SpeedChart Search is a great tool

Department Search	Account Search	Project Search	Chartfield1 Search	**SpeedChart Search**

SpeedChart Lookup

SpeedChart begins with: [   ]

Description contains: [   ]

Fund begins with: [   ]

Project begins with: [   ]

Department begins with: [   ]   [Search] [Clear]

▶

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.

Your operating budget → Annual Budget

Department travel budget, start-up funds, endowed and gift funds → Carryover Projects

UEC grants, external grants → Grants and Projects

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.

Financial Summary

Help

Budget

Fund Code:	10	Fund Description:	Educational & Genrl Operating
Department:	■■■	Department Descr:	■■■
Project:		Project Description:	
Budget Year:	2023	Current Date:	08/24/2022

Personalize | Find | 🗗 | 🔢   First ◀ 1-3 of 3 ▶ Last

	Account	Description	Revenue Budget	Actual Revenue	Revenue Budget Variance (Fav/ -Unfav)	Expense Budget	Actual Expense	Encumbered	Pre encumbered	Expense Budget Variance (Fav/ - Unfav)	Revenue Expense Budget Variance (Fav/ - Unfav)
1	⊕	Compensation Expense	0.00	0.00	0.00	557,602.76	0.00	0.00	0.00	557,602.76	557,602.76
2	⊕	Operating and Capital Expense	0.00	0.00	0.00	6,823.00	46.36	0.00	0.00	6,776.64	6,776.64
3		Total	0.00	0.00	0.00	564,425.76	46.36	0.00	0.00	564,379.40	564,379.40

Return

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 university-wide awareness of operating budgets so that we know if university-wide spending is at, under, or over budget)