VIEWING YOUR BUDGETS

It is now possible to view your year-to-date budget without receiving an email from Fiscal Affairs or calling their office. A drive has been mapped to give those who sign-in to the MVSU Domain access to the data.

LOGGING IN TO THE DOMAIN

When first booting your PC, you should get a "Welcome to Windows " screen:

Where you are informed to press **AT THE SAME TIME** the 3 keys **Ctrl , Alt and Delete**   to get the "Log On to Windows" screen :

If you see only the lines for Username and Password, you MUST select **"Options > >"** :

This will display the additional line : **"Log on to: "**, which allows you to select, whether you would like to log on to your local system **(this computer)**

– OR –

Whether you would like to log on (selected from the drop-down arrow) to the **Domain-server (MVSU)**, using the User database defined on the Domain-server

In order to view your budget, you must logon to the MVSU Domain Server

When selecting to "Log on to " a Domain server, please use the Username and Password given by Information Technology.
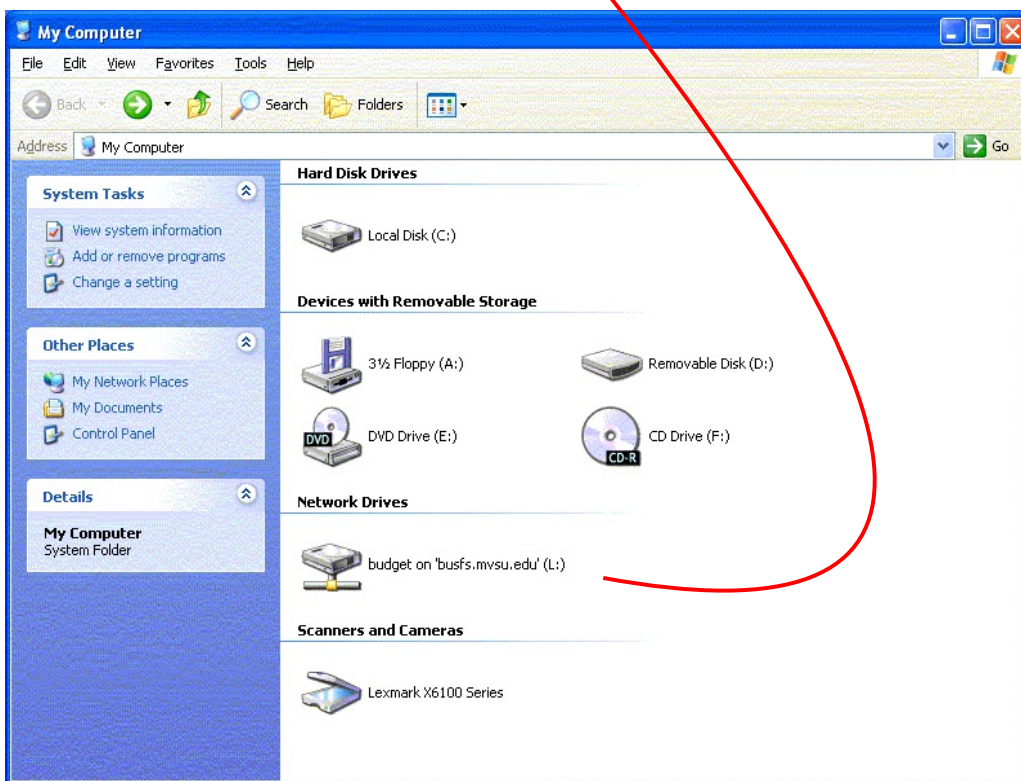
Once you have Logged on to the Domain, you have on YOUR system all of your software, data and permissions to the mapped drives that you need.
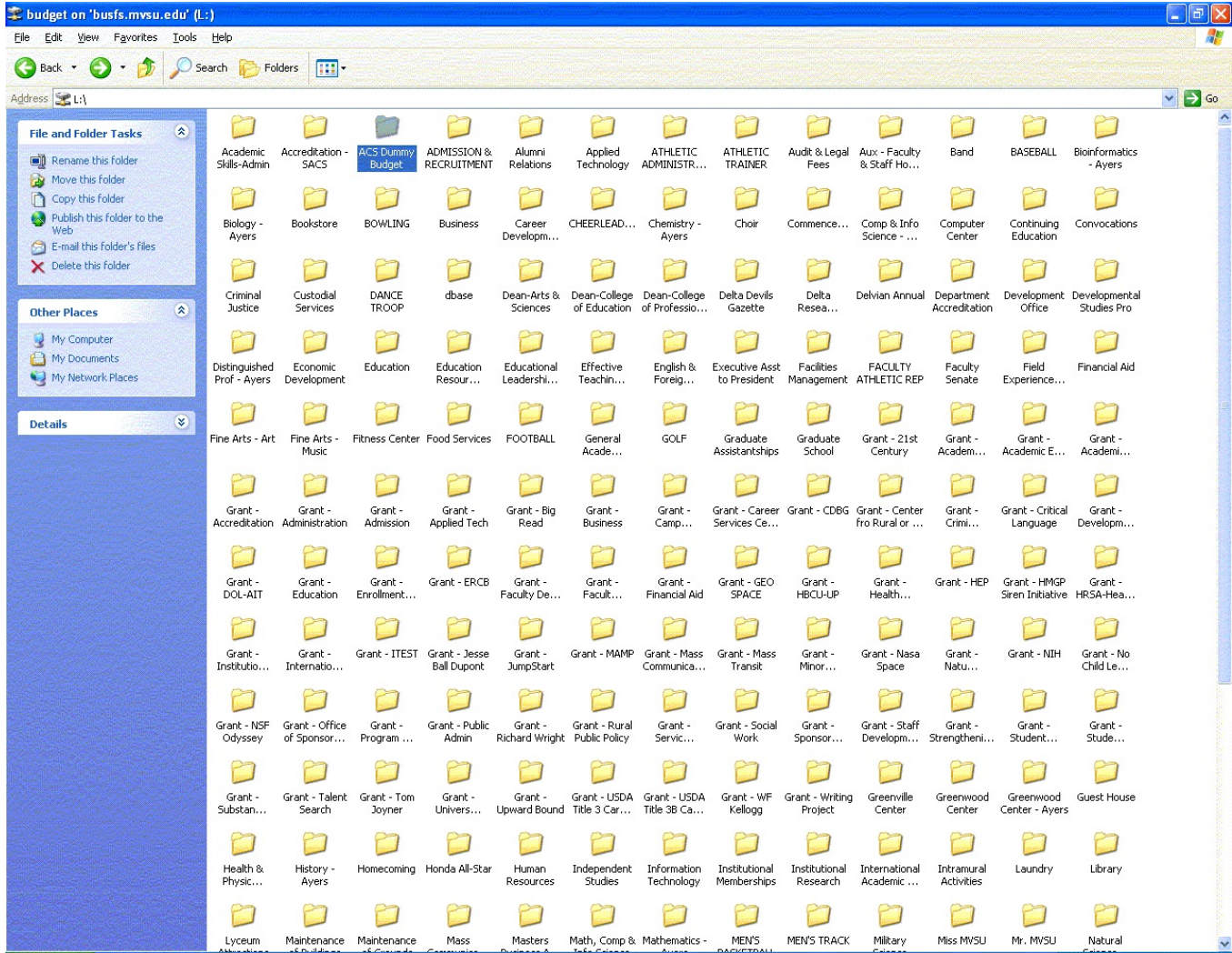
Viewing Your Budget

Now that you have logged on to the MVSU Domain, you have access to the L: drive entitled "budget on 'busfs.mvsu.edu:L"

The L: Drive has been mapped and contains the budget data that you seek.

1. First click on My Computer
2. **Double click on the L: Drive**

3.   You will see an array of folders for different budgets. *Though you are able to see all the folders, you will only be able to view the data in your department's folder.*

4.   Double click your folder

5.   Click on the desired budget

6.   The data will open in MS Excel.

7.   You can view it and save it, but you will not be able to edit it.

8.   The data you see will be a year to date accounting of what has been charged and officially processed by the Accountants in Fiscal Affairs.