



Introduction to the Budget

For employees who may be assigned by their division vice presidents to college budget accounts, donor fund accounts, etc., this is a brief introduction to the budget.

First, you'd want to ask your direct supervisor if the division vice president has assigned you to budget accounts. If so, your supervisor or VP can introduce you to your division's budget point-person (a.k.a., the division's Budget Coordinating Committee representative, or "BCC rep") who can explain how annual ground-up budget-building and spending processes work in your particular division. And the information below should prove helpful as well.

Our budget system is Informer Budget (by Entrinsik). It runs through web browsers and is similar to what you may use at home when you log into your bank to monitor your accounts, log into your credit card company to monitor the postings, etc.

To use Informer Budget, in your web browser address area, type (*without www*)

informer.agnesscott.edu or <https://informer.agnesscott.edu>

Your login ID & password are the same ones you use for the network and ScottieMail.

Once logged in, you can launch activity detail reports and your own chart of accounts.

Trainings are held occasionally, but your best bet to get started is to review the instructions on our Accounting and Budget "one-stop" internet page at

<http://www.agnesscott.edu/accounting-and-budget/index.html>

That internet page contains Accounting forms, policies, procedures, cycles, recurring deadlines, and who you can call with questions. It also includes step-by-step instructions for logging into Informer Budget & FAQs.

Welcome to Agnes Scott!

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