Review Budget Balances

For Budget Managers

Intro

Purpose: To view and manage your budget in BearTrax, including:

1. Annual and monthly amounts for accounts, and
2. Reports for org structure roll ups.

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

Helpful Hints: Be sure to keep in mind that…

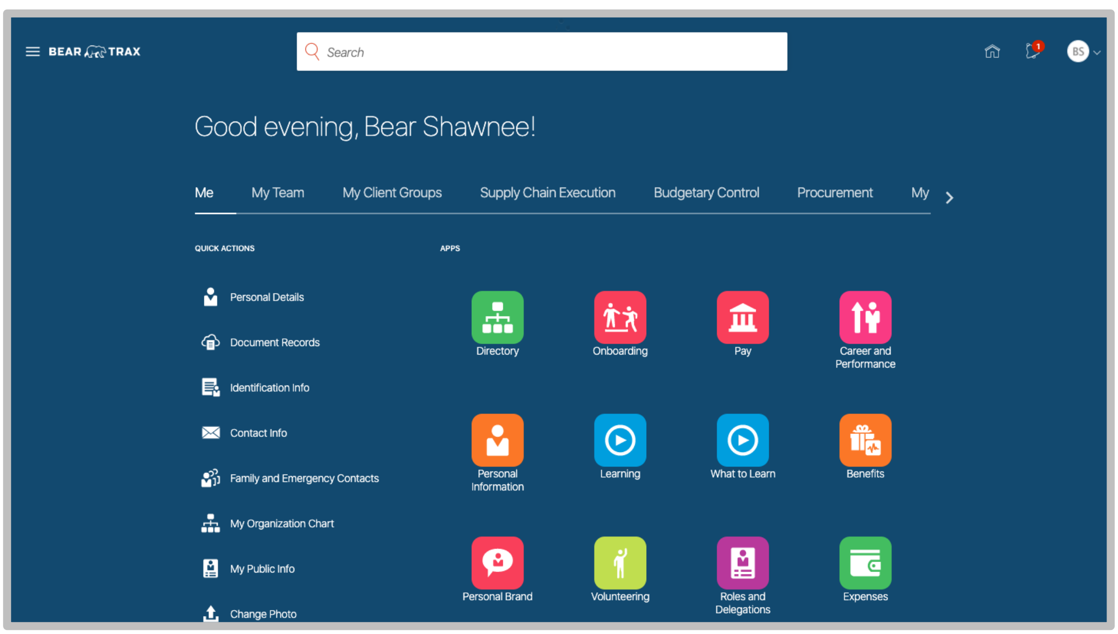
- You can set your Review Budget Balance page as a favorite for easy access.
- Budget reports may be exported to Excel.
- You cannot use numeric wildcards in Bear Trax.

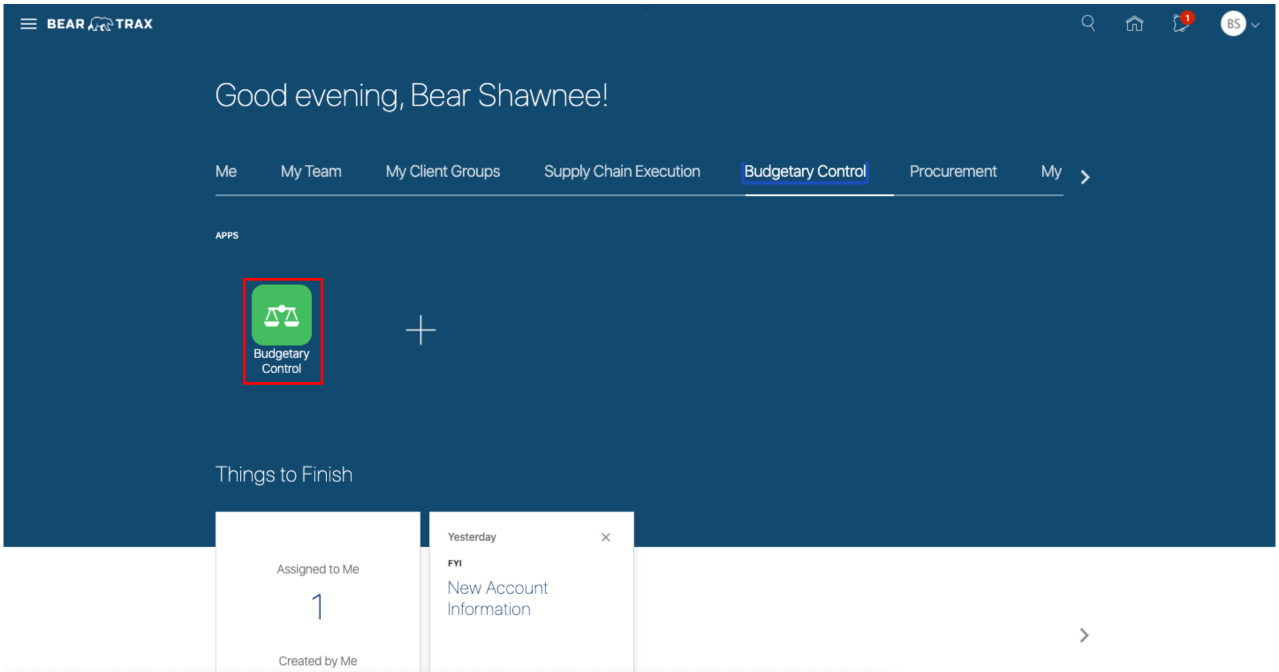
Procedure: Complete the following steps to view and manage your budget in Bear Trax:

Review Budget Balances

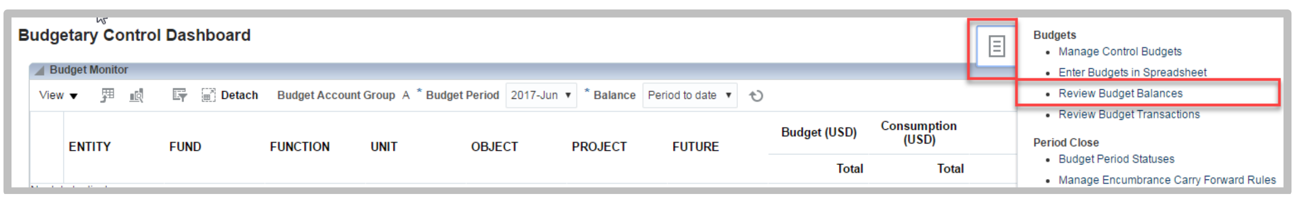
Follow these instructions to review your budget balances:

1. Access your Budgetary Control Dashboard by clicking on the Budgetary Control name from the top of the home tab. Then, click on the Budgetary Control tile.



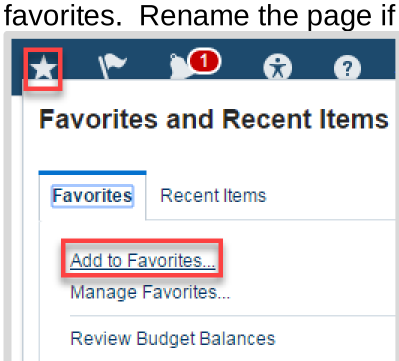


2. From the Dashboard page, click on the task icon on the right side.



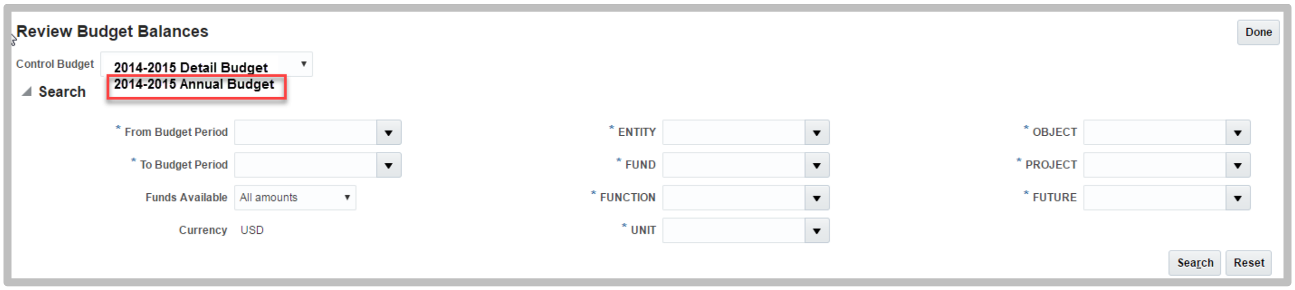
3. Click Review Budget Balances.

TIP! 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 > Select Add to favorites. Rename the page if desired.



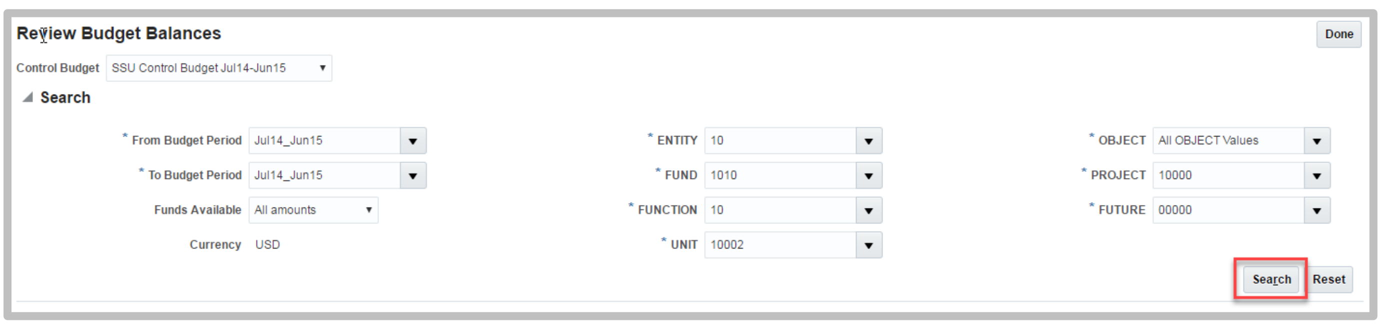
4. From the Review Budget Balances page, select the Control Budget Balance option that you want from list on the dropdown arrow.
   a. Annual Budget is the annual budget for the selected year.

b. Detail Budget shows ________.

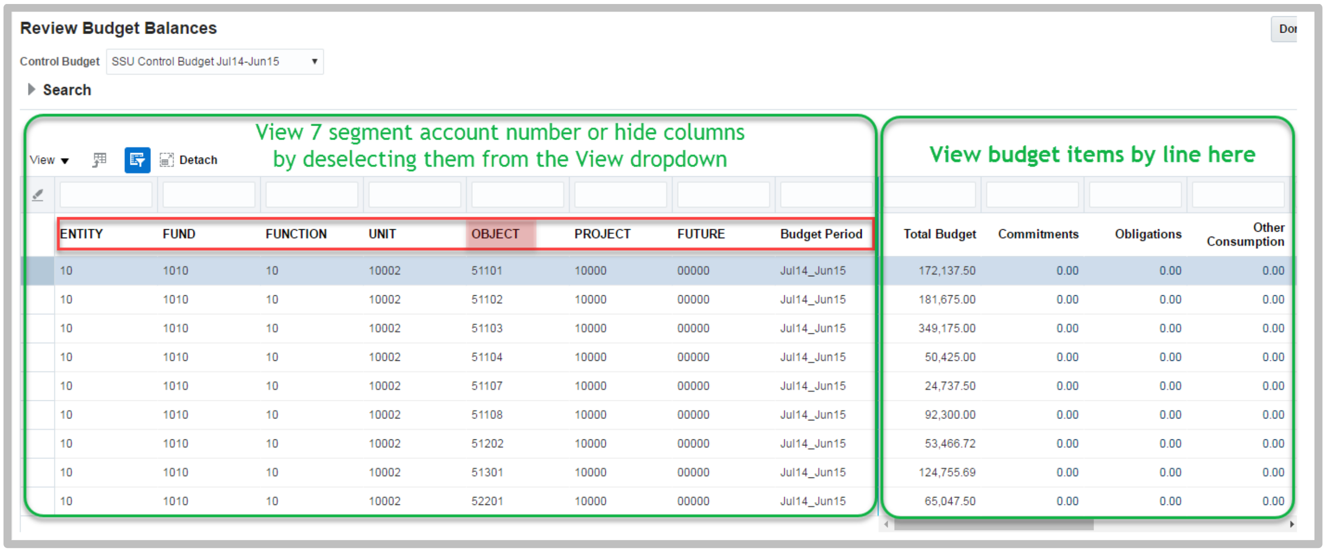


5. Enter required data including budget period, funds, and seven segment account number.
   a. From Budget Period—Select budget period you want to start with
   b. To Budget Period—Select the budget period you want to end with
   c. Funds Available—Select "All Amounts"
   d. Account number—Select your seven segment account number from the drop down list or use Search from the drop down. (***Note!*** Do not key the numbers in directly; if you do, you will receive an error and need to start over.)

6. Click Search to generate your budget report.

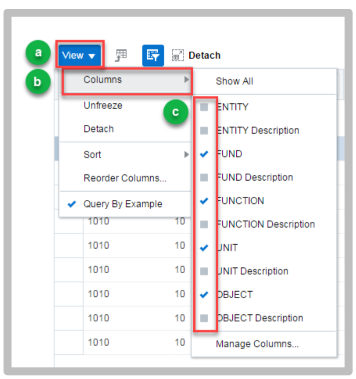


7. The Budget Review returns a row for every object (line item) and a separate column for each segment of the seven segment account number.

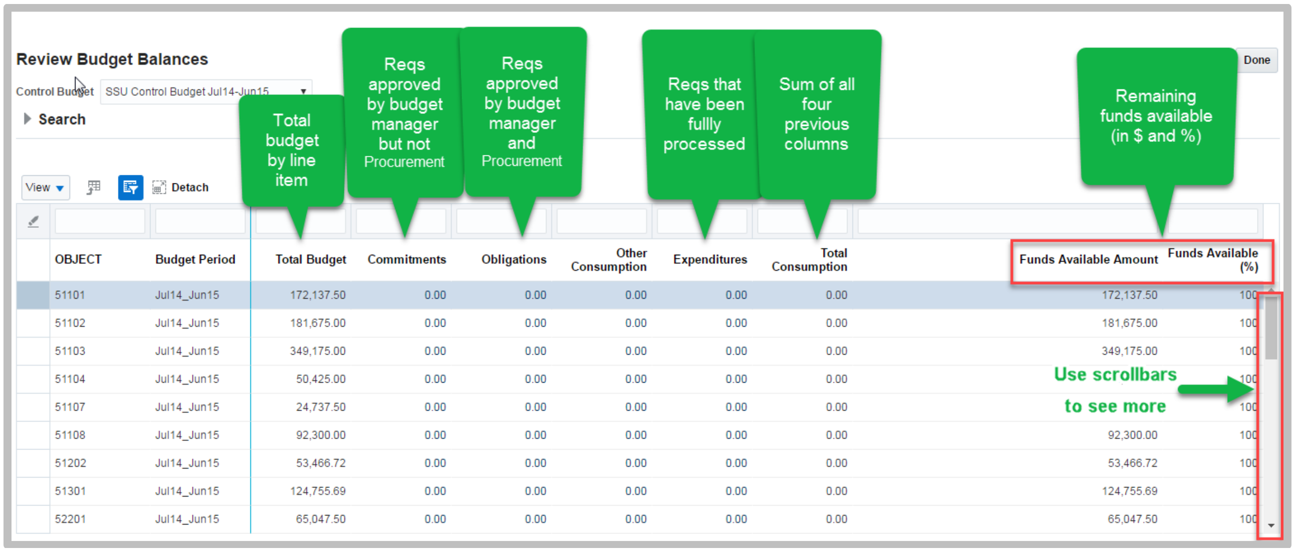


To hide unnecessary columns:

a. Select View,
b. Select Columns,
c. Unclick the columns you want to hide. Note: Keep object code to view details on line items.



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



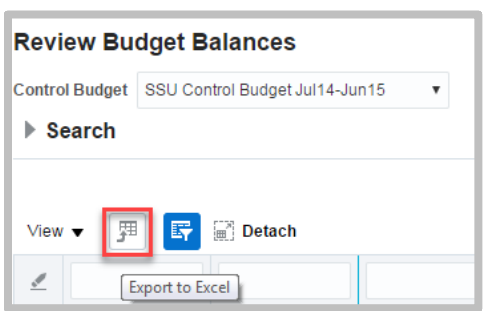
OBJECT	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
51101	Jul14_Jun15	172,137.50	0.00	0.00	0.00	0.00	0.00	172,137.50	10(
51102	Jul14_Jun15	181,675.00	0.00	0.00	0.00	0.00	0.00	181,675.00	10(
51103	Jul14_Jun15	349,175.00	0.00	0.00	0.00	0.00	0.00	349,175.00	10(
51104	Jul14_Jun15	50,425.00	0.00	0.00	0.00	0.00	0.00		10(
51107	Jul14_Jun15	24,737.50	0.00	0.00	0.00	0.00	0.00		10(
51108	Jul14_Jun15	92,300.00	0.00	0.00	0.00	0.00	0.00	92,300.00	10(
51202	Jul14_Jun15	53,466.72	0.00	0.00	0.00	0.00	0.00	53,466.72	10(
51301	Jul14_Jun15	124,755.69	0.00	0.00	0.00	0.00	0.00	124,755.69	10(
52201	Jul14_Jun15	65,047.50	0.00	0.00	0.00	0.00	0.00	65,047.50	10(

Note! Use Control + or Control – to access scroll bars to the side and bottom.
Important! Totals are no longer shown at the bottom of the screen. To recreate a view with totals at the bottom, export the report to Excel and use Auto Sum.

Export Report to Excel

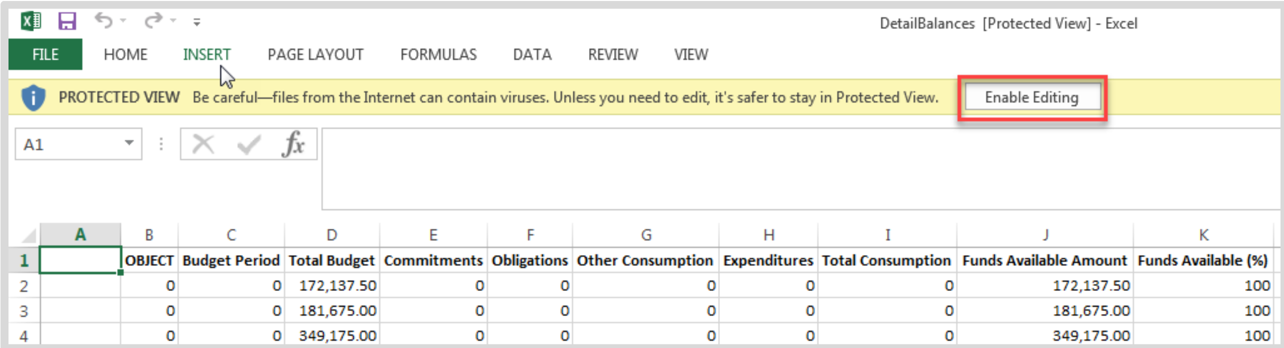
Follow these instructions to export the report to Excel:

1. Click the Export to Excel icon to export the report to Excel. 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 up the browser you are using. Work through them to advance.

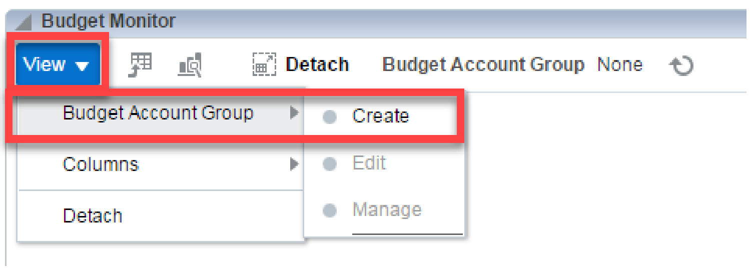
2. To save the file and view details of the export, you may need to check a box to enable editing. This allows you to view all data correctly; preview information doesn't always show correctly.



	A	B	C	D	E	F	G	H	I	J	K
1		OBJECT	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
2		0	0	172,137.50	0	0	0	0	0	172,137.50	100
3		0	0	181,675.00	0	0	0	0	0	181,675.00	100
4		0	0	349,175.00	0	0	0	0	0	349,175.00	100

Budgetary Control Dashboard/Monitor—don't think we are using any of this…

Budgetary Control Dashboard



On the Create Budget Account Group, complete the following steps

Enter a name for your Budget Account Group

Add a description if desired

Click the boxes to **Set as Default in my Budget Monitor** and **Display on my Infolet.**

Click Save. ---Got an Error