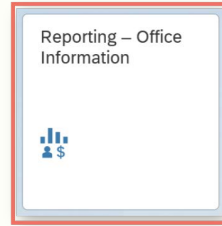


View and manage budgets

1 Open budget usage details

To view budget details:

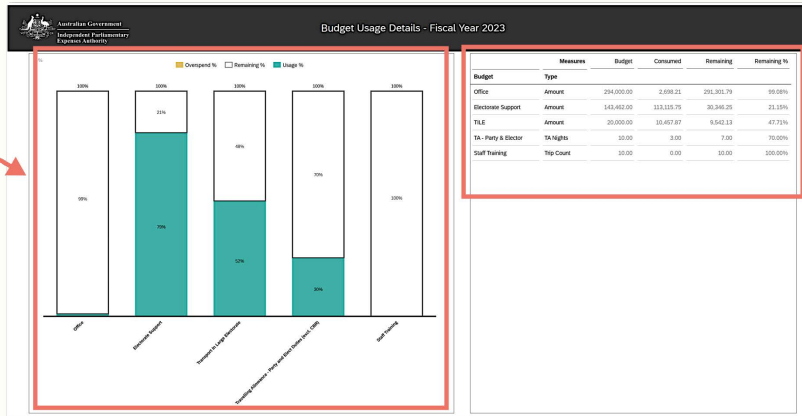
- Select Reporting - Office Information tile.



2 Summary of budget usage

View the opened Budget Usage Details screen. The screen displays the current financial year.

Budget Consumption Chart

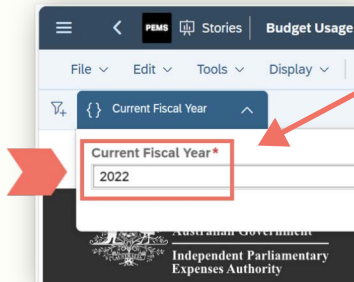
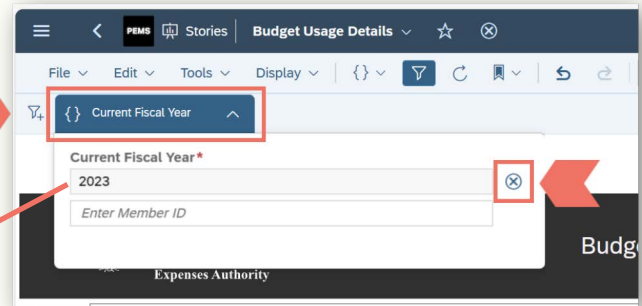


Current Usage

3 View previous financial year/s budget usage

To view the summary for a previous financial year:

- Select current Fiscal Year
- Delete the current selection using the X button.



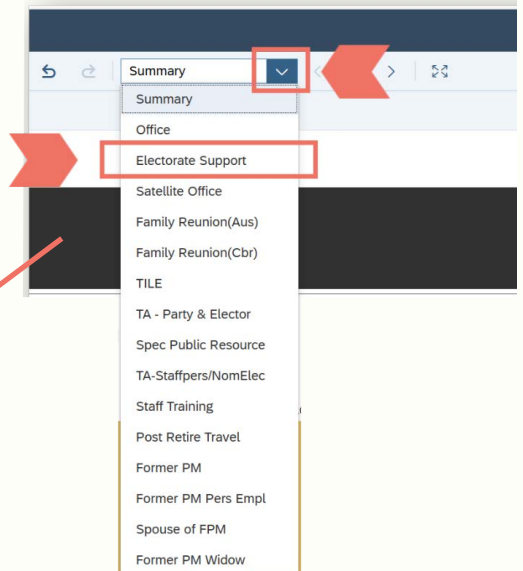
- Type the four digit Fiscal Year date in the Enter Member ID field e.g. For the Fiscal Year July 2021 to June 2022, type '2022'

- Click anywhere on the main screen to refresh the summary details.

4 View details of expenses against a budget

To view details of expenses against a budget:

- Click the Summary drop-down menu
- Select required budget.



All certified expenses for the selected budget are shown.

Budget	Consumed	Remaining	Remaining %
30,000.00	9,408.00	20,592.00	72.20%

Expense Date	Claimant	From Location	To Location	Accommodation Location	Payment Date	Supplier	Invoice	System Ref	Item No	Expense Type	Amount (GST)
20-05-2022	Ms Name HERE	Auburn	Auburn	0000000	21-05-2022	VIS017901	#	000000102	0001	Parking	46.30
20-05-2022	Ms Name HERE	Auburn	Auburn	0000000	#	000000102	#	000000102	0001	Parking	23.63
17-05-2022	Ms Name HERE	Abbotsford	Abbotsford	0000000	#	VIS017901	#	000000102	0001	Parking	60.28
05-05-2022	Ms Name HERE	Sydney	Sydney Olympic Park	0000000	#	VIS017901	#	000000100	0001	Taxi	9.00
04-05-2022	Ms Name HERE	Auburn	Auburn	0000000	#	000000179	0001	000000179	0001	Hire Car	134.40
03-05-2022	Ms Name HERE	Abbotsford	Abbotsford Airport	0000000	#	VIS017901	#	000000106	0001	Taxi	10.00
02-05-2022	Ms Name HERE	Auburn	Auburn	0000000	#	000000179	0001	000000179	0001	Parking	50.00

View and manage budgets

5 Exporting budget details

To export budget details:

- Select any section of data from the table you want to export
- Click on the menu button (three dots)
- Select Export.

The screenshot shows a table with columns: Expense Date, Claimant, From Location, To Location, Amount No, and Exp. A summary row at the top shows Budget: 34,000.00, Consumed: 9,409.98, and Remaining: 24,590.02. The table contains 13 rows of data. A context menu is open over the table, with the 'Export' option highlighted. Red arrows point to the menu button (three dots) and the 'Export' option.

Budget	Consumed	Remaining
34,000.00	9,409.98	24,590.02

Expense Date	Claimant	From Location	To Location	Amount No	Exp
20.05.2022	Ms Name HERE	Auburn	Auburn	11	Parl
17.05.2022	Mr Name HERE	Aberdeen	Aberdeen	11	Parl
05.05.2022	Mrs Name HERE	Sydney	Sydney Olympic Park	11	Taxi
04.05.2022	Ms Name HERE	Auburn	Acton	11	Hire
03.05.2022	Mr Name HERE	Adelaide	Adelaide Airport	11	Taxi
02.05.2022	Mrs Name HERE	Agnes Water	Agnes Water	11	Parl
02.05.2022	Ms Name HERE	Canberra	Melbourne	11	Trav
28.03.2022	Mr Name HERE	Aspley	Aspley	11	Parl
25.03.2022	Mrs Name HERE	00000000	00000000	10	Parl
25.03.2022	Ms Name HERE	Melbourne	Melbourne	13	Parl
20.03.2022	Mr Name HERE	00000000	00000000	10	Taxi
19.03.2022	Mrs Name HERE	00000000	00000000	10	Parl
16.03.2022	Mr Name HERE	00000000	00000000	10	Parl

To finalise your export file:

- Type the name of your export.
- Choose the filetype (XLSX for use in Excel)
- Select Include Formatting and Indent Hierarchy
- Select the OK button.

Note:

The Electorate Support Budget has two separate tables of data. Each table needs to be exported separately. Open and save the exported Excel file using your browser's download function.

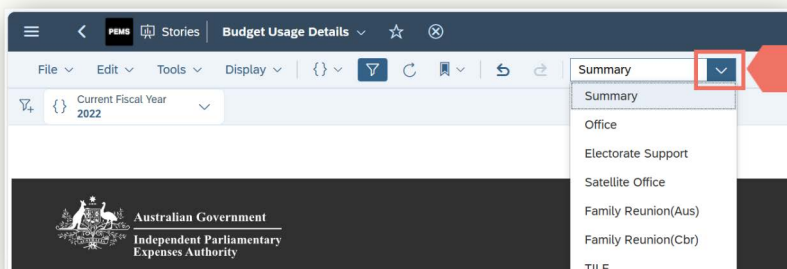
The 'Export' dialog box shows the following fields and options:

- Name: Data Export
- File Type: XLSX
- Scope: Point of view
- Include Formatting (converts numbers to strings)
- Indent Hierarchy
- Custom cells won't be exported.
- Buttons: OK, Cancel

Red arrows point to the Name field, File Type dropdown, Include Formatting checkbox, Indent Hierarchy checkbox, and the OK button.

6 Viewing the Summary, other budgets and exiting

To view and process other budgets, choose Summary or one of the budgets from the drop-down menu.



When you have completed your budget review, exit by closing the tab in the browser window.