

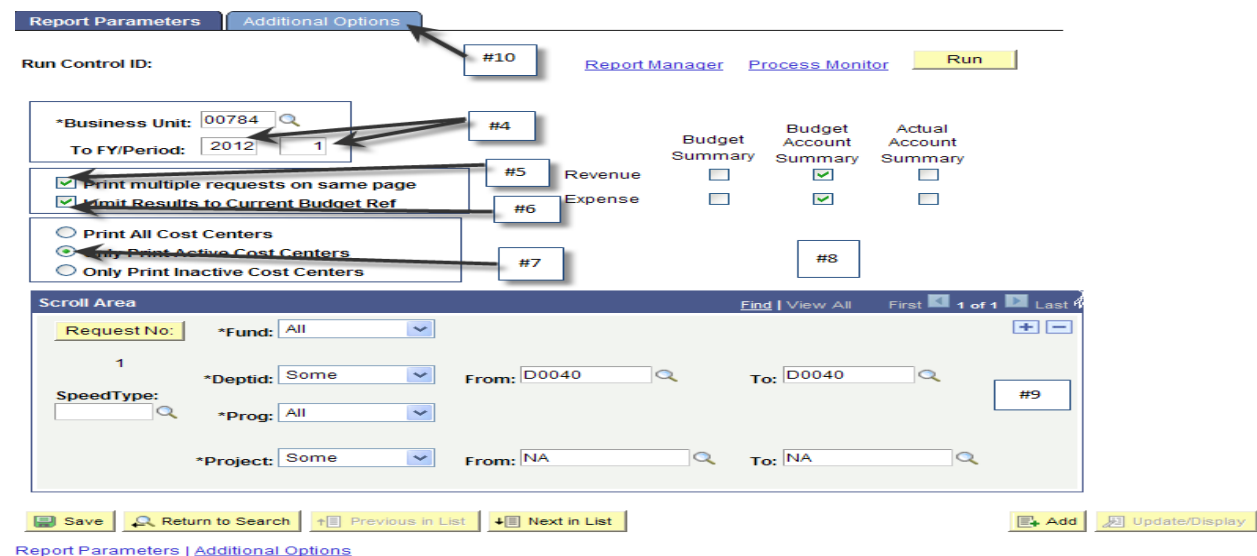
How to Run the Budget Summary Report (UGLS1063)

The Budget Summary Report displays a summary of revenue and expense budget activity.

1. **NAVIGATION:** Custom Reports – GL – Budget Summary (1063)
2. Click Search on the Find an Existing Value tab to select a Run Control ID to open the report parameters page.
3. To add a new run control: select the Add a New Value tab. Enter a name for the run control, and then click the Add button.



The 1063 Report Parameter page is displayed:



4. Enter the Fiscal Year and Period through which the report is to display data.

5. Check the **Print multiple requests on same page** to print multiple cost centers on the same page instead of one cost center per page.
6. Check the **Limit Results to Current Budget Ref** to view only transactions with a current budget reference in order to view a current year BBA.
7. Check the **Only Print Active Cost Centers** box to view only the cost centers that were active during the **To** period. If deselected, all cost centers in the parameters will print.
8. Select the section(s) of the report to generate. The sections are:
 - a. Budget Summary – this section provides summary revenue and expense base and current budget, current revenue/expense, YTD revenue/expense, Open Commitments, Soft Commitments and BBA for each cost center.
 - b. Budget Account Summary - this section provides revenue and expense base and current budget, current revenue/expense, YTD revenue/expense, Open Commitments, Soft Commitments and BBA for each cost center by budget node.
 - c. Actual Account Summary - this section provides revenue and expense base and current budget, current revenue/expense, YTD revenue/expense, Open Commitments, Soft Commitments and BBA for each cost center listing detail by account number.
9. Enter the Cost Center(s) to be reported on. To retrieve a single Cost Center, the Speed Type, Program, or Project may be used. Data may also be retrieved for all Cost Centers within a Department or Fund.
10. Click the Additional Options tab.

The Additional Options tab is displayed:

Report Parameters | **Additional Options**

Run Control ID: [Report Manager](#) [Process Monitor](#) **Run** #14

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Sort and Group Options

First Sort:	Second Sort:	Third Sort:	Fourth Sort:	Fifth Sort:	Sixth Sort:
Fund Group	Fund Code	Department	Program Code	Project ID	
<input checked="" type="checkbox"/> Sub Total By	<input checked="" type="checkbox"/> Sub Total By	#12			
<input checked="" type="checkbox"/> Page Break	#13				

Save Return to Search Previous in List Next in List Add Update/Display

[Report Parameters](#) | **Additional Options**

11. Choose the sort order of the report. The choices for each sort are: Department, Fund Code, Fund Group, Program Code, Program Group, Project Group, and Project ID.
12. Check the “Sub Total By” box if the report is to be subtotaled by the First Sort and/or the Second Sort choice.
13. Check the “Page Break” box if the report is to have a page break at each change in the First Sort choice.
14. Click the **Run** button to submit the report request.

Process Scheduler Request

User ID: _____ Run Control ID: _____

Server Name: Run Date: 10/12/2011

Recurrence: Run Time: 12:58:58PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BBA Summary	UGLS1063	SQR Report	Web	PDF	Distribution

#15

The Process Scheduler Request page is displayed.

15. Click **OK**.

The report Parameter page is returned.

Report Parameters | Additional Options

Run Control ID: _____

[Report Manager](#) [Process Monitor](#)

Process Instance: 6388469

	Budget Summary	Budget Account Summary	Actual Account Summary
Revenue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Business Unit: 00784

To FY/Period: 2012 1

Print multiple requests on same page

Limit Results to Current Budget Ref

Print All Cost Centers

Only Print Active Cost Centers

Only Print Inactive Cost Centers

#16

16. Click **Process Monitor**.

The Process List page is displayed:

The screenshot shows the 'Process List' page. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search area titled 'View Process Request For' with fields for User ID, Type, Last, Days, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is also present. Below the search area is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6388496		SQR Report	UGLS1063		10/12/2011 1:05:29PM CDT	Success	Posted	Details

A callout box labeled '#17' has arrows pointing to the 'Success' and 'Posted' cells, and the 'Details' link in the 'Details' column.

17. Look for a Run Status of “Success” and a Distribution Status of “Posted”. Click **Details**.

The Process Details page is displayed:

Process Detail

The screenshot shows the 'Process Detail' page. It is divided into several sections:

- Process**: Instance: 6388496, Type: SQR Report, Name: UGLS1063, Description: BBA Summary, Run Status: Success, Distribution Status: Posted.
- Run**: Run Control ID: [text box], Location: Server, Server: PSUNX, Recurrence: [text box].
- Date/Time**: Request Created On: 10/12/2011 1:05:32PM CDT, Run Anytime After: 10/12/2011 1:05:29PM CDT, Began Process At: 10/12/2011 1:05:40PM CDT, Ended Process At: 10/12/2011 1:05:53PM CDT.
- Update Process**: Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Actions**: [Parameters](#) Transfer, [Message Log](#), Batch Timings, [View Log/Trace](#).

A callout box labeled '#18' has an arrow pointing to the 'View Log/Trace' link.

18. Click **View Log/Trace**. The View Log/Trace page is displayed:

View Log/Trace

Report			
Report ID:	2232861	Process Instance:	6388496 Message Log
Name:	UGLS1063	Process Type:	SQR Report
Run Status:	Success		
BBA Summary			
Distribution Details			
Distribution Node:	Unix	Expiration Date:	<input type="text" value="11/11/2011"/>
File List			
Name	File Size (bytes)	Datetime Created	
SQR UGLS1063 6388496.log	1,507	10/12/2011 1:05:53.570978PM CDT	
UGLS1063 Section 2.csv	927	10/12/2011 1:05:53.570978PM CDT	
ugls1063_6388496.PDF	7,344	10/12/2011 1:05:53.570978PM CDT	
ugls1063_6388496.out	396	10/12/2011 1:05:53.570978PM CDT	
Distribute To			
Distribution ID Type	*Distribution ID		
User			

19. Click PDF file link to open the report in Acrobat Reader.