Select Budget Control Reports from the Main Menu



There are two types of Budget Control Reports – Department and Project

Department:



Enter criteria for search – the more criteria supplied, the narrower the search results.

1. Fund
	1. Type in fund and a “Add XXX” drop-down will appear, select to add that fund to criteria
		1. Able to enter multiple funds
		2. Leaving this field blank is equivalent to selecting All
2. Department number
	1. Options in dropdown: Is Exactly, Starts With
3. Accounting Period
	1. Drop-down gives you the option of YTD through each month of fiscal year
4. Balance Type
	1. Choose either Cash or Fund
5. Toggle for including/excluding period 998
6. Toggle between search results and search criteria
7. Selector for either Department or Project Budget Control Report search
8. Department picker
	1. Useful when you don’t know the Department number
9. Begin search using criteria supplied

Project:



Enter criteria for search – the more criteria supplied, the narrower the search results.

1. Fund
	1. Type in fund and a “Add XXX” drop-down will appear, select to add that fund to criteria
		1. Able to enter multiple funds
		2. Leaving this field blank is equivalent to selecting All
2. Project – must enter entire Project number
3. Project Description
	1. Options in drop-down: Is Exactly, Starts With, Contains
4. Owning Department
	1. Drop-Down options: Is Exactly, Starts With
5. Accounting Period
	1. Drop-down gives you the option of YTD through each month of fiscal year
6. Toggle to limit search all, or only Active Projects.
7. Selector for either Department or Project Budget Control Report search
8. Toggle between search results and search criteria
9. Begin search using criteria supplied

Results from Project Budget Control Report using criteria of Fund 233:



1. Toggle back to Search screen
2. Hyperlinks to individual Project’s Summary Report
3. Export to Excel or PDF
4. Pin these results to Dashboard (create tile)