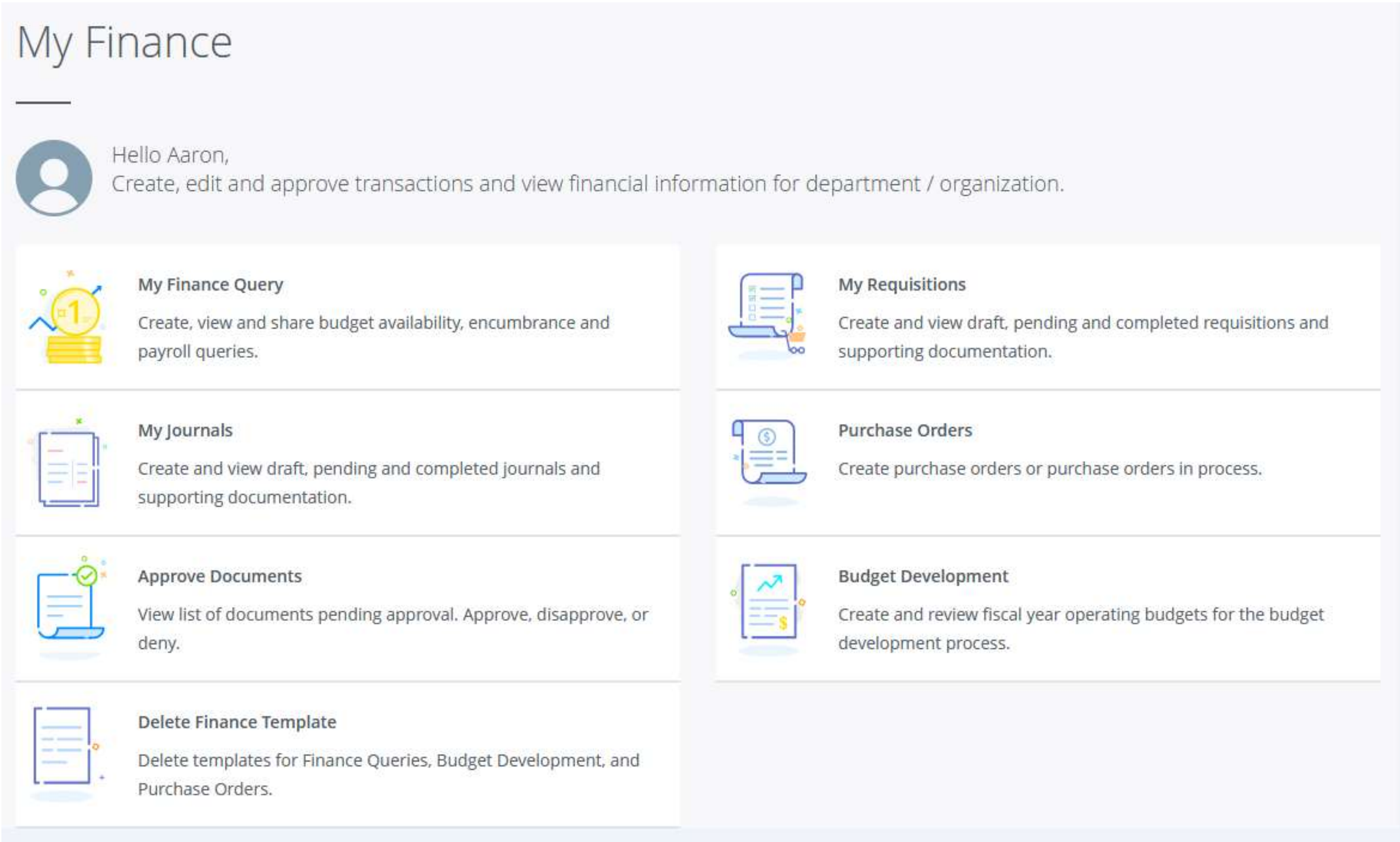
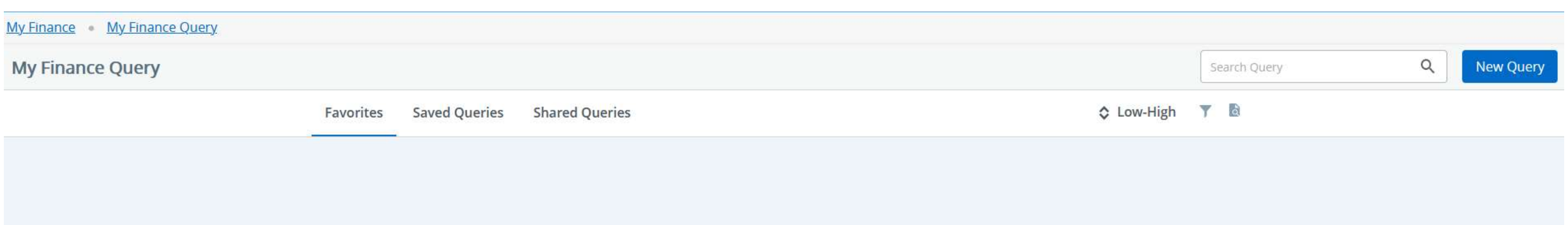
The more modern Budget Query method is in Finance Self-Service. Go to the following link: https://www.muw.edu/its/banner-help

Now, click Finance Dashboard. You will see a page similar to this:

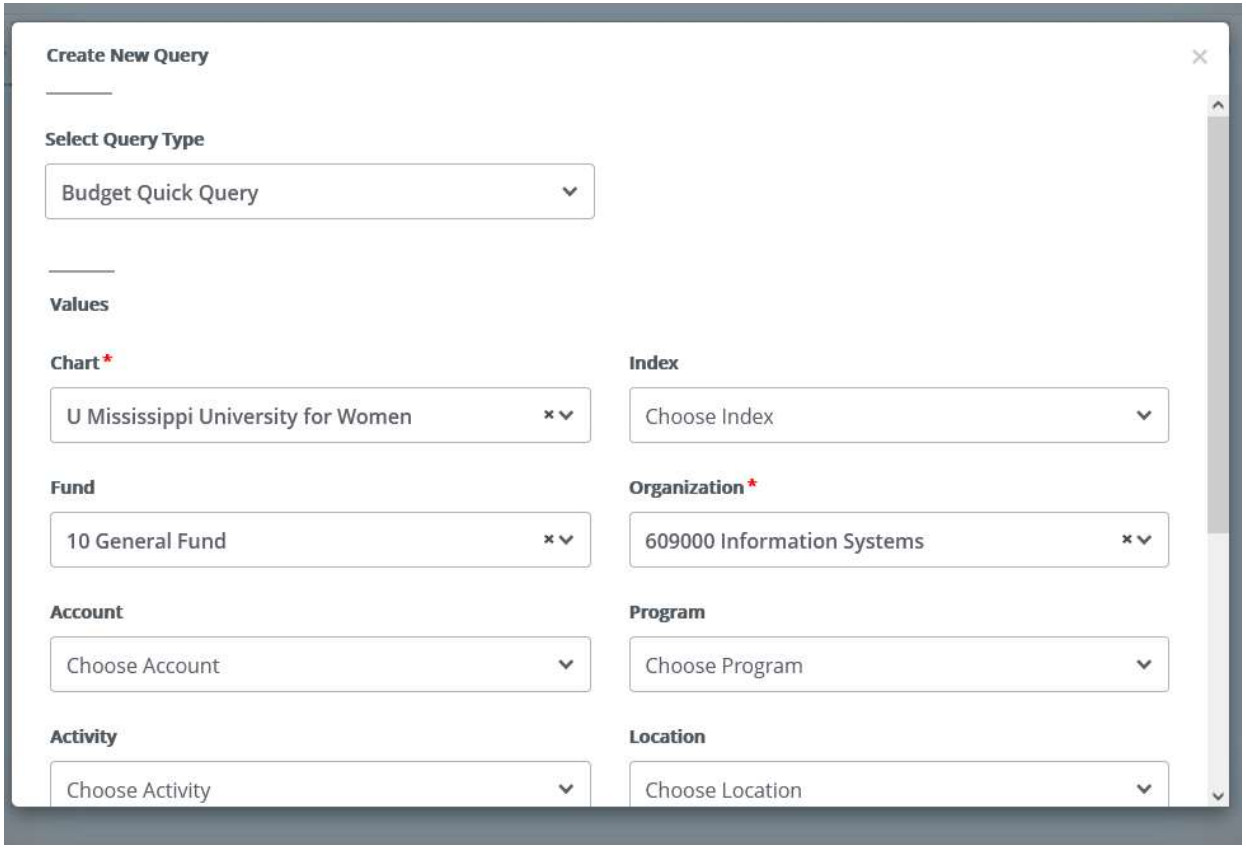


If you do not see all of these boxes, it is okay, as you may not have privileges for the rest…please select "**My Finance Query**".

You should see something similar:



From here, you can create queries, save queries, favorite queries, and share queries. Let's Create! Click the Blue "New Query" button at the top right. You should get a similar pop-up box:

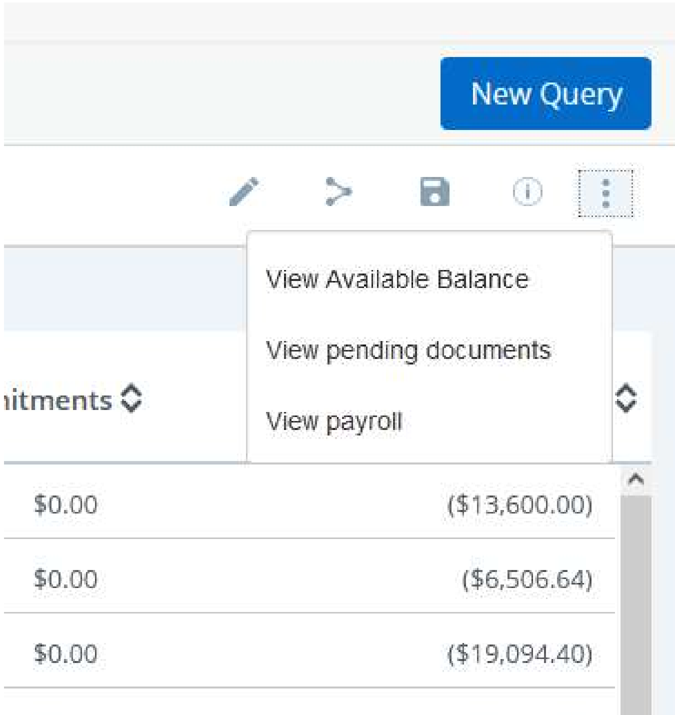


There are multiple query templates already created, and you can try various options to get the right look and feel that suits your need. Let's stick with the "Budget Quick Query" for now.

Verify the fields that have a red "*", as those are the required. Make sure they have your data. Scroll down, and double-check the Fiscal Year.

If all is well, click submit. Once your output appears, you get some options as to what to do with it.

At the top right, under the “New Query” button, you can select a number of options.



First off, you are allowed to sort by columns! Woot! Woot again! 😉

The pencil icon allows you to refine your query selection.

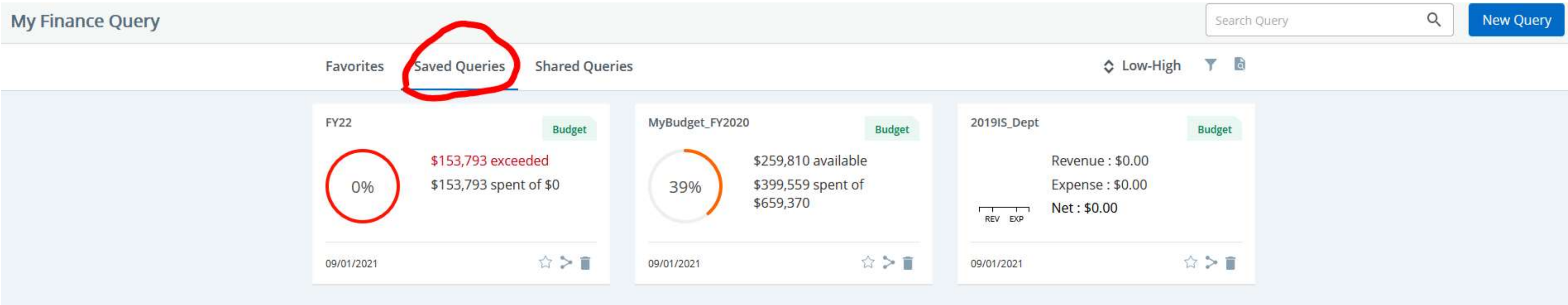
The connected dots allow you to share this query and output with others.

The disk allows you to save this query with the exact specifications so you can quickly rerun at will.

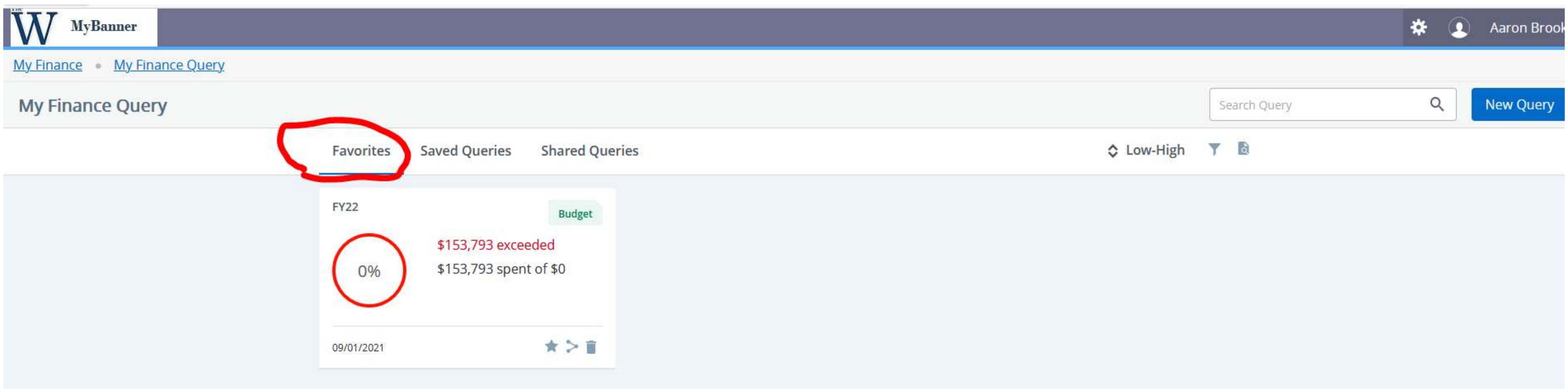
If you click the vertical ellipses (dots), you get options to view more info associated with your query results.

You can also download/export the query results, by clicking the “down arrow” under the vertical ellipses.

Once you save a query, you can quickly access it under the “Saved Queries” tab:



If you “Favorite” a query it appears under the Favorites tab.



Feel free to play with the query templates, under “New Query”, as you can also compare years to each other.

Well, we’re here, **THE END**, my friend!