1. Go to: Porches>UD Daily> Banner Self-Service>Finance>Budget Queries

2. Create a New Query Type> Create Query
3. Continue

4. Select Account
5. Type 6% (labor and benefits) or 7% (supplies and expenses) in the “Account Criteria” field and change the “Maximum rows to return” field to 10000. Execute Query.
Finance Self Service-Chart of Accounts

6. You can also search by inputting a title into the “Title Criteria” field using % as the wild card. Execute Query.