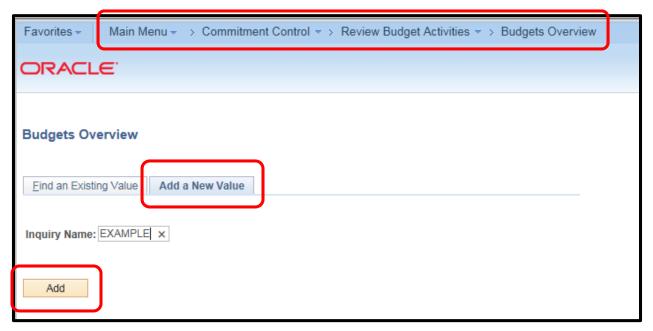
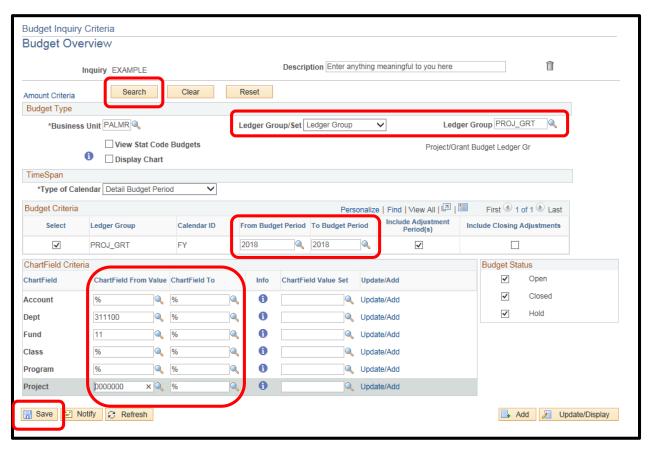
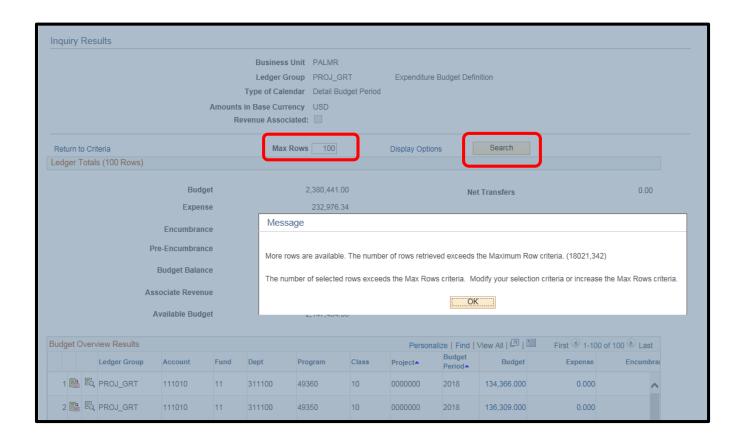
- 1. Navigate to Budgets Overview using the path shown in the screen print below.
- 2. If this is the first time using Budgets Overview make sure you are on the 'Add a New Value' tab and enter an 'Inquiry Name' value that is meaningful to you. For our example, we will define a new inquiry named 'Example'.
- 3. You can 'Add a New Value' anytime. To see previous inquiries that you have created use the 'Find an Existing Value' tab.
- 4. Keep in mind that the inquiries you create are tied to your userid; only you can see them.
- 5. Click on the 'Add' button once you have entered the value for your new inquiry.



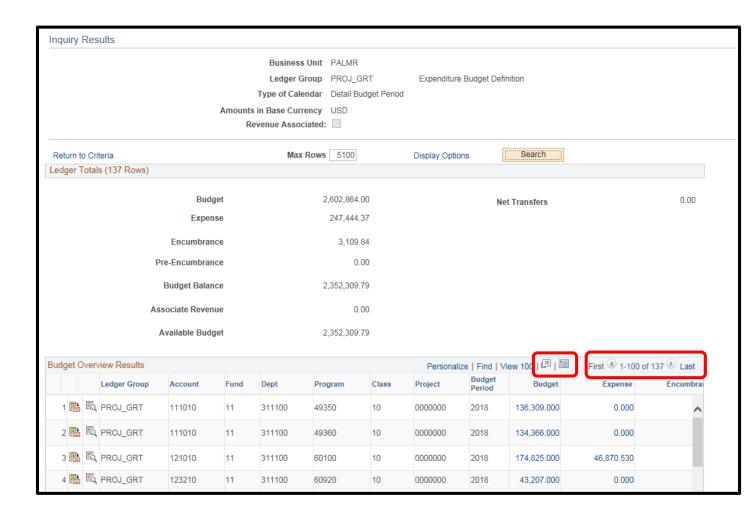
- After clicking the 'Add' button in step 5 above, the 'Budget Inquiry Criteria' screen will appear.
  Make sure that 'Ledger Group/Set' field is set to 'Ledger Group' and that 'Ledger Group' field is set to 'PROJ GRT'.
- 7. For the Budget Period set those to whatever fiscal year or years you would like to review. In this example we are looking at Budget Period 2018.
- 8. For Chartfield Criteria enter whatever specific values you want to review. In this example data for department 311100, fund 11, project 0000000 will be extracted. The '%' sign is a wildcard symbol and indicates any values. If you enter values in the 'Chartfield From Value' column the system will know that you only want data for those specific values so there is no need to enter the same value in the 'Chartfield To' column, just leave the wildcards in those fields.
- 9. Click 'Save' then 'Search' to extract the requested data.



10. If you see the message in the screen print below appear for your inquiry it means that the 'Max Rows' value is set too low. In our example 'Max Rows' is set to 100. Increase the value in Max Rows to a larger number and click on the 'Search' Button.



- 11. The results from the inquriy will appear similar to that in the screen print below. Notice that in this inquiry that 137 rows of data where extracted and that only 100 are currently appearing. To see the other remaining rows you will need to navigate forward using the scroll buttons.
- 12. To download the data into EXCEL click on the icon. To see all the columns of data click on the icon. (see screen print on following page for example of columns available for viewing.)



13. To see the detail behind a highlighted value click on that particular value.

