



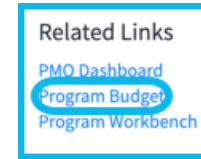
Entering Program Budgets

Quick Reference Guide

Entering Program Budgets

Budgets can be set at the Program level and are separate from Demand and Project budgets. Program budgets do roll up to the portfolio and are surfaced on the Investment Portal and other ServiceNow reports.

1. To set the program budget select the Program Budget related link.
2. Choose the appropriate **Fiscal Year**, **Capex Budget**, and **Opex Budget**. Click **OK**.
3. The Budget cost field on the Financials tab will populate with the total budget. If there are other budgets associated to other demands or projects those will also be included in the Budget cost field amount.



Program Budget

* Fiscal Year: FY20

* Capex Budget: \$ 40,000

* Opex Budget: \$ 50,000

Total Budget: \$90,000

Cancel OK

Total planned cost	\$482,606.00
Planned capital	\$ 216,500.00
Planned operating	\$ 266,106.00
Budget cost	\$90,000.00
Actual cost	\$ 68,350.00

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4. The Program Budget related list is also populated with the fiscal year budget entry.

Program Budget			
Fiscal Year	Capital budget	Operating budget	Budget
FY20	40,000	50,000	90,000
Sum	40,000	50,000	90,000