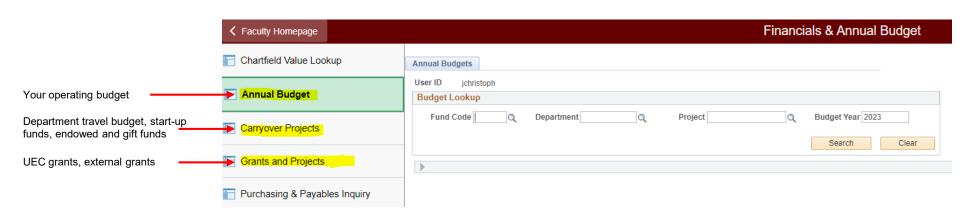
## SpeedChart Search is a great tool

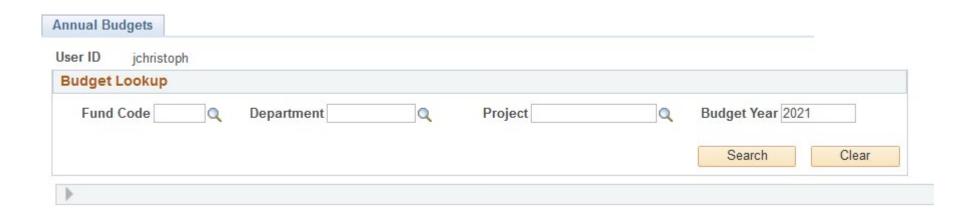
Department Search	Account Search	Project Search	Chartfield1 Search	SpeedChart Search
SpeedChart Lookup				
SpeedChart begins with:  Description conta	ains:			
Fund begins with: Project begins v	with:			
Department begins with:			Search	Clear
<b>&gt;</b>				

An easy way to access the budgets and projects you have access to is to click on the kind of budget/project you're looking for and just click search, without entering any information. What you have access to will come up.

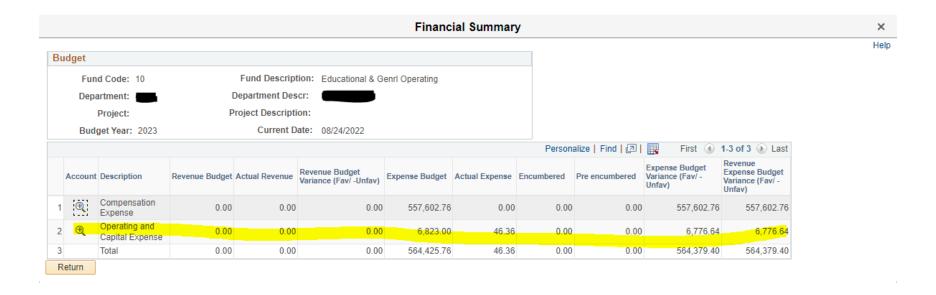


## You can choose what budget year you want to view

Note: When shown as a single year, budget years are the ENDING year of the academic year, so Budget Year 2021 is fiscal/academic year 2020-21.

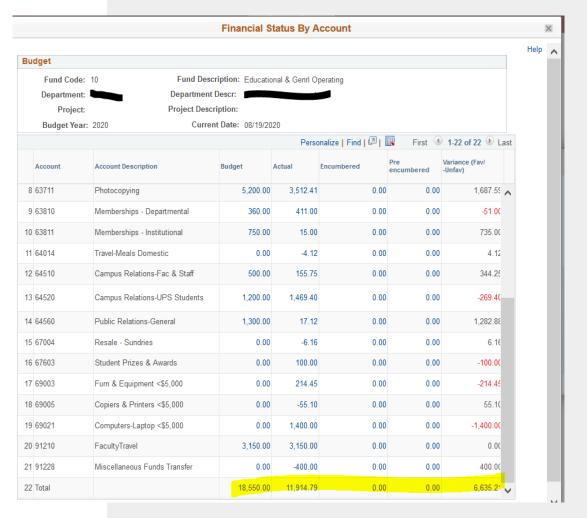


In your Annual budget, what you manage is the Operating and Capital Expense Budget; you can ignore the Compensation Expense budget.



## The total for the operating budget is what matters most

It's okay if your department/program is over or under for individual lines, e.g., Campus Relations-UPS Students



## Other budget-related things to know

- **Equipment budget** (you may receive funds from the university equipment budget for unusually large expenses—those go to your annual operating budget on a one-time basis)
- **Contingency budget** (if you run into an unexpected, large expense, reach out to the Dean of Faculty Affairs, and there may be money from contingency to help)
- Travel budget (loads into your department operating budget, but then is transferred to a separate carryover fund)
- **Gift and endowed funds** (dependent on donors, funds that may supplement department funds)
- Budget Variance Report (reports you do during the year to help with universitywide awareness of operating budgets so that we know if university-wide spending is at, under, or over budget)