How to Use the Business Portal to View Your Budget
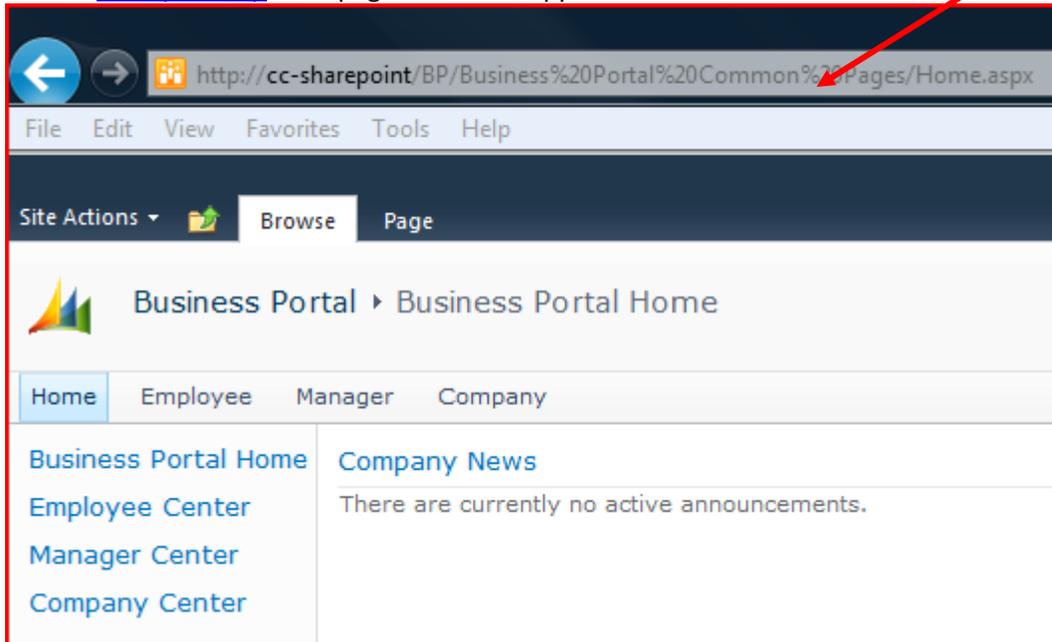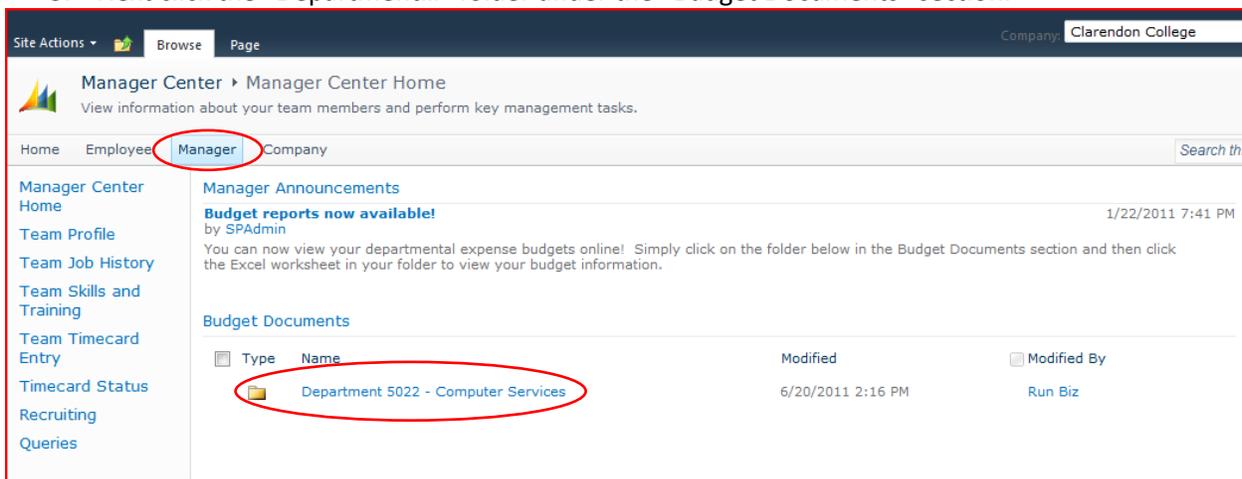
1. Open Internet Explorer and enter the following address in the address box, http://cc-sharepoint/bp. The page below will appear.
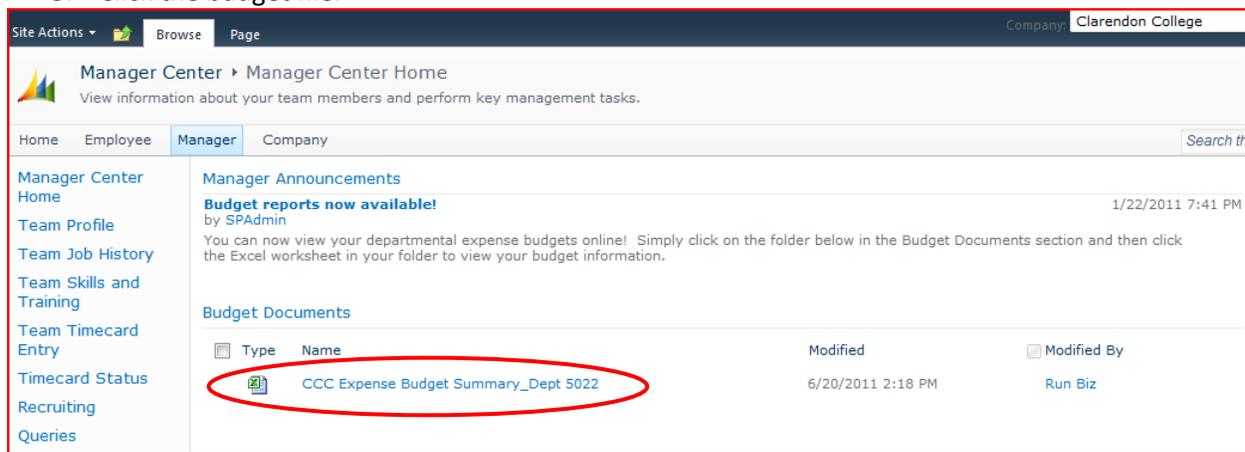

2. Click the "Manager" link, as shown below.
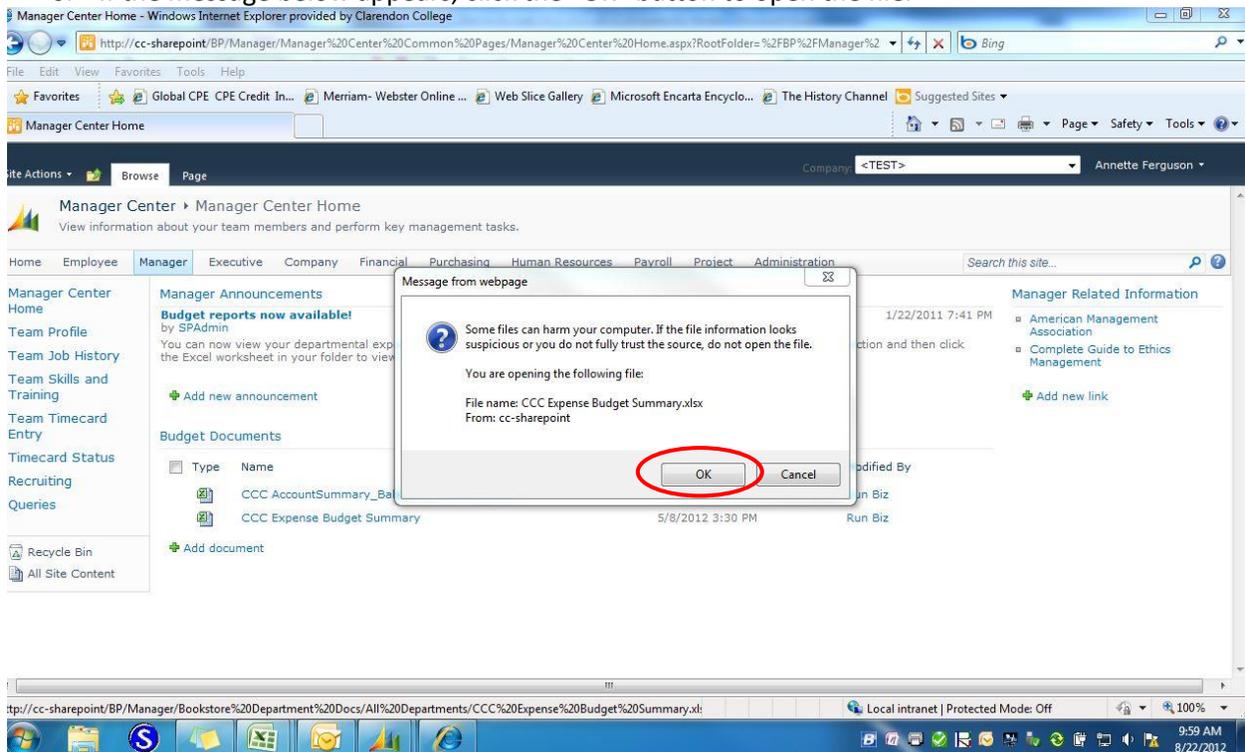3. Next click the "Department…" folder under the "Budget Documents" section.

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4. The budget for your department will then be displayed under the "Budget Documents" section, see image below. Notice the Excel icon to the left of your file.
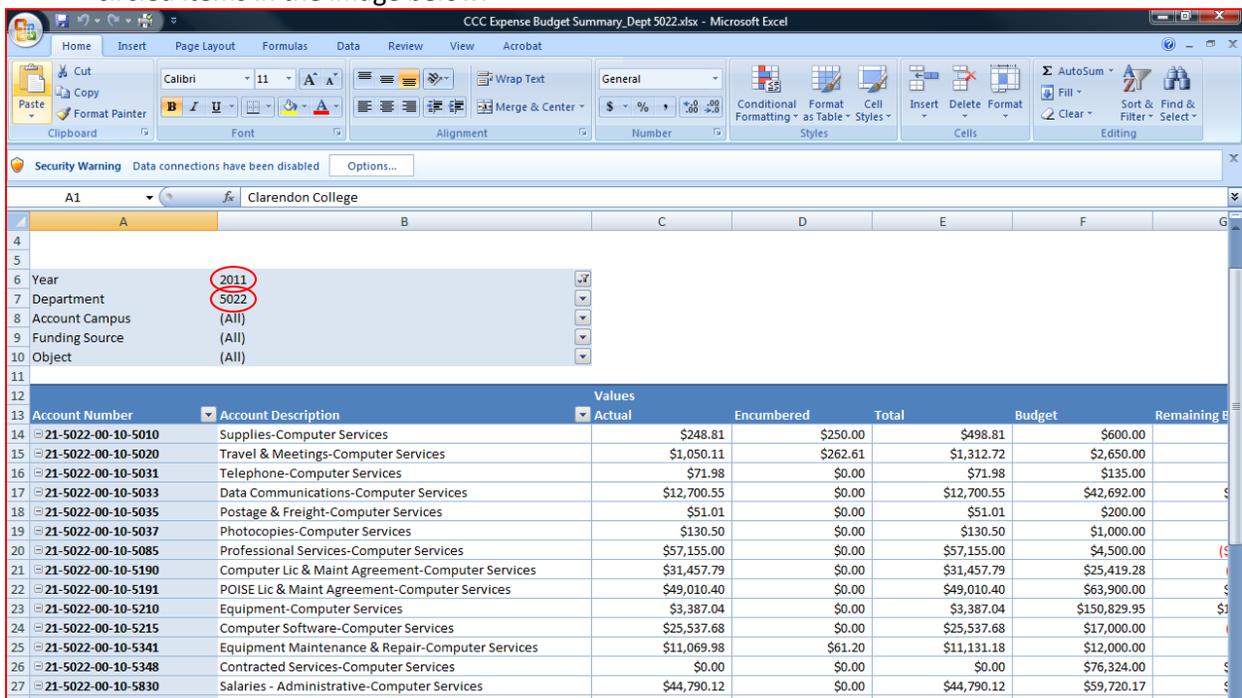5. Click the budget file.

6. If the message below appears, click the "OK" button to open the file.

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7. The budget will then open in Excel.
8. After it opens make sure the worksheet is using the correct "Year" and "Department", see circled items in the image below.
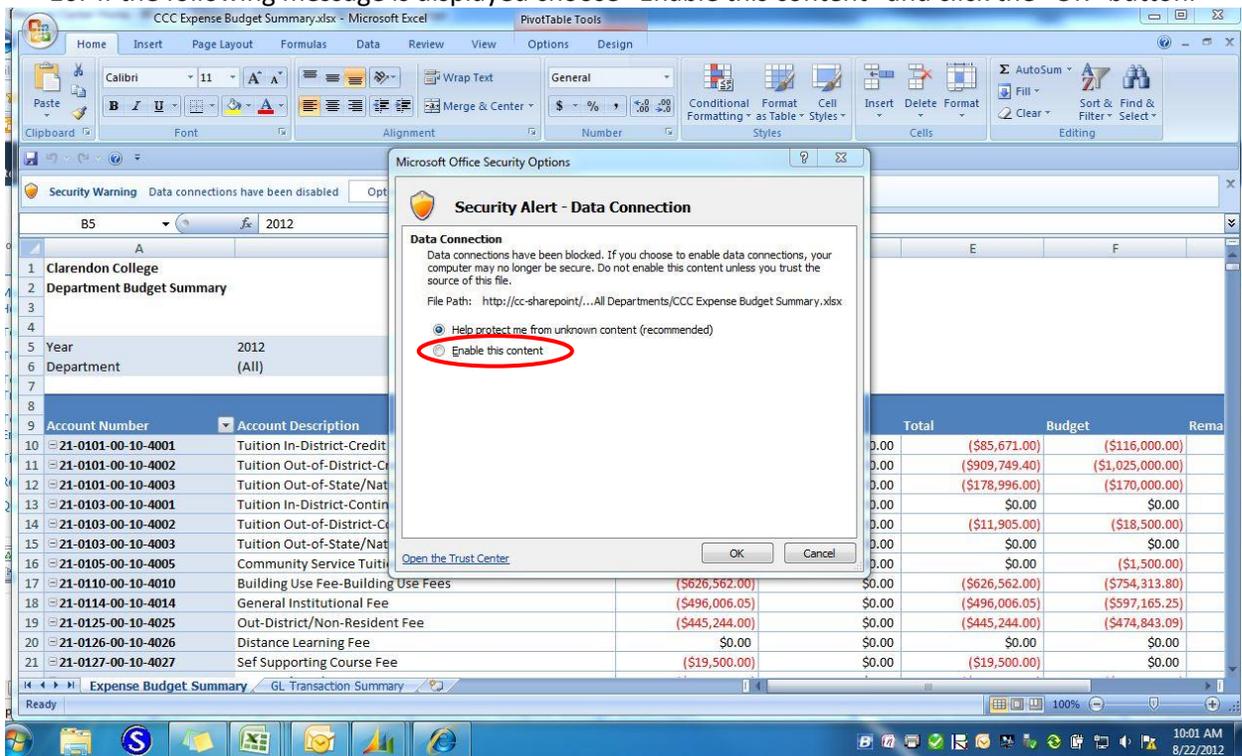

9. Before you can do anything with the spreadsheet you will need to reset the security options. To do this click the Security Warning Options button, as shown below.
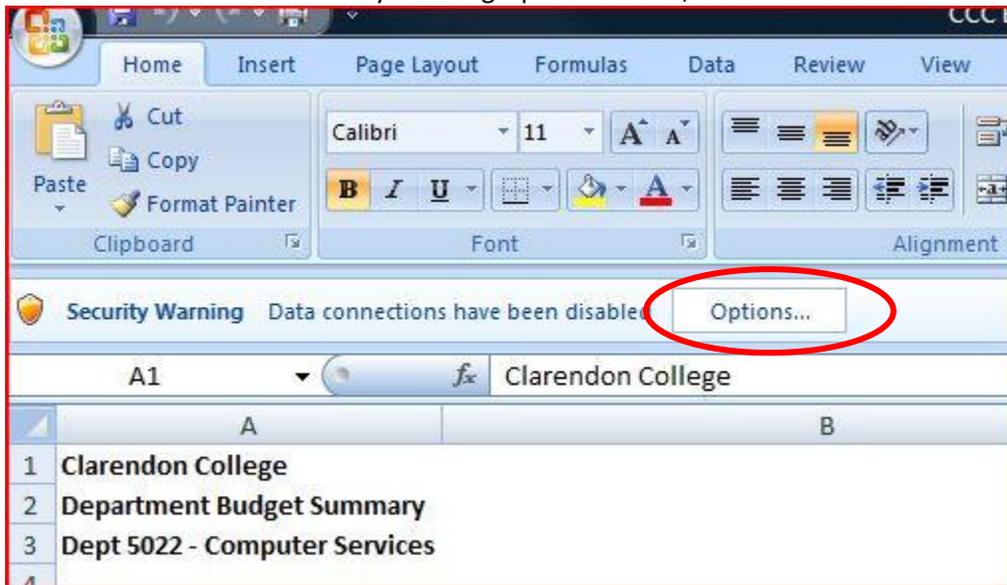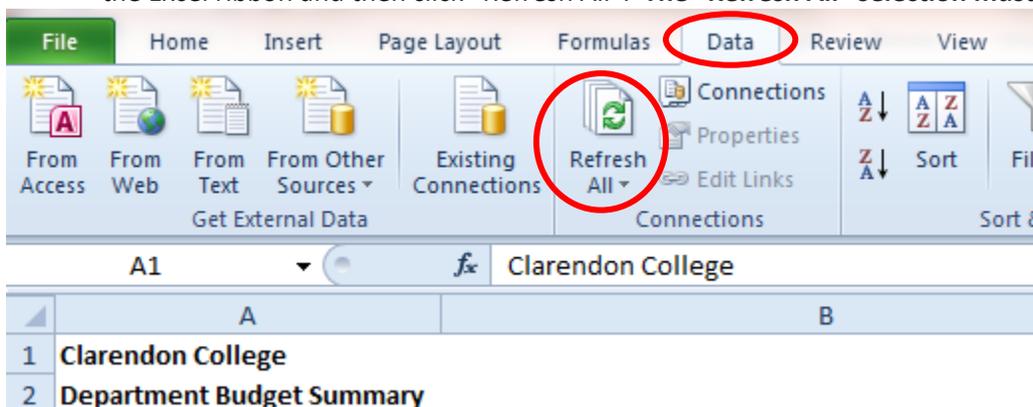
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10. If the following message is displayed choose "Enable this content" and click the "OK" button.

11. Next the data must be refreshed. To refresh the data properly click the "Data" menu item on the Excel ribbon and then click "Refresh All". **The "Refresh All" selection must be clicked twice**.

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12. After the data has been refreshed twice the worksheet can be printed or saved.
13. This file is linked to electronic purchase request system. Any expenditures and totals for those expenditures will appear in this Excel file.
14. To see individual expenditures click on the "GL Transaction Summary" at the bottom of the Excel file, see image below.
15. To go back to the summary click the "Budget Summary" tab next to the GL Transaction Summary tab.

34	⊟ 21-5022-00-10-5863	Medicare-Computer Services
35	⊟ 21-5022-00-10-5865	Social Security / FICA-Computer Services
36	⊟ 21-5022-00-10-5867	ORP Match-Computer Services
37	⊟ 21-5022-00-10-5868	Teacher Retirement System-Computer Services
38	⊟ 21-5022-00-10-5871	Workman's Compensation-Computer Services
39	⊟ 21-5022-00-10-5872	Unemployment Tax-Computer Services
40	⊟ 21-5022-00-10-5873	90 Day TRS Deduction-Computer Services
41	⊟ 21-5022-02-02-5210	Equipment-Computer Services
42	⊟ 21-5022-03-03-5210	Equipment-Computer Services

Budget Summary   GL Transaction Summary

Ready