1. Login: [https://www.banweb.mtu.edu/ibi_apps/signin](https://www.banweb.mtu.edu/ibi_apps/signin)
2. Click: Content → Domains → Finance → Department → Financial Reports Budget_vs_Actual
3. Input the search conditions as follows:

   1. Specify values for all parameters.
   2. Select the run button to submit the request.

   **Put the correct month**

   **Put the correct index**

   Always put June 30 of the fiscal year