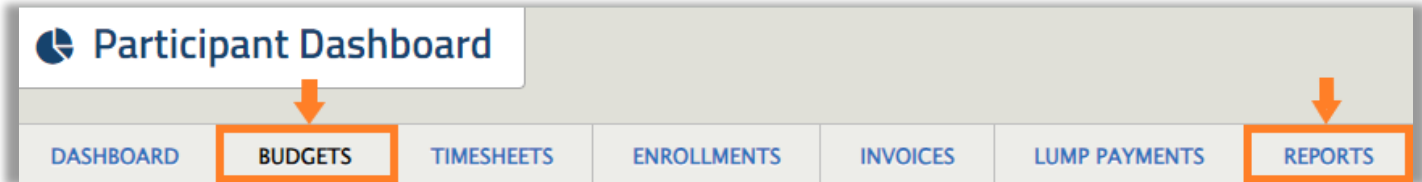


How to Track Your Budget in the Participant Dashboard

Participants use the **Participant Dashboard** in [FMS Engine](#) to track their budgets.

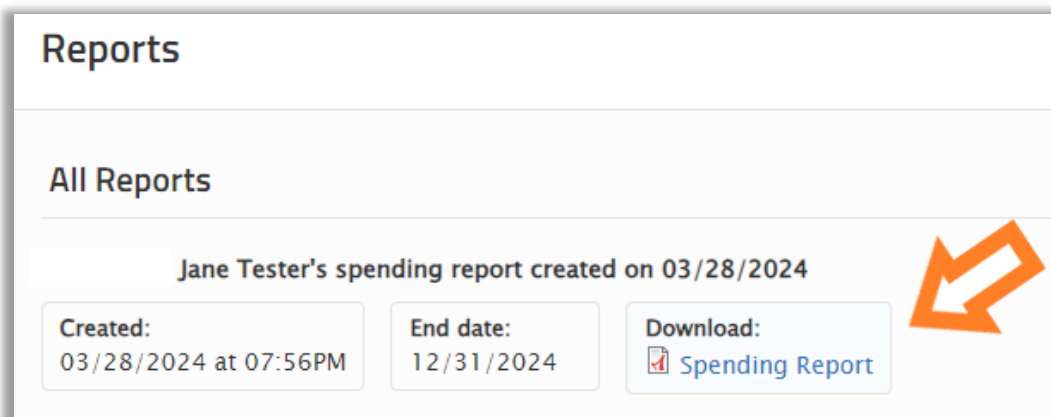
There are two tabs in the Participant Dashboard that you can use to do this:



The **Budgets** tab features up-to-date budget line totals, usage, and remaining balance.

[TEST 4] DEPT XXXX - TESTER, JANE PY24 11.30.23 - 12.31.23						
Start:	End:	Total:				
11/30/2023	12/31/2023	\$100,000.00				
View budget line items						
NAME	SERVICE CODE	START DATE	END DATE	AMOUNT	USAGE	BALANCE
N/A	Item: Day Habitation: Day Habitation - Vendor/Contractor	11/30/2023	12/31/2023	\$20,000.00	\$0.00	\$20,000.00
N/A	Item: FMCS Fee	12/01/2023	12/31/2023	\$2,460.00	\$205.00	\$2,255.00
N/A	Item: Individual and Family Directed Goods & Services: IFDGS	11/30/2023	12/31/2023	\$60,000.00	\$0.00	\$60,000.00
N/A	Item: SDS-test: [BLANK] UNALLOCATED FUND	11/30/2023	12/31/2023	\$17,540.00	\$0.00	\$17,540.00
TOTALS				\$100,000.00	\$205.00	\$99,795.00

The **Reports** tab features a downloadable **Spending Report** that includes a list of individual expenses in addition to the remaining budget totals. These reports are updated every pay period, on the day before the payroll check date, rather than just once a month.



If you have any questions about using the **Participant Dashboard**, you can view our webinar on the subject here or view additional resources on our [Tools & Technology](#) page. Should you have any individual questions about your budget, please place a customer service ticket.