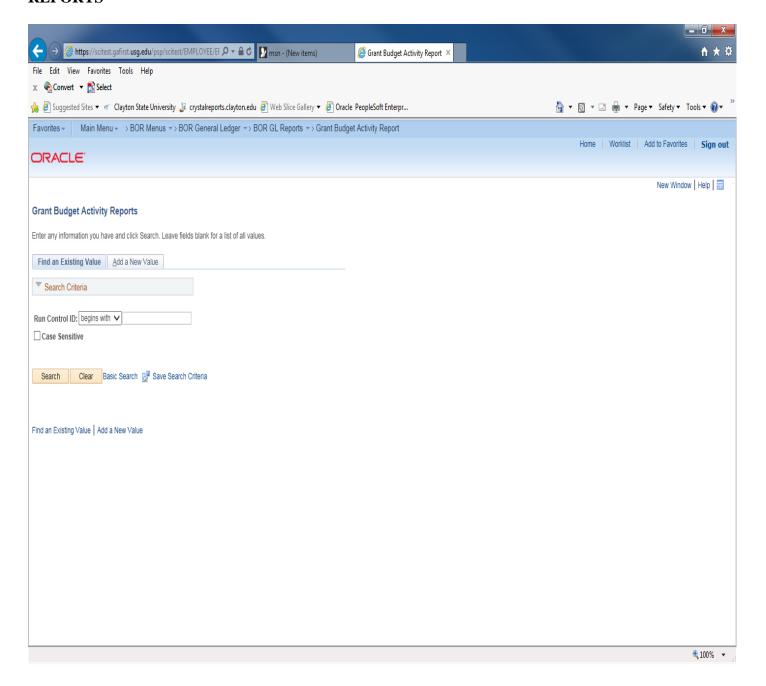
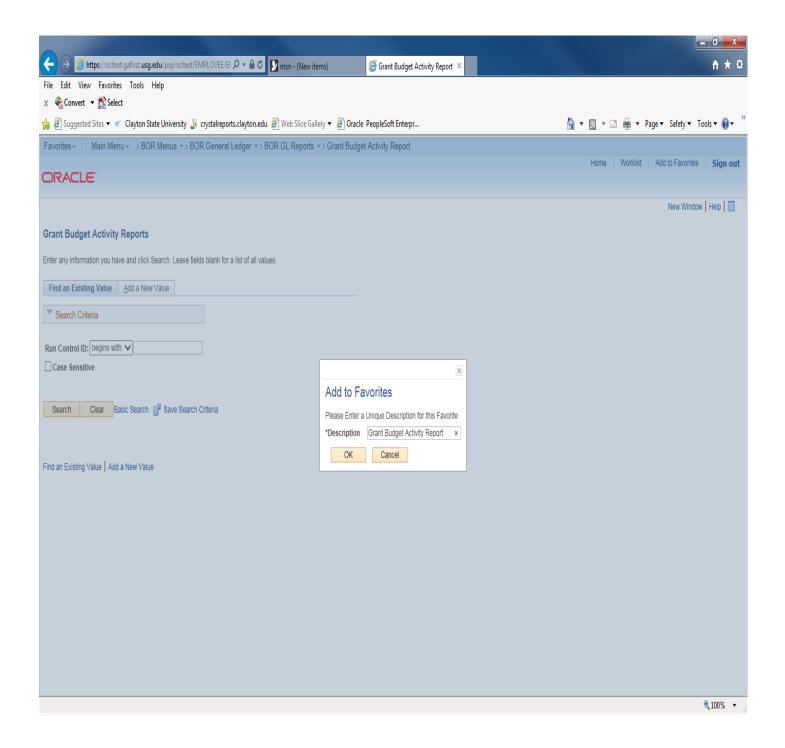
GRANT BUDGET ACTIVITY REPORT

The following screen shots will show you how to access the Grant Budget Activity Report. The Grant Budget Activity Report will give you either a detailed version of your project/grant budget or a summary version of your project/grant budget depending on the amount of detail you wish to have at the time you run the report. This report will list the activity that hit your grant/project and give you remaining dollars according to what has been budgeted.

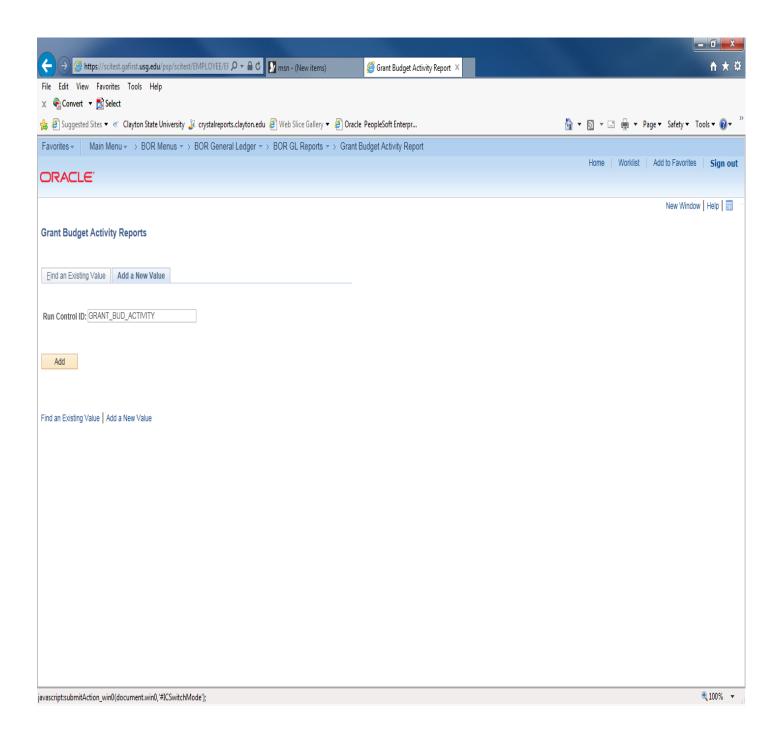
BOR MENUS>BOR GENERAL LEDGER>BOR GL REPORTS>GRANT BUDGET ACTIVITY REPORTS



At this time you can save this process as a favorite for future reference. You just need to click on the Add to Favorites link at the top and enter a description before clicking OK.

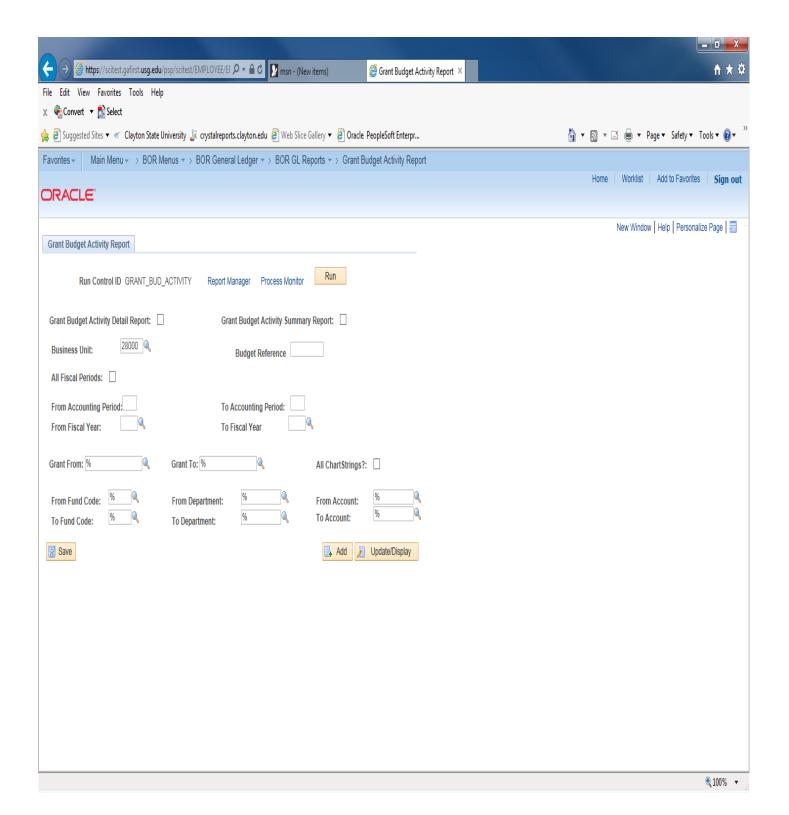


Click on the tab for Add a New Value. It will ask you to give the Run Control ID a name such as GRANT_BUD_ACTIVITY, then click the Add button.

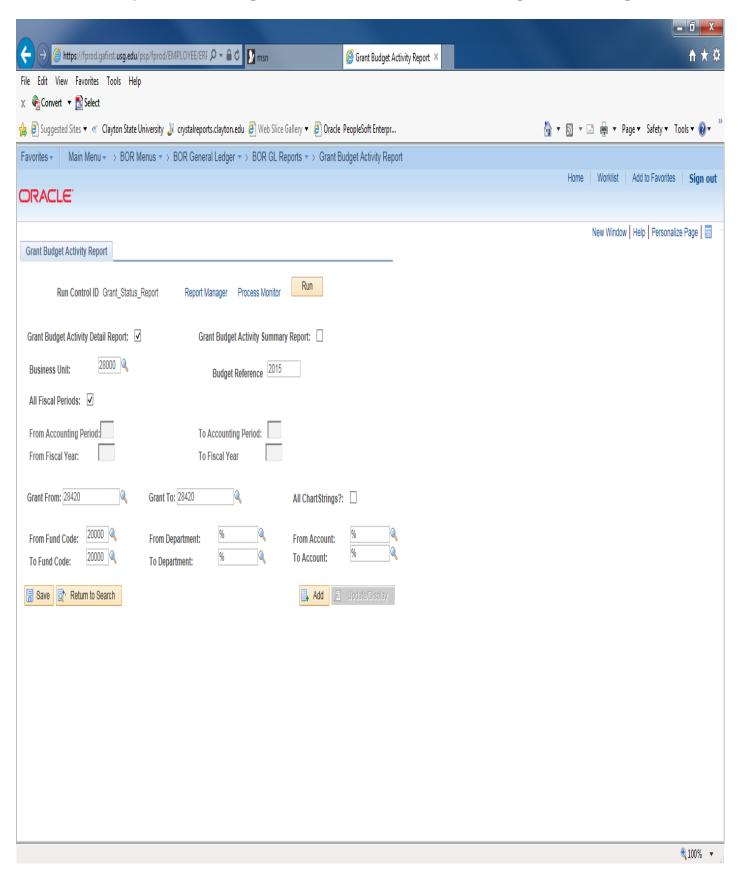


You will then be taken to the screen to add the parameters for running your reports. When completing this screen, please be sure to:

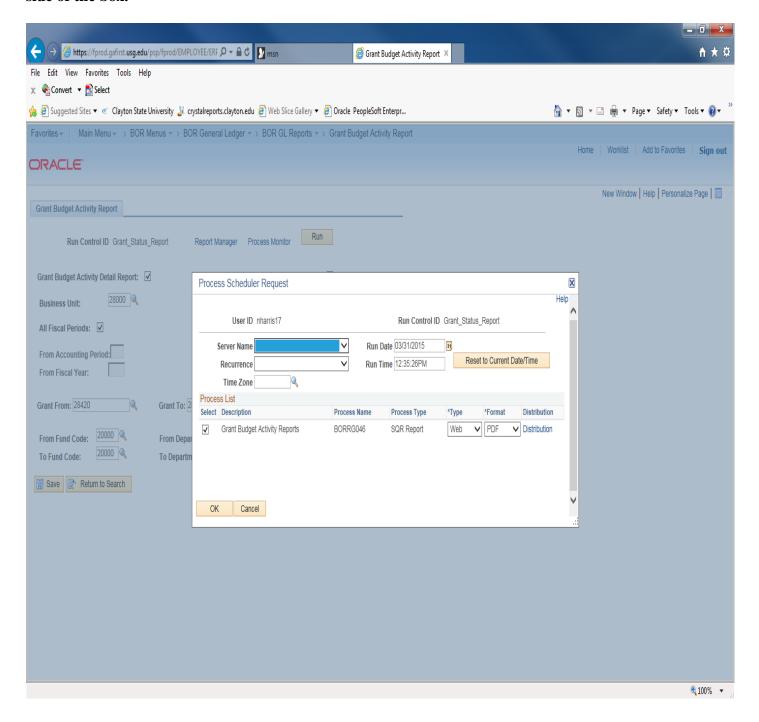
- ✓ check the box requesting a Grant Budget Activity Detail Report and/or a Summary Report;
- **✓** Budget Reference- is the current fiscal year
- ✓ All Fiscal Periods- you want to check this box since grant/project dates differ from our fiscal periods. Checking this box will display all transactions. [Once you check this box, From/To Accounting Period and From/To Fiscal Year is grayed out.]
- ✓ DO NOT CHECK 'ALL CHARTSTRINGS?' Enter the chart string for your Grants/Project.



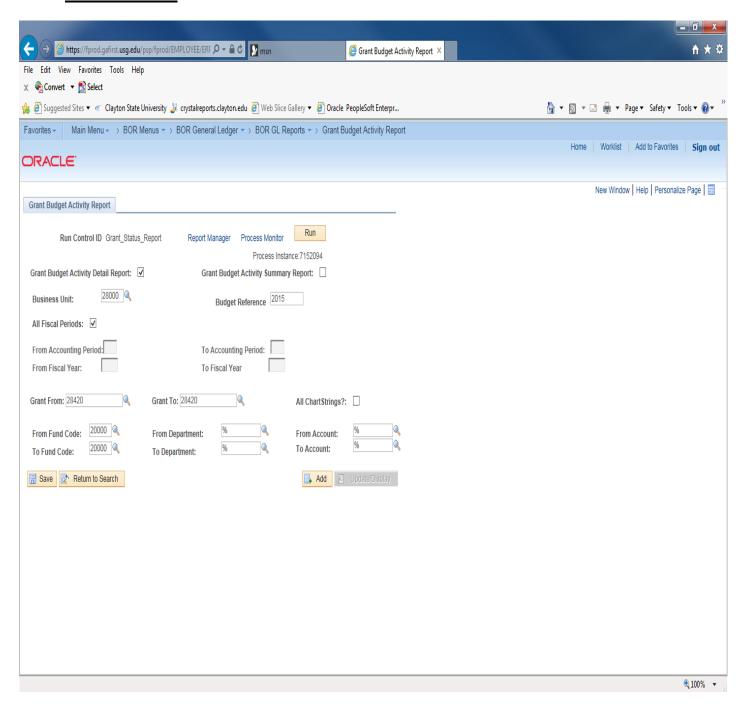
Once you have entered your project/grant information, click on the Save button to save the parameters for the next time you access this report. Click on the Run button at the top to initiate the process.



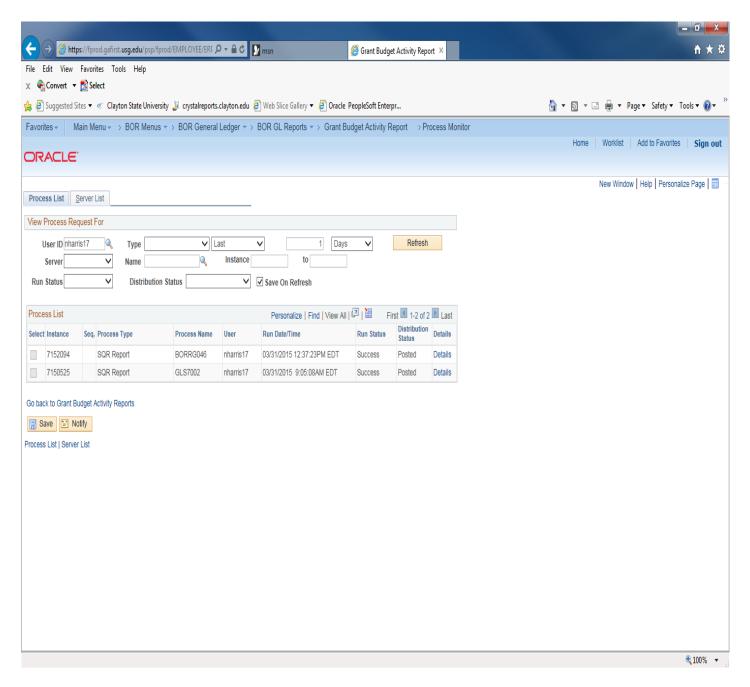
Once you hit 'Run' the Process Scheduler Request screen will appear. Just click 'OK' on the left-hand side of the box.



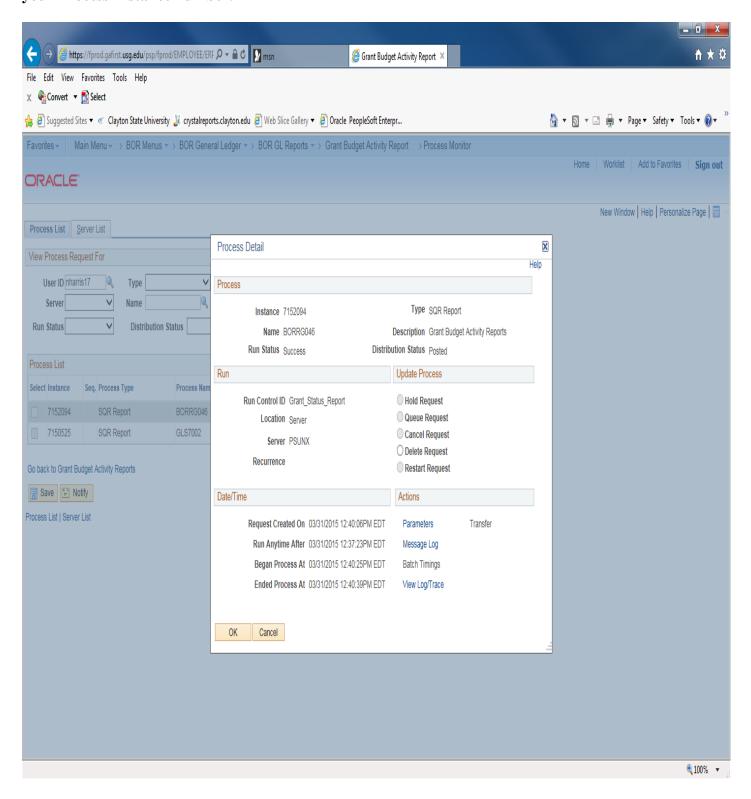
After clicking on OK, it will take you back to the report format screen. You will notice a Process Instance number just under the Run button at the top of the page. You need to make a note of this Process Instance number that will be used in the next section of the process. At this time, you will click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



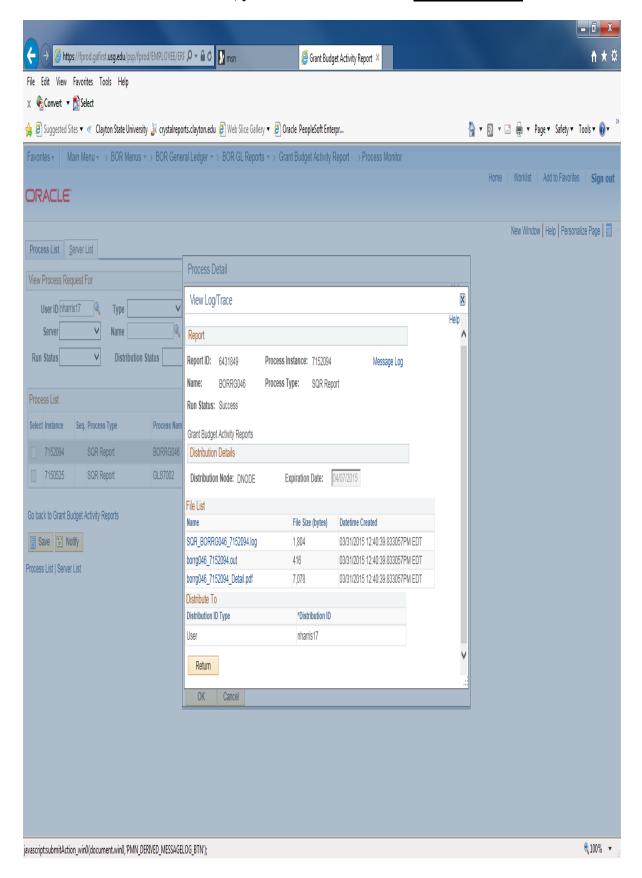
If, at this time the <u>Run Status</u> on your Process Instance doesn't show as Success or <u>Distribution Status</u> doesn't show as Posted, you will need to click on the Refresh button at the top until it reaches this status.



In order 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.



From the Process Detail screen, you will click on the link View Log/Trace.



From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> in the File List.

You can then either Save As or Print the report.

