Set up the Available Budget tab on you Raiderlink portal:

The Available Budget tab is a Raiderlink option that allows you to view real-time budget availability for specified FOPs.

- 1. Log onto Raiderlink at: <u>http://raiderlink.ttu.edu</u>
- 2. Click on the Available Budget tab on the left side of the page.
- 3. In the window that opens, click on the Cog wheel for the channel that you want to add or change.
- 4. In the drop down menu that pops up, choose "Preferences."

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- 5. On the screen that pops up, enter the Year, Chart, and FOP information for your chosen FOP.
- 6. Click "Apply and View Data" This will update and save the Available Budget Channel with the data you input. (Note: The Fiscal year must be updated every year)

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7. Repeat the process on the next channel for additional FOPs if needed