



The **Budget Sidebar** is a new tool that allows organizations that have budgets set up within Procurement Partners to view their budget in a dynamic side panel on any screen.

**Click the tab on the right side of the Procurement Partners website to view the Budget Sidebar**

**Total Budget and Actual Budget values display at the top of your GL List**

**Green bar under each GL shows their percentage of usage**

**Click the dropdown arrow to view more details for each GL**

**Select your location here (if you have access to multiple locations)**

**Click the filter icon to filter your results by GL Code; you can filter for multiple codes too!**

**Total: Your total budget for the above GL code**

**Pre-Spend: The amount of budget already spent**

**Cart: The amount applying to your budget for items currently in shopping cart(s)**

**Remaining: How much you have left for your budget, less your Pre-Spend and Cart**

**Note: The Cart View tab will be available at a later date.**

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Budget View	Cart View								
<b>Budget</b> \$46,789.90 <b>Actual</b> \$27,598.39									
6500-Carriage and Truck Removal	\$1,138.00								
6540-Repairs Materials	\$1,024.10								
6570-Equipment/Building RM	\$1,680.00								
6580-Equip/Bldg RM - Fire Alarm/Sprinkler	\$480.30								
<table border="1"> <tr> <td>Total</td> <td>Pre-Spend</td> </tr> <tr> <td>\$625.00</td> <td>\$144.70</td> </tr> <tr> <td>Cart</td> <td>Remaining</td> </tr> <tr> <td>\$0.00</td> <td>\$480.30</td> </tr> </table>		Total	Pre-Spend	\$625.00	\$144.70	Cart	Remaining	\$0.00	\$480.30
Total	Pre-Spend								
\$625.00	\$144.70								
Cart	Remaining								
\$0.00	\$480.30								
6588-Uniforms	\$20.16								
6590-Elevator Repairs And Maintenance	\$0.00								
6595-Grounds/Landscaping	\$1,288.00								
6596-Snow Removal	\$0.00								

If you require any additional assistance, please contact the Procurement Partners support team at [helpdesk@procurementpartners.com](mailto:helpdesk@procurementpartners.com)