BUDGETARY USER MANUAL

REPORTS AND PROCESSED DOCUMENTS

INTRODUCTION

Reports can be generated to provide you with information about your agency's budgetary transactions. There are also Processed documents reports (select **Processed** from the Budgetary main menu).

From the Budgetary main menu, select **Appropriations**, **G/P Budget**, or **Alloc/Plans**, and then click the **Reports** tab.

Select either regular budgetary reports (e.g., Appropriations) or Audit reports. An Audit report differs in that it shows the approval history of a budgetary transaction – for each transaction, the approver's names and approval levels that have been completed will be displayed. Audit reports are available only in PDF format.

Figure 1 - Report menu example

REPORT FORMATS – PRINTING AND SORTING

Reports can be generated in PDF, TXT, or CSV file formats, except for Audit reports which are only available in PDF. PDF reports are formatted for printing in landscape on letter size paper. CSV or TXT files are not formatted for easy printing, but can be formatted for printing in an application (e.g. MS Excel).

Also, you can select sort options on PDF reports so that the transactions are sorted by, for example, Invoice Number, Payment Date, Amount, etc. To sort by any other fields not listed for PDF reports, choose the CSV format which can be opened in MS Excel and any column can be sorted.

SELECTING REPORT CRITERIA

You can enter or select a several criteria in order to query report data and generate a report. These criteria are optional.

1. Select a status of the transaction you wish to query, for example, Awaiting Approval, Awaiting DFM Release, Sent to STARS, etc.
2. Enter or select a Batch Date.
3. Select a Transaction Code, Index, and or PCA.
4. For G/P Budget reports and Allocation, Financial, and Revenue Plan reports, select a **GL Type**.
5. You can also search reports by Document Number, Group, or other fields that would have been entered on the Appropriation transaction.
6. Click **PDF Report**, **TXT Report**, or **CSV Report** to generate a report in the respective file format. Audit reports are only available in PDF.

Figure 2 - Appropriations Report query

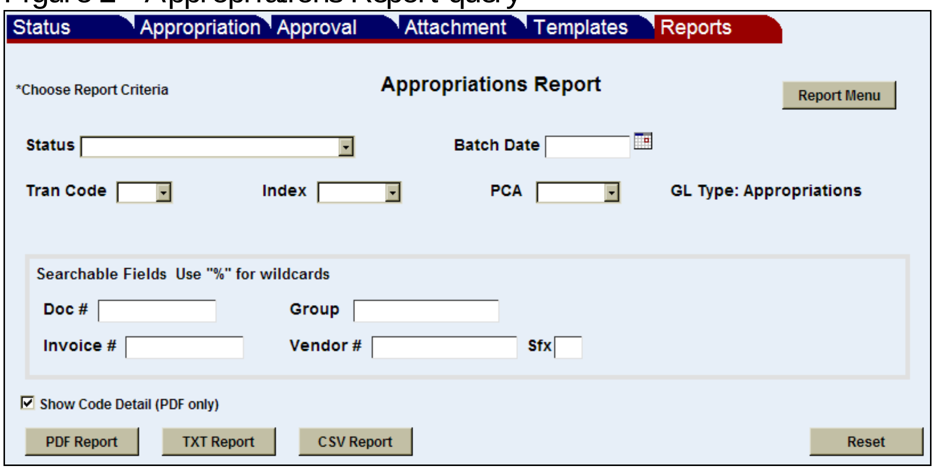


Figure 3 - G/P Budget Report query

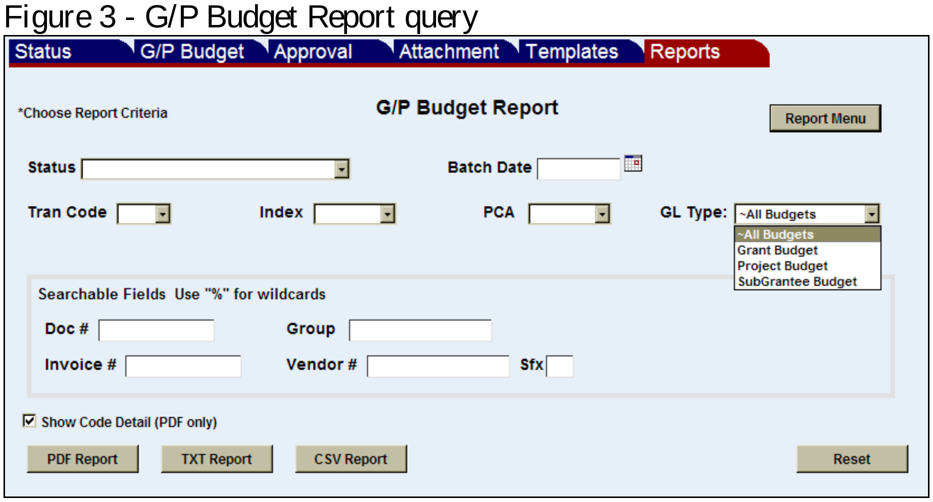
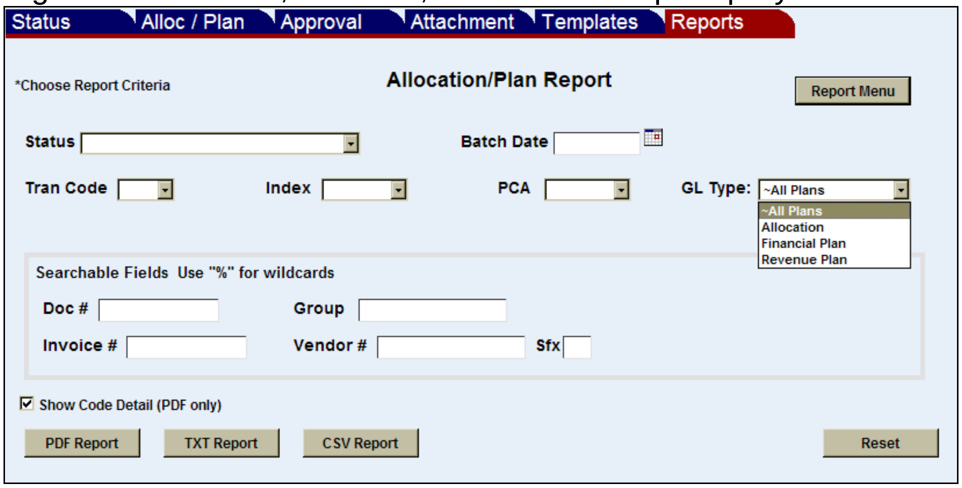


Figure 4 - Allocation, Financial, Revenue Plan report query

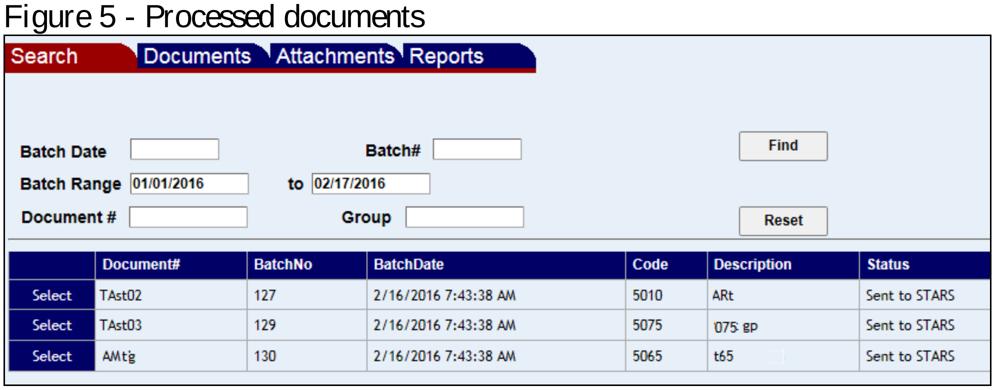


PROCESSED DOCUMENTS

Budgetary Administrators can access the Processed Documents menu. Processed documents are those that have been sent to STARS.

1. Select **Processed** from the Budgetary main menu.
2. Choose search criteria: Batch Date, Batch number, Batch Date range, or Group.
3. Click **Find**.

Figure 5 - Processed documents



4. Click **Select** next to a document to view it's details
5. Click **View History** to view the approval history of that document.