## **BUDGET ACTIVITY REPORT**

The following screen shots will show you how to access the Budget Activity Report. The Budget Activity Report will give you either a detailed version of your departmental budget or a summary version of your departmental budget depending on the amount of detail you wish to have at the time you run the report.

You will need to click on icon in the far upper right-hand corner of the panel which looks like a 'diamond inside a circle'. This will bring up your NavBar. Once you have the NavBar pulled up, you will click on the Navigator link.



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Find an Existing Value Add a New Value	

At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter a description before clicking OK.

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Find an Existing Value | Add a New Value

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Click on the tab for Add a New Value. You can enter a Run Control ID that you will remember for this report such as Bud\_Activity then click the Add button.

Note: You can't have any spaces, so you must use underscore in place of any space you wish.



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Once you have entered your departmental information, you can click on the Save button to save the parameters for the next time you access this report. Then you will need to click on the Run button at the top to initiate the process.

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When the Process Scheduler Request screen appears, you only have the one option Budget Activity Reports which should already be preselected. You will just click OK to process the report.

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OK Cancel		

After clicking on OK, it will take you back to the report format screen. You will notice a Process Instance number just under the Run button at the top of the page. You need to make a note of this Process Instance number that will be used in the next section of the process. At this time, you will click on the <u>Process Monitor</u> link.

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If, at this time the <u>Run Status</u> on your Process Instance doesn't show as Success or <u>Distribution Status</u> doesn't show as Posted, you will need to click on the Refresh button at the top until it reaches this status.

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Save Notify

Process List | Server List

To access the report that you just ran, you will need to click on the <u>Details</u> link in the line for your Process Instance number.

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Then from the Process Detail screen, you will click on the link <u>View Log/Trace</u>.

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From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> in the File List. This will bring up the Budget Status Report that you just ran. You can then either Save As or Print the report.

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521000 Salaries-Prof	essional/Admin	16200 / 11000		327,209.00					
07/31/18 JE	P000600850 22	0 July 2018 Monthly Payroll			0.00	0.00	29,100.67		
08/18/18 JE	P000614130 20	9 FY 2019 Encumbrance Projec	tion		0.00	320,107.35	0.00		
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524000 Salaries-Student Assistants	16200 / 110	00		0.00					
524100 Salaries-Student Assistants Totals					0.00 0.00	0.00 <b>0.00</b>	5,739.60 5,739.60	-5,739.60	
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551100 FICA-Employer					0.00	12,934.97	5,194.50		- 1
551200 FICA-Employer Medicare Totals					0.00 0.00	3,025.21 15,960.18	1,214.84 6,409.34	4,494.48	
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552000 Retirement Systems 552100 Retirement Plans - TRS	16200 / 110	0		73,384.00	0.00	46,072.79	18,737.17		- 1
Totals					0.00	46,072.79	18,737.17	8,574.04	- 1
553000 Group Insurance	16200 / 110	00		34,994.00					- 1
553111 Grp Hlth Ins - Blue Choice HMO					0.00	14,693.13	4,897.71		- 1
553123 Grp Hith Ins - PPO ALT 553128 Grp Hith Ins - HDHP ALT					0.00	-374.41 10,857.78	3,619.26		- 1
553201 Grp Life Ins-Basic Life-Regent					0.00	304.22	143.50		- 1
Totals					0.00	25,480.72	10,636.00	-1,122.72	- 1
Personal Services Total		485,508	.00	485,508.00	0.00	316,179.69	131,000.13	38,328.18	
600000 Travel	16200 / 110	16,856	.00						
641000 Travel - Employee	16200 / 110	10		0.00					
Report ID: BORRG045 Date: 10/17/2018 @ 16	5:51:33 DB=F	PROD V	Version#:	5.34			Page: 1		

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