Budgetary Control: Review Budget Balances

For Budget Managers reviewing budget balances

Intro

Purpose: To view budget status in Bear Trax, including:

1. Year-to-date activity for accounts, and
2. Easy export of budget data to Excel.

How to Access: Go to the Home page, click on the Budgetary Control tile. 

Helpful Hints: Be sure to keep in mind that…

- You can set your Review Budget Balances page as a favorite for easy access
- Budget reports may be exported to Excel
- You cannot use numeric wildcards in Bear Trax
- You can customize your view however you like
- You must set your view customization every time you view the screen

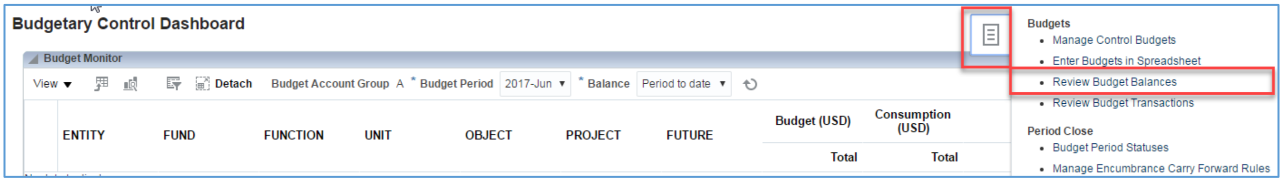
Procedure: Complete the following steps to view and manage your budget in Bear Trax:

Review Budget Balances

Follow these instructions to review your budget balances:

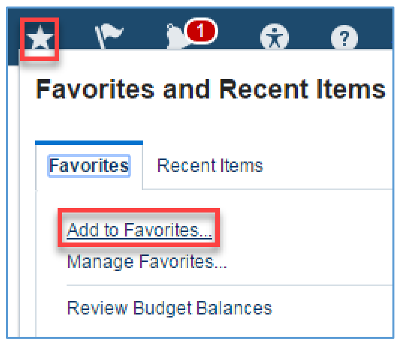
1. Access your Budgetary Control Dashboard by clicking on the Budgetary Control tile.

2. From the Dashboard page, click on the task icon on the right side.

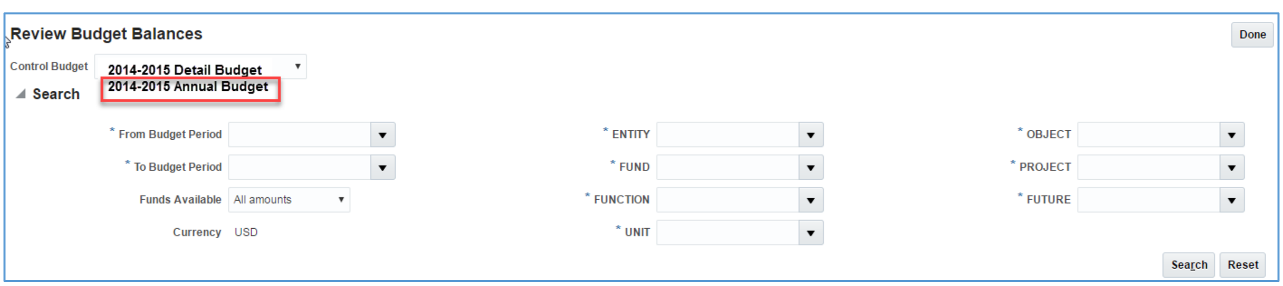


3. Click Review Budget Balances.

Note: Make this page a Favorite so that you can access it from Favorites with one click. Click the star on the toolbar to the top right of your screen, then select Add to favorites. Rename the page if desired.



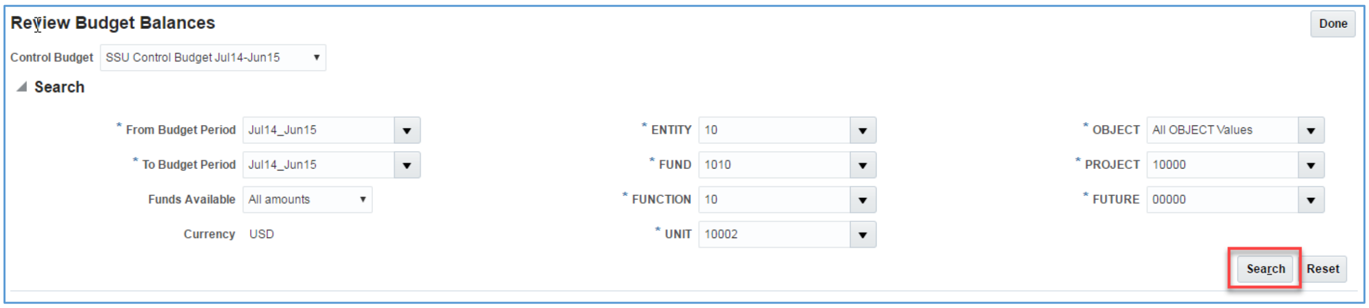
4. On the Review Budget Balances page, select the fiscal year that you want from the Control Budget dropdown list.
   a. Annual Budget provides the annual budget and year-to-date spending for the selected year.
   b. Detail Budget (if available) shows monthly activity.



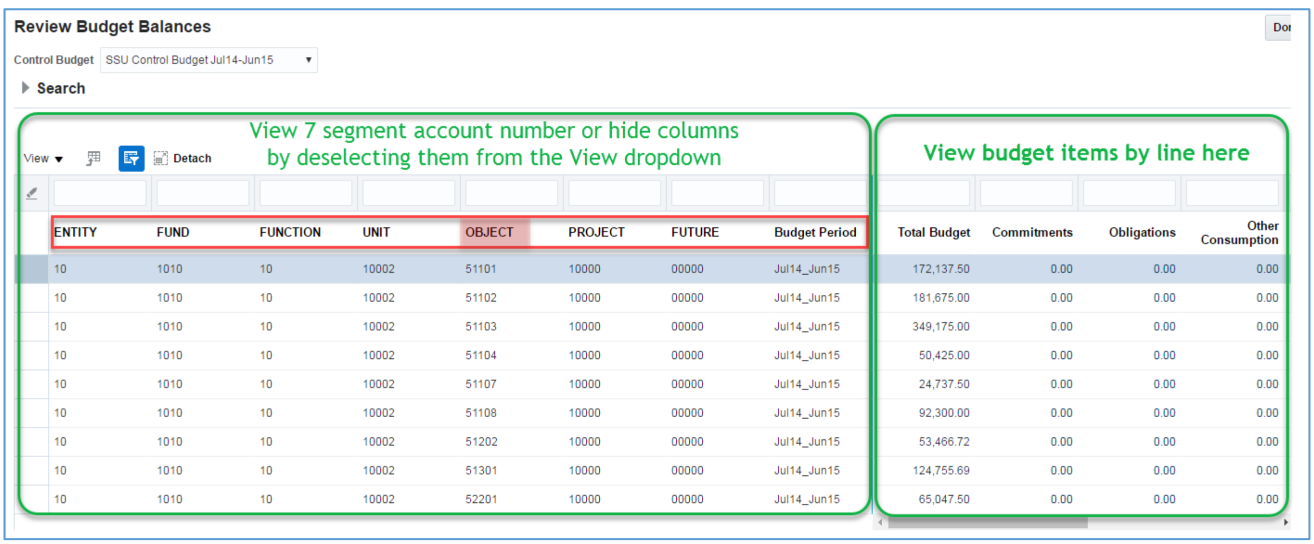
5. Enter required data including budget periods, funds available type, and seven segment account number.
   a. From Budget Period—Select budget period you want to start with
   b. To Budget Period—Select the budget period you want to end with
   c. Funds Available—Select “All Amounts” to see all activity
   d. Account number—Select your seven segment account number from the drop down lists or use Search from the drop down. Select the All OBJECT Values option to

view activity in all object codes. (***Note!*** Keying the numbers in directly can sometimes cause an error; if this happens, you will need to return to the home page and start over.)

6. Click Search to generate your budget report.



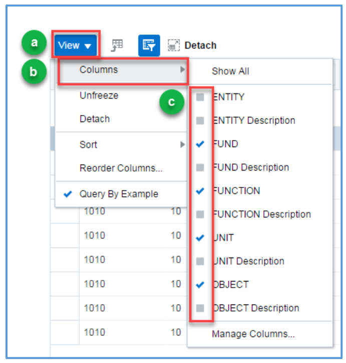
This search returns a row for every object (line item) and shows a separate column for each segment of the seven segment account number.



ENTITY	FUND	FUNCTION	UNIT	OBJECT	PROJECT	FUTURE	Budget Period	Total Budget	Commitments	Obligations	Other Consumption
10	1010	10	10002	51101	10000	00000	Jul14_Jun15	172,137.50	0.00	0.00	0.00
10	1010	10	10002	51102	10000	00000	Jul14_Jun15	181,675.00	0.00	0.00	0.00
10	1010	10	10002	51103	10000	00000	Jul14_Jun15	349,175.00	0.00	0.00	0.00
10	1010	10	10002	51104	10000	00000	Jul14_Jun15	50,425.00	0.00	0.00	0.00
10	1010	10	10002	51107	10000	00000	Jul14_Jun15	24,737.50	0.00	0.00	0.00
10	1010	10	10002	51108	10000	00000	Jul14_Jun15	92,300.00	0.00	0.00	0.00
10	1010	10	10002	51202	10000	00000	Jul14_Jun15	53,466.72	0.00	0.00	0.00
10	1010	10	10002	51301	10000	00000	Jul14_Jun15	124,755.69	0.00	0.00	0.00
10	1010	10	10002	52201	10000	00000	Jul14_Jun15	65,047.50	0.00	0.00	0.00

To hide unnecessary columns:

a. Select View or right-click on the title of any column,
b. Select Columns,
c. Unclick the column(s) you want to hide. Note: Keep object code to view details on line items.



7. Review your Budget Balances, noting column headers and details. Your modified layout will be saved until you log out of Bear Trax.

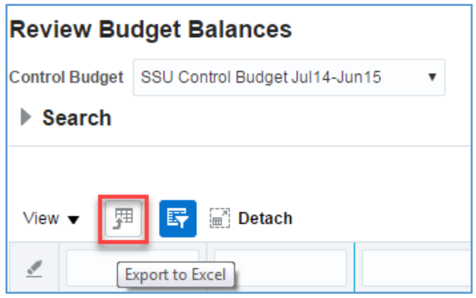
Note: Use the scroll bars to the side and bottom to view more data. If the scroll bars are not visible, use Control + or Control – to increase or decrease the size of your view.

Important: Totals are not shown at the bottom of the screen. To create a view with totals at the bottom, export the report to Excel and use Auto Sum as necessary.

Export Report to Excel

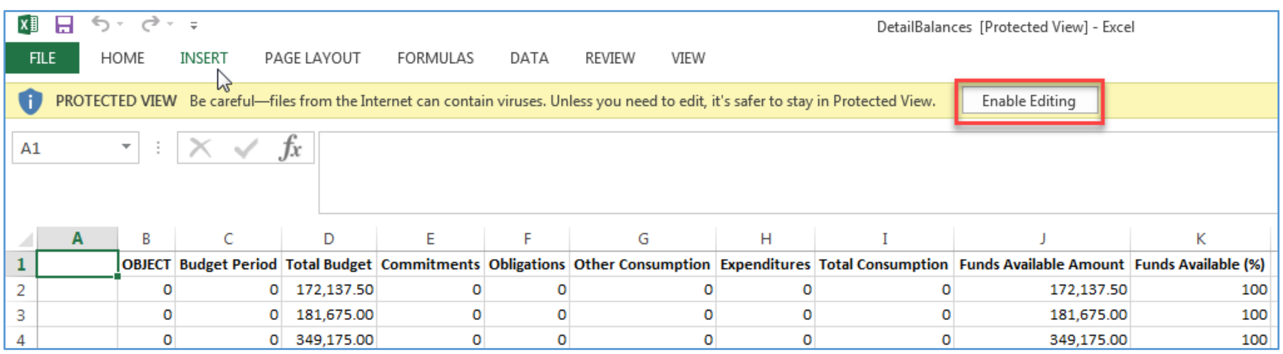
Follow these instructions to export the report to Excel:

1. Click the Export to Excel icon to export the report to an Excel spreadsheet. The report will export from Bear Trax in the layout that you created before exporting the report to Excel.

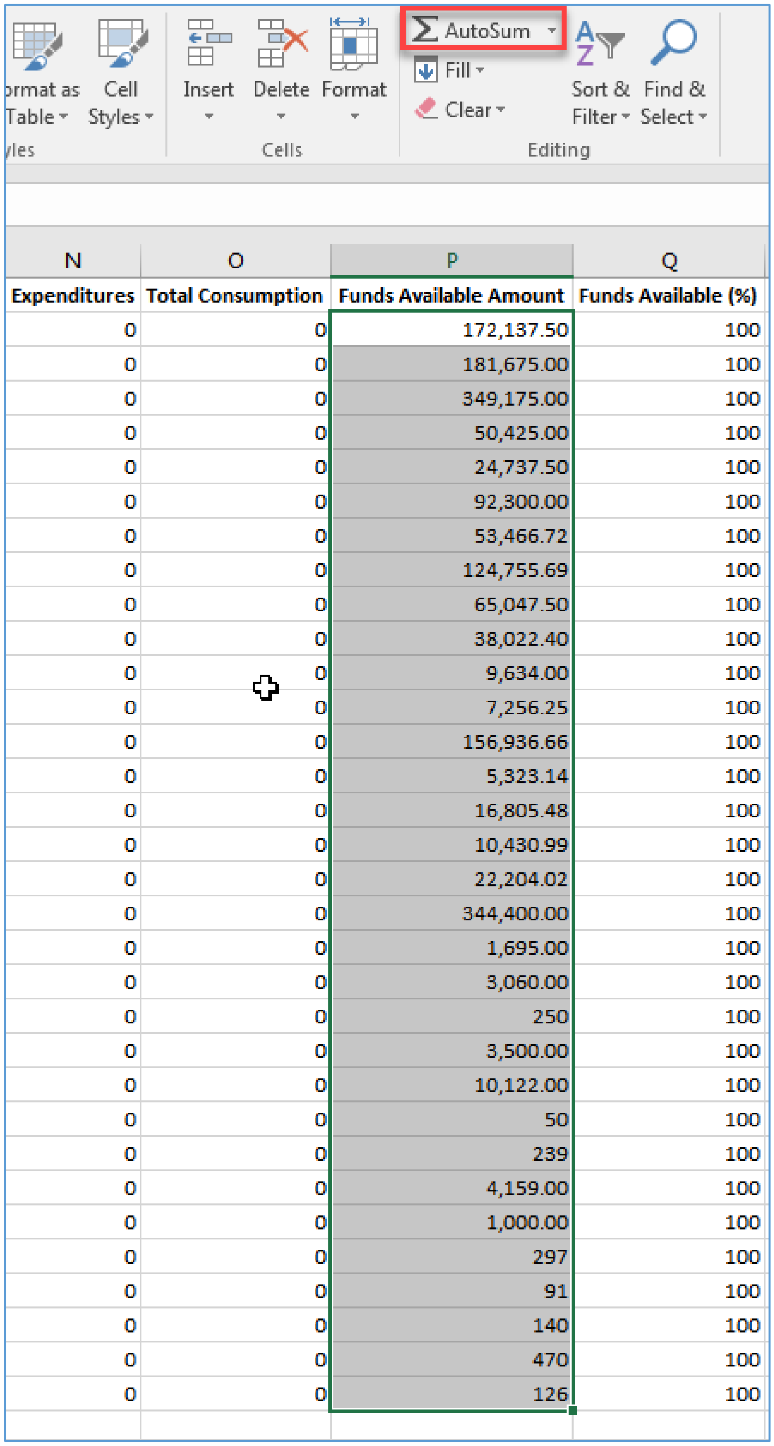


Note: When exporting to Excel, you may encounter warning messages depending upon the browser you are using. Work through them to advance to the next steps.

2. Click the Enable Editing button to view details of the export. This allows you to view all data correctly—previewing the document may not allow you to view all data.

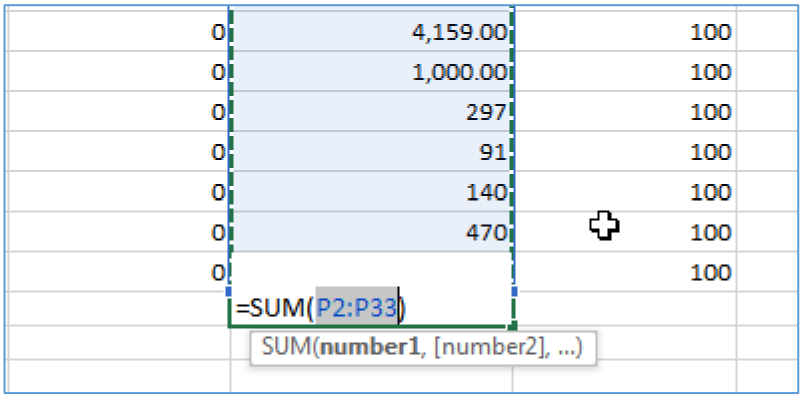


3. Click *below the last row of data* in Excel, then click AutoSum to add Budget or Expenditure Totals.

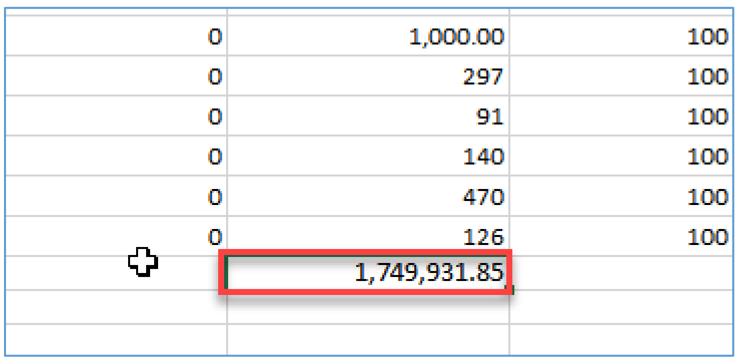


Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
0	0	172,137.50	100
0	0	181,675.00	100
0	0	349,175.00	100
0	0	50,425.00	100
0	0	24,737.50	100
0	0	92,300.00	100
0	0	53,466.72	100
0	0	124,755.69	100
0	0	65,047.50	100
0	0	38,022.40	100
0	0	9,634.00	100
0	0	7,256.25	100
0	0	156,936.66	100
0	0	5,323.14	100
0	0	16,805.48	100
0	0	10,430.99	100
0	0	22,204.02	100
0	0	344,400.00	100
0	0	1,695.00	100
0	0	3,060.00	100
0	0	250	100
0	0	3,500.00	100
0	0	10,122.00	100
0	0	50	100
0	0	239	100
0	0	4,159.00	100
0	0	1,000.00	100
0	0	297	100
0	0	91	100
0	0	140	100
0	0	470	100
0	0	126	100

4. Excel will add the SUM formula into the field. Press ENTER on your keyboard.



5. Excel will calculate the total of the column in that field.



Final Notes

By following these steps, you have successfully viewed budget balances, exported your budget report to Excel, viewed and calculated budget totals.