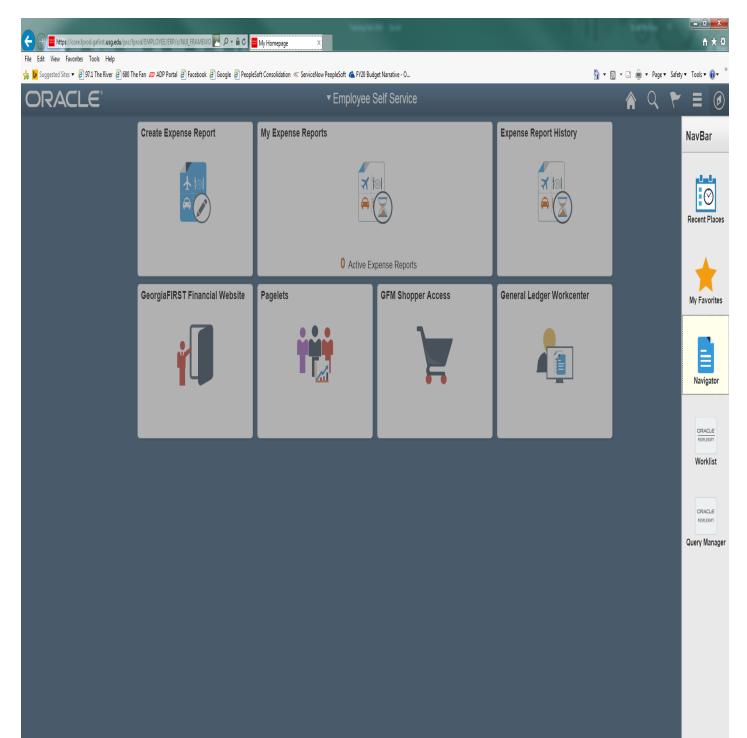
BUDGET STATUS- APPROP (APPROPRIATION) STATUS

The following screen shots will show you how to access the Budget Status Report for APPROP summary. This report will give you a quick look at the summary of your budget based on the Appropriation levels (500000-Personal Services; 600000-Travel; 700000-OS&E; 800000-Equipment).

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.



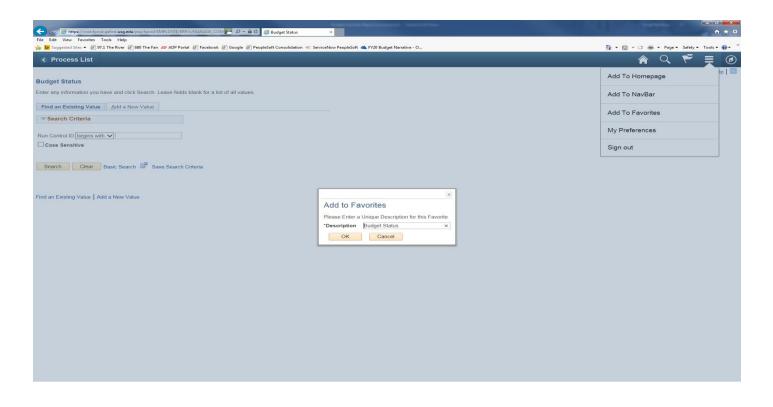
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At this time, you can save this process as a favorite for future reference. You just need to click on the icon that has 3 lines in the upper right-hand corner which has a drop-down menu. You will click on Add to Favorites link at the top and enter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

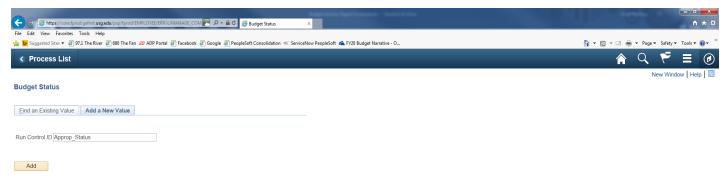
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Search Clear Basic Search ն Save Search Criteria		

Find an Existing Value Add a New Value



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 Approp_Status then click the Add button.

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



Find an Existing Value | Add a New Value

Be sure to indicate the APPROP Ledger Group, by clicking on the magnifying glass next to the Ledger Group box, then click on the Refresh button.

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Commitment Control Budget Status Report

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4	Program Code			Q	Q
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6	Project			Q	٩
7	Budget Reference			٩	٩
8	Budget Period			٩	٩
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To set up your report, <u>reorder the Sequence</u> as follows: 1-Fund Code; 2-Department; 3-Program Code; 4-Class; 5-Account; 6-Budget Reference.

After you reorder the Sequence, be sure to click on the <u>Include CF</u> button for each of these categories. Enter the numbers for your department in the <u>Value</u> and <u>To Value</u> fields at this point. Once you have input all the numbers for your department, you can click on the Save button and the correct sequence order will be shown. Then click on the Run button at the top to initiate the process.

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When the Process Scheduler Request screen appears, click on OK to schedule the process.

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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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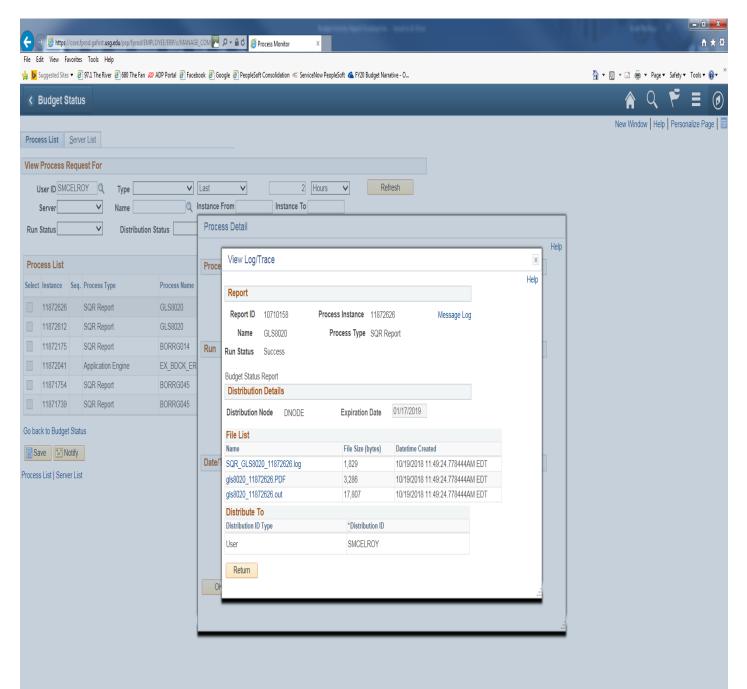
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Go back to Budget Status

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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Base Notify Process List Server List Date/Time Request Created On 10/19/2018 11:48:55AM EDT Parameters Transfer Request Created On 10/19/2018 11:48:52AM EDT Message Log Began Process At 10/19/2018 11:49:11AM EDT Batch Timings
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Request Created On 10/19/2018 11:48:55AM EDT Parameters Transfer Run Anytime After 10/19/2018 11:48:52AM EDT Message Log Began Process At 10/19/2018 11:49:11AM EDT Batch Timings
Run Anytime After 10/19/2018 11:48:52AM EDT Message Log Began Process At 10/19/2018 11:49:11AM EDT Batch Timings
Began Process At 10/19/2018 11:49:11AM EDT Batch Timings
Ended Process At 10/19/2018 11:49:24AM EDT View Log/Trace
OK Cancel

Then 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. 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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	und Dept	Program	Class	Account	Bud Ref	Budget	Assoc Revenue	PreEncumbrance	Enci	umbrance	Expense	Remaining		
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							End of Report							