

- Log into MySolano –
- Click Finance Tab –
- Click Budget Query -

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query, select the query name and select Retrieve Query.

Create a New Query

Type

Retrieve Existing Query

Saved Query

[\[Budget Queries | Encumbrance Query | Requisition | Approve Document | Budget Transfer | Delete Financials \]](#)

RELEASE: 8.7.0.2

© 2019 Ellucian Company L.P. and its affiliates.

- Choose columns to view in query:

Budget Queries

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

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

Field/Column Legend:

Accounted Budget = current budget allocation (budget/estimated amounts)

Year to Date = YTD expenditures (actual amounts)

Encumbrance = PO

Reservations = Requisition

Commitments = (calculated field) POs + Requisitions

Available Balance = remaining funds/monies available

Example of Query:

[Personal Information](#)
[Student](#)
[Employee](#)
[Finance](#)
[Financial Aid](#)

Search

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a val
 To perform a comparison query select a Comparison Fiscal Year and Period in addition to the requi

Fiscal year: **Fiscal period:**
Comparison Fiscal year: **Comparison Fiscal period:**
Commitment Type:

<input type="text" value="5"/>	<input type="text" value="Index"/>
<input type="text" value="1100"/>	<input type="text" value="Activity"/>
<input type="text" value="300"/>	<input type="text" value="Location"/>
<input type="text" value="4%"/>	<input type="text" value="Fund Type"/>
<input type="text" value="Account"/>	<input type="text" value="Account Type"/>
<input type="text" value="Program"/>	<input type="text" value=""/>

Include Revenue Accounts
Save Query as:
 Shared

RELEASE: 8.7.0.2

© 2022 Ellucian Company L.P. and its affiliates.

Report Parameters

Organization Budget Status Report		
By Account		
Period Ending Jun 30, 2022		
As of Mar 25, 2022		
Chart of Accounts	S Solano Community College	Commitment Type All
Fund	1100 General Fund Unrestricted	Program %
Organization	300 Finance and Administration	Activity All
Account	4%	Location All

Query Results

Account	Account Title	Program	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Reservations	FY22/PD14 Available Balance
4000	Supplies & Materials**BUDGET ONLY**	000000	10,019.00	0.00	0.00	0.00	10,019.00
Report Total (of all records)			10,019.00	0.00	0.00	0.00	10,019.00

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY22/PD14 Adopted Budget	percent of	FY22/PD14 Adopted Budget	FY22/PD14 Adopted Budget	

Example of Query including an Activity code:

[Personal Information](#)
[Student](#)
[Employee](#)
[Finance](#)
[Financial Aid](#)

Search

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in e

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fis

Fiscal year: **Fiscal period:**

Comparison Fiscal year: **Comparison Fiscal period:**

Commitment Type:

Include Revenue Accounts

Save Query as:

Shared

RELEASE: 8.7.0.2

© 2022 Ellucian Company L.P. and its affiliates.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2022			
As of Mar 25, 2022			
Chart of Accounts	S Solano Community College	Commitment Type	All
Fund	1100 General Fund Unrestricted	Program	%
Organization	4075 Athletics-Teams/Groups	Activity	A0006 Athletics: Volleyball WMN-Team
Account	4%	Location	All

Query Results

Account	Account Title	Program	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Reservations	FY22/PD14 Available Balance
4000	Supplies & Materials**BUDGET ONLY**	000000	2,437.21	0.00	0.00	0.00	2,437.21
4400	Instructional Supplies & Materials	083550	0.00	0.00	1,358.52	0.00	(1,358.52)
Report Total (of all records)			2,437.21	0.00	1,358.52	0.00	1,078.69

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY22/PD14 Adopted Budget	percent of	FY22/PD14 Adopted Budget	FY22/PD14 Adopted Budget	