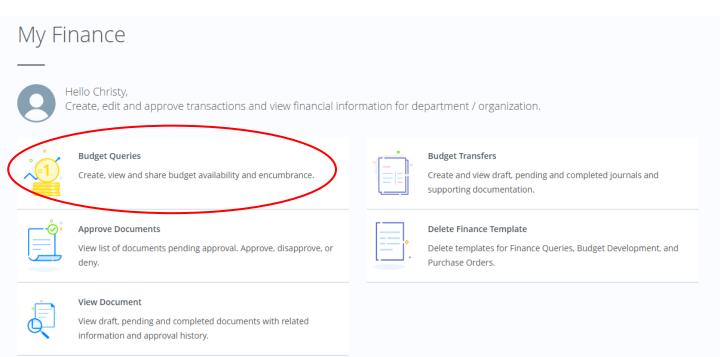
## **Grant Budget Queries**

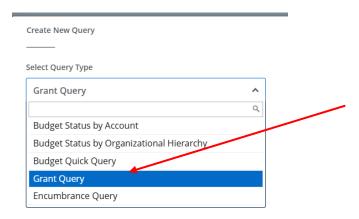
Used to view a budget for a specific grant.

On the **Finance Self-Service** card, **Open Finance Dashboard** and select **Budget Queries**, or click on the **Budget Queries** link on the Finance Dashboard card.

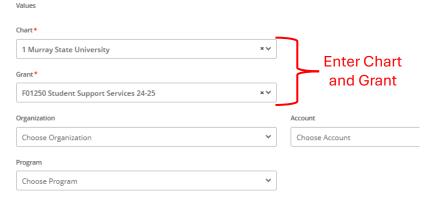


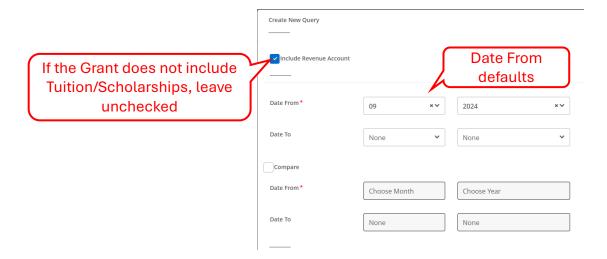


## Choose Grant Query as the Query Type

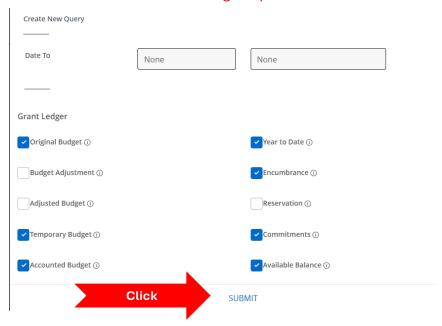


- When entering your Values, your last selections will default. Click the "X" to clear and enter new value.
- Key in Chart of Accounts. Chart 1 = University
- Key in Grant (6-digit ORG). The Date From will automatically fill with grant inception date by calendar year. Leave the Date To field blank and it will pull all transactions to current date. Click SUBMIT.





## **Choose Grant Ledger Options**



- Dollar amounts in resulting query can be clicked on to show all transactions and reference documents that make up that total.
- Use tools in the upper corner to edit, share, save query and to download to Excel  $\frac{1}{2}$ .
- Resulting report will show the grant inception month as PD01. GY = Grant Year and/or Calendar Year.

