

# BUDGET QUERIES FOR GRANTS

In Banner Finance Self Service





# Getting there

- ▶ Log into **1600grand** (see **1600grand handout**)
- ▶ Click on the **Business Services tab**

The screenshot shows the Macalester College 1600grand website. At the top left is the '1600grand' logo. Below it, a navigation bar contains tabs for 'Home', 'Library', 'Business Services', 'Employment/My Job', 'Mac and Beyond', and 'My Tab'. A red arrow points to the 'Business Services' tab. To the right of the navigation bar, there are icons for 'e-mail', 'calendar', 'groups', 'logout', and 'help'. The date 'January 14, 2008' is shown in the top right corner. The main content area is divided into several sections: 'My Announcements' (stating 'You currently have no personal announcements'), 'My Banner' (with a 'My Banner' folder icon), 'Around Macalester' (containing a 'Bulletin' section for 'Friday January 11, 2008' with a 'View complete issue >' link), and 'Directory Search' (with a search input field, a 'go' button, and instructions to enter a name or email address).





In the Business Services tab click on Budget Queries.

1600grand

Welcome Ms. Nancy L. Eastham  
You are currently logged in.

e-mail calendar groups logout help

Home Library **Business Services** Employment/My Job Mac and Beyond My Tab

January 7, 2009

**Finance Self Service**

- [Budget Queries](#)
- [Encumbrance Query](#)
- [View Document](#)
- [Approve Documents](#)
- [Budget Transfer](#)
- [Multiple Line Budget Transfer Form](#)

**Financial Advisor**

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	100000		107,233,284	75,548,709	31,684,575	70.45	29.55
2			0	0	0		
3			0	0	0		
4			0	0	0		
5			0	0	0		

**Finance Alerts Grants**

No Grants are scheduled to end in selected time period

**My Banner**

My Banner

**Business Services Links**

- [Accounting](#)
- [Budget](#)
- [Payables](#)
- [PCard](#)
- [Procurement](#)
- [Student Accounts](#)

**Argos Reports**

[Launch Argos](#)

**Training Documentation**

[Band Editor User Guide \(PDF\)](#)

**Financial Advisor**

\$1.00



For a Grant budget query select Budget Status by Account from the drop down box.

The screenshot shows a web application interface for budget queries. At the top, there is a green header with the text "1600grand". Below this, there are navigation links: "back to Business Services Tab" and icons for "e-mail", "calendar", "groups", "logout", and "help". A secondary navigation bar contains tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". A search bar with a "Go" button and links for "MENU", "SITE MAP", and "HELP" are also present.

The main content area is titled "Budget Queries". Below the title, there is an information icon and text: "To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query."

Under the heading "Create a New Query", there is a "Type" dropdown menu. The dropdown is open, showing four options: "Budget Status by Account", "Budget Status by Account", "Budget Status by Organizational Hierarchy", and "Budget Quick Query". A large orange arrow points to the first "Budget Status by Account" option. Below this, there is a "Retrieve Existing Query" section with a "Saved Query" dropdown menu set to "None" and a "Retrieve Query" button.

At the bottom of the page, there is a footer with navigation links: "[ Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template ]". Below the links, it says "RELEASE: 7.2" and "powered by SUNGARD HIGHER EDUCATION".

The bottom of the screenshot shows a Windows taskbar with "Done" on the left and "Internet" on the right.



# Click on Create Query.

1600grand

back to Business Services Tab

e-mail calendar groups logout help


Personal Information Employee WebTailor Administration Finance

Search  Go MENU SITE MAP HELP

## Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**

Type   

**Retrieve Existing Query**

Saved Query

[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document Template](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance](#) ]

RELEASE: 7.2

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Be sure these boxes are checked for a grant query, once checked they will default next time.

Personal Information Employee WebTailor Administration Finance

Search

### 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 type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Final Budget	<input type="checkbox"/> Available Balance

Save Query as:

Shared

[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transl Template](#) ]

RELEASE: 7.2

April 2009



Then click on Continue.

Personal Information Employee WebTailor Administration **Finance**

Search

### Budget Queries

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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 type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Final Budget	<input type="checkbox"/> Available Balance

Save Query as:

Shared

---

[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transl Template](#) ]

RELEASE: 7.2





# Fill in the following fields

Personal Information Employee WebTailor Administration Finance

Search  Go

## Budget Queries

**i** For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. ( is through the Fiscal Year to Date.

**i** To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. W retrieved will be placed next to the corresponding comparison fiscal period.

<b>Fiscal year:</b>	2009	<b>Fiscal period:</b>	12
<b>Comparison Fiscal year:</b>	None	<b>Comparison Fiscal period:</b>	None
<b>Commitment Type:</b>	All		
Chart of Accounts	M	Index	<input type="text"/>
Fund	<input type="text"/>	Activity	<input type="text"/>
Organization	<input type="text"/>	Location	<input type="text"/>
Grant	201601	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account	<input type="text"/>
Program	<input type="text"/>		

**Include Revenue Accounts**

Save Query as:

Shared

Submit Query

Fill in your grant number here, which is the first 6 numbers from your FOAPAL



# Click on Submit Query.

**Personal Information** **Employee** **WebTailor Administration** **Finance**

Search

## Budget Queries

**i** For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. If is through the Fiscal Year to Date.

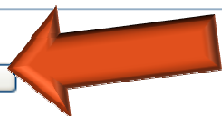
**i** To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. What retrieved will be placed next to the corresponding comparison fiscal period.

<b>Fiscal year:</b>	<input type="text" value="2009"/>	<b>Fiscal period:</b>	<input type="text" value="12"/>
<b>Comparison Fiscal year:</b>	<input type="text" value="None"/>	<b>Comparison Fiscal period:</b>	<input type="text" value="None"/>
<b>Commitment Type:</b>	<input type="text" value="All"/>		
<input type="button" value="Chart of Accounts"/>	<input type="text" value="M"/>	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	<input type="text"/>	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	<input type="text"/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text" value="201601"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text"/>		

**Include Revenue Accounts**

Save Query as:

**Shared**





# Your Grant Status report will appear!

**Period Ending May 31, 2009**  
**As of Apr 05, 2009**

Chart of Accounts	M Macalester College	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	201601 CNCS-Lm&Srv Am-Princeton/Bonner		

**Query Results**

Account Account Title	GY08/PD09 Year to Date	GY08/PD09 Commitments
512500 Other Federal Grants	21,238.77	0.00
513000 Other Grants	0.00	0.00
601004 Student Compensation - Summer	493.00	0.00
610000 Benefits - Social Security (FICA)	37.72	0.00
700000 Office Supplies	341.00	0.00
700001 Instruction/Lab Supplies	655.06	0.00
700002 Clothing	109.98	0.00
700003 Audio Visual Supplies	88.99	0.00
700004 Hospitality Supplies	106.43	0.00
700005 Food/Meals - Local	2,413.81	0.00
700500 Binding	13.00	0.00
700501 Books	1,527.67	0.00
700502 Periodicals & Subscriptions	238.90	0.00
700503 Films & Slides	98.84	0.00
701000 Postage	16.50	0.00
Screen total	15,097.87	0.00
Running total	15,097.87	0.00
Report Total (of all records)	( 1,903.94)	0.00

Next 15>



This includes all activity from the beginning of the grant. The balance available for your grant is the Report Total. If this number is negative, your grant is either overspent or needs to be billed to the grantor.

**Query Results**

Account	Account Title	GY08/PD09 Year to Date	GY08/PD09 Commitment
512500	Other Federal Grants	21,238.77	
513000	Other Grants	0.00	0.00
601004	Student Compensation - Summer	493.00	0.00
610000	Benefits - Social Security (FICA)	37.72	0.00
700000	Office Supplies	341.00	0.00
700001	Instruction/Lab Supplies	655.06	0.00
700002	Clothing	109.90	0.00
700003	Audio Visual Supplies	88.99	0.00
700004	Hospitality Supplies	106.43	0.00
700005	Food/Meals - Local	2,413.81	0.00
700500	Binding	13.00	0.00
700501	Books	1,527.67	0.00
700502	Periodicals & Subscriptions	238.90	0.00
700503	Films & Slides	98.84	0.00
701000	Postage	16.50	0.00
	Screen total	15,097.87	0.00
	Running total	15,097.87	0.00
	Report Total (of all records)	( 1,903.94)	

Grant dollars received so far.

Expenses

The report total is the amount available to spend or indicates amount overspent or needing to be billed.

Next 15>





The Commitments column shows outstanding purchase orders or salaries committed to be paid. Click on Next 15 to see more expense types (Accounts).

**Query Results**

Account	Account Title	GY08/PD09 Year to Date	GY08/PD09 Commitments
512500	Other Federal Grants	21,238.77	0.00
513000	Other Grants	0.00	0.00
601004	Student Compensation - Summer	493.00	0.00
610000	Benefits - Social Security (FICA)	37.72	0.00
700000	Office Supplies	341.00	0.00
700001	Instruction/Lab Supplies	655.06	0.00
700002	Clothing	109.98	0.00
700003	Audio Visual Supplies	88.99	0.00
700004	Hospitality Supplies	106.43	0.00
700005	Food/Meals - Local	2,413.81	0.00
700500	Binding	13.00	0.00
700501	Books	1,527.67	0.00
700502	Periodicals & Subscriptions	238.90	0.00
700503	Films & Slides	98.84	0.00
701000	Postage	16.50	0.00
Screen total		15,097.87	0.00
Running total		15,097.87	0.00
Report Total (of all records)		( 1,903.94)	0.00

Next 15>





Screen total is for the screen being viewed, Running total is all the screens viewed up to that point. Previous 15 takes you back to the previous screen.

**Query Results**

Account	Account Title	GY08/PD09 Year to Date	GY08/PD09 Commitments
702000	Dues & Memberships	800.00	0.00
703002	Professional Services - Other	40.00	0.00
703005	Advertising Services	200.00	0.00
703200	Honoraria	4,207.10	0.00
703314	Transportation Services	2,632.93	0.00
704000	Airfare - Travel	793.72	0.00
704001	Lodging - Travel	245.00	0.00
704002	Meals - Travel	380.95	0.00
704003	Ground Transportation - Travel	( 591.33)	0.00
704004	Mileage Parking & Tolls	14.50	0.00
704501	Room Rental	695.00	0.00
717000	Miscellaneous Expense	102.00	0.00
717002	Support To/From Departments	437.86	0.00
717009	Allocation of Expense	5,301.54	0.00
717101	Media Services Allocation	55.00	0.00
	Screen total	( 15,314.27)	0.00
	Running total	( 216.40)	0.00
	Report Total (of all records)	( 1,903.94)	0.00

<Previous 15    Next 15>



Any number in blue can be clicked on to see more detail.

**Query Results**

Account	Account Title	GY08/PD09 Year to Date	GY08/PD09 Commitments
702000	Dues & Memberships	800.00	0.00
703002	Professional Services - Other	40.00	0.00
703005	Advertising Services	200.00	0.00
703200	Honoraria	4,207.10	0.00
703314	Transportation Services	2,632.93	0.00
704000	Airfare - Travel	793.72	0.00
704001	Lodging - Travel	245.00	0.00
704002	Meals - Travel	380.95	0.00
704003	Ground Transportation - Travel	( 591.33)	0.00
704004	Mileage Parking & Tolls	14.50	0.00
704501	Room Rental	695.00	0.00
717000	Miscellaneous Expense	102.00	0.00
717002	Support To/From Departments	437.86	0.00
717009	Allocation of Expense	5,301.54	0.00
717101	Media Services Allocation	55.00	0.00
Screen total		( 15,314.27)	0.00
Running total		( 216.40)	0.00
Report Total (of all records)		( 1,903.94)	0.00

<Previous 15    Next 15>





You can continue to click on any item in blue for more detail. To return to a previous screen use the Back button.

**Macalester College - 1600grand - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back

Address: //lumprod.macalester.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctsb%26

1600grand

back to Business Services

e-mail cale

Personal Information Employee WebTailor Administration Finance

Search  Go

**Report Parameters**

**Grant Inception to Date Detail Report**

**Summary Inception to Date Transaction Report**

**Period Ending May 31, 2009**

**As of Apr 05, 2009**

Chart of Accounts: M Macalester College      Commitment Type: All  
 Fund: All      Program: All  
 Organization: All      Activity: All  
 Account: 703314 Transportation Services Location: All  
 Grant: 201601 CNCS-Lrn&Srv Am-Princeton/Bonner

**Document List**

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 30, 2008	Oct 13, 2008	PC000030	SCHADEWALD 09-SEP MACALESTER COLLEG	242.25	JE16
Mar 09, 2009	Mar 09, 2009	10044531	Neighborhood Energy Connection	92.93	INNI
Feb 09, 2009	Feb 09, 2009	10043389	Neighborhood Energy Connection	45.64	INNI
Jan 13, 2009	Jan 13, 2009	10042352	Neighborhood Energy Connection	139.08	INNI
Dec 15, 2008	Dec 15, 2008	10041368	Neighborhood Energy Connection	463.24	INNI
Nov 17, 2008	Nov 17, 2008	10040186	Neighborhood Energy Connection	472.43	INNI
Oct 13, 2008	Oct 13, 2008	10038709	Neighborhood Energy Connection	278.93	INNI
Sep 30, 2008	Sep 30, 2008	10038163	Neighborhood Energy Connection	26.81	INNI
Oct 31, 2007	Nov 05, 2007	10024355	Minnesota Coaches Inc	243.60	INNI
Oct 31, 2007	Nov 05, 2007	10024354	Minnesota Coaches Inc	251.40	INNI
Oct 05, 2007	Oct 05, 2007	10022796	First Student Inc	371.62	INNI
Sep 26, 2008	Sep 29, 2008	F0001997	copy	5.00	CSS1
Report Total (of all records):				2,632.93	

Adjusted Budget: 0.00



# Your query can be saved.

**Query Results**

Account	Account Title	GY08/PD09 Year to Date	GY08/PD09 Commitments
702000	Dues & Memberships	800.00	0.00
703002	Professional Services - Other	40.00	0.00
703005	Advertising Services	200.00	0.00
703200	Honoraria	4,207.10	0.00
703314	Transportation Services	2,632.93	0.00
704000	Airfare - Travel	793.72	0.00
704001	Lodging - Travel	245.00	0.00
704002	Meals - Travel	380.95	0.00
704003	Ground Transportation - Travel	( 591.33)	0.00
704004	Mileage Parking & Tolls	14.50	0.00
704501	Room Rental	695.00	0.00
717000	Miscellaneous Expense	102.00	0.00
717002	Support To/From Departments	437.86	0.00
717009	Allocation of Expense	5,301.54	0.00
717101	Media Services Allocation	55.00	0.00
Screen total		( 15,314.27)	0.00
Running total		( 216.40)	0.00
Report Total (of all records)		( 1,903.94)	0.00

<Previous 15    Next 15>

Shared

Internet

Type in the grant name and click on Save Query As





To run another query click on Another Query.

720002 Prizes & Awards - Other	0.00	0.00	0.00	0.00
730000 Bank Fees	40,000.00	20,651.31	0.00	19,348.69
Screen total	48,700.00	32,140.48	0.00	16,559.52
Running total	74,600.00	38,039.22	0.00	36,560.78
Report Total (of all records)	74,600.00	38,039.22	0.00	36,560.78

<Previous 15

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

Shared

**Compute Additional Columns for the query**

Column	Operator	Column 2	Display After Column	New Column Description
FY09/PD12 Adopted Budget	percent of	FY09/PD12 Adopted Budget	FY09/PD12 Adopted Budget	

Per Computation

Another Query


Internet







# Once you have saved a query, you can run your query using Retrieve Existing Query

**Budget Queries**

 To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**  
**Type**  

**Retrieve Existing Query**  
**Saved Query**  



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[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document Template](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance](#) ]

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Click on the saved query you want to run.

The screenshot shows the '1600grand' web application interface. At the top, there is a green header with the text '1600grand'. Below the header, there are navigation links: 'back to Business Services Tab' and icons for 'e-mail', 'calendar', 'groups', 'logout', and 'help'. A secondary navigation bar contains tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. A search bar with a 'Go' button and links for 'MENU', 'SITE MAP', and 'HELP' are also present.

The main content area is titled 'Budget Queries'. Below the title, there is an information icon and a message: 'To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.'

Under the heading 'Create a New Query', there is a 'Type' dropdown menu currently set to 'Budget Status by Account' and a 'Create Query' button.

Under the heading 'Retrieve Existing Query', there is a 'Saved Query' dropdown menu. The menu is open, showing a list of options: 'None', 'Business Services 0809 (Personal)', 'Business Services Summary (Personal)', 'compare 09 to 08 revenue (Personal)', 'Compare Year Computation (Personal)', 'Computation example (Personal)', and 'Saved Grant Query (Personal)'. A red arrow points to the 'Saved Grant Query (Personal)' option.

At the bottom of the page, there is a breadcrumb trail: '[ Budget Queries | E... ]', a 'powered by SUNGARD HIGHER EDUCATION' logo, and the text 'RELEASE: 7.2'.





Then click on Retrieve Query.

The screenshot shows the '1600grand' web application interface. At the top, there is a green header with the text '1600grand'. Below the header, there is a navigation bar with links for 'back to Business Services Tab', 'e-mail', 'calendar', 'groups', 'logout', and 'help'. The main content area has tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. A search bar is present with a 'Go' button and links for 'MENU', 'SITE MAP', and 'HELP'. The 'Budget Queries' section contains an information icon and a message: 'To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.' Below this, there are two sections: 'Create a New Query' with a dropdown menu set to 'Budget Status by Account' and a 'Create Query' button; and 'Retrieve Existing Query' with a dropdown menu set to 'Saved Grant Query (Personal)' and a 'Retrieve Query' button. A large red arrow points to the 'Retrieve Query' button.





Click on Continue.

1600grand

back to Business Services Tab

e-mail calendar groups logout help

Personal Information Employee WebTailor Administration Finance

Search  Go MENU SITE MAP HELP

### Budget Queries

Template Saved Grant Query (Personal) retrieved.

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 type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Final Budget	<input type="checkbox"/> Available Balance

Save Query as:

Shared





All your settings have been saved, just click on Submit Query.

### Budget Queries

Template Saved Grant Query (Personal) retrieved.

**i** For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

**i** To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

<b>Fiscal year:</b>	2009	<b>Fiscal period:</b>	12
<b>Comparison Fiscal year:</b>	None	<b>Comparison Fiscal period:</b>	None
<b>Commitment Type:</b>	All		
Chart of Accounts	M	Index	
Fund		Activity	
Organization		Location	
Grant	201601	Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query





If you use Activity Codes, you can add an activity code in the Activity box and click Submit Query.

**Budget Queries**

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Fiscal year: 2009 Fiscal period: 12  
Comparison Fiscal year: None Comparison Fiscal period: None  
Commitment Type: All

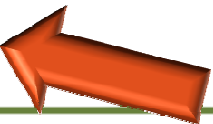
Chart of Accounts	M	Index	
Fund		Activity	1501
Organization		Location	
Grant	210046	Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query





Expenses for just the activity code will appear.

**Report Parameters**

<b>Grant Inception to Date Report</b>			
<b>By Account</b>			
<b>Period Ending May 31, 2009</b>			
<b>As of Apr 05, 2009</b>			
Chart of Accounts	M Macalester College	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	1501 Event
Account	All	Location	All
Grant	210046 Mellon Pathways Centripetal Forces		

**Query Results**

Account	Account Title	GY09/PD02 Year to Date	GY09/PD02 Commitments
700000	Office Supplies	13.02	0.00
700005	Food/Meals - Local	220.35	0.00
700501	Books	283.10	0.00
Report Total (of all records)		( 516.47)	0.00

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as

1501 Event Report

This can be saved as it's own query



Please call if you have any questions!

- ▶ Dorothy Johnson x6354
- ▶ Nancy Eastham x6577
- ▶ Tracy Arndt x6567

