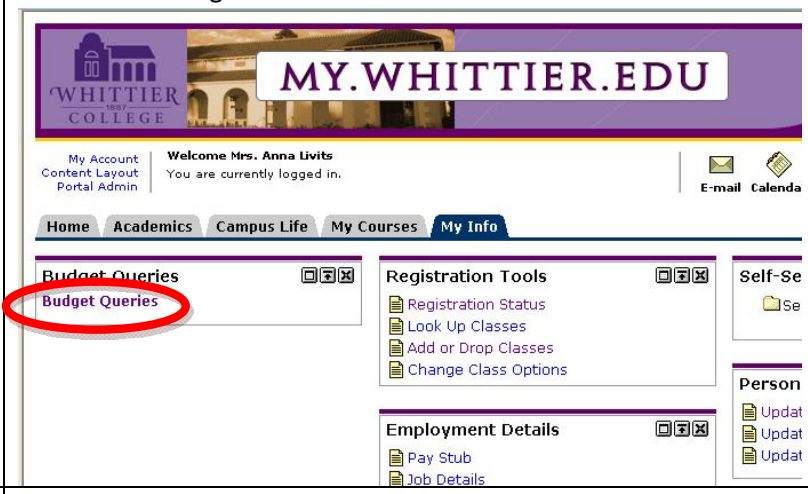
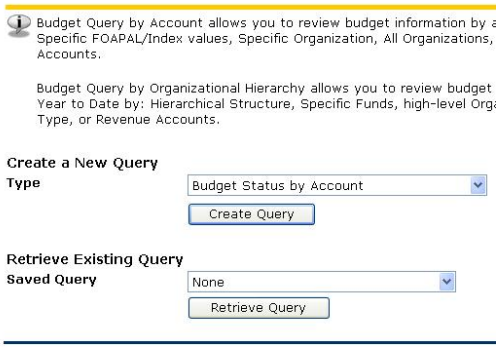
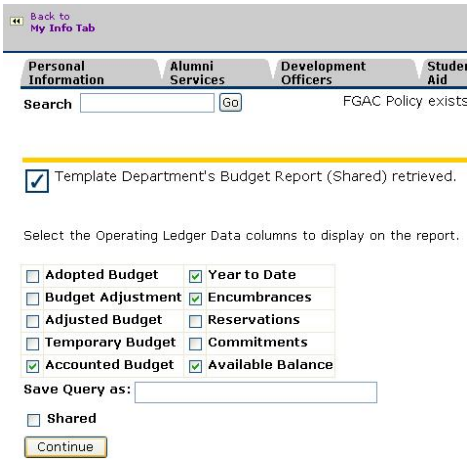
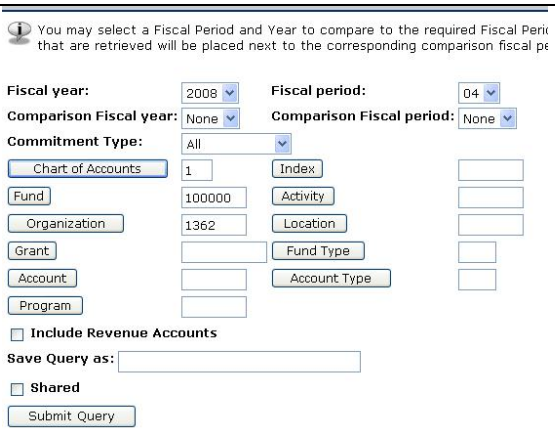
1	Login to my.whittier.edu
2	Click on the My Info tab.
3	Click on the Budget Queries link. 
4	Select 'Department Budget report', under saved query 
5	Click retrieve query
6	Click on the Continue button. 
7	Select Fiscal Year, Period, organization, Fund



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