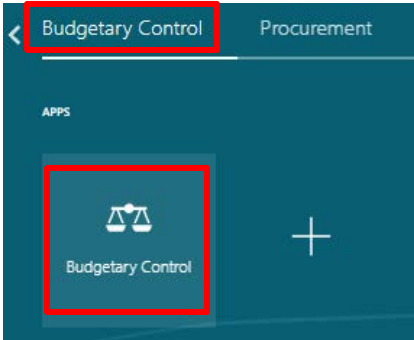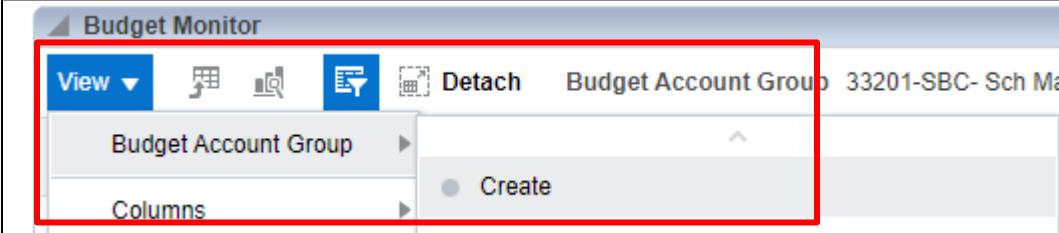# Create and inquire on Blue Bag account

In this topic you will learn how to set up a budget account for Blue Bag postage. Schools with Blue Bag accounts can do this to inquire on the Blue Bag balances and activity for your school.

| Step | Directions |
|------|-----------|
| 1 | Scroll to the **Budgetary Control** menu tab, and select the **Budgetary Control** icon.<br> |
| 2 | In the **Budget Monitor** section of the budgetary control dashboard, you will create your budget account group. This is a one-time activity.<br>Pull down the **View** menu and select **Budget Account Group**, then **Create**<br> |
| 3 | Enter the account group name, e.g., 04230-DS-BlueBag<br>**Note:** *Use organization number-Your initials-group description (e.g. 04230-DS-BlueBag)*<br> |
| 4 | Select Control Budget 02 MCPS Monthly Detail Budget<br> |

*Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.* Last updated on 5-Oct-20
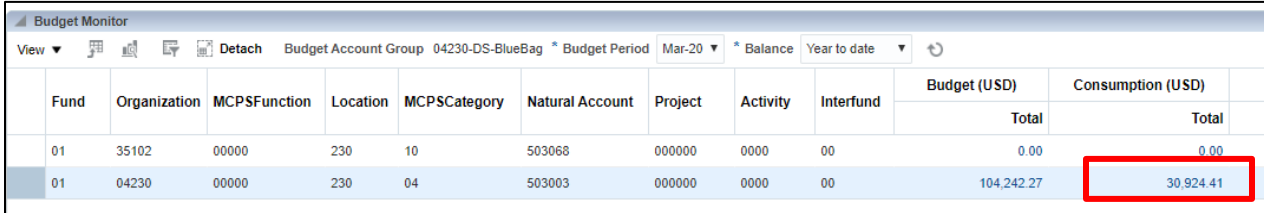
| 5 | Check "Set as default in my Budget Monitor."<br>Check "Display on my infolet" if you want to view this in the analytics section of your homepage.<br><br>Select the ✚ icon to add the new account combination for Blue Bag, using your school location in the location segment (e.g., 230 for Rockville HS)<br><br>    • 01.35102.00000.230.10.503068.000000.0000.00<br><br>Select the ✚ icon again to add the next line with your school account string for instructional materials. For example, for Rockville HS (04230)<br><br>    • 01.04230.00000.230.04.503003.000000.0000.00<br><br> |
|---|---|
| 6 | Click **Save and Close** Button to return to the Budgetary Control Dashboard.<br><br> |
| 7 | To review in the Budget Monitor, change the **Budget Period** if needed. In the **Balance** drop-down, select either Year to Date or Period to Date.<br><br> |

| 8 | Click the Refresh icon to update the information. |
|---|---|
| 9 | Drill down for more information on the expenditures by clicking on the Consumption dollar amount. <br><br>  |
| 10 | For individual expenditures, drill down the Expenditures dollar amount for the period you want to view. <br><br>  |
| 11 | Click on individual transactions to view full details. Click **Done** when finished to exit; then click **Done** again on the next two screens to return to the Budgetary Control Dashboard. <br><br>  |
| 12 | Click on the **Home** icon to return to the home page. <br><br>  |