



HOW TO GUIDE

REPORTING – OFFICE INFORMATION

This guide demonstrates how to:

1. See an overview of your office's budget usage for all capped budgets and remaining balances for a given fiscal year.
2. Display and export/print budget reports.

Where to find office budget usage information

Select the **Reporting – Office Information** tile.



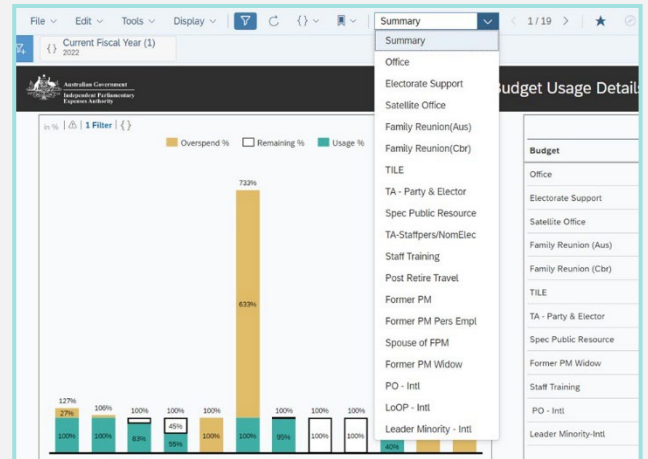
The screen displays a summary of your office's budget usage. The budget consumption chart on the left side and the budget detailed breakdown summary on the right side.



Note: some reports such as the Electorate Support Budget (ESB) report contain more than one table (the ESB has 3 tables). Each table will need to be selected and exported individually for printing.

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.

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.





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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.
2. Select **Table Functions**

Budget	Type	Measures	Budget	Consumed	Rem	...
Office	Amount	1,00	55.23			
Electorate Support	Amount	201,00	78.61			
Satellite Office	Amount	1,00	35.82			
Family Reunion (Aus)	Trip Count	1	4.50			
Family Reunion (Cbr)	Amount		14.55			
TILE	Amount	8,00	18.17			
TA - Party & Elector	TA Nights		1.00			
Spec Public Resource	Amount		0.00			
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	

3. Select **Export** by right clicking on the table to export.

4. Select both check boxes as shown below.

5. Select '**All**' in the **Scope** drop down as shown and click OK.

6. The downloaded file will display on the left bottom of your screen.

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