

BudgetPak User: FAQs

How do I access BudgetPak?

Go to <https://westernu.mybudgetpak.com>

Can BudgetPak be accessed from anywhere?

Yes, as long as there is access to the internet and the following internet browsers: Internet Explorer, Firefox, Chrome, or Safari (on the Mac).

What if I'm having trouble logging into BudgetPak?

If users are experiencing trouble with login, please contact the Office of Budget Management, Planning and Analysis. (909) 469 - 5411 or Budget@westernu.edu

Does BudgetPak allow users to create reports at the College/Department rollup level?

Yes, reports may be generated at the base unit/organization level and also at the rollup level by selecting the College/Department rollup level.

Can reports from previous fiscal years be generated?

Yes, reports from the past two completed fiscal years along with current fiscal year may be retrieved and used for reporting.

Can monthly reports be created?

Yes, monthly reports may be generated for various needs.

Can year over year reports be generated?

Yes, annual, quarterly, and monthly reports may be generated at the year over year level.

Can report(s) be saved in BudgetPak?

Users may save reports(s) parameters and retrieve them at a later time by going into "run one of my saved reports".

Can I run a customized report in addition to the canned reports?

Yes, users have the option to customized the reports in the advanced reporting option under the Reports ribbon menu.

BudgetPak logged me off: How may the last budget version worked on be retrieved?

From the Home menu click on open last to show the last version of the budget worked on.