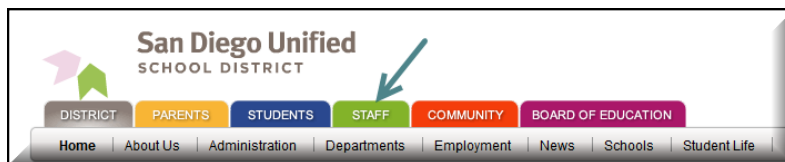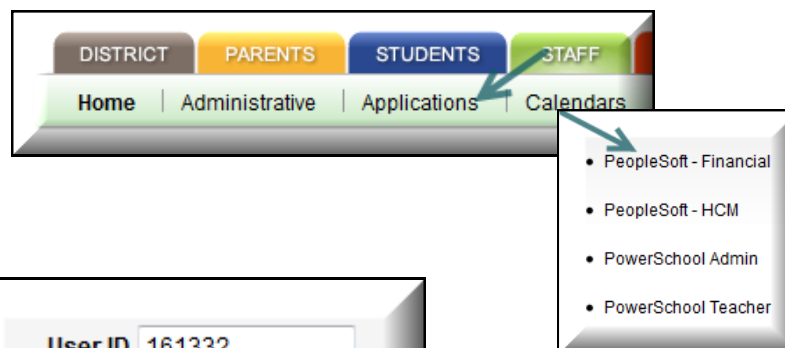# Finding My Budget Status Report

Your site's Budget Status Report is run for you by the school district, and posted for you online. This Job Aid shows how to locate the report.
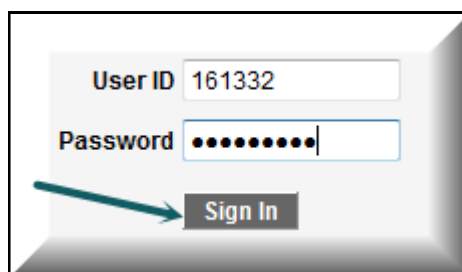
1. First, launch Microsoft Internet Explorer version 9 or lower *(do not use version 10, and do not use Fire-fox or other browsers)* and go to **www.sandi.net**. Then click the green Staff tab.

3. Click the **Applications** menu, and then click **PeopleSoft-Financial**.
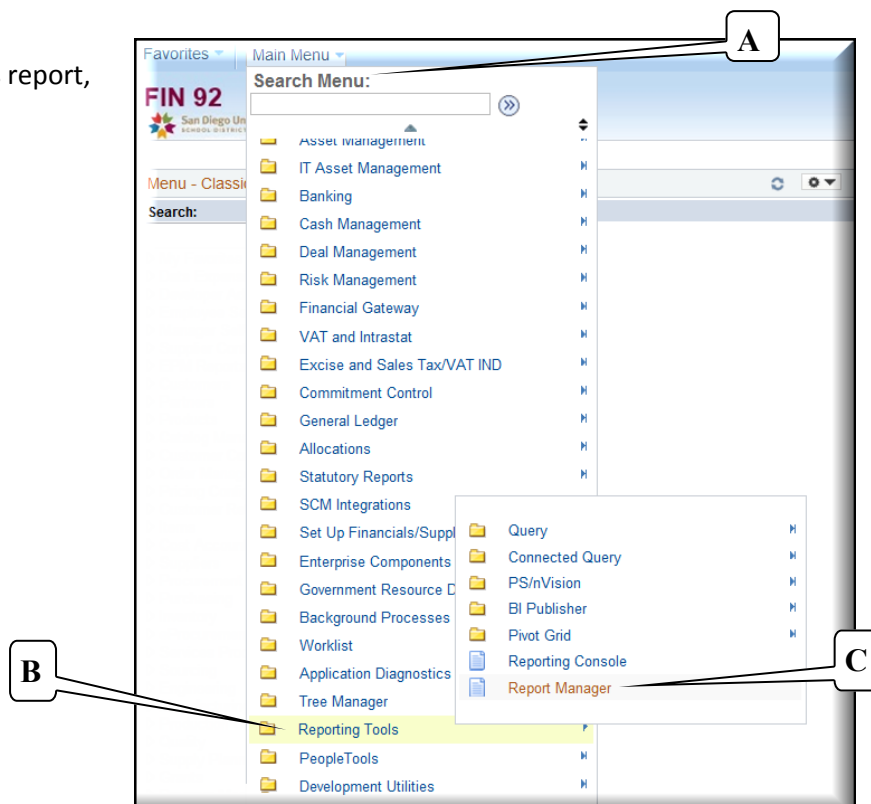
5. Enter your **Employee ID** number, your SDUSD **Pass-word ,** and click **Sign In.**
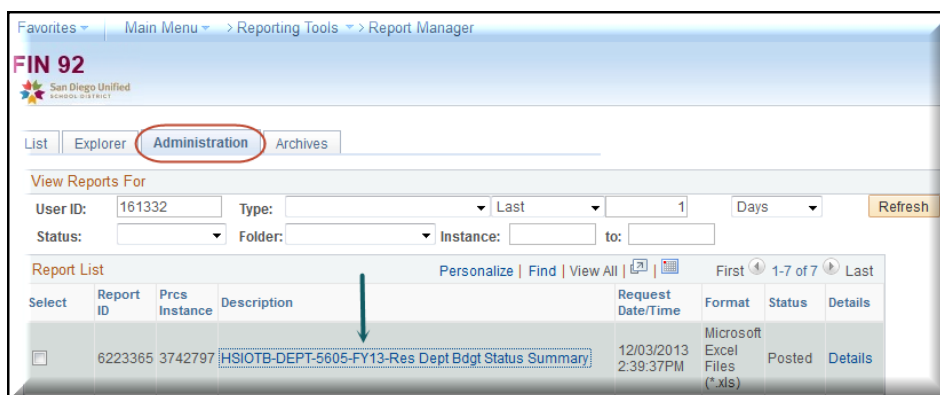
6. To view the **Budget Status** report, click:

      A. Main Menu

      B. Reporting Tools

      C. Report Manager

PeopleSoft 9.2 Financials
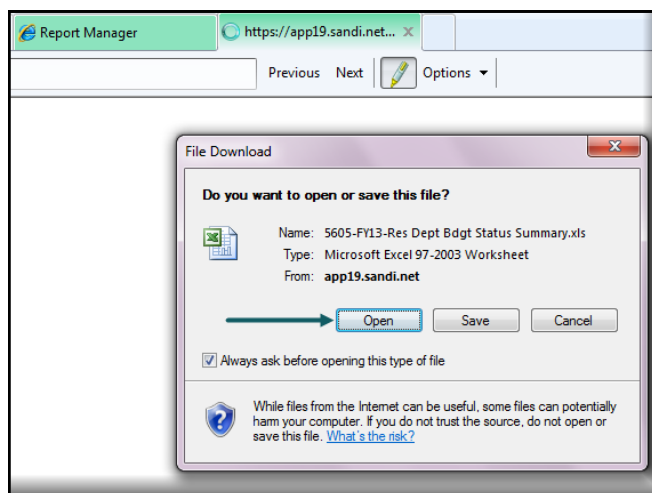
Finding My Budget Status Report

7. Select the **Administration** tab in the upper left area.

8. Click the hyperlink in the gray-shaded area for the report to be reviewed.
   You can use filtering fields such as 'Instance' or 'Created On' fields to limit the results displayed.

9. Click on the new tab created.

Click on the **Open** button to open the document in Excel , or click on **Save** to save directly to your computer without opening.

10. The report opens in Microsoft Excel. From here you can save it to your computer.

For more assistance and support, please go online to:
www.sandi.net —> Staff —> Technical Support and Resources —> PeopleSoft