



HOW TO GUIDE

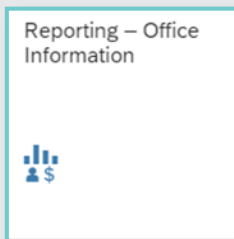
REPORTING – OFFICE INFORMATION

This guide demonstrates how to:

1. Overview your office’s budget usage for all capped budget usage and remaining balances for a given fiscal year.
2. Display and export/print budget reports.

Where to find office’s budget usage information

Select **Reporting – Office Information**.

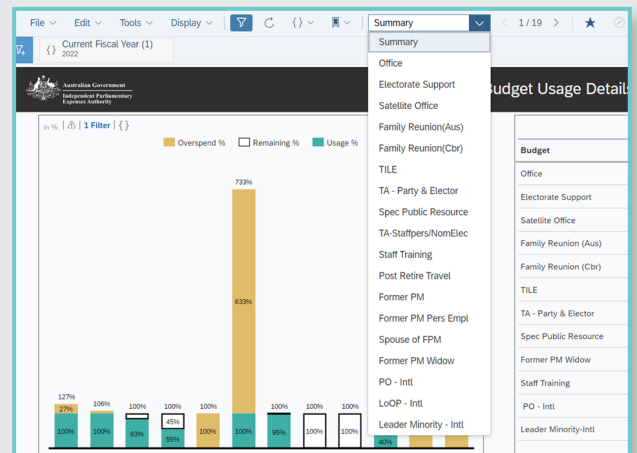


The screen displays a summary of your office’s budget usage. The budget consumption chart on the left side and the budget detailed breakdown summary on the right side.



Access budget reports

1. Select the desired **Fiscal Year** tab from the top left hand corner.
2. Select from the dropdown menu the budget you wish to view.

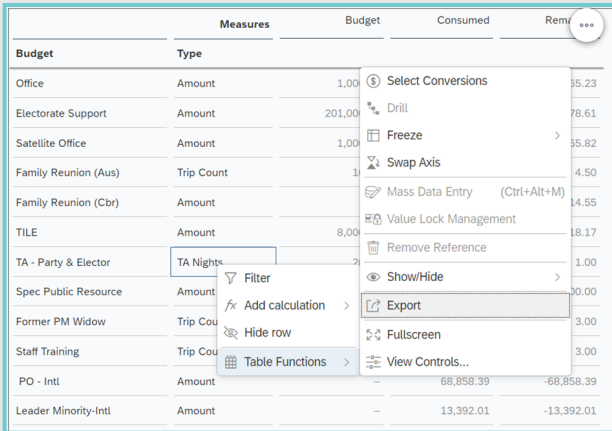


Note: The menu contain all budgets including those that an office may not have allocated to them. In these instances, navigating to a budget that the office does not have will result in a blank screen showing.

Export budget reports and print

Budget reports can be exported to a Microsoft Excel file, or to other file types of your preference, and printed if required.

1. Once you have followed the steps above, right click on the table you wish to export.



Budget	Type	Measures	Budget	Consumed	Remainder
Office	Amount	1,00			55.23
Electorate Support	Amount	201,00			78.61
Satellite Office	Amount	1,00			55.82
Family Reunion (Aus)	Trip Count	1			4.50
Family Reunion (Cbr)	Amount				4.55
TILE	Amount	8,00			18.17
TA - Party & Elector	TA Nights	2			1.00
Spec Public Resource	Amount				30.00
Former PM Widow	Trip Cou				3.00
Staff Training	Trip Cou				3.00
PO - Intl	Amount		68,858.39		-68,858.39
Leader Minority-Intl	Amount		13,392.01		-13,392.01

2. Select **Table Functions**.

3. Select **Export**.

4. When the export window displays, name the file and select **OK** to save the file.

5. To print the report, navigate to the exported file location and print.

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

