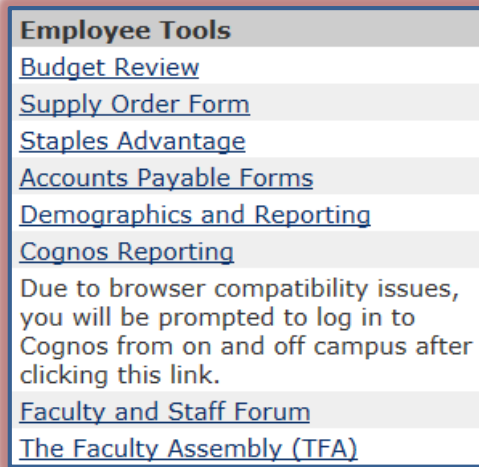


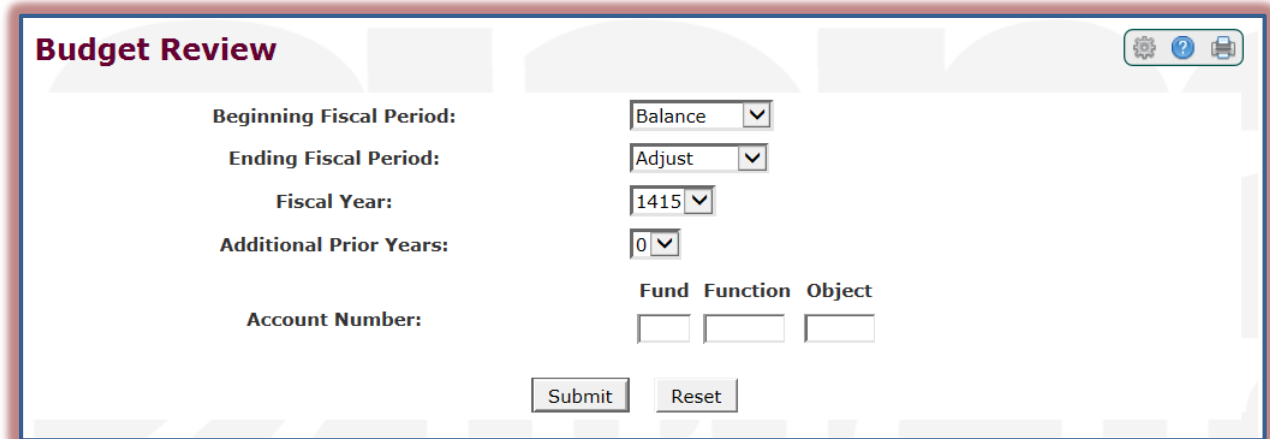
## Employee Tools-Budget Review

This option is not available to all Siena employees. Only those employees who have access to budgets are allowed to view this information.

- ✦ Log into **My Siena**.
- ✦ In the **My Tools** area under **Employee Tools**, click the **Budget Review** link.



- ✦ The **Budget Review** page will display (see illustration below).

A screenshot of the 'Budget Review' form. The form has a title 'Budget Review' in the top left corner. In the top right corner, there are three icons: a gear, a question mark, and a printer. The form contains several fields: 'Beginning Fiscal Period:' with a dropdown menu showing 'Balance'; 'Ending Fiscal Period:' with a dropdown menu showing 'Adjust'; 'Fiscal Year:' with a dropdown menu showing '1415'; 'Additional Prior Years:' with a dropdown menu showing '0'; and 'Account Number:' with three input boxes labeled 'Fund', 'Function', and 'Object'. At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

- ✦ Click the **Beginning Fiscal Period** list arrow and select the beginning report period option.
- ✦ Click the **Ending Fiscal Period** list arrow to select the ending report period option.
- ✦ Select the correct **Fiscal Year**. The default is the current Fiscal Year.
- ✦ If reports are needed for previous **Fiscal Years**, specify that number in the **Additional Prior Years** option.
- ✦ Input the **Account Number** for the budget.
- ✦ Click the **Submit** button.
- ✦ The **Budget Report** will be generated.
- ✦ Click the **Export to Excel** link to display the report in **Excel**.