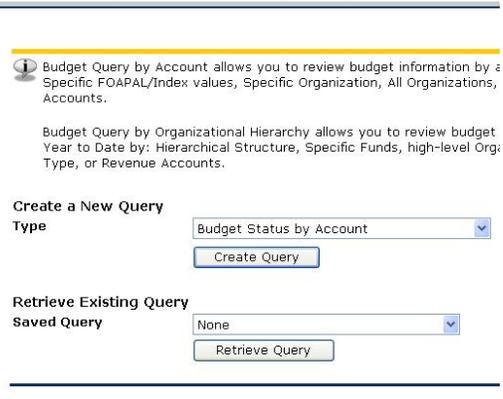
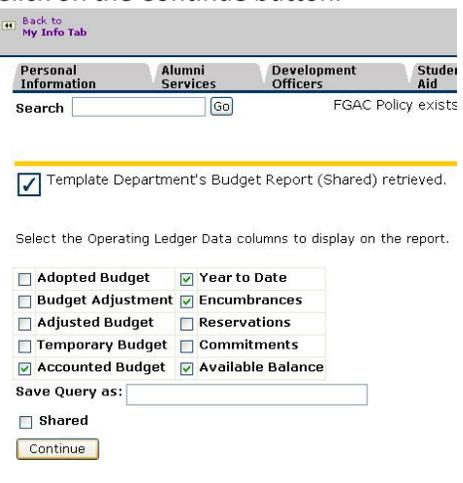


1	Login to my.whittier.edu
2	Click on the My Info tab.
3	<p>Click on the Budget Queries link.</p>  <p>The screenshot shows the My Whittier Edu homepage. The 'My Info' tab is selected in the navigation bar. Under the 'My Info' section, the 'Budget Queries' link is circled in red. Other visible links include 'Registration Tools' (Registration Status, Look Up Classes, Add or Drop Classes, Change Class Options) and 'Employment Details' (Pay Stub, Job Details).</p>
4	<p>Select 'Department Budget report', under saved query</p>  <p>The screenshot shows the 'Budget Query by Account' configuration page. It includes a 'Create a New Query' section with a dropdown menu set to 'Budget Status by Account' and a 'Create Query' button. Below it is a 'Retrieve Existing Query' section with a dropdown menu set to 'None' and a 'Retrieve Query' button.</p>
5	Click retrieve query
6	<p>Click on the Continue button.</p>  <p>The screenshot shows the 'Budget Query by Account' configuration page. The 'Template Department's Budget Report (Shared)' checkbox is checked. Below it, there are several checkboxes for 'Operating Ledger Data columns to display on the report'. The 'Continue' button is highlighted.</p>
7	Select Fiscal Year, Period, organization, Fund

You may select a Fiscal Period and Year to compare to the required Fiscal Period that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2008 **Fiscal period:** 04
Comparison Fiscal year: None **Comparison Fiscal period:** None
Commitment Type: All
 Chart of Accounts: 1 Index
 Fund: 100000 Activity
 Organization: 1362 Location
 Grant: Fund Type
 Account: Account Type
 Program:

Include Revenue Accounts
 Save Query as:
 Shared

8 Click on the **Submit Query** button.

9

Report Parameters

Organization Budget Status Report
By Account
Period Ending Oct 31, 2007
As of Nov 14, 2007

Chart of Accounts 1 Whittier College Commitment Type All
 Fund 100000 Current Unrestricted Fund Program All
 Organization 1362 Academic Computing Activity All
 Account All Location All

Query Results

Account	Account Title	FY08/PD04 Accounted Budget	FY08/PD04 Year to Date	FY08/PD04 Encumbrances	FY08/PD04 Available Balance	% Available
8110	Communication & Information	1,390.00	1,420.00	0.00	(30.00)	(2.16)
8115	Postage and Shipping	70.00	158.62	0.00	(88.62)	(126.60)
8120	Printing and Duplicating	320.00	477.00	0.00	(157.00)	(49.06)
8125	Conferences & Conventions	3,600.00	0.00	0.00	3,600.00	100.00
8130	Travel and Transportation	250.00	0.00	0.00	250.00	100.00
8140	Professional Services	0.00	1,437.50	0.00	(1,437.50)	0.00
8150	Maintenance & Repair Services	69,470.00	20,755.92	0.00	48,714.08	70.12
8171	Telephone	3,650.00	1,245.31	0.00	2,404.69	65.88
8210	Office & Instruction Supplies	7,380.00	1,194.85	0.00	6,185.15	83.81
8250	Minor Equipment Under \$5000	16,060.00	7,249.74	0.00	8,810.26	54.86
8270	Computer Supplies	8,770.00	6,278.28	304.03	2,187.69	24.95
8610	Equipment-New/Over \$5000	49,030.00	21,034.36	0.00	27,995.64	57.10
Report Total (of all records)		159,990.00	61,251.58	304.03	98,434.39	61.53