

Budget Reports

- ▶ Your department's detail budget and expenditure reports can be viewed and printed from the Budget Office SharePoint folder.

SharePoint Budget Reports

- ▶ Go to the MEC Webpage (<https://www.mec.cuny.edu/>)
- ▶ On the top right of the page click on Faculty/Staff.
- ▶ Scroll down to find “SharePoint” icon and click on it.
- ▶ Click Sign-In under “On Campus Sign-In”.
- ▶ Enter your computer Username and Password
- ▶ Go to the Budget Office drop down box.
- ▶ Scroll down to the Division/Area where your department is under.
- ▶ Click on your department name
- ▶ Click on Fiscal 2026
- ▶ Click on your department budget report.