SpeedChart Search is a great tool
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.

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Revenue Budget</th>
<th>Actual Revenue</th>
<th>Revenue Budget Variance (Fav/Unfav)</th>
<th>Expense Budget</th>
<th>Actual Expense</th>
<th>Encumbered</th>
<th>Pre Encumbered</th>
<th>Expense Budget Variance (Fav/Unfav)</th>
<th>Revenue Budget Variance (Fav/Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compensation Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>557,602.76</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>557,602.76</td>
</tr>
<tr>
<td>2</td>
<td>Operating and Capital Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,823.90</td>
<td>46.36</td>
<td>0.00</td>
<td>0.00</td>
<td>6,776.64</td>
</tr>
<tr>
<td>3</td>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>564,425.76</td>
<td>46.36</td>
<td>0.00</td>
<td>0.00</td>
<td>564,379.40</td>
</tr>
</tbody>
</table>
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)