Budget Queries

Contact Information: www.oru.edu/faculty_and_staff/financial_services/

Banner Go Live Date: May 1st, 2012

1. **Log into Banner Test System**
   - http://ntsrv139.oru.edu/fintest
   - Enter Secure Area
   - Select Budget Queries

2. **Query Parameters**
   - Query Budget Status by Account, Organization, or Retrieve a Saved Query
   - Click Create Query or Retrieve Query (if retrieving an existing query)

3. **Operating Ledger Data Columns to Display**
   - Select all types of Operating Ledger column information to be displayed
   - Save Query for future use in "Save Query as:" section.
   - Click Continue

4. **Accounting Information**
   - Enter Fiscal Year and Period to query
   - Enter Account and/or Organization to query
   - To search for a specific Organization or Account, click the respective Organization or Account Button to do a code lookup.
   - To include Revenue accounts, check box to include.
   - Save Query for future use in "Save Query as:" section.
   - Click Submit Query

5. **Query Results**
   - Export Report to Excel by clicking "Download All or Selected Ledger Columns"
   - Drill down on Account further by clicking blue highlighted values
   - Compute Additional Columns for the query if needed – click Perform Computation