

Onboarding: Budget Tracking Training

Input budget tracking data, be able to reconcile from BW Reports, and run a summary report

Why Track the Budget

- Prevent and correct errors
- Add context and information for analysis
- Accurately project future expenses

Budget Tracking Process

- Track Daily
- Reconcile Monthly
- Report Quarterly

Spreadsheet Set Up

Spreadsheets are stored in the shared folder S:Budget Tracking

Activity: Budget

- Run "Budget to Actuals" report in BUWorks
- Copy and paste budget information into "Budget Tab"

Activity: Add a category

- Add category list
- Name list
- Add column in the "Details" tab
- Set up data validation using category list name

My department categories

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Tracking Transactions

Transaction	Description	Vendor	Reference Number
Shopping Cart	Description of the order	Supplier	Shopping Cart number
Disbursement	Description of the purchase	Payee	Document number
Expense Report	Trip information or event information	Name of user	Report Key
P-Card	Description of expense	Merchant	"P-card"
ISR	Event information and/or general description	Service provider name	ISR number
FSR	Event information	"Facilities"	FSR number

Activity: Input transaction

- Enter shopping cart order from Procurement training on the "Details" tab

Activity: Run summary report

- Open "Summary" tab
- Refresh Data
- Review Information