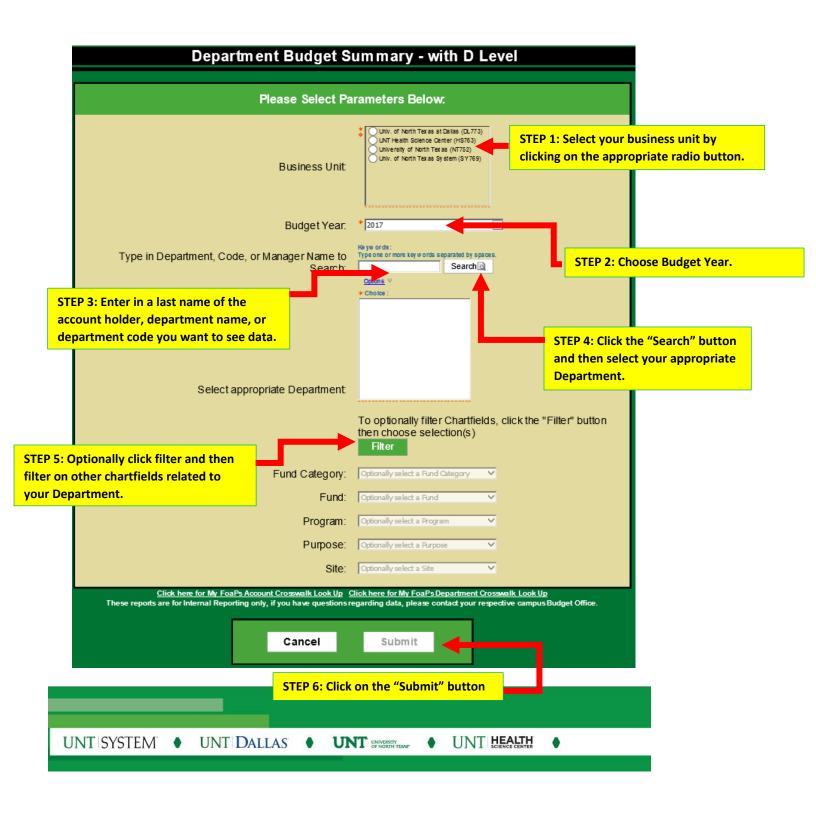
USER GUIDE

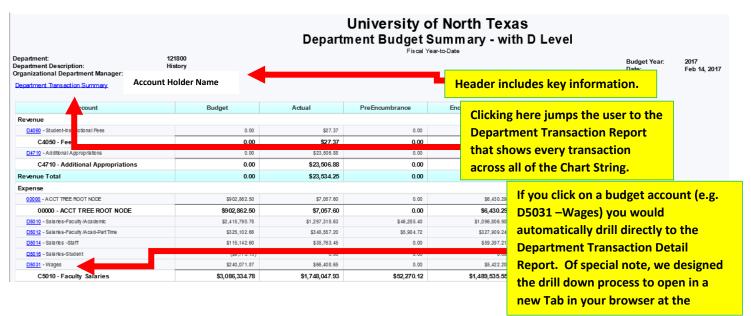
To navigate to your specific report (always start at the highest level of reporting, in this case the Department Budget Summary) you would do the following:



USER GUIDE

Once your report is delivered, your screen will change and you will see the Department Budget Summary Report.

UNDERSTANDING THE REPORT: BUDGET DEPARTMENT SUMMARY OVERVIEW - SAMPLE DATA



If you scroll down further you will see de-aggregated sections of Fund Category and Fund. Note that these amounts roll up to the amounts indicated in the primary summary table. This section functions in the same manner as the Department Budget Summary above (*Note*: *this is SAMPLE data*).



