QUICK REFERENCE
Department Budget Report

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

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)
6. Click the Business Intelligence tab
7. Click the black arrow to open the Financial Reports
8. Select report
   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.

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.