- 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 retrie Retrieve Query.

Create a New Query
Type

Budget Status by Account

Create Query

Retrieve Existing Query
Saved Query

None

Retrieve Query

[ Budget Queries | Encumbrance Query | Requisition | Approve Docume Budget Transfer | Delete Finan

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• Choose columns to view in query:

### **Budget Queries**

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

Adopted Budget	✓ Year to Date	
Budget Adjustment	<b>✓</b> Encumbrances	
Adjusted Budget	✓ Reservations	
Temporary Budget	Commitments	
Accounted Budget	Available Balance	
Save Query as:		
Shared		
Continue		

#### 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

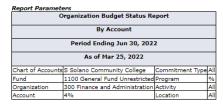
Available Balance = remaining funds/monies available

# Example of Query:

Personal Information	Student Emp	oloyee Finance Financia	al Aid
Search	Go	]	
Budget Queries	;		
For a Budget Query to	be successful,	a user with Fund Organiza	tion query access must enter a va
■To perform a comparis	on query select	t a Comparison Fiscal Year	and Period in addition to the requ
Fiscal year:	2022 🕶	Fiscal period:	14 🗸
Comparison Fiscal yea	r: None 🗸	Comparison Fiscal pe	eriod: None 🗸
Commitment Type:	All	~	
Chart of Accounts	S	Index	
Fund	1100	Activity	
Organization	300	Location	
Grant		Fund Type	
Account	4%	Account Type	
Program	%		
☐ Include Revenue A	counts		
Save Query as:			
☐ Shared			
Submit Query			

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 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

 Report Total (of all records)
 10,019.00

 Download All Ledger Columns
 Download Selected Ledger Columns

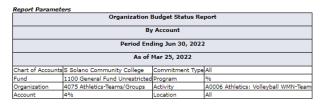
 View Payroll Expense Detail

# Example of Query including an Activity code:

Personal Information S	tudent Employe	Finance Financial Aid	<u> </u>
Search	Go		
Budget Queries			
For a Budget Query to b	e successful, a us	er with Fund Organization (	query access must enter a value in e
To perform a comparison	n query select a C	Comparison Fiscal Year and I	Period in addition to the required Fis
Fiscal year:	2022 🗸	Fiscal period:	14 🗸
Comparison Fiscal year:	None 🕶	Comparison Fiscal period	None V
Commitment Type:	All 💙	·	
Chart of Accounts	S	Index	
Fund	1100	Activity	A0006
Organization	4075	Location	
Grant		Fund Type	
Account	4%	Account Type	
Program	%		
☐ Include Revenue Acc	ounts		
Save Query as:			
☐ Shared			
Submit Query			

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_							
Query R 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 To	otal (of all records)		2,437.21	0.00	1,358.52	0.00	1,078.69
Download All Ledger Columns   Download Selected Ledger Columns   View Payroll Expense Detail							
Compute Additional Columns for the query Column 1 Operator Column 2 Display After Column New Column Description							
	14 Adopted Budget V percent of V	FY22/PD14	Adopted Budget V FV22/PD14 A	Adopted Budget 💙			

Perform Computation

Another Query