

Many of the financial activities performed in Banner may also be completed in WebSMART's Financial Services module. Through web access you can execute journal transfers, complete requisitions, approve documents, run budget queries or view various financial reports. Instructions for many of these tasks are detailed in this training document.

## Login to WebSMART

WebSMART is a student, faculty and staff web resource for viewing District data. To access WebSMART, go to <https://websmart.smccd.edu/> and proceed as follows:

My.SMCCD WebSMART WEBSCHEDULE WEBACCESS Support

WebSMART allows students to register for classes, download transcripts, apply for financial aid and much more.

College Sites Index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Student Email Login

Cañada College

College of San Mateo

Skyline COLLEGE

DISTANCE EDUCATION GATEWAY

WebSMART will be unavailable from Saturday October 27th at midnight until Monday, October 29th at 8:00 am. Services may be restored earlier if possible.

WebSMART Login

User ID:

Pin:

Login Forgot PIN

[Problems logging in?](#)

Cosmetology and Esthetics

Express your artistic talents by doing hair, skin or nails!

Students who graduate from the prestigious Cosmetology and Esthetician programs are sought after for their skills and training.

Skyline COLLEGE

Contact: Nancy Lam, (650) 738-4168 or lamn@smccd.edu

- In the *User ID* field, enter your **G-Number** or **Social Security Number** (without dashes)
- In the *Pin* field, enter your **6-Digit Birth Date** in “MMDDYY” format (the pin may be changed after the initial Login)
- Click on **Login** (or press **Enter**)

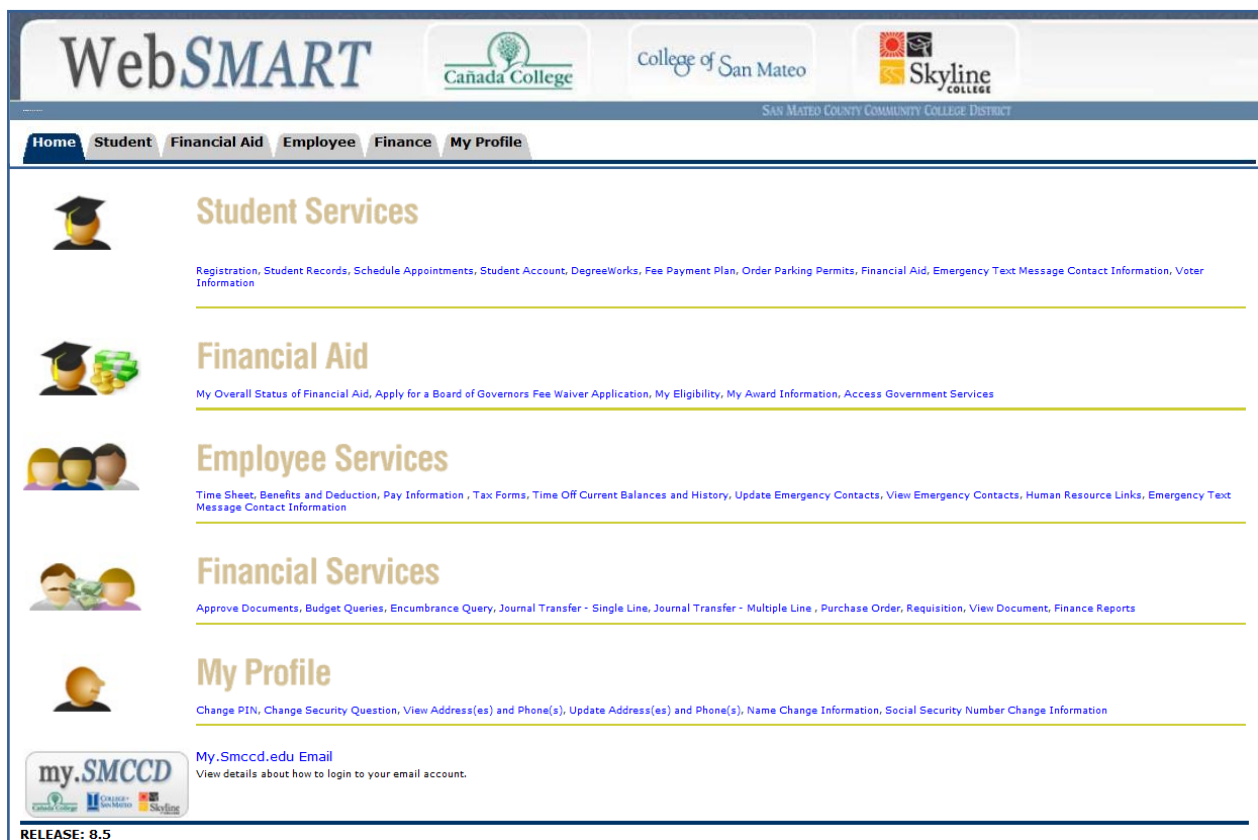
## Login to WebSMART (continued)...

To access the desired WebSMART information, navigate through the screens by selecting the **Student**, **Financial Aid**, **Employee**, **Finance**, or **My Profile** tabs.



[SITE MAP](#)   [EXIT](#)

OR, on the **Home Page** choose one of the *DIRECT LINKS* available under the headings for **Student Services**, **Financial Aid**, **Employee Services**, **Financial Services** or **My Profile**.



## Procurement Card Journals (Expenditure Transfers)

Procurement card charges are downloaded monthly from U.S. Bank, posted to the procard user’s default or reallocated account number, and an email notification is sent to the cardholder’s contact person. If the default/reallocation account is NOT the proper charge account for a particular purchase, the expenditure must be reclassified via a journal voucher.

To transfer (*reclassify*) a procurement card expenditure to the proper accounting distribution, login to WebSMART and proceed as follows:

- Select **Financial Services** and either **Journal Transfer – Single Line** OR **Journal Transfer – Multiple Line**

### Financial Services

[Approve Documents](#), [Budget Queries](#), [Encumbrance Query](#), [Journal Transfer - Single Line](#), [Journal Transfer - Multiple Line](#), [Purchase Order](#), [Requisition](#), [View Document](#), [Finance Reports](#)

#### [Journal Transfer - Single Line](#)

Use this form to transfer funds for procurement card expense journals and budget transfers.

#### [Journal Transfer - Multiple Line](#)

Use this form to transfer funds for procurement card expense journals and budget transfers with multiple entries.

## Procard Journal Transfer – Single Line

- In the *Journal Type* field, select either **APCA (PROCARD EXP WITHIN FUND)** or **APCF (PROCARD EXP INTERFUND)**

<b>Transaction Date</b>	11 ▾	OCT ▾	2012 ▾
<b>Journal Type</b>	APCA (PROCARD EXP WITHIN FUND) ▾		
<b>Transfer Amount</b>	<input type="text" value="250.00"/>		
<b>Document Amount</b>	0.00		

- In the *Transfer Amount* field, enter the amount to be transferred; the *Document Amount* will be generated *automatically*

## Procurement Card Journals (continued)...

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
<b>From</b>	1		10004	4441	4510	601001			-
<b>To</b>			10004	4441	5694	601001			+
<b>Description</b>	W1-Recls C1300454 Office Depot			<b>Budget Period</b>	01 ▼				
<b>Save as Template</b>	<input type="text"/>								
<input type="checkbox"/> <b>Shared</b>									
<input type="button" value="Complete"/>									

- In the *Chart* field, enter “1” (Chart of Accounts is always “1”)
- Tab to enter the **Fund, Organization, Account** and **Program** codes for the account you wish to transfer the expenditure **FROM** (-)
- Tab to enter the **Fund, Organization, Account** and **Program** codes for the account you wish to transfer the expenditure **TO** (+)
- Tab to the *Description* field to enter your initials and site code (1=District, 2=Skyline, 3=Cañada, 4=CSM) followed by the procard journal number and vendor’s name
- If you wish to **SAVE** the journal information for future use, enter a template name; this template can later be retrieved by selecting it from the “Use template” drop-down list
- Click on the **Complete** button
- Make note of the journal voucher number and close the screen (unless you have additional expenditure transfers to be completed)

**NOTE:** Once a journal is started in WebSMART it must be finalized (completed) or the transaction will be lost.

## Procard Journal Transfer – Multiple Line

- In the *Journal Type* field, select either **APCA (PROCARD EXP WITHIN FUND)** or **APCF (PROCARD EXP INTERFUND)**
- In the *Document Amount* field enter the total of all **Credits/FROM (-)** *plus* all **Debits/TO (+)**

<b>Transaction Date</b>	30	MAY	2007
<b>Journal Type</b>	APCA (PROCARD EXP WITHIN FUND)		
<b>Document Amount</b>	450.00		

- In the *Chart* field for Line 1, enter “1”
- Tab to enter the **Fund, Organization, Account** and **Program** codes for the account you wish to transfer the expenditure **FROM (-)**
- Tab to enter the **Amount** you wish to transfer **FROM (-)** the account

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	1		10004	4441	4510	601001			225.00	-
2	1		10004	4441	5211	601001			125.00	+
3	1		10004	4441	5211	089901			100.00	+
4										+
5										+
<b>Description</b>		NW4 Rds C0701500 Sheraton			<b>Budget Period</b>		01			

- In the *Chart* field for Line 2, enter “1”
- Tab to enter the **Fund, Organization, Account** and **Program** codes for the *first* account you wish to transfer the expenditure **TO (+)**
- Tab to enter the **Amount** you wish to transfer **TO (+)** this account
- Continue to enter the remaining **FOAPs** and **Amounts** into which you are transferring expenditure until ALL of the **DEBITS/TO (+)** have been entered
- Tab to the *Description* field to enter your initials and site code followed by the procard journal number and vendor’s name

## Procard Journal Transfer – Multiple Line (continued)...

- If you wish to SAVE the journal information for future use, enter a template name; this template can later be retrieved by selecting it from the “Use template” drop-down list

<b>Use template</b>	None
	None
	Dental Hygiene (Personal)
	Ed>Net (Personal)
	<b>EWD (Personal)</b>
<b>Transaction D</b>	MCHS (Personal)
<b>Journal Type</b>	MCHS Tix (Personal)
<b>Transfer Amo</b>	NW4-Redls C0404868 AT&T Wirels (Personal)
<b>Document Am</b>	Soc Sci (Personal)
	Americas Tires Security (Shared)
	Auto Laundry (Shared)
	Instructional Equipment (Shared)
	Prop 20 (Shared)

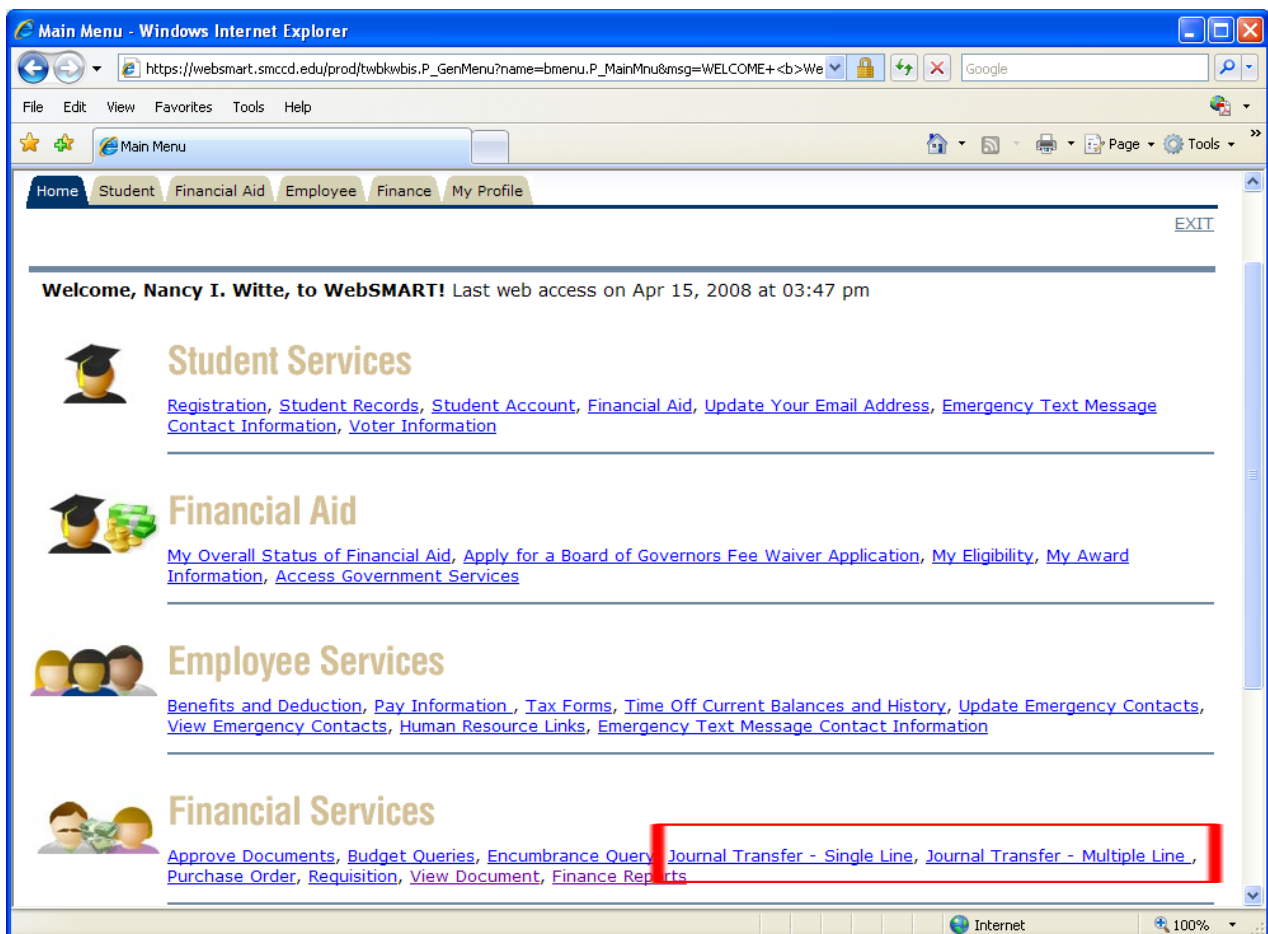
- Click on the **Complete** button
- Make note of the journal voucher number and close the screen (unless you have additional expenditure transfers to be completed)

**NOTE:** In WebSMART, multiple line expenditure reclassifications are limited to a maximum of five lines per journal transfer for both the Credits/FROM (-) and the Debits/TO (+).

## Budget Transfers

Budget transfers move available budget from one account to another via a journal voucher. To prevent non-sufficient funds (NSF) issues, always check your budget in Budget Availability Status (FGIBAVL) to be certain that you have adequate funds available to cover your expenditures *before* you complete requisitions or procurement card expense journals. If a budget transfer is necessary, the journal may be completed either in Banner (FGAJVCD) or WebSMART.

In WebSMART, budget transfers are processed by selecting **Financial Services** and **Journal Transfer – Single Line** or **Journal Transfer – Multiple Line** from the home page.



## Budget Journal Transfer – Single Line

- In the *Journal Type* field, select **BDTW (BUDGET TRANSFER – WEB)**
- In the *Transfer Amount* field, enter the amount to be transferred
- Tab through the *Document Amount* field (this amount will be generated *automatically*)
- In the *Chart* field enter “1”
- Tab to enter the **Fund, Organization, Account** and **Program** codes for the account you wish to transfer budget **FROM** (-)
- Tab to enter the **Fund, Organization, Account** and **Program** codes for the account you wish to transfer budget **TO** (+)
- Tab to the *Description* field to enter your initials and site code (1=District, 2=Skyline, 3=Cañada, 4=CSM) followed by a brief description of the transaction
- If you wish to **SAVE** the journal information for future use, enter a template name; this template can later be retrieved by selecting it from the “Use template” drop-down list

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
<b>From</b>	1		10004	4441	4510	601001			-
<b>To</b>			10004	4441	5690	601001			+
<b>Description</b>	NW4-Tsfr fr 4510 to 5690			<b>Budget Period</b>	01				

**Save as Template**

**Shared**

- Click on the **Complete** button
- Make note of the journal voucher number and close the screen (unless you have additional budget transfers to be completed)



## Journal Transfer - Multiple Line

- In the *Journal Type* field, select **BDTW (BUDGET TRANSFER – WEB)**

<b>Transaction Date</b>	28	MAY	2007
<b>Journal Type</b>	APCA (PROCARD EXP WITHIN FUND)		
<b>Document Amount</b>	APCA (PROCARD EXP WITHIN FUND) APCF (PROCARD EXPENSE INTERFUND) <b>BDTW (BUDGET TRANSFER - WEB)</b>		

- In the *Document Amount* field enter the total of all the **Credits/FROM (-)** plus all of the **Debits/TO (+)**
- Line #1: Enter “1” in the *Chart* field and then tab to input the appropriate **Fund, Organization, Account** and **Program** codes and **Amount** for the account you wish to transfer budget **FROM (-)**
- Line #2: Enter “1” in the *Chart* field and then tab to input the appropriate **Fund, Organization, Account** and **Program** codes and **Amount** for **EITHER** the *next* account you wish to transfer budget **FROM (-)** OR the *first* account you wish to transfer budget **TO (+)**; use the drop-down arrow to select “-” or “+” in the *D/C* field
- Lines #3-5: Enter “1” in the *Chart* field and then tab to input the appropriate **Fund, Organization, Account** and **Program** codes and **Amount** for all additional accounts you wish to transfer budget **FROM (-)** or **TO (+)**; use the drop-down arrow to select “-” or “+” in the *D/C* field

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	1		10003	3229	4510	671000			293.3	-
2	1		10003	3345	5514	692000			45.29	+
3	1		10003	3229	5514	678000			41.14	+
4	1		39001	3345	5514	692000			164.21	+
5	1		39030	3345	5514	692000			42.66	+
<b>Description</b>					<b>Budget Period</b>					
Rb3 C0408383 Nextel Wireless					01					

Save as Template

Shared

## Journal Transfer - Multiple Line (continued)...

- Tab to the *Description* field to enter your initials and site code (1=District, 2=Skyline, 3=Cañada, 4=CSM) followed by a brief description of the transaction
- If you wish to SAVE the journal information for future use, enter a template name; this template can later be retrieved by selecting it from the “Use template” drop-down list

<b>Use template</b>	None
	None
	Dental Hygiene (Personal)
	Ed>Net (Personal)
	<b>EWD (Personal)</b>
<b>Transaction D</b>	MCHS (Personal)
<b>Journal Type</b>	MCHS Tix (Personal)
	NW4-Recls C0404868 AT&T Wirels (Personal)
<b>Transfer Amo</b>	Soc Sci (Personal)
	Americas Tires Security (Shared)
<b>Document Am</b>	Auto Laundry (Shared)
	Instructional Equipment (Shared)
	Prop 20 (Shared)

Save as Template

Shared

- Click on the **Complete** button
- Make note of the journal voucher number and close the screen (unless you have additional budget transfers to be completed)

**NOTE:** In WebSMART, multiple line budget transfers are limited to a maximum of five lines per journal transfer for both the Credits/FROM (-) and the Debits/TO (+).

## Requisitions

Unless a procurement card is used, the Requisition/Purchase Order process must be utilized when placing orders for District goods and services (for applicable dollar limit guidelines, refer to the District Downloads document “Purchasing Procedures and Contract Requirements”). As in Banner, it is important to check Budget Availability [FGIBAVL] and complete a budget transfer (if necessary) before completing your Requisition.

To process your order through WebSMART, click on the **Requisition** link in the **Financial Services** section (or select the Finance tab and click on Requisition). Begin by either retrieving an existing Template (select one from the Use Template drop-down menu and click Retrieve) or by entering a new online requisition as follows:

- The *Transaction Date* and *Delivery Date* fields default to current date (adjust if necessary)
- Tab to enter the **Vendor ID**; if you do NOT know the vendor ID number use *Code Lookup* to execute a query...

**Code Lookup**

Chart of Accounts Code	1
Type	vendor
Code Criteria	
Title Criteria	SMCCCD Bookstore
Maximum rows to return	10
<input type="button" value="Execute Query"/>	

- Click on *Vendor Validate* to default the related information (edit the *Address Sequence* if necessary)

Transaction Date	16	APR	2008
Delivery Date	16	APR	2008
Vendor ID	946080505	<input type="button" value="Vendor Validate"/>	
Address Type	BI	Address Sequence	5
Vendor Contact	Kevin Chak	Vendor E-mail	chak@smccd.edu
Vendor Name	SMCCCD Bookstore	Vendor Phone	
Vendor Address	Skyline College	Fax	
	Dell/Apple Attn: Kevin Chak		
	3300 College Drive		
	San Bruno CA 94066		

## Requisitions (continued)...

- Tab to enter *Requestor* contact information (email, phone, fax); **Chart of Accounts, Organization, Currency Code, Discount Code** and **Tax Group** fields should all default (edit if necessary)

<b>Requestor Name</b>	Nancy Witte		
<b>Requestor E-mail</b>	witte@smccd.edu		
<b>Phone Area</b>	650	<b>Phone</b>	3586801 <b>Ext</b>
<b>FAX Area</b>	650	<b>FAX Number</b>	5746574 <b>FAX Ext</b>
<b>Chart of Accounts</b>	1	<b>Organization</b>	1032
<b>Currency Code</b>	USD	<b>Discount Code</b>	00 <b>Tax Group</b> 825

- Tab to enter your **Ship Code**; generally this is your site code (1=District, 2=Skyline, 3=Cañada, 4=CSM), followed by your building and room number (no hyphens); if you do NOT know your code, use *Code Lookup* to execute a query

<b>Ship Code</b>	1PUR	<b>Attention To</b>	Nancy Witte
------------------	------	---------------------	-------------

**NOTE:** If your “ship to” code is not already in the system or if some of the information is incorrect, contact your Business Officer who will forward a request to Purchasing to make the necessary modifications.

- Tab to enter the *Commodity* information (**Description, Unit of Measure, Tax Group, Quantity** and **Unit Price**)

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Additional Amount
1		Dell Computer	EA	825	1	1514	
2		RECYCLE	EA	NTX	1	8	
3			None	None			
4			None	None			
5			None	None			

Commodity Validate

Remember, SMCCCD is NOT exempt from the payment of California Sales/Use Tax. Requisitions must include sales tax at the appropriate rate for all *applicable* purchases.

## Requisitions (continued)...

- If further description is needed to fully identify the item to be ordered, click on the *Item Number* link to add **Item Text** for the commodity
- In the *Document/Commodity Text* screen enter the additional text in appropriate screen (“**Print**” or “**No Print**”), click **Save**, and close by clicking **[Exit document/item text page]**

### Document/Commodity Text

Enter Item 1 Text, Print

Dell XPS M1530 Laptop  
 Catalog #25RCRC973962-1970724  
 Intel Core 2Duo Processor T7700 (2.4GHz/  
 800Mhz FSB, 4MB Cache)  
 Memory: 4GB Shared Dual Channel DDR2

Enter Item 1 Text, No Print

Save

[\[Exit document/item text page\]](#)

- To add **Document Text** to the Requisition, click on the *Document Text* link located just above the commodity enter section

Ship Code  Attention To

Comments  [Document Text](#)

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Additional Amount
1	<input type="text"/>	Computer	EA	825	1	1514	<input type="text"/>

- In the *Document/Commodity Text* screen enter **Document Text** in appropriate screen (“**Print**” or “**No Print**”), click **Save**, and close by clicking **[Exit document/item text page]**

**NOTE:** Document Text is used to enter pertinent information related to the order, for example: vendor quotation numbers, board report references, or internal notes to District Buyers.

## Requisitions (continued)...

- Click **Commodity Validate** to confirm calculations and codes (commodity figures are *automatically* entered into the “Calculated Commodity Amounts” columns)

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Additional
1		Computer	EA	825	1	1514	
2		RECYCLE	EA	825	1	8	
3			None	None			
4			None	None			
5			None	None			

Commodity Validate

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	1,514.00	0.00		124.91	1,638.91
2	8.00	0.00		0.66	8.66
3					
4					
5					
<b>Totals:</b>	<b>1,522.00</b>	<b>0.00</b>		<b>0.00</b>	<b>1,647.57</b>

- Tab to enter the **Chart** (“1”), **Fund**, **Orgn**, **Account** and **Program** codes for the account(s) to be charged
- In the *Accounting* field, if **Percents** is selected and only one FOAP is used enter “100”; if **Dollars** is selected enter the dollar amount)

Dollars
  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	1		10004	4441	4511	601001			100
2									
3									
4									
5									

- If you wish to **SAVE** the Requisition for future use, enter a template name; this template can later be retrieved by selecting it from the “Use template” drop-down list
- Click **Complete** to perform a validation and forward the document for processing (make note of the Requisition number)

# Vendor Search

Use this screen to find a Vendor Identification Number and related contact information. From the WebSMART homepage, select **Finance Reports** under the **Financial Services** heading.



## Financial Services

[Approve Documents](#), [Budget Queries](#), [Encumbrance Query](#), [Journal Transfer - Single Line](#), [Journal Transfer - Multiple Line](#), [Purchase Order](#), [Requisition](#), [View Document](#), [Finance Reports](#)

Enter the vendor's name (or a portion of the name) and click **Submit** to view the **Vendor ID, Phone** and **Contact** person.

The screenshot shows the WebSMART interface with the following elements:

- Header: SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT, WebSMART, Canada College, COLLEGE of SAN MATEO, Skyline college.
- Navigation: Home, Student, Financial Aid, Employee, Finance (selected), My Profile.
- EXIT button in the top right.
- Section: CURRENT VENDOR DETAIL FOR Dell%
- Table with columns: Vendor ID, Vendor, Phone, Contact.
- Table Row: 742616805, Dell Computers 800-274-7799, Pete O
- Footer: [ [Approve Documents](#) | [Budget Queries](#) | [Encumbrance Query](#) | [Journal Transfer - Single Line](#) | [Journal Transfer - Multiple Line](#) | [Purchase Order](#) | [Requisition](#) | [View Document](#) | [Finance Reports](#) ]
- RELEASE: 5.0 SMCCCD
- powered by SMCCCD logo.

## View Document/Approval History

Use this form to (1) display the details of a requisition, purchase order, invoice, journal voucher or encumbrance, OR (2) view the approval history for a particular document. From the WebSMART homepage, select **View Document** under the **Financial Services** heading.

### View Document

- Select the document type from the *Choose type* drop-down list
- Enter the **Document Number**

Choose type:     
 Submission#:

Yes  No

All  Printable  None
  All  Printable  None

- If you do NOT know the document number click on “Document Number” to access the Code Lookup feature and perform a query

### Document Lookup

\* - at least one of these fields required.

Document Number\*   
 User ID\*   
 Activity Date\*    
 Transaction Date\*    
 Vendor ID\*   
 Requestor   
 Approved   
 Completed   
 Reference Number\*



## View Document (continued)...

- Click on **View Document**
- Scroll down to view the document

### View Document

<b>Requisition Header</b>					
Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0801250	Jan 18, 2008	Jan 18, 2008	Jan 23, 2008		1,594.38
Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:					Date:
Requestor:	Sandy Wong	1149	Facilities/Operations		
	650306-3463	wongsa@smccd.edu			
Accounting:	Commodity Level				
Ship to:	SMCCCD Chan. Ofc, Bldg & Grnds				
	Swinerton Field Office				
	4200 Farmhill Blvd.				
	19				
	Redwood City, CA 94061				
Attention:	Daley/Hempel/Rizzoli/Wong				
Contact:	Daley/Hempel/Rizzoli/Souza			650-306-3463	
Vendor:	680099195 Alliance Gas Products				
	411 Old County Road				
	Belmont, CA 94002				
Phone:	650-593-1838		Fax:	650-593-1518	

- Click on any of the *Related Documents* links to access additional document information

<b>Related Documents</b>			
Transaction Date	Document Type	Document Code	Status Indicator
Feb 01, 2008	Purchase Order	<a href="#">P0801200</a>	Approved
Feb 14, 2008	Invoice	<a href="#">I0810415</a>	Paid
Feb 22, 2008	Invoice	<a href="#">I0810659</a>	Paid
Apr 10, 2008	Invoice	<a href="#">I0812908</a>	Paid
Feb 21, 2008	Check Disbursement	11397800	
Feb 25, 2008	Check Disbursement	11397930	
Apr 14, 2008	Check Disbursement	11399919	

# Approval History

- Select the document type from the *Choose type* drop-down list
- Enter the **Document Number**

Choose type:  Document Number:   
Submission#:  Change Seq#:  Reference Number:

**Display Accounting Information**  
 Yes  No

**Display Document/Line Item Text**      **Display Commodity Text**  
 All  Printable  None       All  Printable  None

- Click on **Approval history** to view the document’s approvals

## View Document

---

### Document Identification

Document Number	R0701532	Type	Requisition
Originator:	CARRINGTON Debbie L. Carrington		

There are no approvals required at this time

### Approvals recorded

Queue Level	Date	User
A148 1	Mar 30, 2007	Debbie L. Carrington
A148 2	Mar 30, 2007	Debbie L. Carrington

## 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:

- **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.
- **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.
- **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.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance
Save Query as: <input type="text" value="Monthly Budget Query"/>	
<input type="checkbox"/> Shared	
<input type="button" value="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:

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

<b>Fiscal year:</b>	2007	<b>Fiscal period:</b>	13
<b>Comparison Fiscal year:</b>	None	<b>Comparison Fiscal period:</b>	None
<b>Commitment Type:</b>	All		
<b>Chart of Accounts</b>	1	<b>Index</b>	
<b>Fund</b>	10004	<b>Activity</b>	
<b>Organization</b>	4441	<b>Location</b>	
<b>Grant</b>		<b>Fund Type</b>	
<b>Account</b>		<b>Account Type</b>	
<b>Program</b>	601001		
<input type="checkbox"/> <b>Include Revenue Accounts</b>			
<b>Save Query as:</b>	VPI Query		
<input type="checkbox"/> <b>Shared</b>			
<b>Submit Query</b>			

## 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	<u>5,265.20</u>	<u>3,700.78</u>	0.00	1,564.42
Report Total (of all records)		5,265.20	3,700.78	0.00	1,564.42

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	<u>J0707824</u>	hy4-C0710299 Safeway	( 15.38)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707823</u>	hy4-C0709528 Safeway	( 30.48)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707821</u>	hy4-C0708693 Party America	( 49.63)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707820</u>	hy4-C0708693 Diddams #5	( 29.17)	APCF
Jun 07, 2007	Jun 13, 2007	<u>J0707819</u>	hy4-C0709190 Fedex Kinko's	( 29.21)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707818</u>	hy4-C0710119 Safeway	( 41.39)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707817</u>	hy4-C0710119 Longs Drug Stores	( 2.91)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707816</u>	hy4-C0710120 Copenhagen Balloon	( 166.40)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707815</u>	hy4-C0710121 Safeway	( 49.99)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707814</u>	hy4-C0710121 Safeway	( 34.62)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707813</u>	hy4-C0709945 Safeway	( 4.32)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707812</u>	hy4-C0709668 Smart & Final	( 45.94)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707810</u>	hy4-C0709668 Safeway	( 44.11)	APCF
Jun 07, 2007	Jun 12, 2007	<u>J0707809</u>	hy4-C0709668 Piazza's Fine Food	( 12.98)	APCF
Jun 07, 2007	Jun 11, 2007	<u>J0707764</u>	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