

SpeedChart Search is a great tool

Department Search	Account Search	Project Search	Chartfield1 Search	SpeedChart Search
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SpeedChart Lookup


SpeedChart begins with:

Description contains:

Fund begins with:

Project begins with:

Department begins with:



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.

Faculty Homepage

Financials & Annual Budget

Chartfield Value Lookup

Annual Budget

Carryover Projects

Grants and Projects

Purchasing & Payables Inquiry

Your operating budget

Department travel budget, start-up funds, endowed and gift funds

UEC grants, external grants

Annual Budgets

User ID jchristoph

Budget Lookup

Fund Code Department Project Budget Year

Search Clear




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.

Annual Budgets

User ID jchristoph

Budget Lookup

Fund Code  Department  Project  Budget Year

▶

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

Financial Summary												
Budget												
Fund Code: 10		Fund Description: Educational & Genrl Operating										
Department: [REDACTED]		Department Descr: [REDACTED]										
Project:		Project Description:										
Budget Year: 2023		Current Date: 08/24/2022										
Personalize Find Print Grid 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 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

Financial Status By Account							
Budget							
Fund Code: 10		Fund Description: Educational & Genl Operating					
Department: [REDACTED]		Department Descr: [REDACTED]					
Project:		Project Description:					
Budget Year: 2020		Current Date: 08/19/2020					
Personalize Find First 1-22 of 22 Last							
Account	Account Description	Budget	Actual	Encumbered	Pre encumbered	Variance (Fav/-Unfav)	
8 63711	Photocopying	5,200.00	3,512.41	0.00	0.00	1,687.59	
9 63810	Memberships - Departmental	360.00	411.00	0.00	0.00	-51.00	
10 63811	Memberships - Institutional	750.00	15.00	0.00	0.00	735.00	
11 64014	Travel-Meals Domestic	0.00	-4.12	0.00	0.00	4.12	
12 64510	Campus Relations-Fac & Staff	500.00	155.75	0.00	0.00	344.25	
13 64520	Campus Relations-UPS Students	1,200.00	1,469.40	0.00	0.00	-269.40	
14 64560	Public Relations-General	1,300.00	17.12	0.00	0.00	1,282.88	
15 67004	Resale - Sundries	0.00	-6.16	0.00	0.00	6.16	
16 67603	Student Prizes & Awards	0.00	100.00	0.00	0.00	-100.00	
17 69003	Furn & Equipment <\$5,000	0.00	214.45	0.00	0.00	-214.45	
18 69005	Copiers & Printers <\$5,000	0.00	-55.10	0.00	0.00	55.10	
19 69021	Computers-Laptop <\$5,000	0.00	1,400.00	0.00	0.00	-1,400.00	
20 91210	FacultyTravel	3,150.00	3,150.00	0.00	0.00	0.00	
21 91228	Miscellaneous Funds Transfer	0.00	-400.00	0.00	0.00	400.00	
22 Total		18,550.00	11,914.79	0.00	0.00	6,635.21	

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)