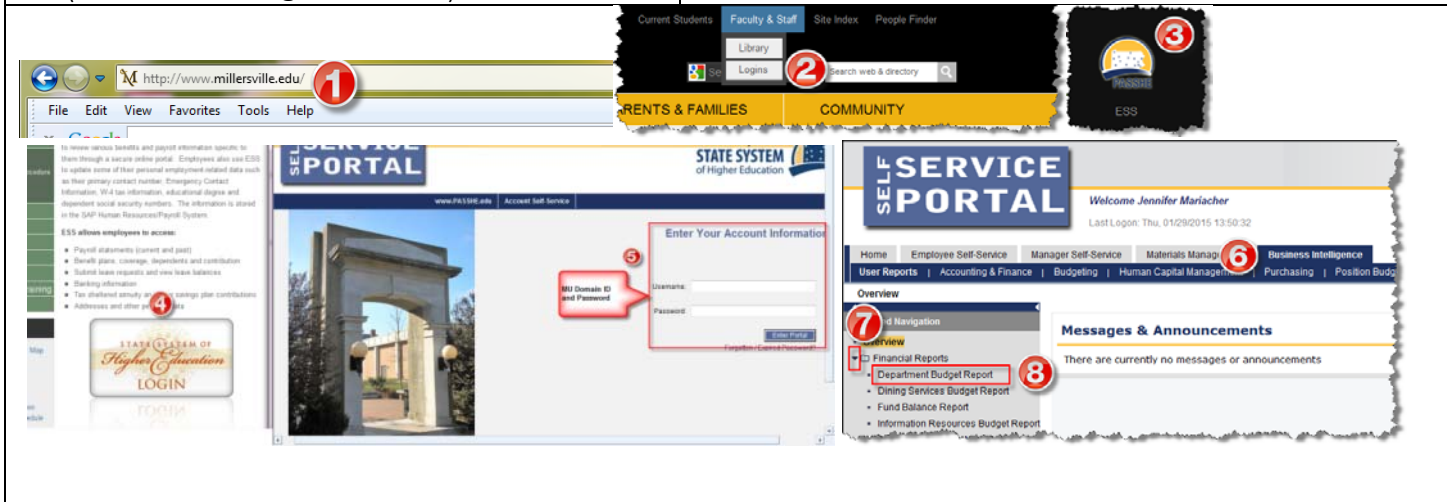


QUICK REFERENCE Department Budget Report

How to look at your operating budget balance for funds centers beginning with 601

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Go to MU Home Page 2. Hover over Faculty & Staff link; select Logins 3. Click ESS button 4. Click ESS Login 5. Enter MU Domain ID and Password (FirstName.LastName@millersville.edu) | <ol style="list-style-type: none"> 6. Click the Business Intelligence tab 7. Click the black arrow to open the Financial Reports 8. Select report <ol style="list-style-type: none"> a. Departmental Budget Report |
|---|---|



Department Budget Report

1. Once the selection is made, the report will process and an entry form will appear
2. Enter appropriate fiscal year
3. Click OK
4. Summary – Provides operating budget balance available
Four subsequent tabs – provide detail transactions for budget, actual expenditures, and open commitments.

Detailed Navigation

- Overview
- Financial Reports
 - 1. Department Budget Report
 - Dining Services Budget Report
 - Fund Balance Report
 - Information Resources Budget Report
 - Internal Order Report
 - Multi-Year Report for Auxiliary
 - Multi-Year Report for Grants
 - Project Fund Balance
- Procurement
- Payroll

General Variables

Variable	Current Selection
Fiscal Year	2013
Fund Hierarchy	
Funds Center (Multiple or Single)	
User ID (Multiple or Single)	
User Name (Multiple or Single)	

3.

4. **Summary** | Budget Trans | Actuals w/o St Emp Tr

Millersville DB Summary

* Bud 1-A Pool Budget

Fund: 6011411000 Budget Off.

Fiscal Year: 2013

Funds Center (BCS) Group: SSHE6040 Finance & Admin

Overall Result

NOTE: The Summary report has 4 columns. The first is your budget. The second is your actual expenditures. The next column may be open commitments if you have any. **The next is your budget balance remaining.** The final column is the percentage of your remaining budget balance.

Funds Center		Commitment Item		* Expenses CBs Res and Trans			
				Budget	Actuals	Remaining	Remaining %
				\$	\$	\$	%
6011411000	Budget Office	• NON-PERSONNEL	Non-Personnel	5,383.00		5,383.00	100.0
		• 605100	Postage/Freight/Ship		5.79	-5.79	
		• 606115	Long Dist Tele Svc		18.93	-18.93	
		• 615100	General Travel		2,655.38	-2,655.38	
		▲ 3-OPERATING CAPITAL	Operating / Capital	5,383.00	2,680.10	2,702.90	50.2
		▲ COMMITMENT ITEM POOL HIERARCHY	Overall CI Hierarchy	5,383.00	2,680.10	2,702.90	50.2
Overall Result				5,383.00	2,680.10	2,702.90	50.2