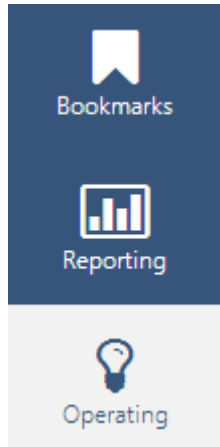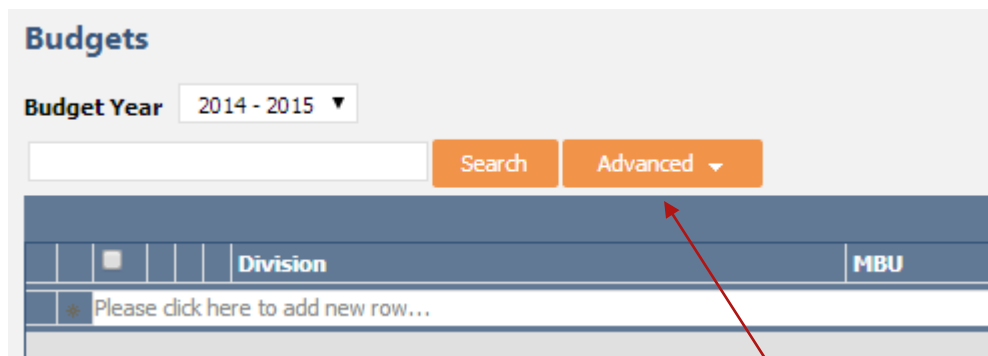# Questica Process Guide

How to Create a Budget Search Criteria
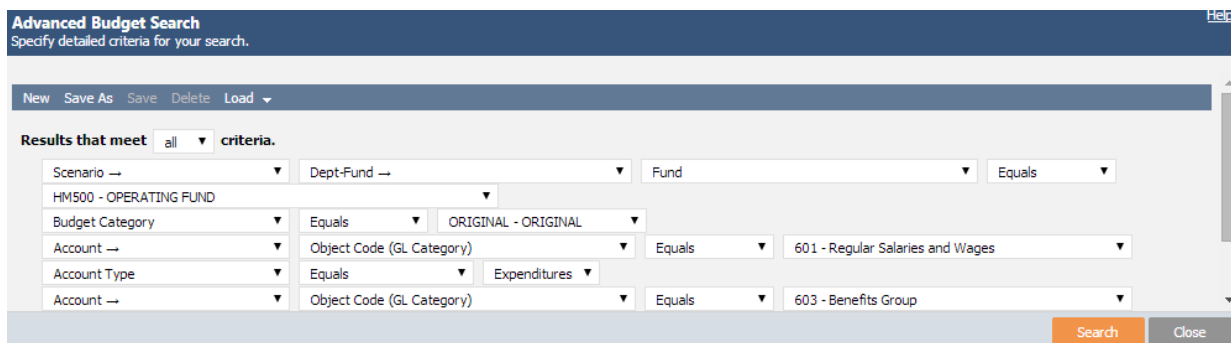
1. Login to Questica using your **HSU User ID and password.**

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**:**

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

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.**

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

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

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

Advanced Budget Search
Specify detailed criteria for your search.

New   Save As   Save   Delete   Load ▾

Results that meet [all ▾] **criteria.**

Scenario →	▾	Dept-Fund
	▾
Budget Category	▾	Equals

[+] [[]]

Save Search As
Save a new search.

Name: [|]

[Save] [Cancel]

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

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