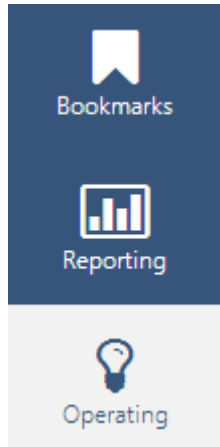


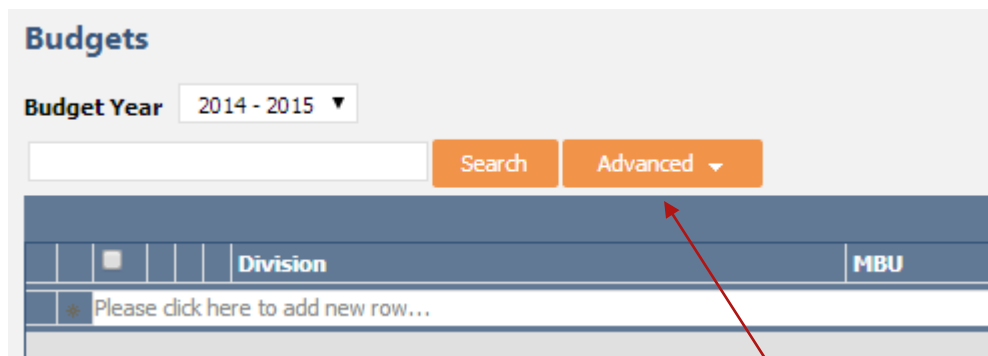
# Questica Process Guide

## How to Create a Budget Search Criteria

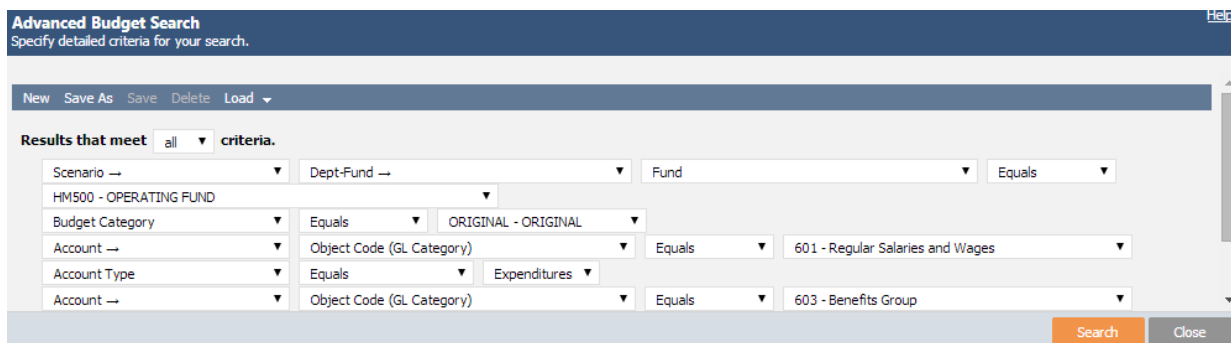
1. Login to [Questica](#) using your **HSU User ID and password**.
2. On the left side of your screen, you will see options including an **Operating** module. Click this icon.



3. Click **Budgets** to open a search grid.
4. You will see the following search bar:



5. Click **Advanced** to complete a specific search for your area(s).
6. The Advanced Budget Search Pop-up will appear:



## Advanced Budget Search

In this box is a default search that can be modified to suit your needs. You may save search criteria for future use. You may also create a brand new search. Let's start with a new search.

1. Click **New** and your window will be refreshed to this view:

The screenshot shows the 'Advanced Budget Search' window with a menu bar containing 'New', 'Save As', 'Save', 'Delete', and 'Load'. Below the menu bar, it says 'Results that meet all criteria.' There are two rows of search criteria: the first row has 'Account' and 'Equals', and the second row has 'Description' and 'Contains'. At the bottom left, there are buttons for '+', '[]', and a search icon.

2. Click the **Account** drop-down:

The screenshot shows the 'Account' drop-down menu with a blue border and a downward arrow.

3. You will see a variety of choices under **Fields** or **Related**. To find an MBU, choose **Dept-Fund** under **Related**. You will see the following, where you will click **Acct. Reference** and choose **MBU**.

The screenshot shows the 'Advanced Budget Search' window with the search criteria updated. The first row now has 'Scenario', 'Dept-Fund', 'MBU', and 'Equals'. The second row has 'Budget Category', 'Equals', and a blank box. At the bottom right, there are 'Search' and 'Close' buttons. A red arrow points from the text 'choose MBU' to the 'MBU' dropdown.

4. Now your screen with refresh to the following, where you will click the blank box to select your MBU.

The screenshot shows the 'Advanced Budget Search' window with the search criteria updated. The first row now has 'Scenario', 'Dept-Fund', 'Acct. Reference', and 'Contains'. The second row has 'Budget Category', 'Equals', and a blank box. At the bottom right, there are 'Search' and 'Close' buttons. A red arrow points from the text 'click the blank box to select your MBU' to the blank box in the second row.

5. Click the second blank box to choose a Budget Category. Let's pick **REVISED - REVISED**.

The screenshot shows the 'Budget Category' dropdown menu with 'REVISED - REVISED' selected.

6. Now Click **Save As** to bring up the screen below. Give this view a name and click **Save**.

The screenshot shows the 'Advanced Budget Search' interface. At the top, a dark blue header contains the title 'Advanced Budget Search' and the subtitle 'Specify detailed criteria for your search.' Below the header is a toolbar with buttons: 'New', 'Save As', 'Save', 'Delete', and 'Load' with a dropdown arrow. The main area displays 'Results that meet all criteria.' with a dropdown menu set to 'all'. Below this are two rows of criteria: 'Scenario' with a right arrow and a dropdown, and 'Dept-Fund' with a dropdown; 'Budget Category' with a dropdown, and 'Equals' with a dropdown. At the bottom left are two buttons: a blue '+' button and a grey '[]' button. A modal window titled 'Save Search As' is open, with the subtitle 'Save a new search.' It contains a 'Name:' label followed by a text input field. At the bottom right of the modal are two buttons: an orange 'Save' button and a grey 'Cancel' button.

7. Now you will be returned to the search view. Please click



8. Questica will load the budgets for your search criteria.