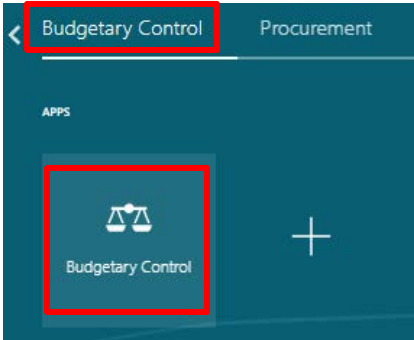
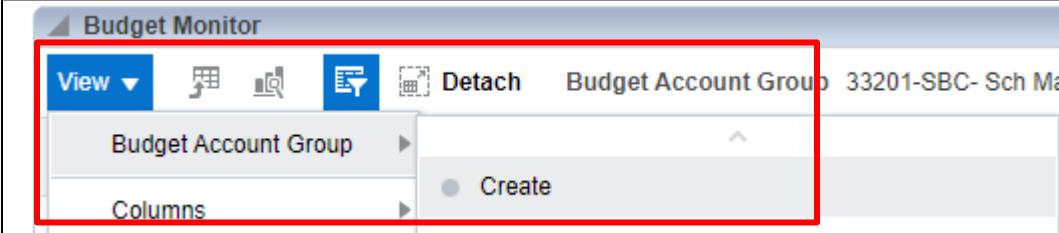






Create and inquire on Blue Bag account

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

5 Check “Set as default in my Budget Monitor.”
Check “Display on my infolet” if you want to view this in the analytics section of your homepage.

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)

- 01.35102.00000.230.10.503068.000000.0000.00

Select the + icon again to add the next line with your school account string for instructional materials. For example, for Rockville HS (04230)

- 01.04230.00000.230.04.503003.000000.0000.00

Create Budget Account Group

General

* Name: 04230-DS-BlueBag

* Control Budget: 02 MCPS Monthly Detail Budget

Description:

Set as default in my Budget Monitor

Display on my infolet

Funds Availability as a Percentage of Budget

Starting from 100% Funds Availability:

Running Low:

Critically Low:

Budget Accounts

View Format **+** [Icons] Freeze Wrap


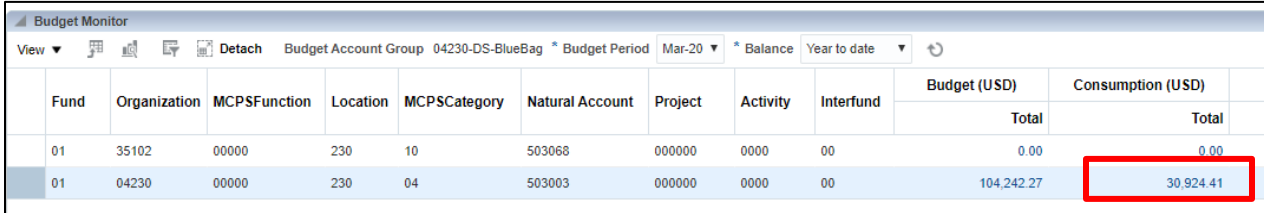


Budget Account Label	Fund	Organization	MCPSFunction	Location	MCPSCategory	Natural Account	Project	Activity	Interfund
Inst Mat	01	04230	00000	230	04	503003	000000	0000	00
Blue Bag	01	35102	00000	230	10	503068	000000	0000	00

6 Click **Save and Close** Button to return to the Budgetary Control Dashboard.

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.

Budget Monitor

View [Icons] Detach Budget Account Group 04230-DS-BlueBag * Budget Period Mar-20 * Balance Year to date [Refresh]

8	<p>Click the Refresh icon to update the information. </p>																																																																								
9	<p>Drill down for more information on the expenditures by clicking on the Consumption dollar amount.</p>  <table border="1"> <thead> <tr> <th>Fund</th> <th>Organization</th> <th>MCPsFunction</th> <th>Location</th> <th>MCPsCategory</th> <th>Natural Account</th> <th>Project</th> <th>Activity</th> <th>Interfund</th> <th>Budget (USD)</th> <th>Consumption (USD)</th> </tr> <tr> <td colspan="9"></td> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>35102</td> <td>00000</td> <td>230</td> <td>10</td> <td>503068</td> <td>000000</td> <td>0000</td> <td>00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>01</td> <td>04230</td> <td>00000</td> <td>230</td> <td>04</td> <td>503003</td> <td>000000</td> <td>0000</td> <td>00</td> <td>104,242.27</td> <td>30,924.41</td> </tr> </tbody> </table>	Fund	Organization	MCPsFunction	Location	MCPsCategory	Natural Account	Project	Activity	Interfund	Budget (USD)	Consumption (USD)										Total	Total	01	35102	00000	230	10	503068	000000	0000	00	0.00	0.00	01	04230	00000	230	04	503003	000000	0000	00	104,242.27	30,924.41																												
Fund	Organization	MCPsFunction	Location	MCPsCategory	Natural Account	Project	Activity	Interfund	Budget (USD)	Consumption (USD)																																																															
									Total	Total																																																															
01	35102	00000	230	10	503068	000000	0000	00	0.00	0.00																																																															
01	04230	00000	230	04	503003	000000	0000	00	104,242.27	30,924.41																																																															
10	<p>For individual expenditures, drill down the Expenditures dollar amount for the period you want to view.</p>  <table border="1"> <thead> <tr> <th>Total Budget</th> <th>Commitments</th> <th>Obligations</th> <th>Other Consumption</th> <th>Expenditures</th> <th>Total Consumption</th> <th>Funds Available Amount</th> <th>Funds Available (%)</th> </tr> </thead> <tbody> <tr> <td>104,242.27</td> <td>465.43</td> <td>1,109.02</td> <td>0.00</td> <td>2,846.53</td> <td>4,420.98</td> <td>99,821.29</td> <td>95.76</td> </tr> <tr> <td>0.00</td> <td>-271.26</td> <td>-1,034.07</td> <td>0.00</td> <td>1,606.14</td> <td>300.81</td> <td>-300.81</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>7,786.31</td> <td>1,835.00</td> <td>0.00</td> <td>1,841.20</td> <td>11,462.51</td> <td>-11,462.51</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>-1,673.00</td> <td>0.00</td> <td>0.00</td> <td>1,673.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>-1,099.00</td> <td>-1,835.00</td> <td>0.00</td> <td>4,033.77</td> <td>1,099.77</td> <td>-1,099.77</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>651.60</td> <td>0.00</td> <td>0.00</td> <td>-200.00</td> <td>451.60</td> <td>-451.60</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>450.00</td> <td>450.00</td> <td>-450.00</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>12,738.74</td> <td>12,738.74</td> <td>-12,738.74</td> <td>0.00</td> </tr> </tbody> </table>	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)	104,242.27	465.43	1,109.02	0.00	2,846.53	4,420.98	99,821.29	95.76	0.00	-271.26	-1,034.07	0.00	1,606.14	300.81	-300.81	0.00	0.00	7,786.31	1,835.00	0.00	1,841.20	11,462.51	-11,462.51	0.00	0.00	-1,673.00	0.00	0.00	1,673.00	0.00	0.00	0.00	0.00	-1,099.00	-1,835.00	0.00	4,033.77	1,099.77	-1,099.77	0.00	0.00	651.60	0.00	0.00	-200.00	451.60	-451.60	0.00	0.00	0.00	0.00	0.00	450.00	450.00	-450.00	0.00	0.00	0.00	0.00	0.00	12,738.74	12,738.74	-12,738.74	0.00
Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)																																																																		
104,242.27	465.43	1,109.02	0.00	2,846.53	4,420.98	99,821.29	95.76																																																																		
0.00	-271.26	-1,034.07	0.00	1,606.14	300.81	-300.81	0.00																																																																		
0.00	7,786.31	1,835.00	0.00	1,841.20	11,462.51	-11,462.51	0.00																																																																		
0.00	-1,673.00	0.00	0.00	1,673.00	0.00	0.00	0.00																																																																		
0.00	-1,099.00	-1,835.00	0.00	4,033.77	1,099.77	-1,099.77	0.00																																																																		
0.00	651.60	0.00	0.00	-200.00	451.60	-451.60	0.00																																																																		
0.00	0.00	0.00	0.00	450.00	450.00	-450.00	0.00																																																																		
0.00	0.00	0.00	0.00	12,738.74	12,738.74	-12,738.74	0.00																																																																		
11	<p>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.</p> 																																																																								
12	<p>Click on the Home icon to return to the home page.</p> 