Budget Queries

How to Create a Budget Query for an equivalent 19 screen - Project to Date Information:

1. Select Budget Query on the Self Service Menu

2. Choose Budget Status By Account then click Create Query

3. Choose Operating Ledger Data to Include
For equivalent 19 screen for non-project account or fiscal year account choose the following items:

4. Select Data Parameters
(You can only view what you have security access to view)

5. Enter the following:
Chart of Accounts: Enter 1 for NJIT, 2 for Foundation (University Advancement)

6. Click on the Index

7. Click Execute Query

8. Click on Hyperlink

9. See Results Below

10. Add Grant Code

11. Click Submit Query

12. View Project to Date Account Balances