Accessing the Budget Tool

1. Log onto work.duke.edu. (Do NOT type in http://www.)
2. Enter your NetID and password. Multifactor authentication is required.

On the Duke@WORK web portal screen:

3. Select the Budget tab.

4. On the SBP iView, review the underlined name links available for functions as follows:

<table>
<thead>
<tr>
<th>Budget Development</th>
<th>Contains layouts to develop the annual budget for the next fiscal year, including layouts for Position and Non-Position.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Modifications</td>
<td>Contains a layout to enter Budget Modifications.</td>
</tr>
<tr>
<td>Projections</td>
<td>Contains layouts to do projections for board reporting, including:</td>
</tr>
<tr>
<td></td>
<td>• Fall / Spring Projections (by Package and by BFR)</td>
</tr>
<tr>
<td></td>
<td>• Working Projections (by Package and by BFR)</td>
</tr>
<tr>
<td></td>
<td>• Multi-year Projections (by Package and by BFR)</td>
</tr>
<tr>
<td></td>
<td>• Projection Upload</td>
</tr>
<tr>
<td>Workflow</td>
<td>Allows users with workflow security access to pull the budget up from one stage to another in the workflow process.</td>
</tr>
<tr>
<td>Reports</td>
<td>Contains various types of reports for Budget Development, Budget Modifications, Projections, and Workflow.</td>
</tr>
</tbody>
</table>
Accessing the Budget Tool (cont.)

Allowing Pop-up Windows from Duke@WORK

Note: Internet Explorer, Mozilla Firefox, and Google Chrome are the supported browsers for SAP and related systems at Duke. These general steps below may vary slightly depending on the version of the web browser that you are currently using in your area. It is critical that pop-ups are allowed for the Budget tool to function properly. Not allowing pop-ups, will result in data being locked.

Internet Explorer 11

1. Click on the menu path: **Tools > Pop-up Blocker > Pop-up Blocker Settings**

   Note: If Pop-up Blockers are already “turned off” then this step is not needed. If the option “Turn Off Pop-up Blocker” is displayed, then Pop-up blockers are turned on and the web site needs to be added to allowable sites that are allowed to display pop-up windows.
Accessing the Budget Tool (cont.)

1. On the far right of the screen, click on the Open Menu button and click on Options.

2. Enter cbp.duke.edu in the Address of web site to allow field and click on the Add button.

3. Verify the web site is now displayed in the Allowed sites section.

4. Click on the Close button.

Mozilla Firefox 56

1. On the far right of the screen, click on the Open Menu button and click on Options.
Accessing the Budget Tool (cont.)

2. On the **Options** tab, select **Privacy and Security**.

3. Click on the **Exceptions** button.

4. Enter **cbp.duke.edu** in the **Address of website** field.

5. Click the **Allow** button to add the URL to the list of allowed sites.
Chrome 61

1. Select the Customize and control Google Chrome icon in the top right of the browser.
2. Select **Settings** to open a new page.
3. At the bottom of the **Settings** page, click on **Advanced**.
4. Under Privacy and security, click on Content settings.
5. Click on **Pop-ups** found in the middle of the screen.

6. Click on Add and enter https://cbp.duke.edu.

7. Allowed site will display.