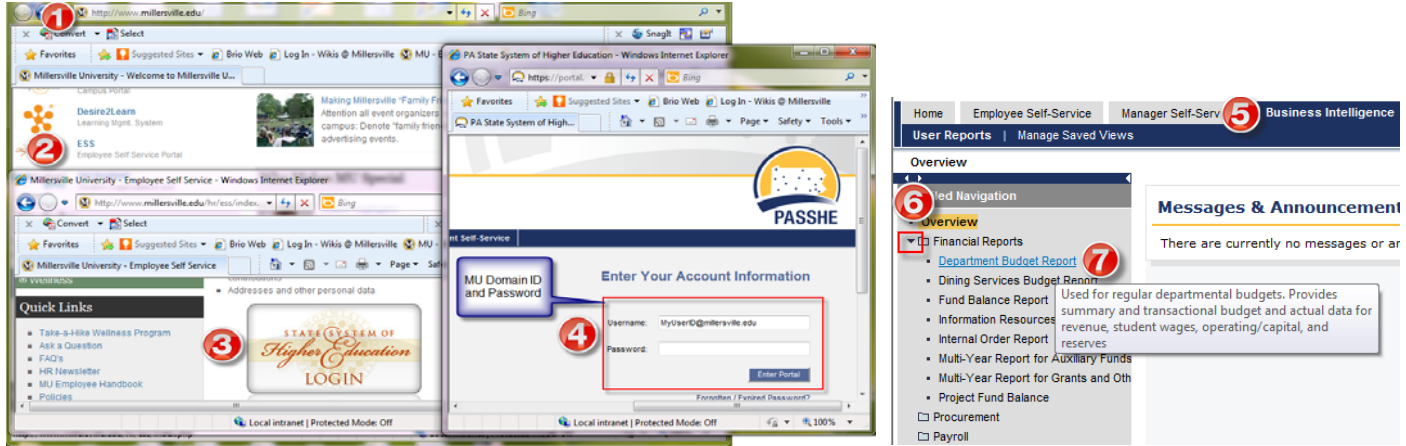


QUICK REFERENCE Actual Transactions

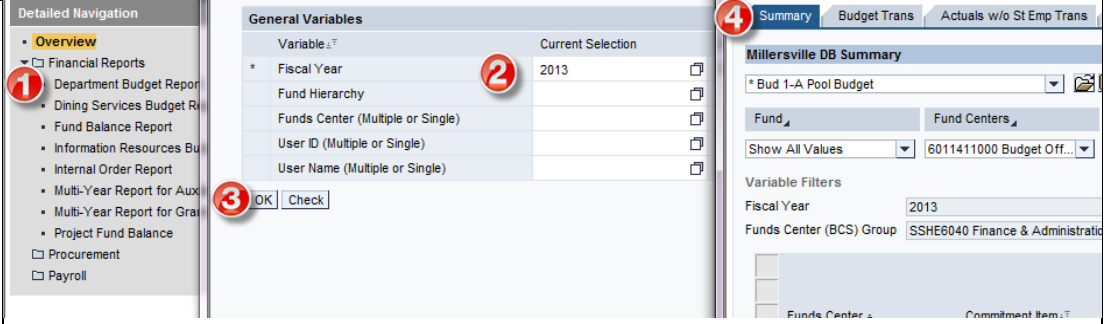
How to look at your actual transactions for funds centers beginning with 601

1. Go to MU Home Page
2. Click on ESS Link on left
3. Click Login
4. Enter MU Domain ID and Password
5. Click the Business Intelligence tab
6. Click the black arrow to open the Financial Reports
7. Select report
 - a. Department Budget Report (NOTE: This report is for all Funds Centers beginning with 601)



Department Budget Report – Actual Transactions

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 will default to *Bud 1-A Pool Budget
5. Click the Actual w/o St Emp Trans tab



NOTE: The transaction report will show the transactions by commitment item then by date.

