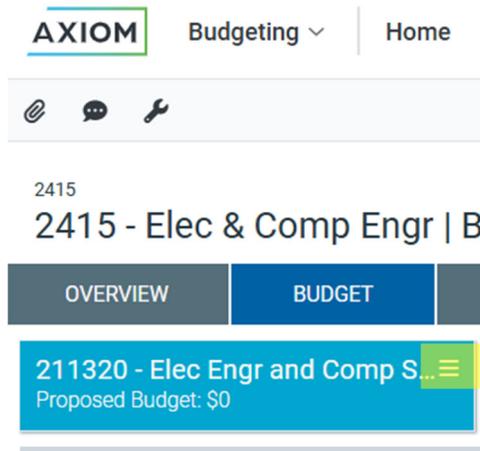
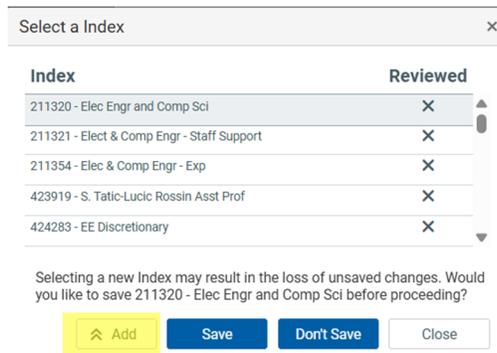


If indexes don't have any budget dollars or any finance transactions, they won't appear in Budgeting. To add them so they appear in the index box, follow these steps.

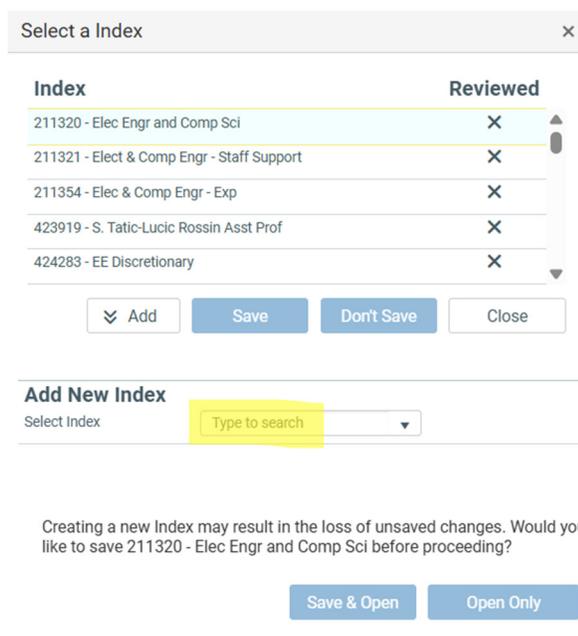
1 – Click the 3 lines in the Index box to open the Select box.



2 – Click the Add button in the pop-up box.



3 – Type the index number in the box.



4 – Make sure the index number and title appear in the box -- press the Enter key and it will let you know if it is valid or not. Click Open Only, unless you want to save anything on the screen behind the pop-up box.

Select a Index
✕

Index	Reviewed
211320 - Elec Engr and Comp Sci	✕
211321 - Elect & Comp Engr - Staff Support	✕
211354 - Elec & Comp Engr - Exp	✕
423919 - S. Tatic-Lucic Rossin Asst Prof	✕
424283 - EE Discretionary	✕

⌵ Add
Save
Don't Save
Close

---

**Add New Index**

Select Index 423915 - S Kishore Rossin ...

Valid new Index

Creating a new Index may result in the loss of unsaved changes. Would you like to save 211320 - Elec Engr and Comp Sci before proceeding?

Save & Open
Open Only

5 – The index will appear on the screen so you can add budget information -- be sure to click the Save button so it remains in Budgeting.

AXIOM
Budgeting
Home
Lehigh Reports
Budget Development
Working Group
Budgeting Reports
Labor Reports
Budget Request Reports
...

---

2415
2415 - Elec & Comp Engr | Budget
Save

OVERVIEW

BUDGET

INDEX REVIEW

CONSOLIDATED SUMMARY

	2025 Actual	2026 Budget	▲ Proposed Budget to Actual							
423915 - S Kishore Rossin Asst... <small>Proposed Budget: \$0</small>	\$0	\$0								
Budget Group	Budget Method	Actual 2025	Actual Feb YTD FY2026	Jan FY2026 Forecast	Budget 2026	Budget Recurring Only 2026	Starting Point	Base Budget 2027	Adjust \$	Proposed Budget 2027
<b>▶ Revenues</b>										
+ Insert Budget Group										
<b>Total Revenues</b>		0	0	0	0	0		0		0
<b>▶ Personnel Expense</b>										
+ Insert Budget Group										
<b>Total Personnel Expense</b>		0	0	0	0	0		0		0
<b>▶ Direct Expenditures</b>										
+ Insert Budget Group										
<b>Total Direct Expenditures</b>		0	0	0	0	0		0		0
<b>Total Expenses</b>		0	0	0	0	0		0		0
<b>Net Operating Result</b>		0	0	0	0	0		0		0

Repeat these steps if other indexes must be added to the department index list.