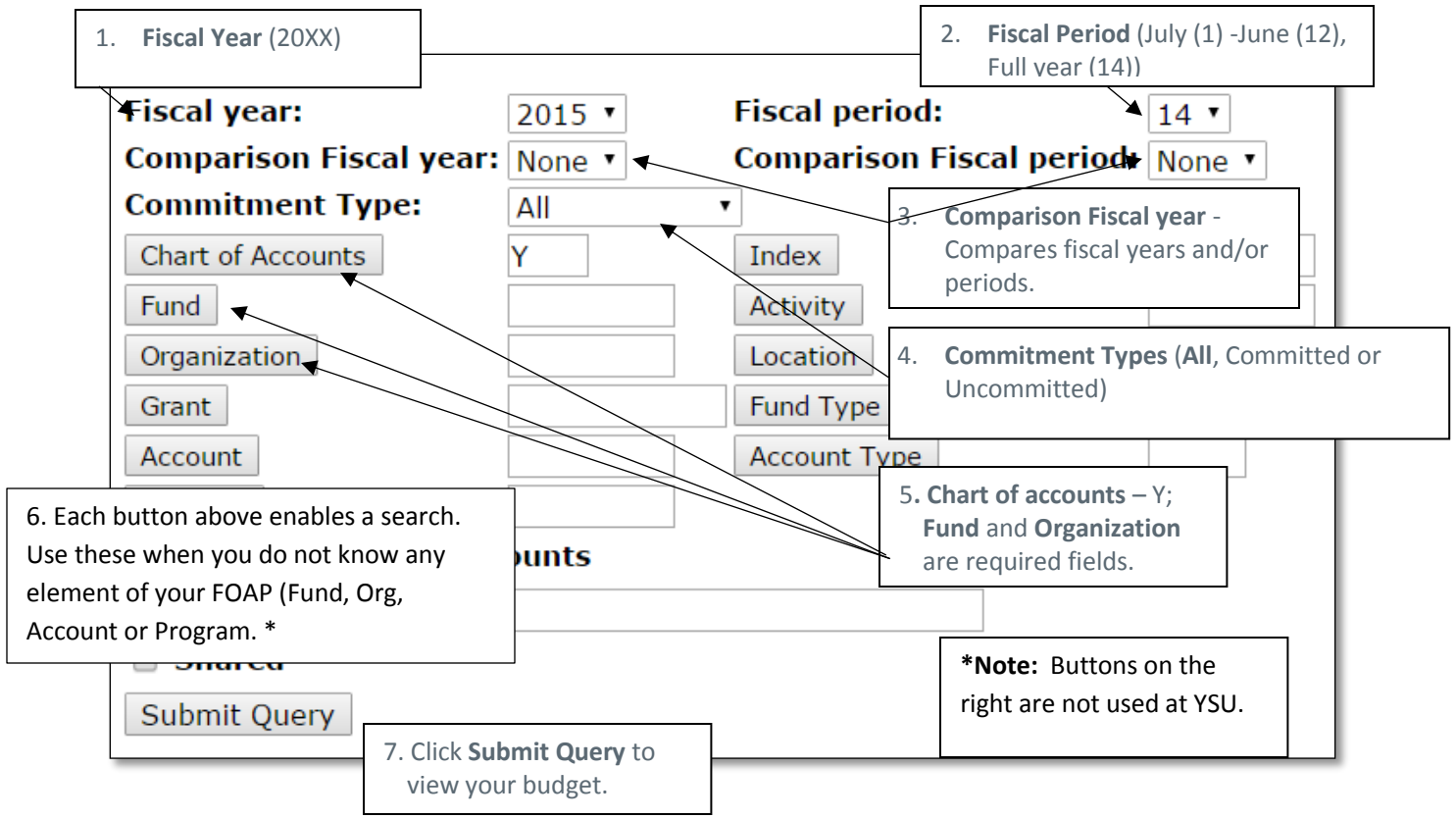


# Self-Service Banner - Finance Budget Query Quick Reference



1. Fiscal Year (20XX)

2. Fiscal Period (July (1) -June (12), Full year (14))

3. Comparison Fiscal year - Compares fiscal years and/or periods.

4. Commitment Types (All, Committed or Uncommitted)

5. Chart of accounts – Y; Fund and Organization are required fields.

6. Each button above enables a search. Use these when you do not know any element of your FOAP (Fund, Org, Account or Program). \*

7. Click **Submit Query** to view your budget.

**\*Note:** Buttons on the right are not used at YSU.

### Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup result

Chart of Accounts: Y

Organization Criteria: [ ]

Title Criteria: [ ]

Maximum rows to return: 10

Execute Query

Exit Without Value

**Organization Criteria** is for numeric searches and **Title Criteria** is used for title case searches.

Use the wildcard character “%” to enhance your search.

Update the **Maximum rows to return** to see more than 10 items returned in your search.