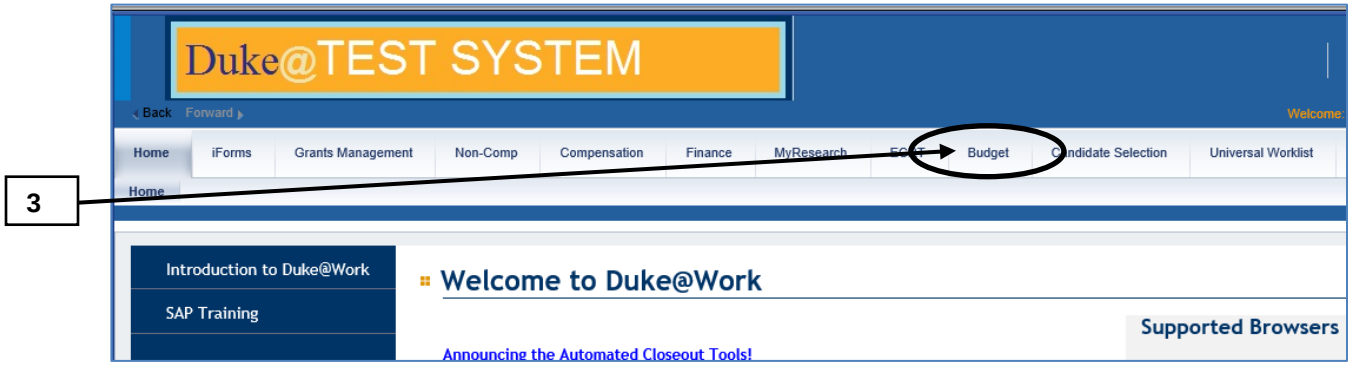
Accessing Projections in the Budget Tool

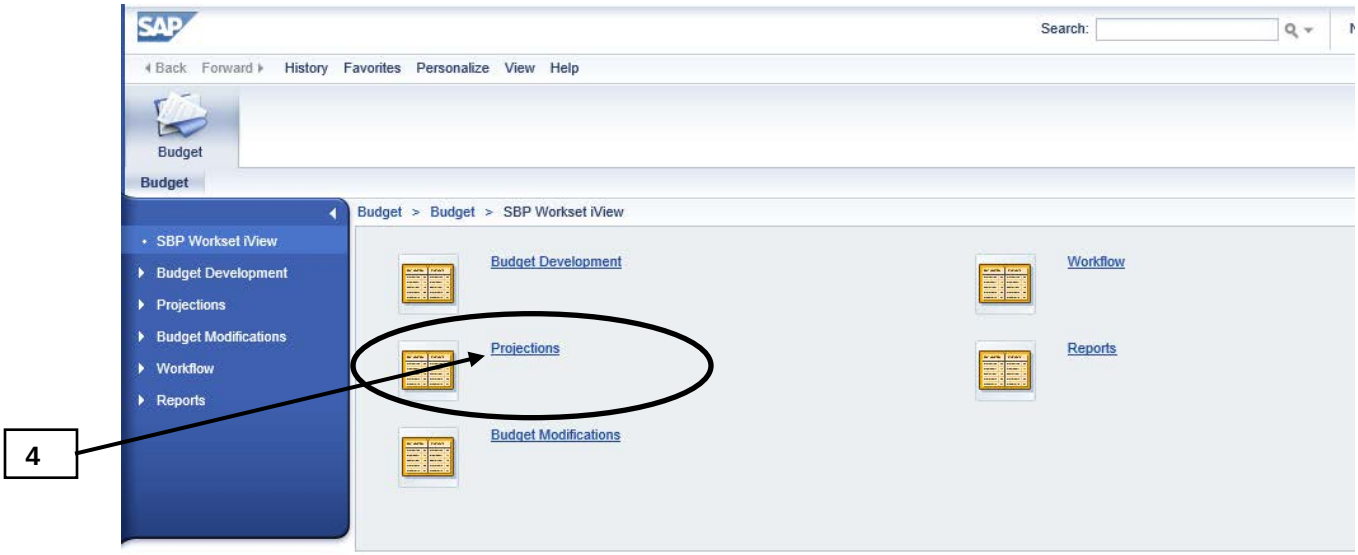
Note: These instructions apply to both the Fall and the Spring projections. Be sure to allow pop-ups for work.duke.edu or turn off the pop-up blocker settings, as needed. Use the recommended web browsers to work with the budget per the home page on work.duke.edu.

1. Log into **work.duke.edu** (do Not type in http://www.).

2. Enter your **NetID** and **password**.

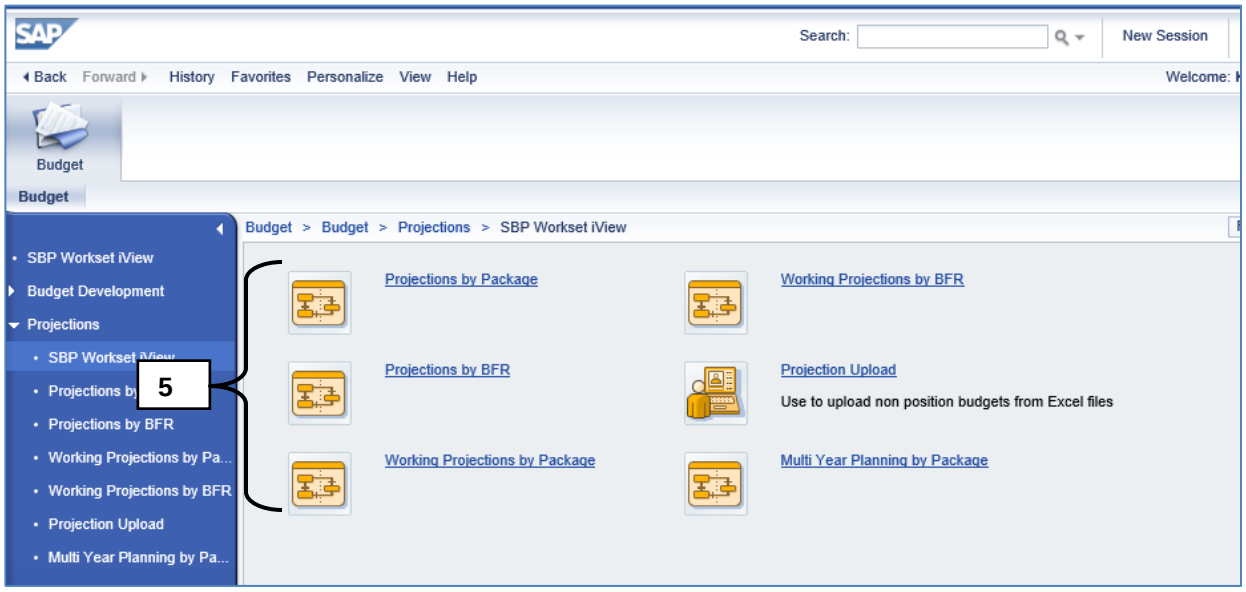


3. Once in Duke@Work, select the **Budget** tab (for best viewing, maximize the screen).



4. On the resulting *Budget > SPB Workset iView* screen, click on **Projections** to go to the screen with the Projections options.

Accessing Projections (cont.)



5. On the screen with the Projections options, choose the appropriate tool using the descriptions below:

- **Projections by Package** – used to select a single package and develop the Fall or Spring Projections for the fiscal year end budget.
- **Projections by BFR** – tool available for those who wish to do projections and select by BFR Code, which could include more than one package (e.g., higher level Org. Units / BFR Codes).
- **Working Projections by Package** – optional tool available for those who wish to do projections other than the Spring and Fall timeframe; the layout is the same as FYE Projections and has the ability to copy projections between layouts as needed.
- **Working Projections by BFR** – optional tool available for those who wish to do projections by BFR Code and other than the Spring and Fall timeframe; the layout is the same as Projections by Package and has the ability to copy projections between layouts as needed.
- **Multi Year Projections by Package** – tool available for those required to project the budget for future years (out years) and selection is by a single package.
- **Projection Upload** – tool available to develop the non-position projections in an Excel format and upload into the Budget tool.