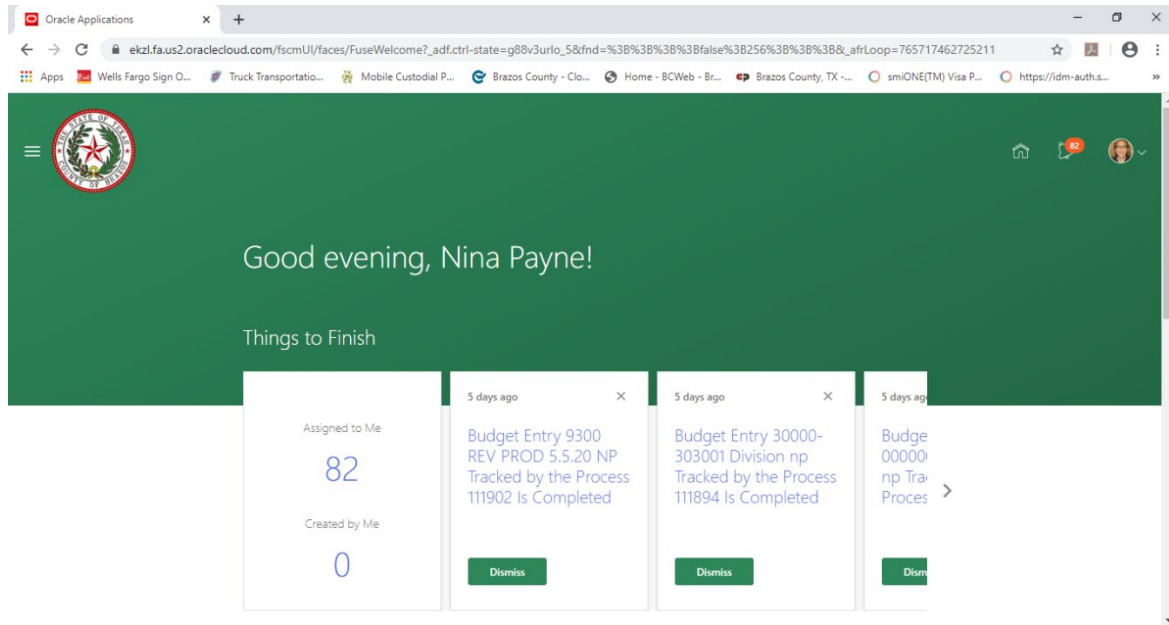


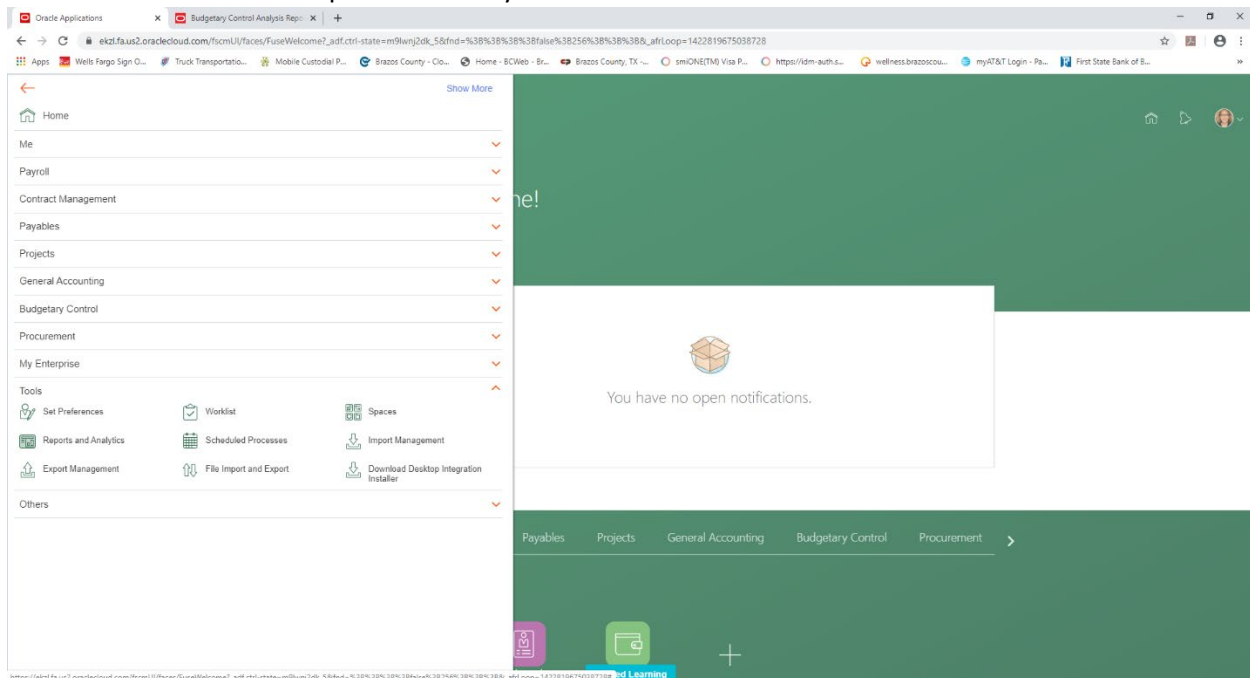
How Departments Look Up Their Budget

To look up your department budget:

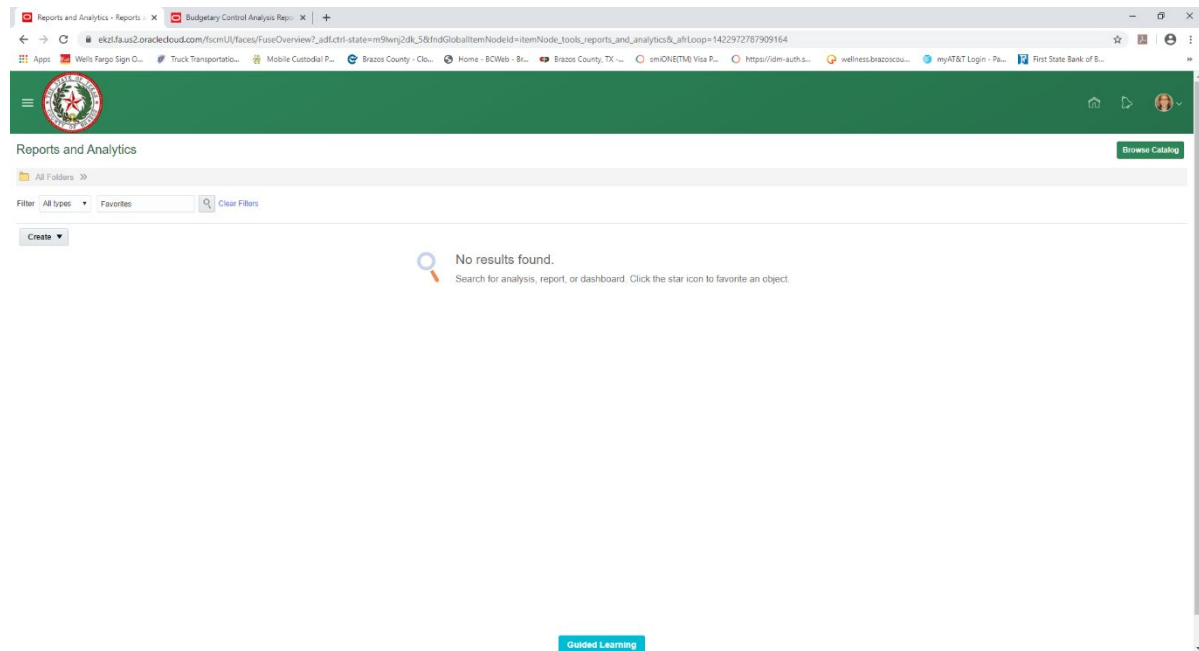
- Go to Oracle Home Screen.



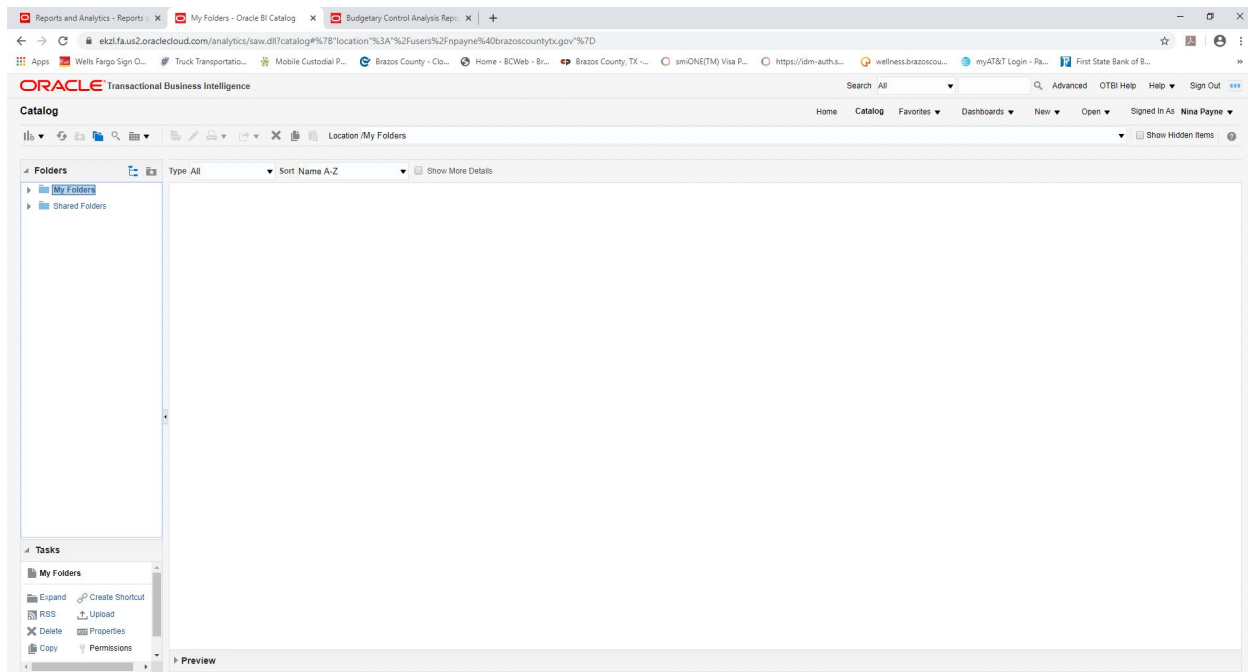
- Click on the ≡ icon next to the Brazos County Seal on the top left corner. It will drop down a list of actions.
- Click on Tools, which will drop down a list as well.
 - o Click on Reports and Analytics



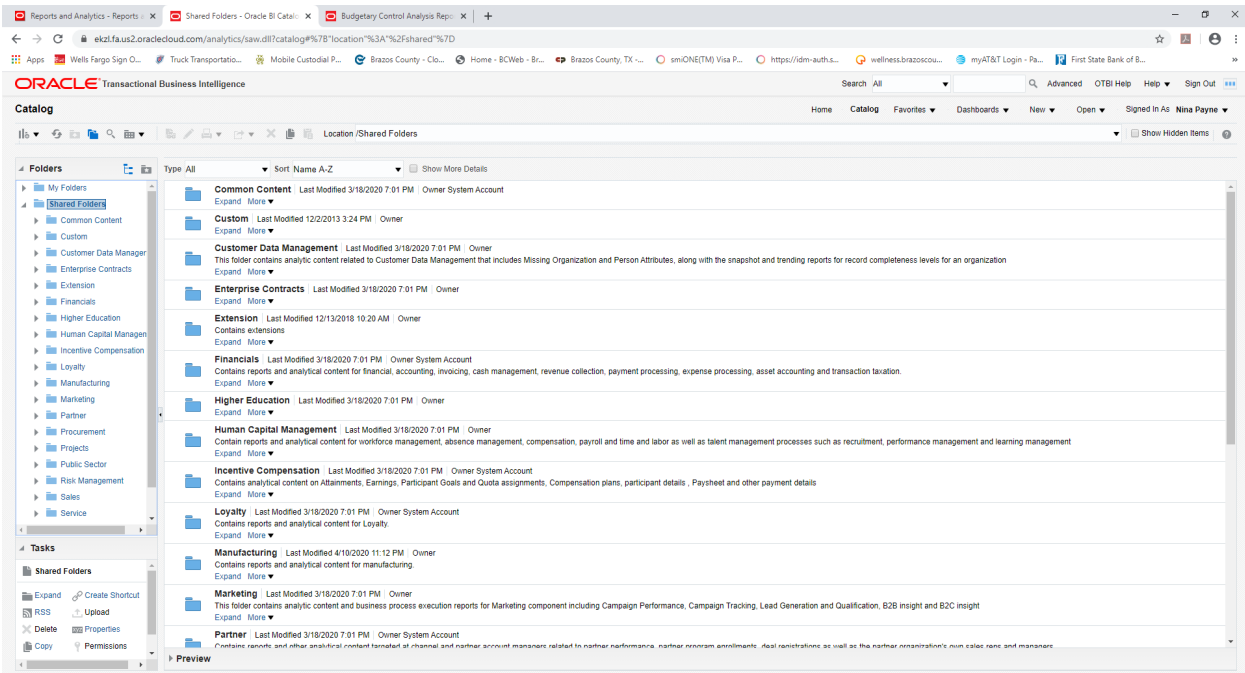
- This will bring you to a new screen called Reports and Analytics.
- From this screen, you will click on Browse Catalog. It is in a green box on the right side by the scroll bar.



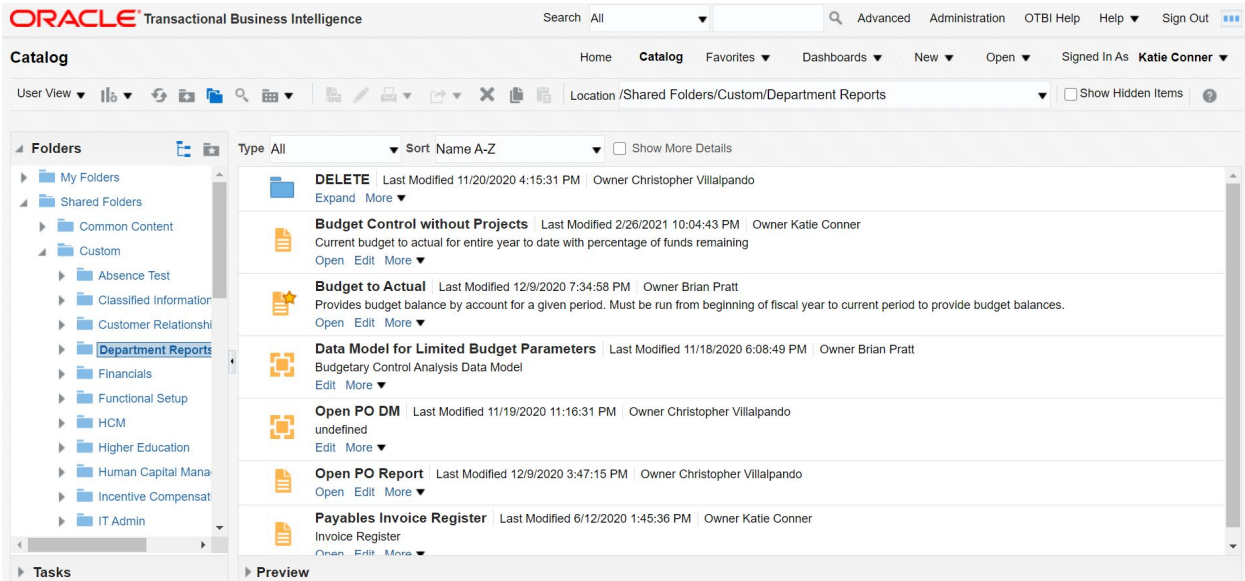
- A new tab will open called Catalog.
- Under the box called Folders, far left, you will see My Folders and Shared Folders.



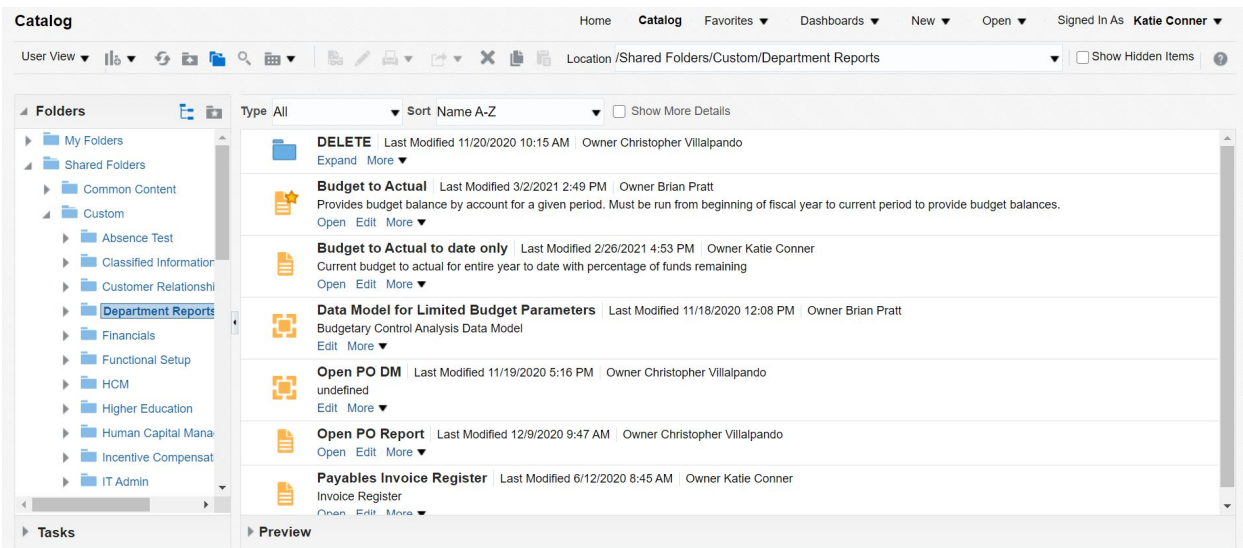
- You will click on the arrow pointing to Shared Folders, which will bring down a list of more folders.



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

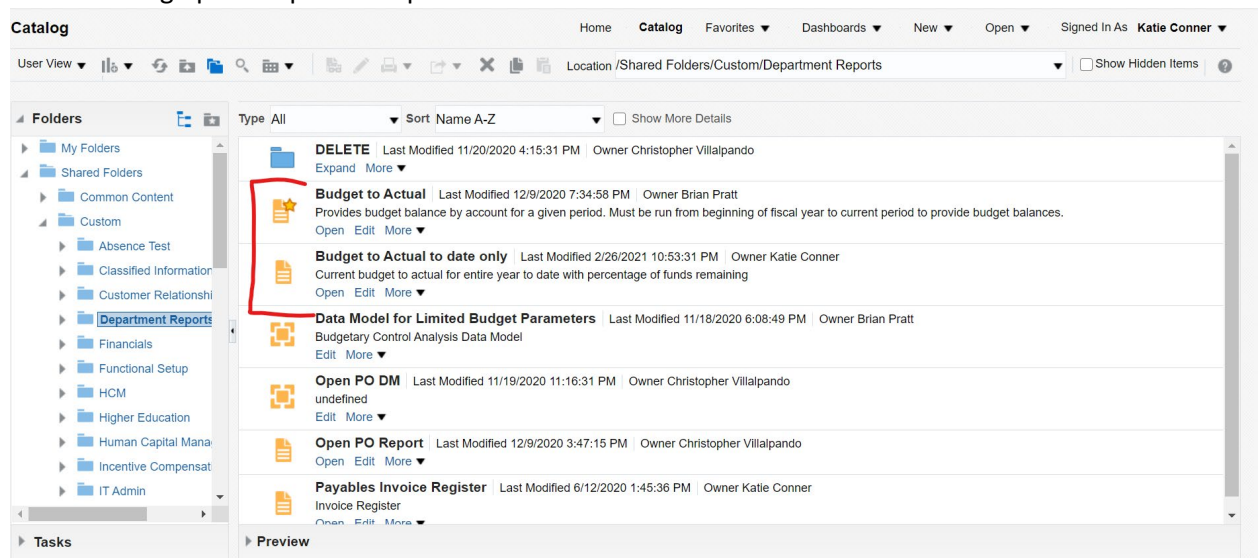


- From this list, you will click on Department Reports. I promise you, you are almost there!



- 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.



ORACLE Transactional Business Intelligence

Search All

Advanced Administration OTBI Help Help Sign Out

Budget to Actual Home Catalog Favorites Dashboards New Open Signed In As Katie Conner

Control Budget FY2020-2021 Detail Budget

Fund Segment From All

Division Segment From All

Account Segment From All

Budget Period From Oct-20

Fund Segment To All

Division Segment To All

Account Segment To All

Apply

Budget to Actual by Div...

- 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.

ORACLE Transactional Business Intelligence

Search All

Advanced Administration OTBI Help Help Sign Out

Budget to Actual Home Catalog Favorites Dashboards New Open Signed In As Katie Conner

Control Budget FY2020-2021 Detail Budget

Fund Segment From All

Division Segment From All

Account Segment From All

Budget to Actual by Div...

Name Starts with 28

Search

Match Case

Value

280000

28000006

28000100

28002000

28002006

28003000

28004000

28006000

28010000

28050000

281001

283100

283200

283300

286000

287100

OK Cancel

This is what the Budget to Actual report should look like on the screen. You can use scroll bar on the right to go down to more accounts or you can click on the gear and export the report to excel or pdf.

Budget To Actual

Home Catalog Favorites Dashboards New Open Katie Conner

Control Budget FY2020-2021 Detail Budget
Fund Segment From All
Division Segment From 11000500
Account Segment From All

Budget Period From Oct-20
Budget Period To Feb-21
Division Segment To 11000500
Account Segment To All Apply

Budget To Actual by Div...

xdo 1 / 4 - 80% + [Icon] [Icon]

Budget Account	Account Name	Budget Period	Budget	Expenditure Balance	Open Encumbrances	Expenditures + Encumbrances	Funds Available Balance	Funds Available Percent
01000-11000500-51620000	Hourly - Overtime	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total For Account			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
01000-11000500-51620000	Ment Pay	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total For Account			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
01000-11000500-53200000	Retirement	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total For Account			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
01000-11000500-53310100	Other Post-Employee Benefit	1	\$500,000.00	\$500,000.00	\$0.00	\$500,000.00	\$0.00	0.0
Total For Account			\$500,000.00	\$500,000.00	\$0.00	\$500,000.00	\$0.00	0.0
01000-11000500-40170000	Copier/Printer/Fax Suppl	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total For Account			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
01000-11000500-60211000	Software - No Tag	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total For Account			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
01000-11000500-60500000	Equipment & I.T. Enhancem	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total For Account			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0

Budget to Actual to date only
Home Catalog Favorites Dashboards New Open Signed In As **Katie Conner**

Control Budget FY2020-2021 Detail Budget

Budget Period From Oct-20

Fund Segment From All

Cost Center Segment From 11000500

Object Segment From All

Include Additional Attributes No

Budget Period To Oct-20

Fund Segment To All

Cost Center Segment To 11000500

Object Segment To All

Apply

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🏠 xdo
1 / 4 | — 63% + | 📄 ↺
📄 🖨️ ⋮



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Ledger Brazos County Primary

Budget Period

Control Budget FY2020-2021 Detail Budget

Currency USD

Funds Available by Budget Account

Budget Account	Budget Account Description	Accounting Period	Budget Balance	Encumbrances plus Expensures	Encumbrance Balance	Revenues/Exp. Balance	Funds Available Balance	Funds Available Percent
01000-11000500-51820000	General Fund Non-Departmental Hourly Overtime	Oct-20	0.00	0.00	0.00	0.00	0.00	
01000-11000500-51820000	General Fund Non-Departmental Merit Pay	Oct-20	0.00	0.00	0.00	0.00	0.00	
01000-11000500-53310100	General Fund Non-Departmental Retirement	Oct-20	0.00	0.00	0.00	0.00	0.00	
01000-11000500-53310100	General Fund Non-Departmental Other Post-Employee Benefit	Oct-20	500,000.00	500,000.00	0.00	500,000.00	0.00	0.00%
01000-11000500-60710000	General Fund Non-Departmental Computer/Printer/Fax Supply	Oct-20	0.00	0.00	0.00	0.00	0.00	
01000-11000500-60211000	General Fund Non-Departmental Software & No Tag	Oct-20	0.00	0.00	0.00	0.00	0.00	

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.