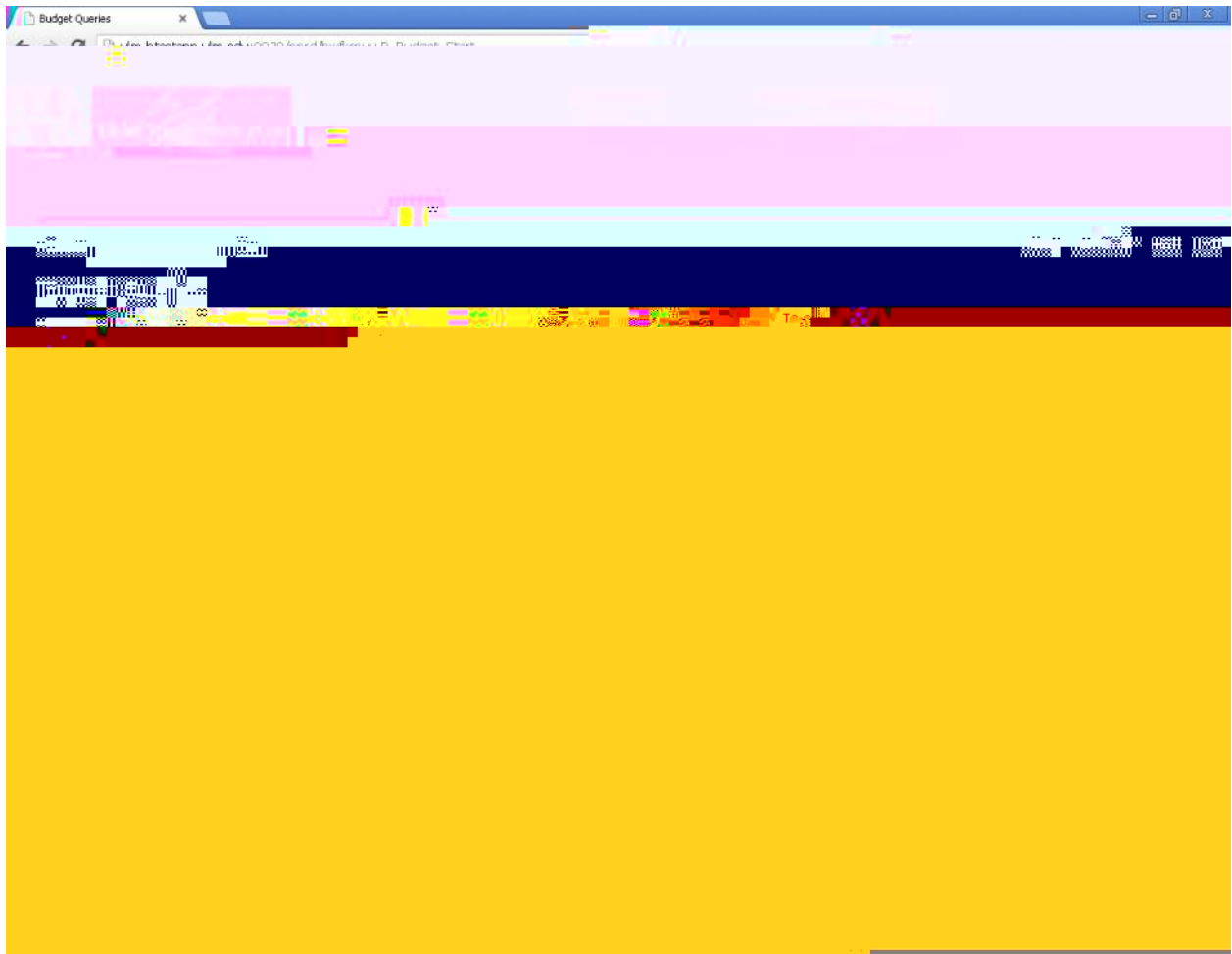


# Budget Queries

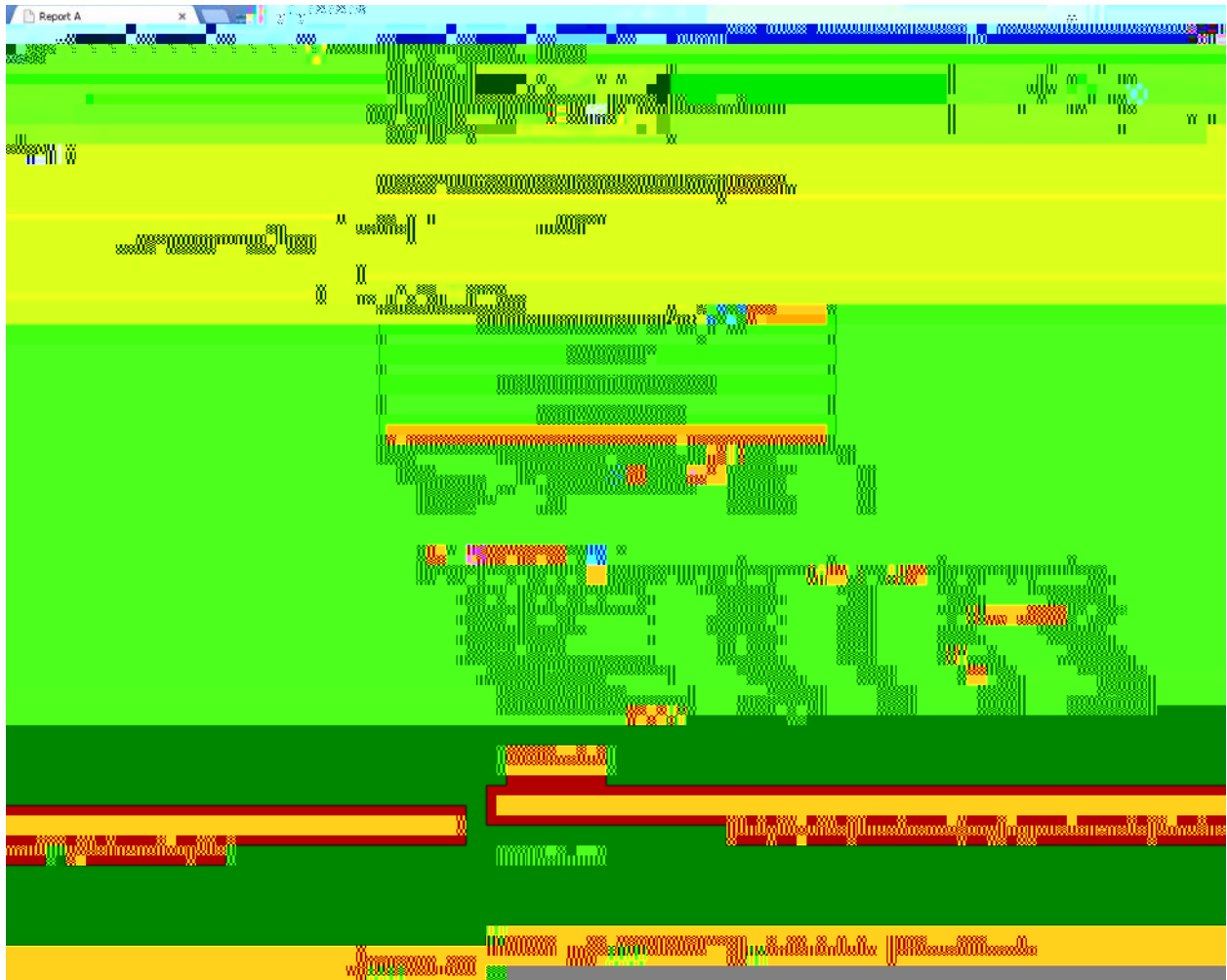
You may view your up-to-d



2. Select Budget Quick Query to easily view your status report and click on Create Query.



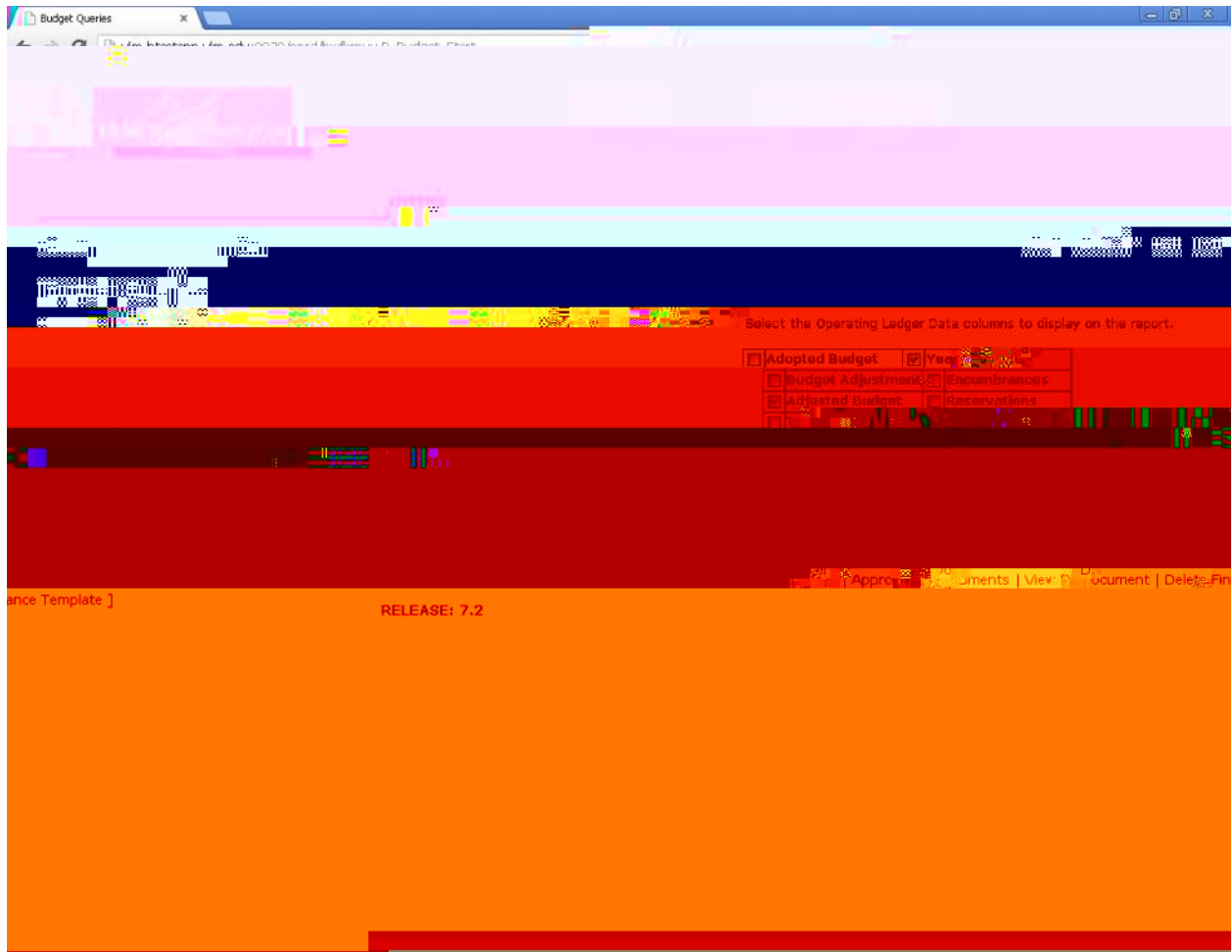
3. Enter the M for Chart of Accounts then Fund, Organization and Grant (if applicable) for the status report you want to view and click on **Submit Query**.



4. This option will provide a quick and easy status report. Scroll down and select Next 15 to page through the query. You may choose to create another query by clicking on



5. To view more detailed information, select **Budget Status by Account** or **Budget Status by Organizational Hierarchy** and click **Create Query**.



6. Select all fields you want to view and click **Continue**.



7. Always select Fiscal Period 14 to get up-to-date information, then enter the Fund, Organization and Grant number. Click on **Submit Query** to view the information.



8. You may drill down to specific information by clicking on any fields in maroon.

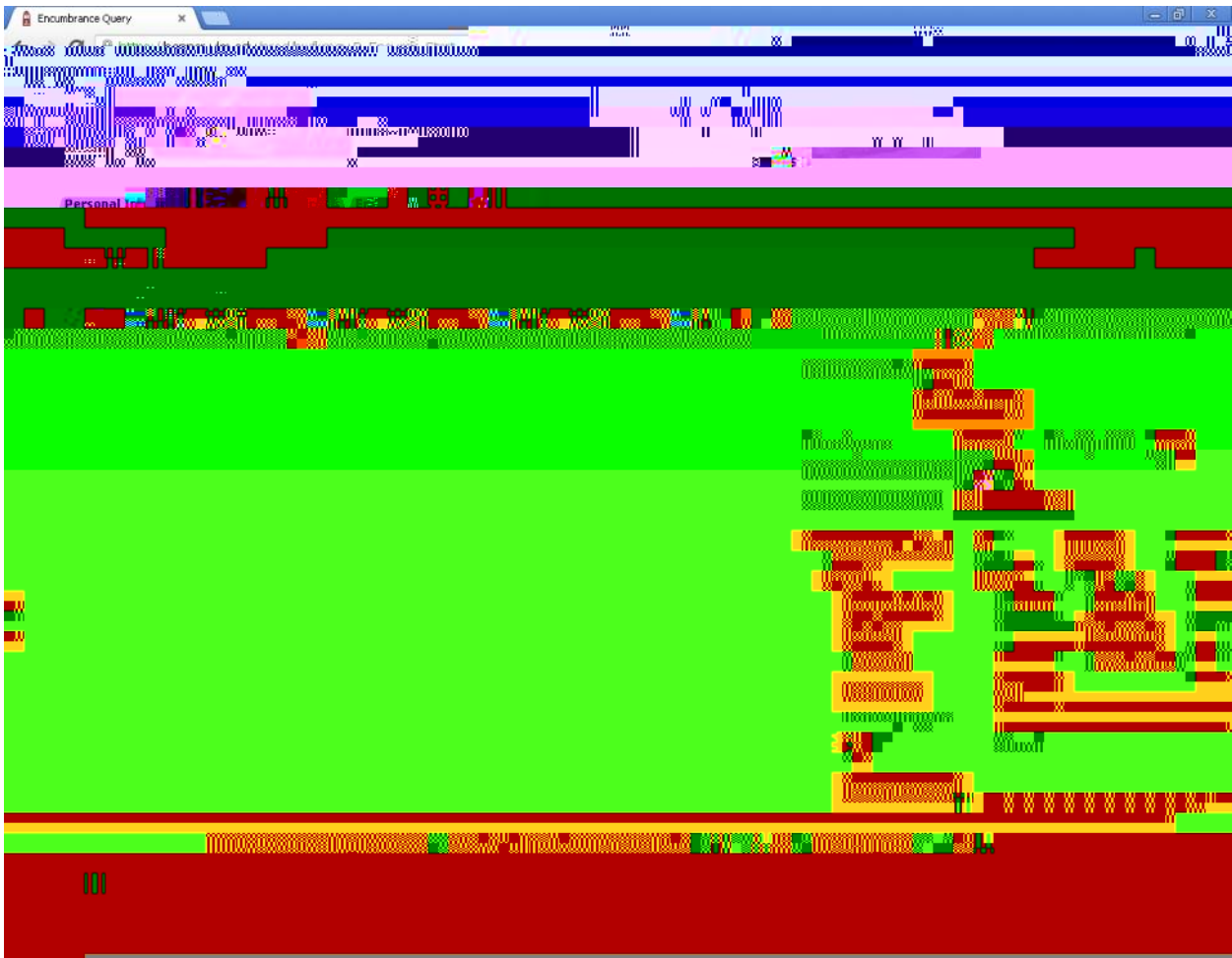




9. Continue to drill down to individual document information, if desired.



10. When you have drilled down as far as possible there will be no maroon fields on the screen. Also in the lower left side will be a notation that there are no related documents available.



11. Click on Encumbrance Query to look up Encumbrances for individual accounts.



12. You can also drill down for individual encumbrances.

