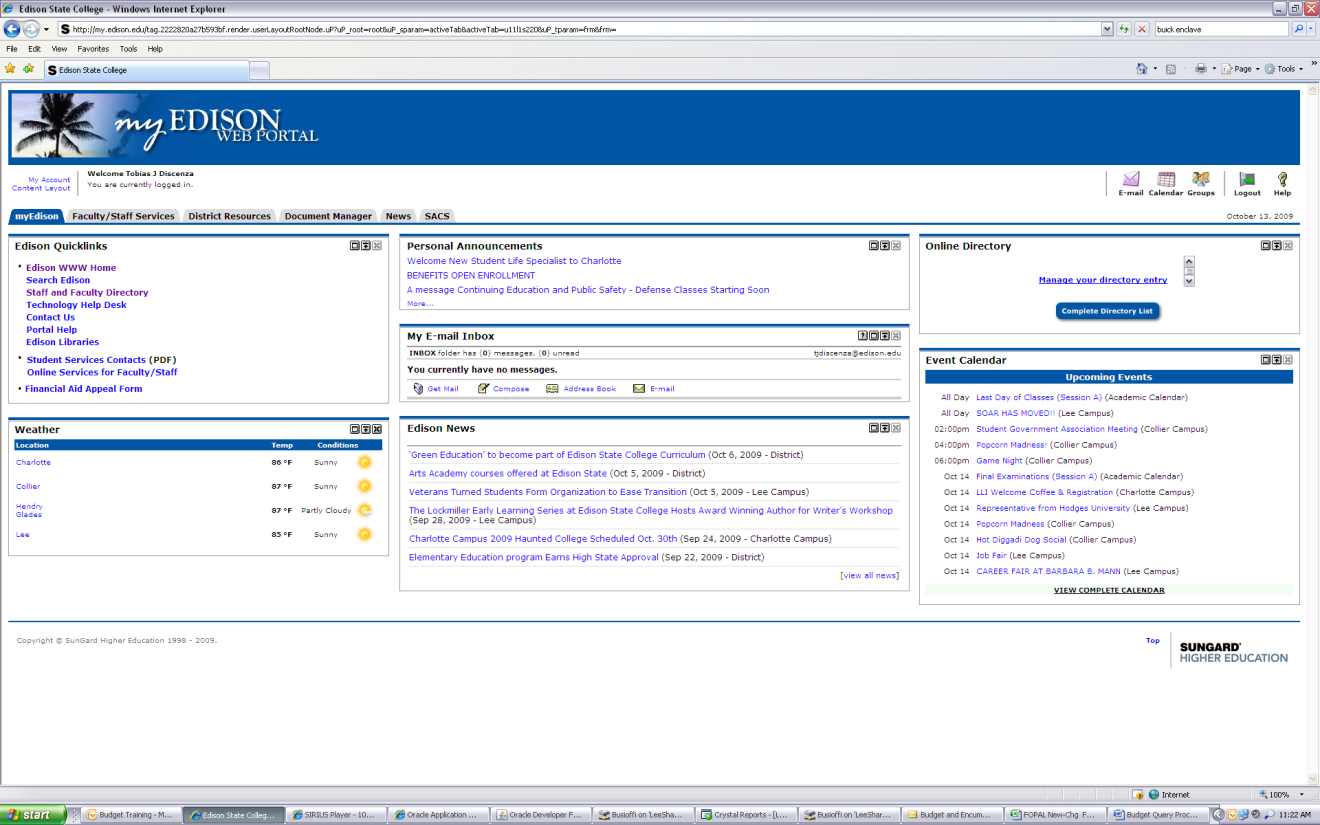
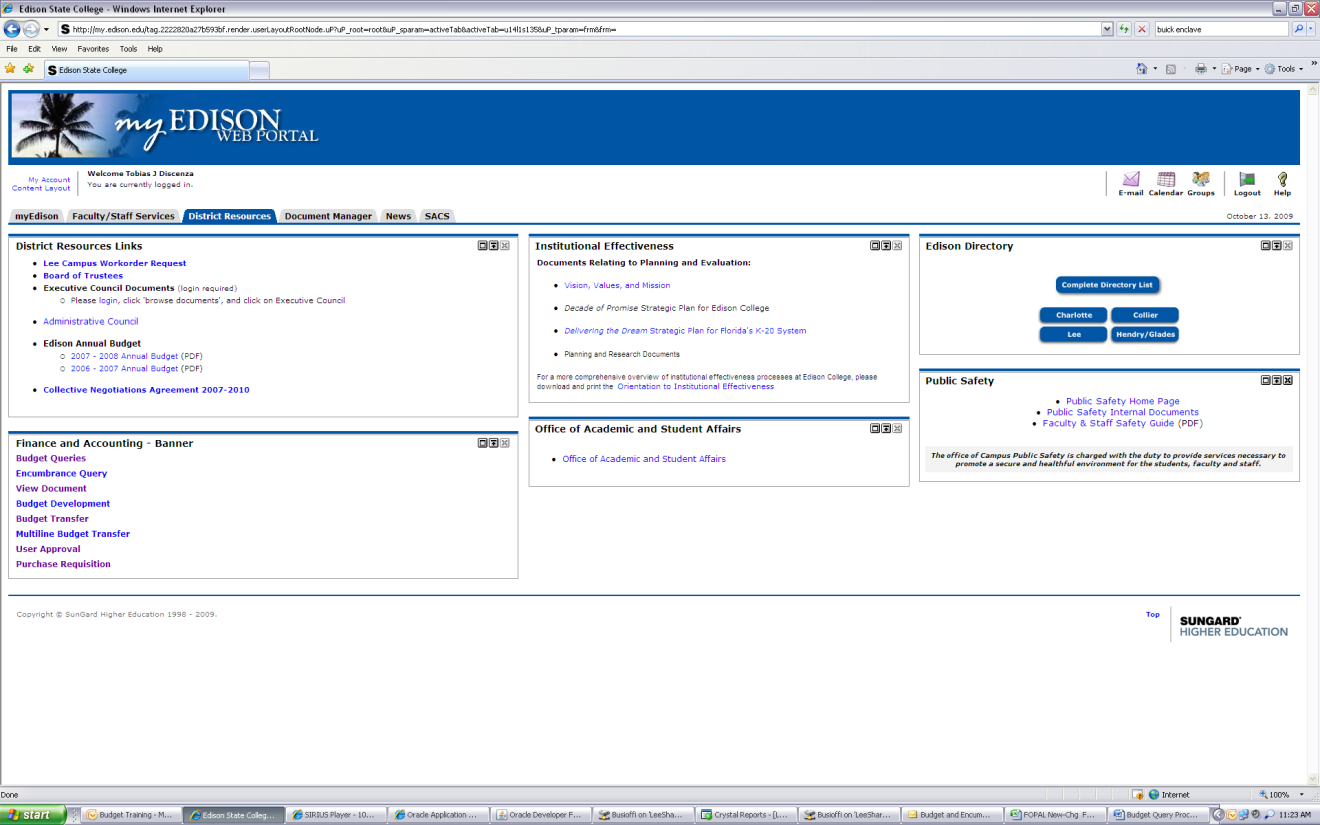
**Budget Query Procedures for Banner Self-Service**

Log into the Edison College Portal at <my.edison.edu>.

Click on the District Resources tab.



Scoll down to the bottom left to view the Finance and Accounting Channel and then click on Budget Queries.



To view a Budget Quick Query, click the drop down menu.

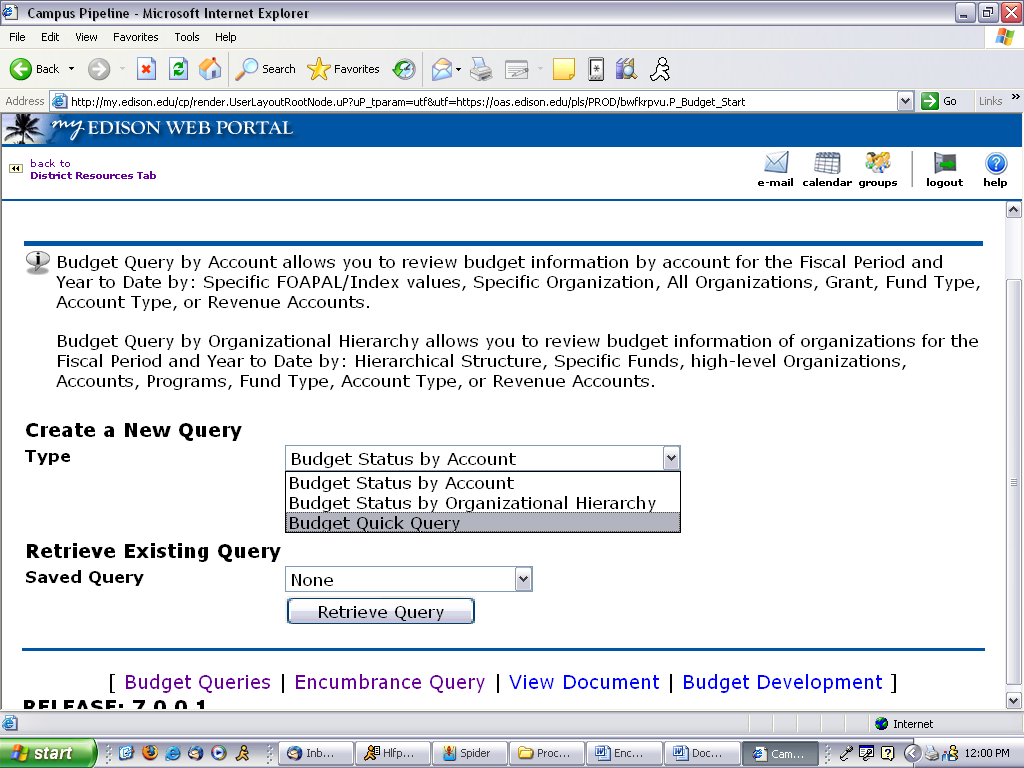
Budget Status by Account allows you to view detailed information for a specific account code.

Budget Status by Organizational Hierarchy allows you to view budget information for a specific org.

*~These two options can be downloaded into an Excel Spreadsheet~*

For this example - To review a Budget Quick Query, choose this option from the drop down menu.

Click Create Query.

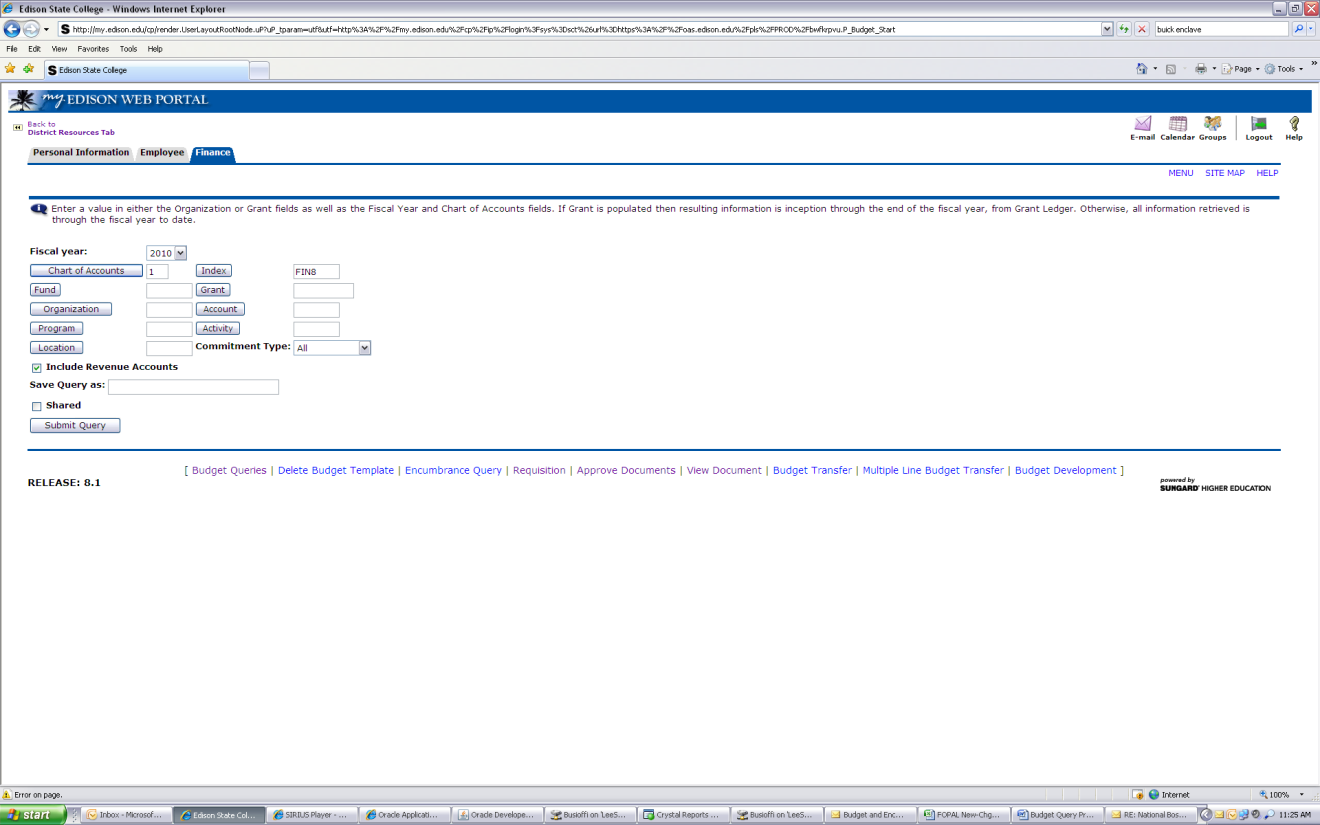


Ensure Fiscal Year is correct.

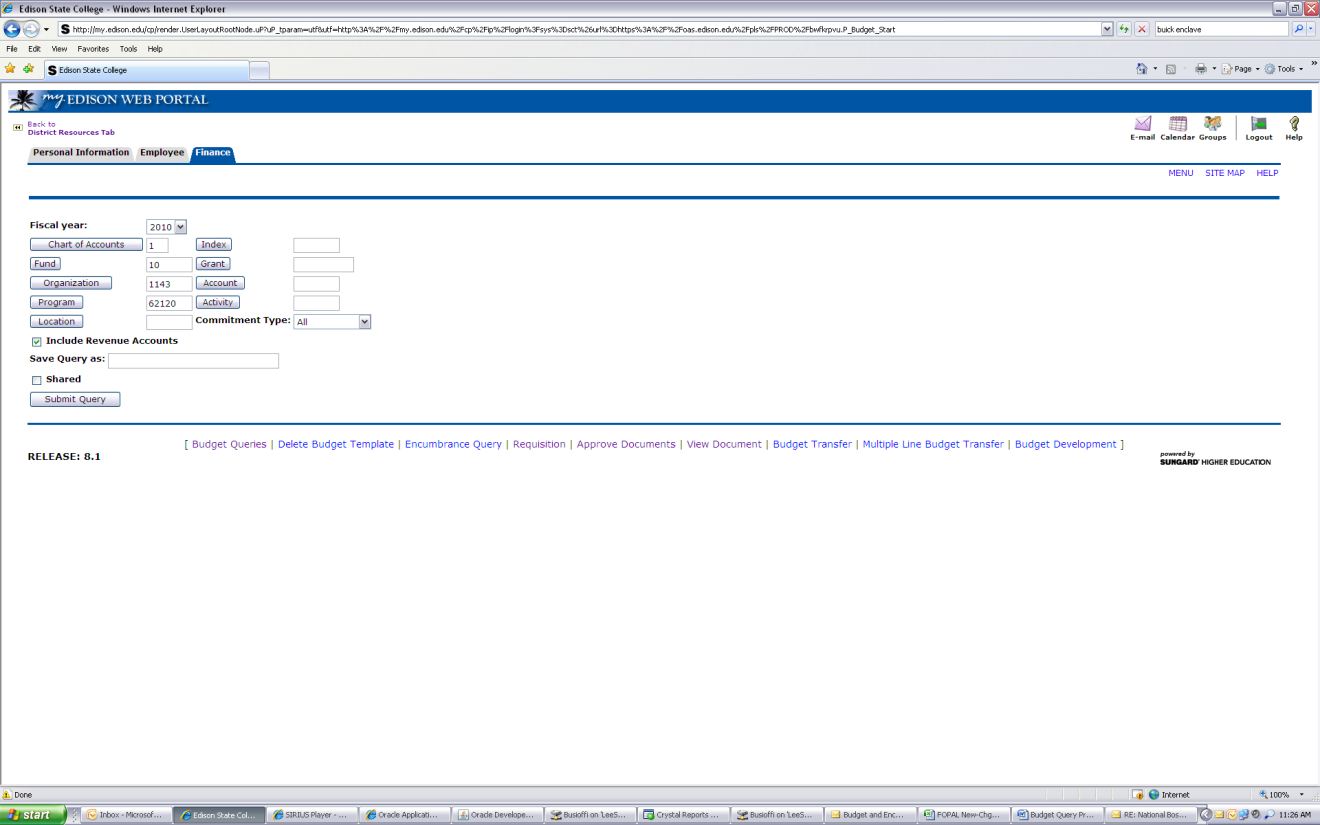
Enter 1 for Chart of Accounts.

Enter YOUR Index Code.

Click Submit Query.



Clicking Submit Query will populate the Fund-Organization-Program.



Click Submit Query a second time to view detail.

This will show the Available Balance for all account codes and a Report Total for all records.

