




**CA109.03.04: Running the Financials Budget Activity Report**

Step	Action
1.	Log into Georgia First Financials and click on the Main Menu header.
2.	Click the BOR Menus link. 
3.	Click the BOR General Ledger link. 
4.	Click the BOR GL Reports link. 
5.	Click the Budget Activity Report link. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1161 977 1203" type="text"/>
8.	Click the Add button. 
9.	Populate the Budget Reference field by entering the budget year associated with the transactions. Budget Reference: <input data-bbox="630 1402 771 1444" type="text"/>
10.	Populate the From Fiscal Year field by entering the beginning fiscal year of the reporting range. From Fiscal Year: <input data-bbox="646 1539 727 1581" type="text"/>
11.	Populate the To Fiscal Year field by entering the ending fiscal year of the reporting range. To Fiscal Year <input data-bbox="646 1686 727 1728" type="text"/>
12.	Populate the From Accounting Period field by entering the beginning accounting period of the from fiscal year reporting range. From Acctg Period: <input data-bbox="652 1822 722 1864" type="text"/>



Step	Action
13.	Populate the To Accounting Period field by entering the ending accounting period of the to fiscal year reporting range. To Acctg Period: <input type="text"/>
14.	Populate the From Account field by entering the beginning account number for the budget activity. <input type="text"/>
15.	Populate the To Account field by entering the ending account number for the budget activity. <input type="text"/>
16.	Click the desired Budget Activity Report option. NOTE: -To receive chartfield/fiscal year/accounting period level detail, select the Budget Activity Detail Report checkbox. -To receive summary amounts by chartfield string, select the Budget Activity Summary Report checkbox. Budget Activity Detail Report: <input type="checkbox"/>
17.	Click the Save button. <input type="button" value="Save"/>
18.	Click the Run button. <input type="button" value="Run"/>
19.	On the Process Scheduler Request dialog box, click the OK button. <input type="button" value="OK"/>
20.	Click the Process Monitor link. Process Monitor
21.	Click the Details link for report GLS8020 . Details
22.	On the Process Details page, click the View Log/Trace link. View Log/Trace
23.	Click the Report link, identified by the .pdf extension on the file name. ls8020_9110094.PDF



Step	Action
24.	Review the report information and determine corrective actions to take, where appropriate. NOTE: To close the report display click the Close (X) icon on the browser tab. 
25.	Click the Return button on the View Log/Trace page. 
26.	Click the Cancel button on the Process Detail page. 
27.	Click the Go back to Budget Activity Reports link to complete the task.
28.	You have successfully completed the Running the Financials Budget Activity Report topic. End of Procedure.