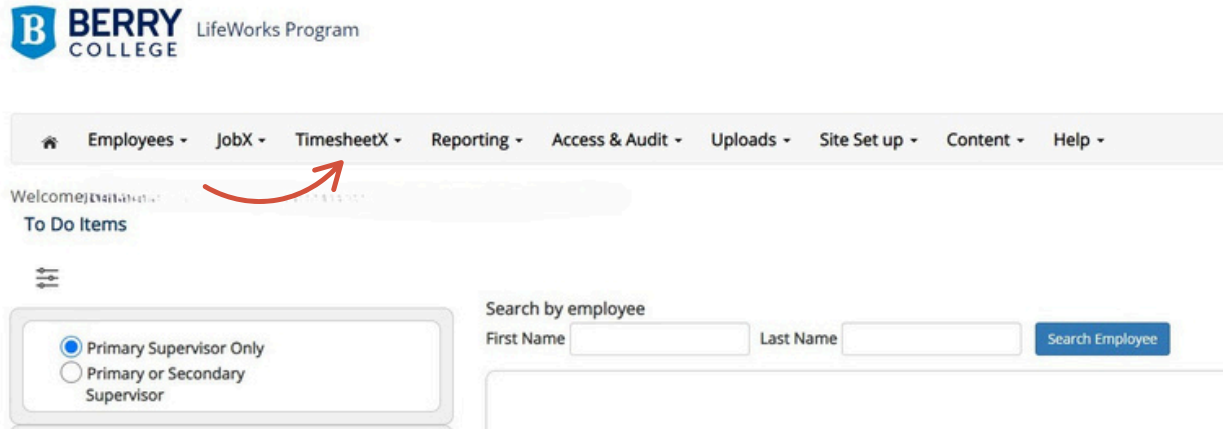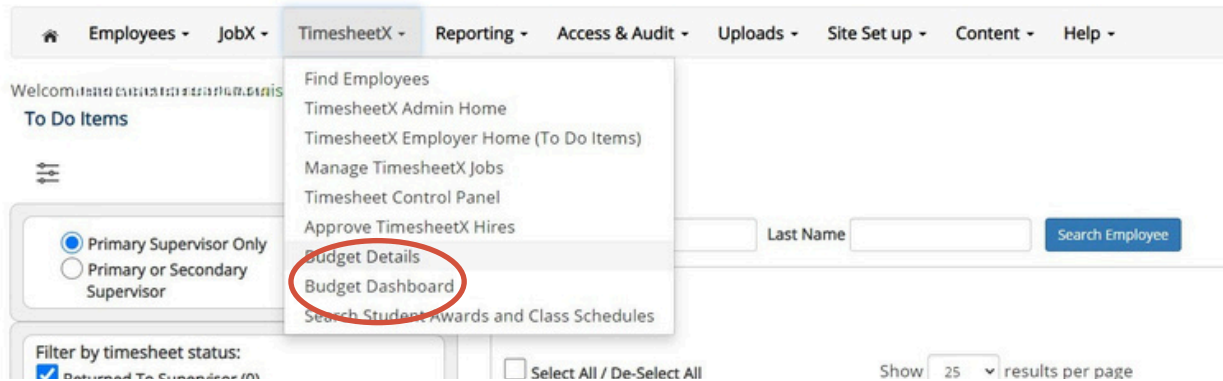# Quick Guide to the TimesheetX Budget Manager

After logging into TimesheetX, click on "TimesheetX" on the top banner to activate a dropdown window.
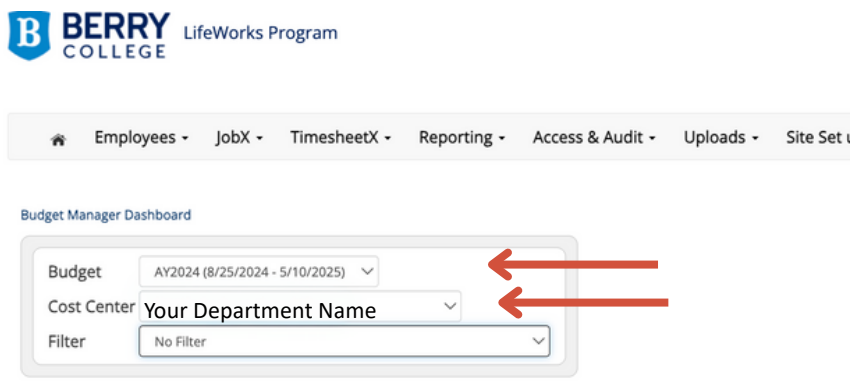

Select "Budget Dashboard" from the dropdown menu. Note: do not use "budget details."

Select from the available list of budgets (usually summer or academic. year)
If you oversee multiple departments, choose the "cost center" (ie department) you would like to view

In your dashboard you will now see your 1) **budget** 2) **actual earnings (that is, funds spent)** and 3) **remaining budget balance.** Please disregard the "projected" fields, as these are not aligned with the Berry spending cycle and therefore inaccurate.

To see specifics hire and timesheet details, click "view jobs"

Your jobs will be displayed along with actual earnings (that is, funds spent) for each position. Please continue to disregard the projected earnings. You can choose "view hires" or "view timesheets" to see information for specific students.

Click "view hire details" or "view timesheets" to drill to each student's specific hire details/timesheets.

 If you prefer to export data to Excel, click this icon and the system will generate a CSV file.