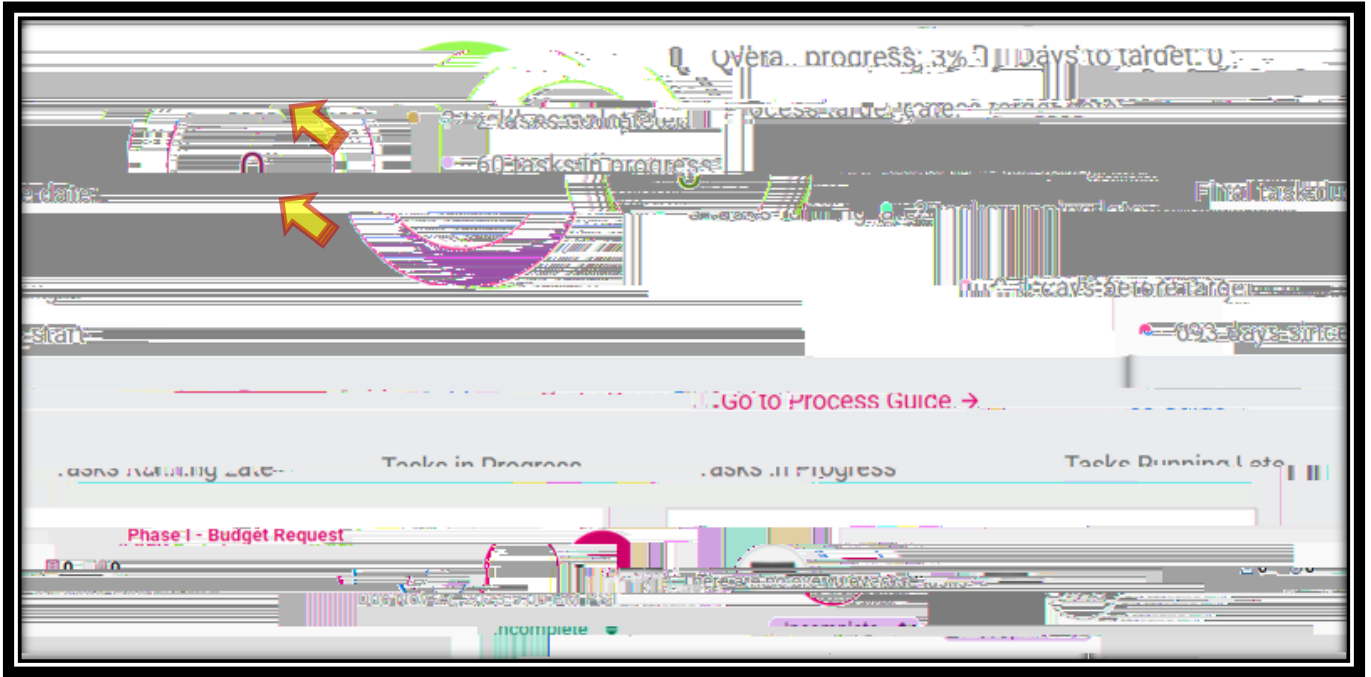


This guide contains instructions on how to complete the FY2025 Phase I Financial Planning and Budget Development Process Tasking Workday

Financial information has been provided Workday for the completion of the 2025 Budget Development

Clickon the Icon at the Top left and then .

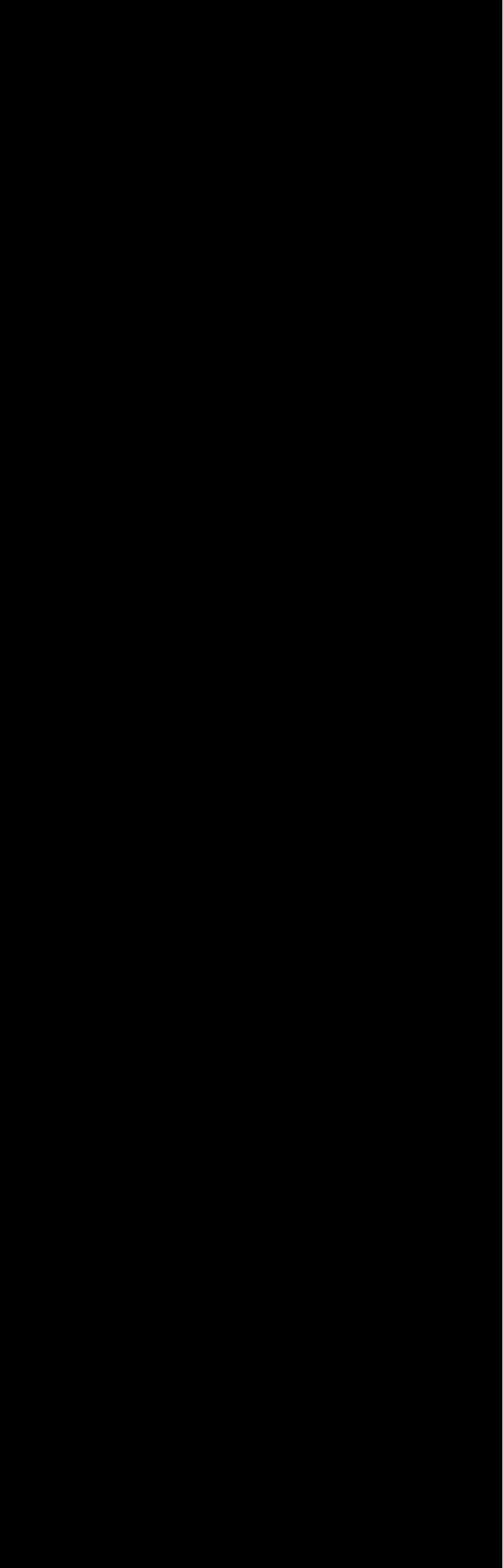
dZ ZWŒ} •• š ŒP š š [v Z&]v o š •l μ š [v]Pv}Œ
However, the Due Date within each task is the True date of when the task needs to be completed.





Click the button towards the top of the screen

Input the Acct #, Requested Amount, Effective Date, and Priority Ranking. Indicate if there is a history of deficit in the account, whether the request is a one-time or ongoing need, and add a short rationale.

By hovering over a cell, a small arrow icon will appear. Clicking on it will open a window in which you can search for an account number by its title.

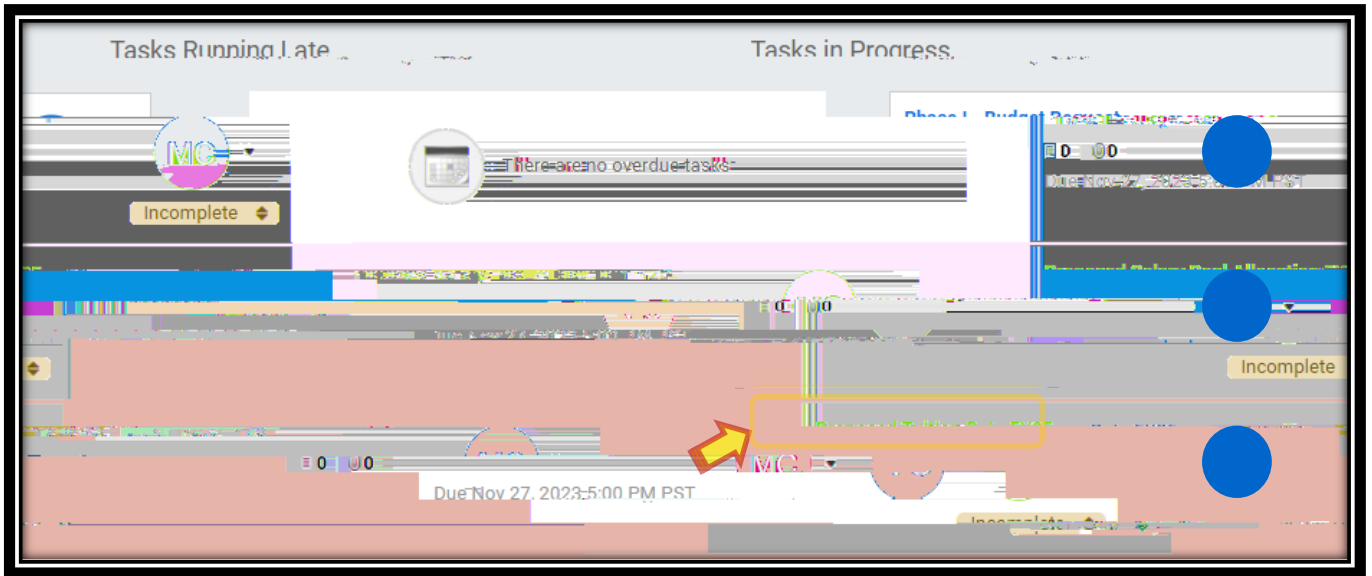


If any additional notes are necessary, click the  icon at the top right of the window to add them. Click  when done.

Once reviewed and completed, click on the  icon again

Click on

under the Tasks in Progress list.

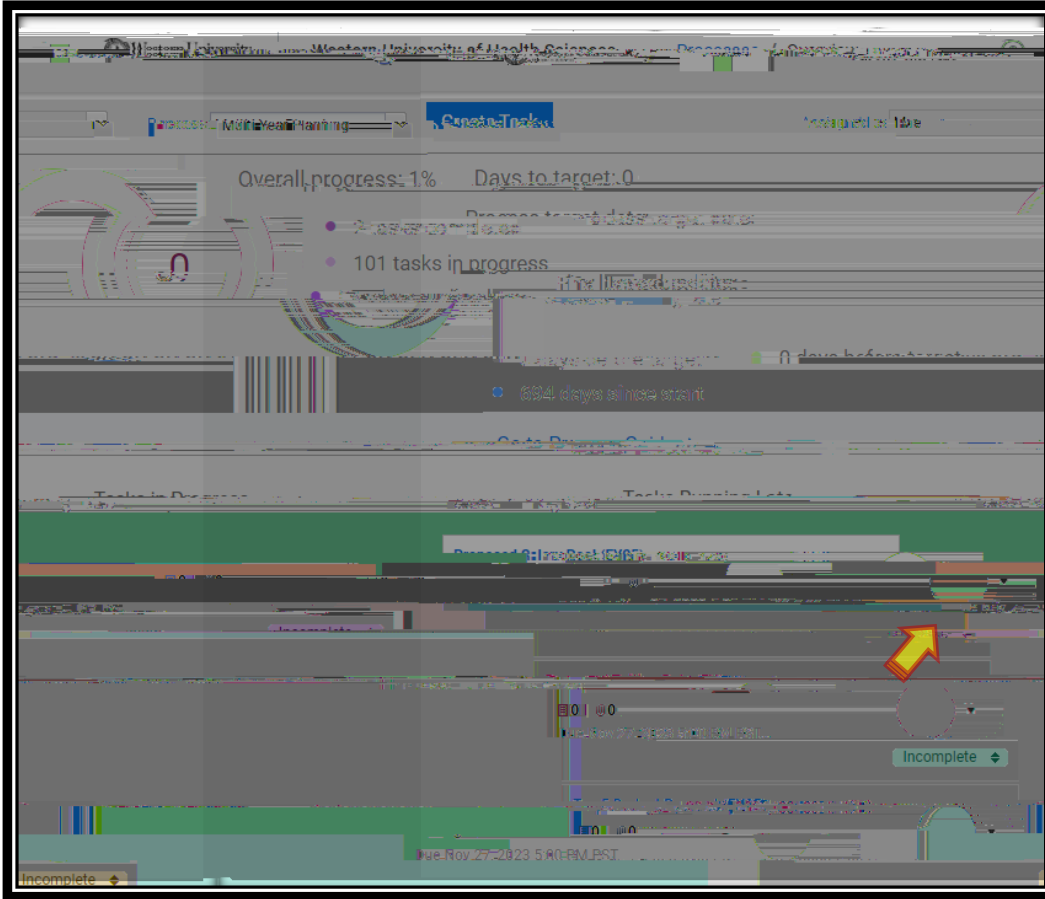


Read the Description provided on the left side of the sheet.



Z % š šZ •š %• š} •• šZ ZWŒ} •• •[% P]v t}ŒI Ç š}

o] l }v šZ Z/v }u%o š [μšš}v š} u ŒI d •l • }u%o š X



dZ }u%o š d •l Á]oo u}Á }Á Œ š} šZ Zd •l • }u%o š [}oμuv}

