BUDGET EXPENSE ESTIMATE (UNIT BUDGET)

WHY:

The Budget Expense Estimate shows you the information entered regarding the expenditure budget for your accounts. This will show you line by line what was entered during the budget process & how it has changed since the original budget entry. It also allows you to separate recurring & non recurring funds for a more clear picture of your budget.

HOW:

1. From the myUK launch pad, choose BW Web Reporting.
2. From the BW main page, choose BPS Budget Reports. You may have to click twice for the link to open.

3. Choose the Campus Income/Expense Reports link.

4. Choose Budget Expense Estimate from the listing.
5. You will need to enter the Fiscal Year and your department number. You may also enter additional information to refine the report. For this exercise, I have also entered a Funds Center. **You must enter your department number along with any other variables. Leaving out the department number will cause the report to give you an error message.**

6. Click Check to see if there are errors, and then Execute to run the report.
7. The default information returned include the prior fiscal year Total Actual Charges, the Prior Year Total Annual Budget (non-recurring + recurring), the Current Year Original Budget the Current Year Recurring Budget, the Current Year Annual Budget, the Current Year Total Charges to Date, the Future Year Budget and the difference between the current year Recurring Budget and the Future Year Budget. The Future Year column is blank until the Budget Process starts mid February. See “Formatting BW Reports” for instructions on altering the information shown on BW reports.