

HOW TO QUERY OR CHECK A CATEGORICAL FUND BALANCE

A **grant** or **categorical** fund is a special purpose fund that is created for specific purposes. It is also called **restricted** fund in that it can only be used for the purposes it was created for. It can be a local, state or a federal grant. Health Services Fee is local, while Lottery, DSP&S, and EOPS are state grants. Perkins Title 1-C and NSF are examples of a federal grant.

The way we query a categorical fund depends on the **nature or source of its revenue**. If the fund has a budget that is based on **projected** or **estimated revenues** such as the Health Services Fee and the Campus Center Fee, it is governed by the **fund balance concept** that is used in Fund 15 (please refer to **'How to Check a Fund 15 Balance in Argos'**). If the categorical is loaded with a budget based on **state or federal allocation**, we can use **steps 1-6** provided in **How to Query a Fund 14' B' balance**. **Step 7** is as shown below.

Type in the Fund and the Org codes you want to do a query on in the appropriate boxes. Be sure you're in the right fiscal year (Fiscal year 2021 is FY 20-21) and fiscal period (July is Period 01, June is Period 12). You can make Period 12 as your default so you'll have the latest information each time you do your query. In the Chart of Accounts box, type **capital 'C'**. Then click **'Submit Query'**

Personal Information Student Financial Aid Faculty Services Employee Finance

Budget Queries

 For a Budget Query to be successful, a user with Fund Organization query access m

 To perform a comparison query select a Comparison Fiscal Year and Period in additi

Fiscal year:	2021	Fiscal period:	12
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	C	Index	
Fund	120030	Activity	
Organization	136001	Location	
Grant		Fund Type	
Account		Account Type	
Program		Account Pool	
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:			
<input type="checkbox"/> Shared			
Submit Query			

Please note that as in Fund 15, we need to pull the **total expenses** so we do **not** enter '5000' in the account pool. The distinction between 'A' and 'B' expenses is only relevant in Fund 14 and to some extent, in Fund 22.

SSB can only take one Org at a time so If the grant has multiple Org Codes, you can use the wildcard '%' by entering '1%' (De Anza will have to use '2%') in the Org box.

Budget Queries

-  For a Budget Query to be successful, a user with Fund Organization query access must
-  To perform a comparison query select a Comparison Fiscal Year and Period in addition

Fiscal year:	2021 ▾	Fiscal period:	12 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	C	Index	
Fund	120114	Activity	
Organization	1%	Location	
Grant		Fund Type	
Account		Account Type	
Program		Account Pool	
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> Shared			
Submit Query			

Multi-year grants or grants that cross fiscal years may be entered by District Grants in the **grant module**. The module generates a **grant** or **'G' number** that you can use to do a quick query (see below). The result will show accumulated expenses **from the inception of the grant to the time of the query**. Just make sure, however, that you're in the current fiscal year. To know the 'G' number for your multi-year grant, check with the District Grants Office or the Campus Budget Analyst.

Budget Queries

Fiscal year:	2021 ▾	Fiscal period:	12 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	C	Index	
Fund		Activity	
Organization		Location	
Grant	G00000155	Fund Type	
Account		Account Type	
Program			
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> Shared			
Submit Query			

Querying using the 'G' number is useful if you want to check the balance of a grant but if you want to see only the expenses in the current fiscal year or if you need the expenses per year, you will have to do your query the normal way, using the Fund and Org codes.