



Budget Quick Query in Self Service Banner (SSB)

1. Click **Budget Queries** from the Finance Menu
2. Under “create a new Query” click drop-down type menu to view values
3. Select **Budget Quick Query**
4. After selecting a query type, click the **Create Query** icon
5. Chart of Account always = C
6. Enter your organization code
 - To query org code –click on organization, in title use % department name % and click execute query (example: %Finance%) Double click organization code and it will return to query

Or

- you can enter your Index and click submit query (Index will disappear and Fund, Org and Program will populate)
7. If budget has revenue click include revenue
 8. Click Submit Query again
 - Queries can be saved by entering a name for the query in the **Save Query As** before submitting query
 9. Budget report is displayed
 - To view detail click on items in blue and it will return the detail of transactions