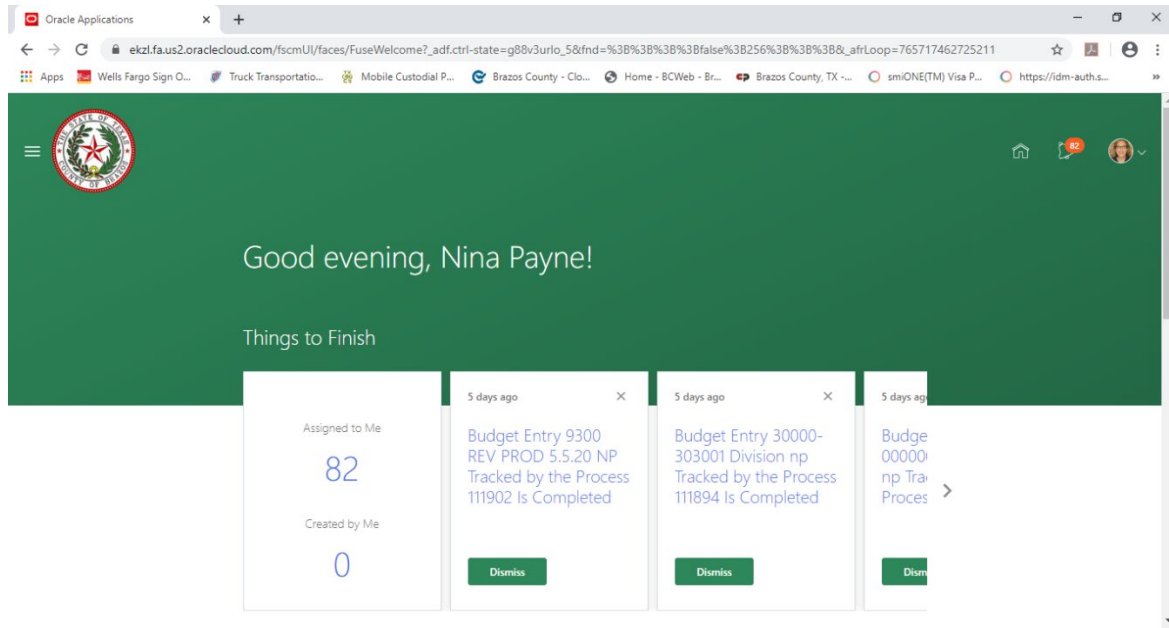


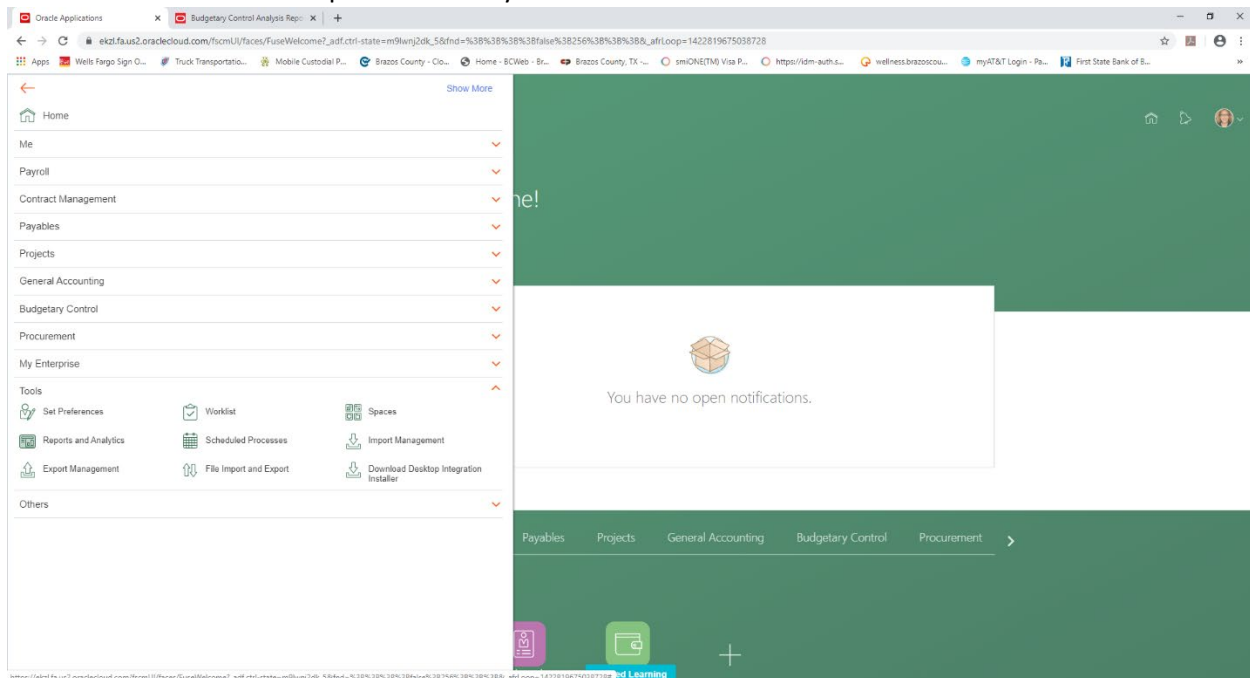
How Departments Look Up Their Budget

To look up your department budget:

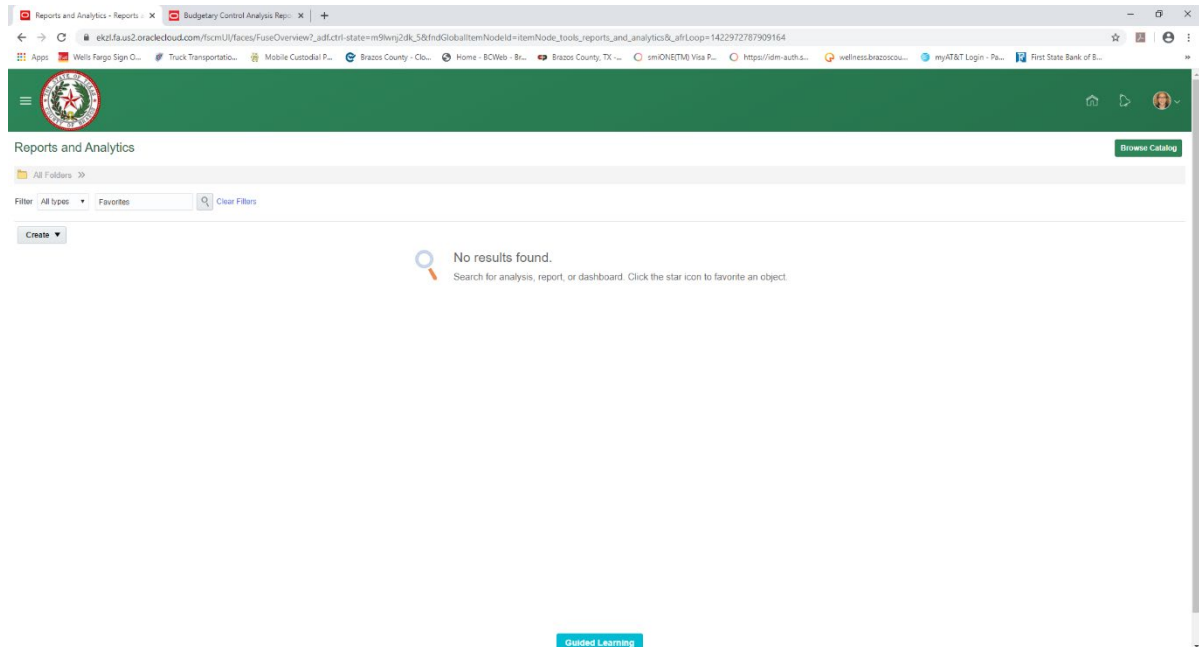
- Go to Oracle Home Screen.



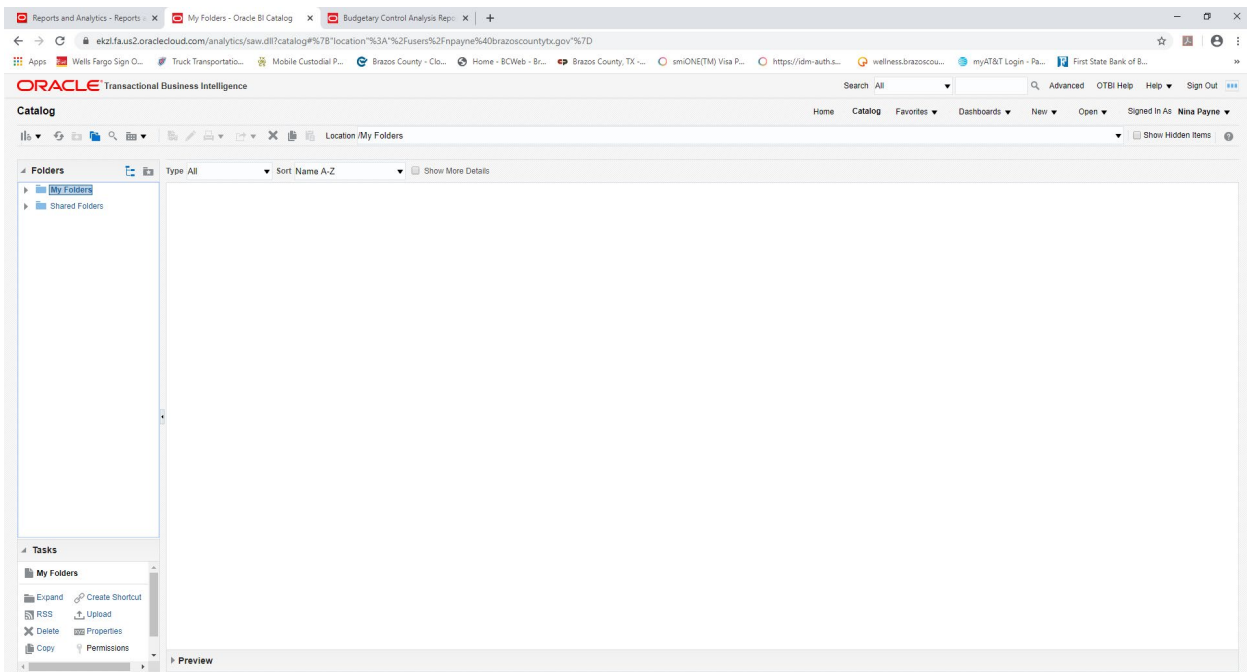
- Click on the ≡ icon next to the Brazos County Seal on the top left corner. It will drop down a list of actions.
- Click on Tools, which will drop down a list as well.
 - o Click on Reports and Analytics



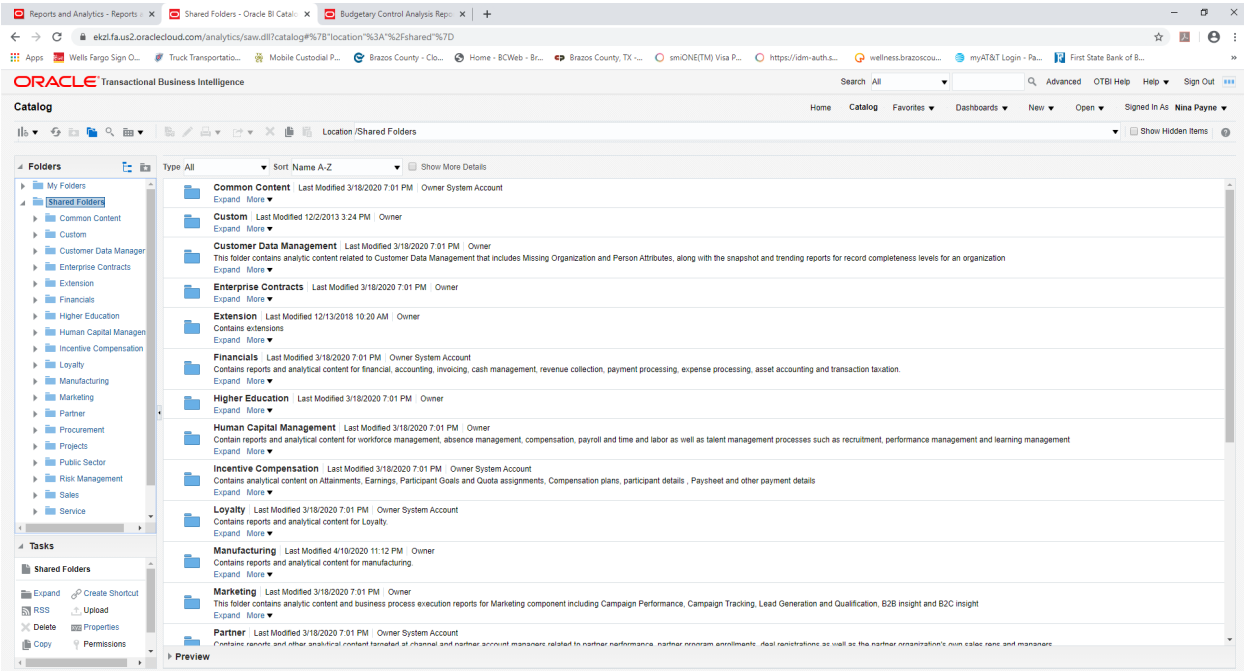
- This will bring you to a new screen called Reports and Analytics.
- From this screen, you will click on Browse Catalog. It is in a green box on the right side by the scroll bar.



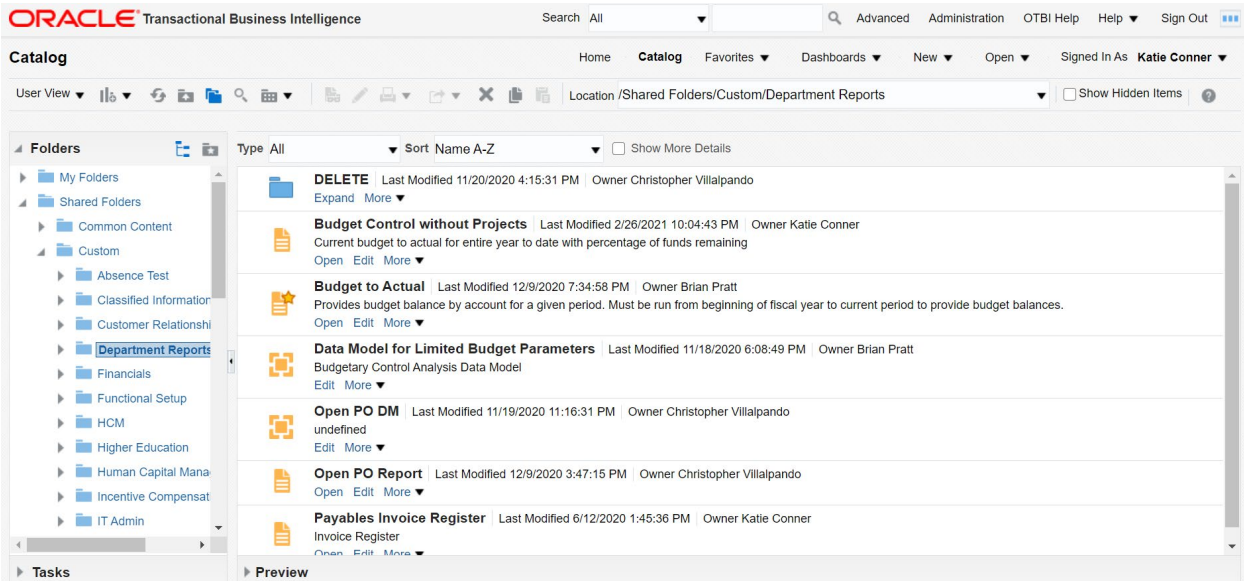
- A new tab will open called Catalog.
- Under the box called Folders, far left, you will see My Folders and Shared Folders.



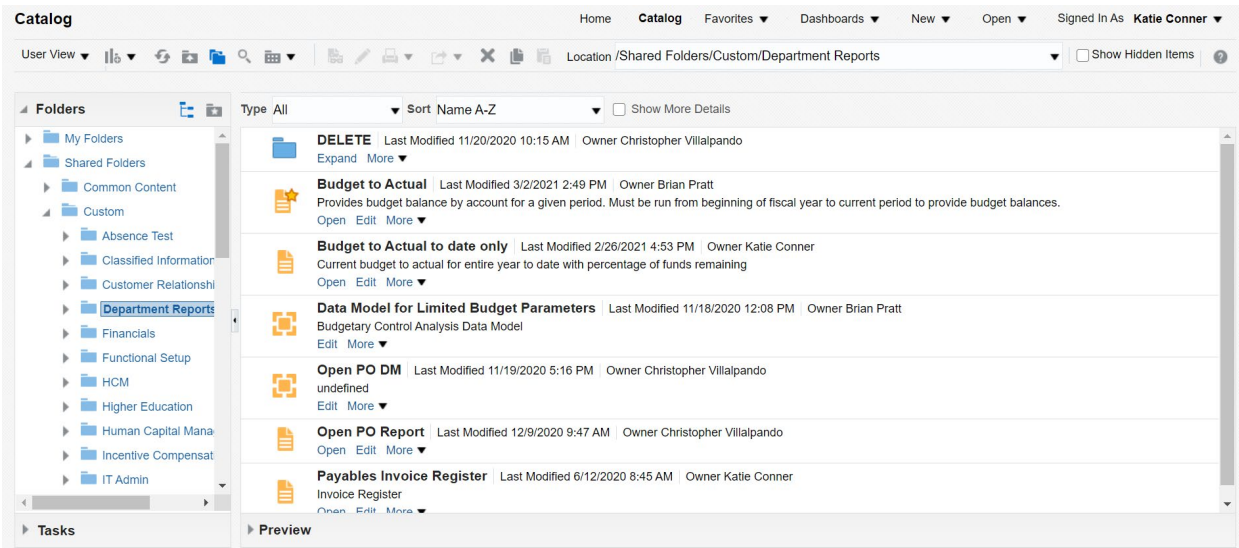
- You will click on the arrow pointing to Shared Folders, which will bring down a list of more folders.



- From this list, you will click the arrow next to Custom. This will bring down another list of folders.

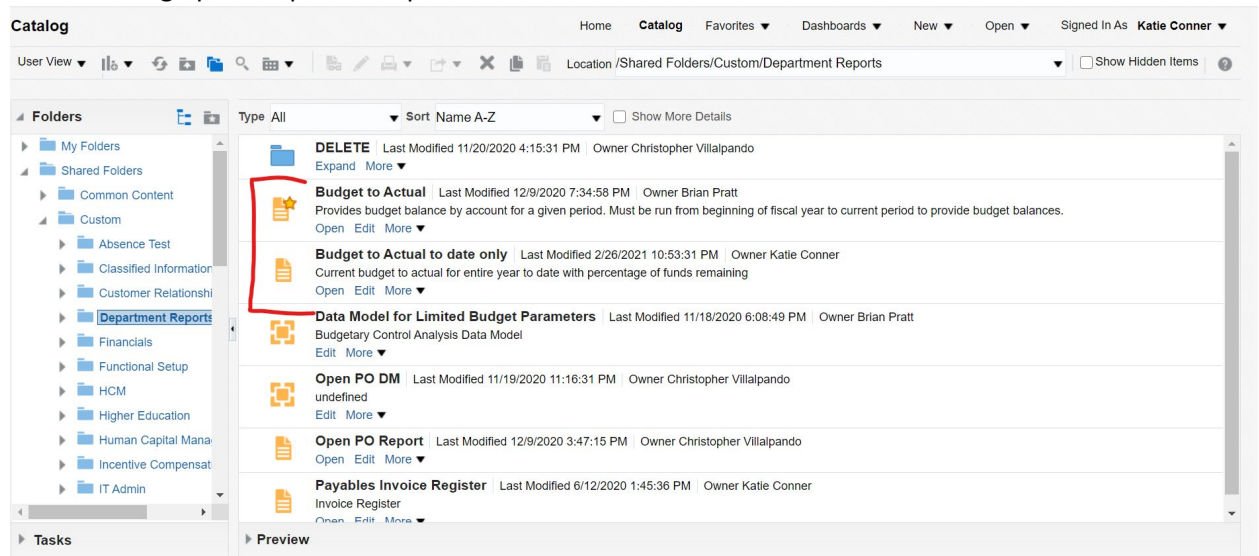


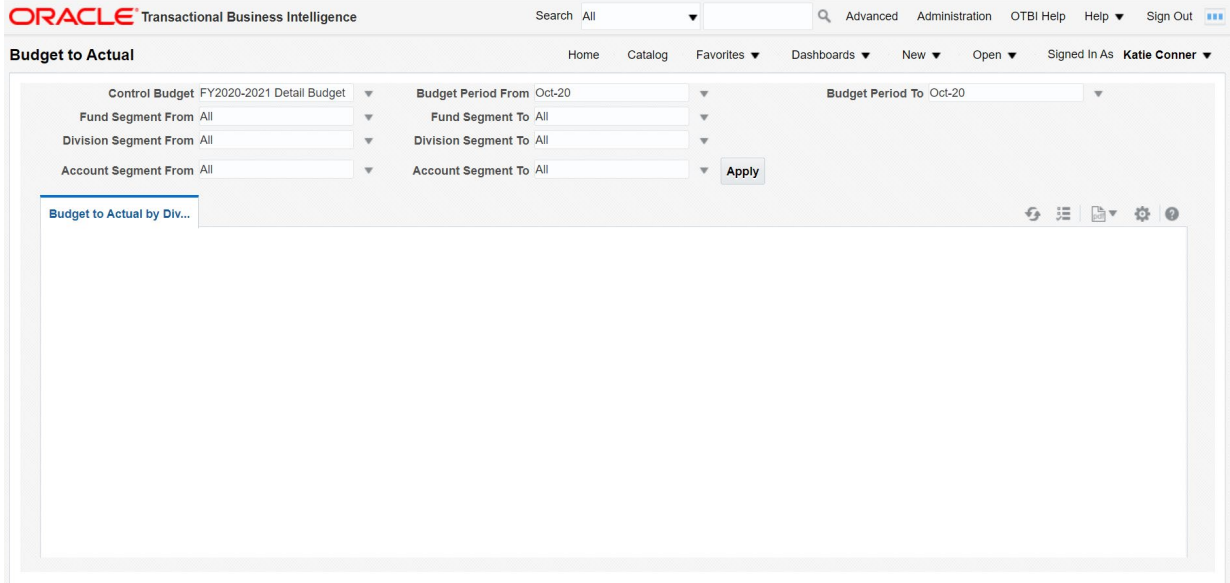
- From this list, you will click on Department Reports. I promise you, you are almost there!



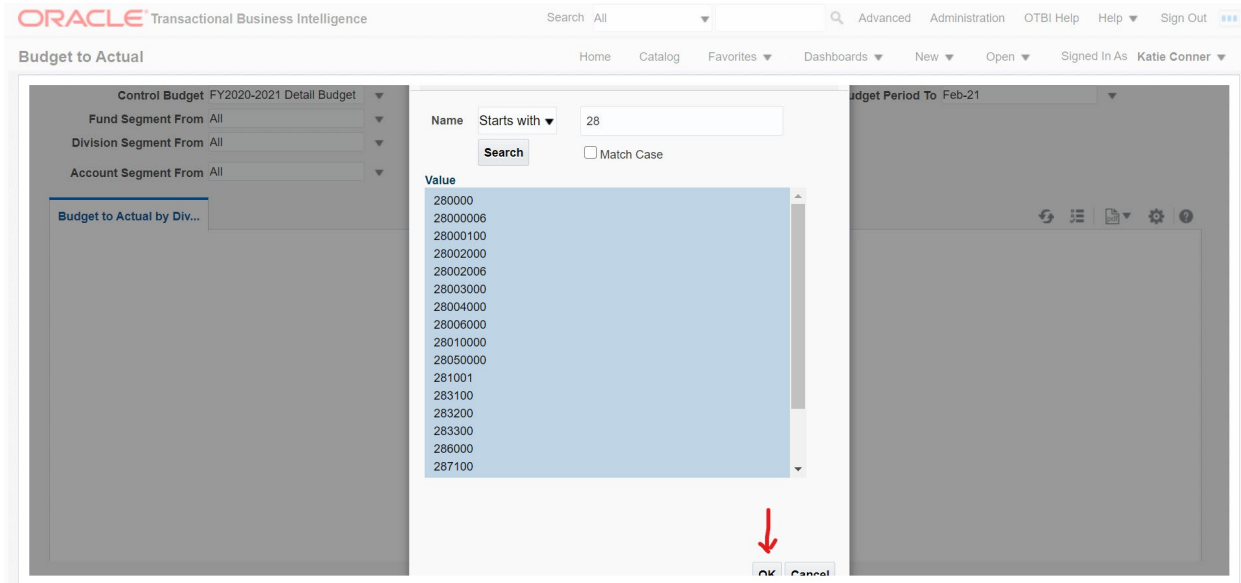
- To the right side of the Folder Box, a list of reports will show up in the middle of the screen. There are two versions of the Budget report. The one titled Budget to Actual will give you the current budget with amount spent per month and a total year to date. The Budget to Actual report is less cluttered and in color. The one titled Budget to Actual to date only will give you the same data but not by month and will include a percentage available percent column.

To run/open the report click on the word Open below the description of the report. This will bring up the report with parameters to select.





- You will need to fill in the following boxes to be able to pull up the Division you are wanting to see:
 - o Control Budget: FY2020-2021 Detail Budget
 - o Budget Period From: Oct-20 (always pick Oct-20 here)
 - o Budget Period To: current or any past month of your choosing – Feb-21
 - o Fund Segment From: if you know the division you want you can leave the All
 - o Division Segment From box:
 - Click on the down arrow next to the box. If you do not see the correct division immediately, you will need to click search at the bottom of the box.
 - A Search box will open, and this is where you will search for the division. Once found, highlight the correct division and click OK.



For those of you really motivated cost center is the same as account. So you could search for just one account if you wanted to. Also, note on the green budget to actual the white rows are the amounts for that month and do not include any previous months but the green rows are cumulative.

An additional tab has been added to this report that includes revenues attributable to the specified department at the top.