

FINANCE SELF SERVICE – BUDGET QUERIES

Budget Query – Budget Status by Account

- Budget Status by Account Query is the quickest way to get details on transactions by allowing you to look up budget information for one org code.
 1. Login to the Gateway, Click **MyWCC**
 2. Click the **Finance Tab**
 3. Click **Budget Queries**
 4. Select the default option **Budget Status by Account** from the drop-down menu
 5. Click Create Query

Select the Columns to display on report

1. **Select** the columns (headers) that you want displayed in the Query result/report. **Note:** *It is common practice to select the displayed ledger columns.*
2. **Click** Continue

Note: Descriptions of columns located at end of document.

<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 checked="" type="checkbox"/>	Commitments
<input checked="" type="checkbox"/>	Accounted Budget	<input checked="" type="checkbox"/>	Available Balance

Save Query as:

Shared

Continue

FIGURE 1 OPERATING LEDGER DATA COLUMNS

Data to include in query/report

Select the data to include in query and click submit query. Can also enter account to look up information for specific accounts.

Fiscal year:	2017	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund		Activity	
Organization	23312	Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query

FIGURE 3 - DATA TO INCLUDE IN REPORT

Month	Fiscal Period	Month	Fiscal Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12
	End of Fiscal Year		14

FIGURE 2 - LIST OF FISCAL PERIODS

Fiscal Year	The College's fiscal year is from July 1 to June 30 th – Current Fiscal Year: 19
Fiscal Period	Fiscal Period Starts July (1) , therefore if you want to query the month of March you would select (9) . Note: for up to the minute data choose fiscal period (14)
Commitment Type	Select All
Chart of Accounts	1
Comparison Fiscal Year & Month (Optional)	If you are interested in comparing budget information for previous years. Select desired fiscal month and period

Required:
 Fiscal Year
 Fiscal Period
 Chart of Accounts
 Org code
(fields outlined in red)
A wildcard (%) can be used for Fund, Org, Account or Program

View Query/Report Results

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Mar 31, 2015			
As of Mar 10, 2015			
Chart of Accounts	1 Washtenaw Community College	Commitment Type	All
Fund	All	Program	All
Organization		Activity	All
Account	71%	Location	All

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1 **View Pending Documents** button to view *un-posted* activity that may be affecting the available balance.

2 **Download All Ledger Columns/Download Selected Ledger Columns** into an Excel spreadsheet.

3 **Drilling Down** - Users can click on any item in blue to view transaction detail.

Query Results

Account	Account Title	FY15/PD09 Year to Date	FY15/PD09 Commitments	FY15/PD09 Available Balance
7117	Software Instructional	157.30	0.00	(43.30)
7131	Office Supplies	1,082.69	0.00	378.31
7134	Toner Cartridges	21.20	0.00	2,959.80
7138	Computer Components	273.42	0.00	(234.42)
7170	Local Travel	0.00	0.00	60.00
7183	Duplicating & Printing	120.92	0.00	409.08
Report Total (of all records)		1,655.53	0.00	3,529.47

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Save Query as:

Shared

Column Descriptions

Adopted Budget	Original Budget given at the beginning of the Fiscal Year
Budget Adjustment	Any additions or reductions made during the year
Adjusted Budget	Original Budget + or - any Budget Adjustments. (also called current Budget)
Temporary Budget	Adjustments done in the current year that are temporary. Will not roll over
Accounted Budget	Original Budget + or – any Budget Adjustments – drill down available
Year to Date	Transactions that have been processed during the fiscal year up to the selected accounting period (expenditures, revenue and transfers)
Encumbrances	Funds committed for future payments / completed and approved purchase orders
Reservations	Requisitions completed and approved
Commitments	Encumbrances + Reservations
Available Balance	Remaining Budget left to spend = Accounted Budget – Year to Date+Commitments

1. You may name and save your query at any time and select to share it with other Finance Self Service users.
2. **Note:** each time a query is saved, only the information entered up to that point is included. This enables you to save the query and access it at a later time for quick reference or customization.