







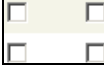


Running Budget Status Reports

1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 
3.	Click the Budget Reports link. 
4.	Click the Budget Status link. 
5.	Click the Add a New Value link. 
6.	Enter the desired information into the Run Control ID: field. Enter a valid value e.g. " Budget_status ". Notice: Spaces are not allowed in the Run Control ID field, instead use "_" .
7.	Click the Add button. 
8.	Click the Look up Ledger Group (Alt+5) graphic. 
9.	Click the CC_PRD link. CC_PRD: To obtain the total remaining balance for a Dept ID. CC_DEP: To obtain subtotals by account roll-ups for a Dept ID. CC_PRP: To obtain the total remaining balance for a Project ID. CC_PG: To obtain subtotals by account roll-ups for a Project ID. 
10.	Click the Refresh button. 
11.	Click the Checkbox options for Account, Department and/or Project. 
12.	Enter the desired information into the From Value field. Enter a valid value e.g. " 144000102 ".
13.	Enter the desired information into the To Value field. Enter a valid value e.g. " 144000102 ".
14.	Enter the desired information into the From Value field. Enter a valid value e.g. " 2009 ". Note: Not Applicable for projects.

15.	<p>Enter the desired information into the To Value field. Enter a valid value e.g. "2009".</p> <p>Note: Not applicable for projects.</p>
16.	<p>Click the Run button.</p> 
17.	<p>Click the Format list and select PDF to display the report as a .pdf</p> <p>You may select CSV to display the report as a Microsoft Excel file instead.</p> 
18.	<p>Click the OK button.</p> 
19.	<p>Click the Process Monitor link.</p> 
20.	<p>Click the Refresh button.</p> 
21.	<p>Click the Go back to Budget Status link.</p> 
22.	<p>Click the Report Manager link.</p> 
23.	<p>Click the Administration link.</p> 
24.	<p>Click the Budget Status Report link.</p> 
25.	<p>Click the Save button.</p>
26.	<p>Click the Save button.</p> 
27.	<p>Click the Home link.</p>
28.	<p>Congratulations. You have successfully ran a Budget Status Report.</p> <p>End of Procedure.</p>