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.
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.