This audio job aid helps you complete the Café Systems Express Form for the budgeting business role.

For each function that you need below, make the corresponding selections on the Express form.

### Help for the Café Express Security Access Form

1. To view your current year budget and summaries of related financial activity:
   Select **Expense Entry, Requester and GL Journals** under the NUFinancials heading.
   This option includes the NUFinancials budget searches Budget Details and Budget Overview.

2. To make adjustments to the current year budget:
   Select **Budget Journal Entry** under the NUFinancials heading.

3. To reconcile financial activity related to your budget:
   - Select **Budget/COA** under the heading Cognos Report Access for both revenue and expense (non-compensation) budgets.
   - Select **Salary Access** if your duties include compensation and you should see salary expenses in NUFinancials.
   - You are given access to Monthly Financial and Supply Chain reports by default.

4. Preparing the base budget for the next fiscal year?
   Access to NUPlans is handled separately – not on the security access forms.