Jun 12, 2007	J0707810	hy4-C0709668 Safeway	(44.11)	APCF
Jun 07, 2007	Jun 12, 2007	J0707809	hy4-C0709668 Piazza's Fine Food	(12.98)	APCF
Jun 07, 2007	Jun 11, 2007	J0707764	hy4-C0710061 DR Nuance	(109.37)	APCA
Screen Total:				(665.90)	
Running Total:				(665.90)	
Report Total (of all records):				3,700.78	

Available Budget Balance: 1,564.42

[Next 15>]

[Download]