

## How to Run Budget Sheets

Your budget sheets can be run via the following SQL report found in the Administrative Management folder.

You will need to complete each component of the request – available options are included in a drop down menu next to each item. To access the menu click on the down arrow.

WFlag Options:

- Select “No” to run the approved Board of Regents budget for the selected fiscal year
- Select “Yes” to run the current budget for the selected fiscal year
  - Remember, if you select “Yes,” Budget Sheets may not represent what you see in Oracle or other reports because it:
    - Includes permanent budget adjustments
    - Excludes one-time budget transfers

Home > Administrative Management > Budget Sheets

Fiscal Year	<Select a Value> ▼	WFlag	▼
Executives	▼	Colleges	Yes No ▼
Departments	▼	Fund	▼
Funding Source	▼	Element of Cost	▼
Department	▼	Project	▼

If you have any questions or need additional guidance, please contact the Budget Office at (940) 898-3505 or [FinAdmin@twu.edu](mailto:FinAdmin@twu.edu).