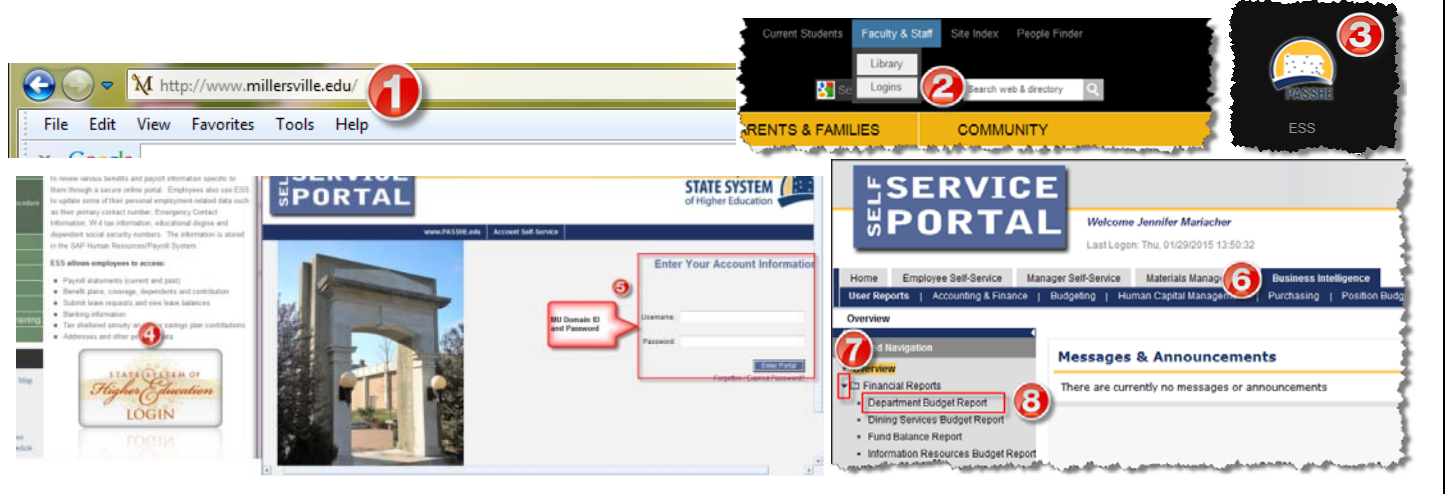


# QUICK REFERENCE Budget Transactions

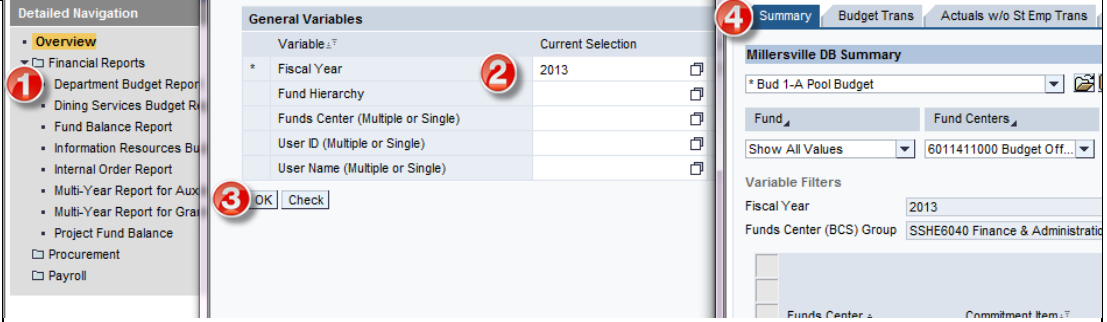
How to look at your budget transactions for funds centers beginning with 601

- Go to MU Home Page
- Hover over Faculty & Staff link; select Logins
- Click ESS button
- Click ESS Login
- Enter MU Domain ID and Password  
(FirstName.LastName@millersville.edu)
- Click the Business Intelligence tab
- Click the black arrow to open the Financial Reports
- Select report
  - Department Budget Report (NOTE: This report is for all Funds Centers beginning with 601)



## Department Budget Report – Budget Transactions

- Once the selection is made, the report will process and an entry form will appear
- Enter appropriate fiscal year
- Click OK
- Summary will default to \*Bud 1-A Pool Budget
- Click the Budget Trans tab



NOTE: The transaction report will show the transaction by commitment item. It will also display the transactions by type (original, transfer receive, transfer send, supplement, reduction, or carryforward receiver).

Carryforward receiver is the budget for any open commitments from the prior year.

