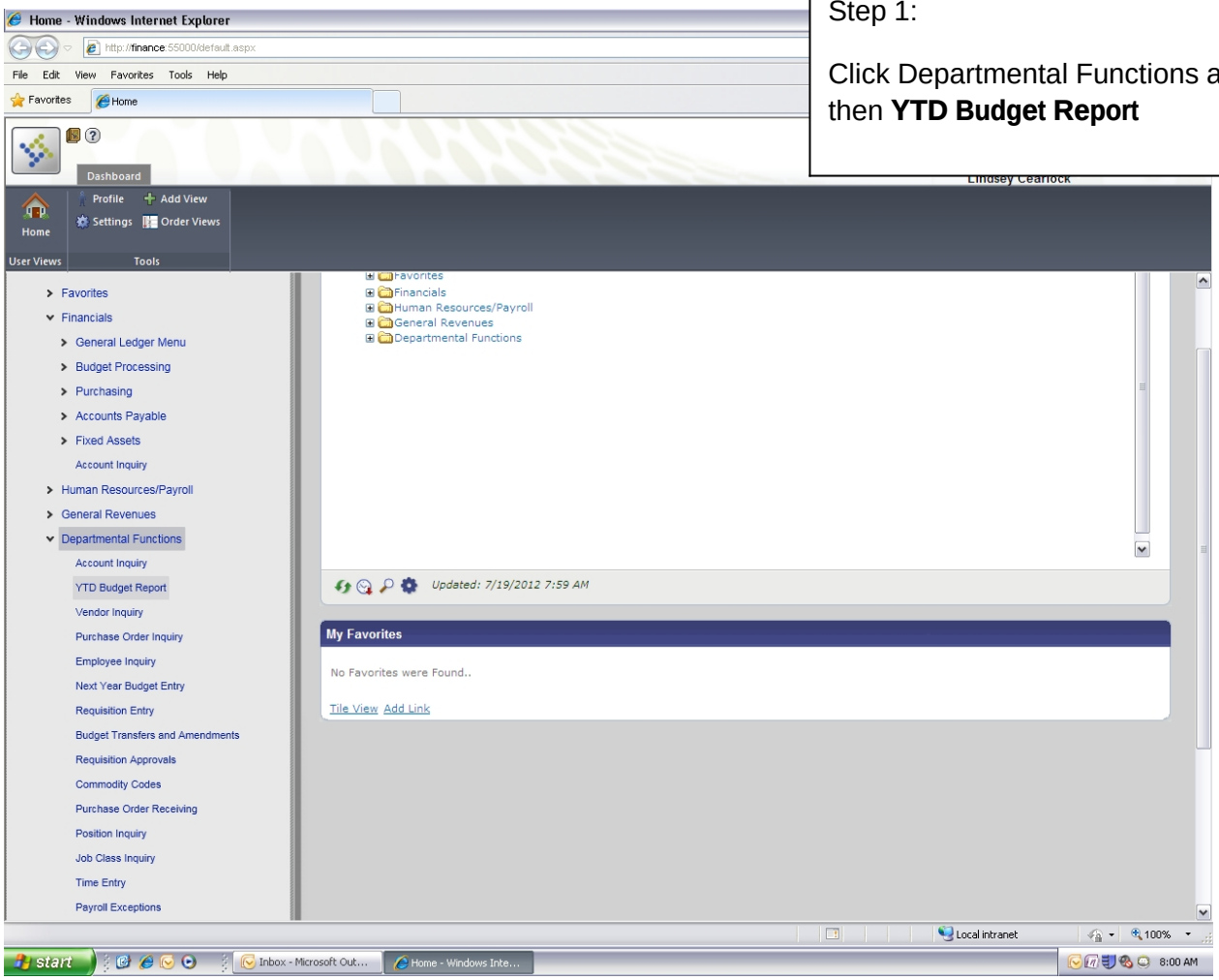
FINANCE DEPARTMENT

Year to Date Budget Report

How to Guide

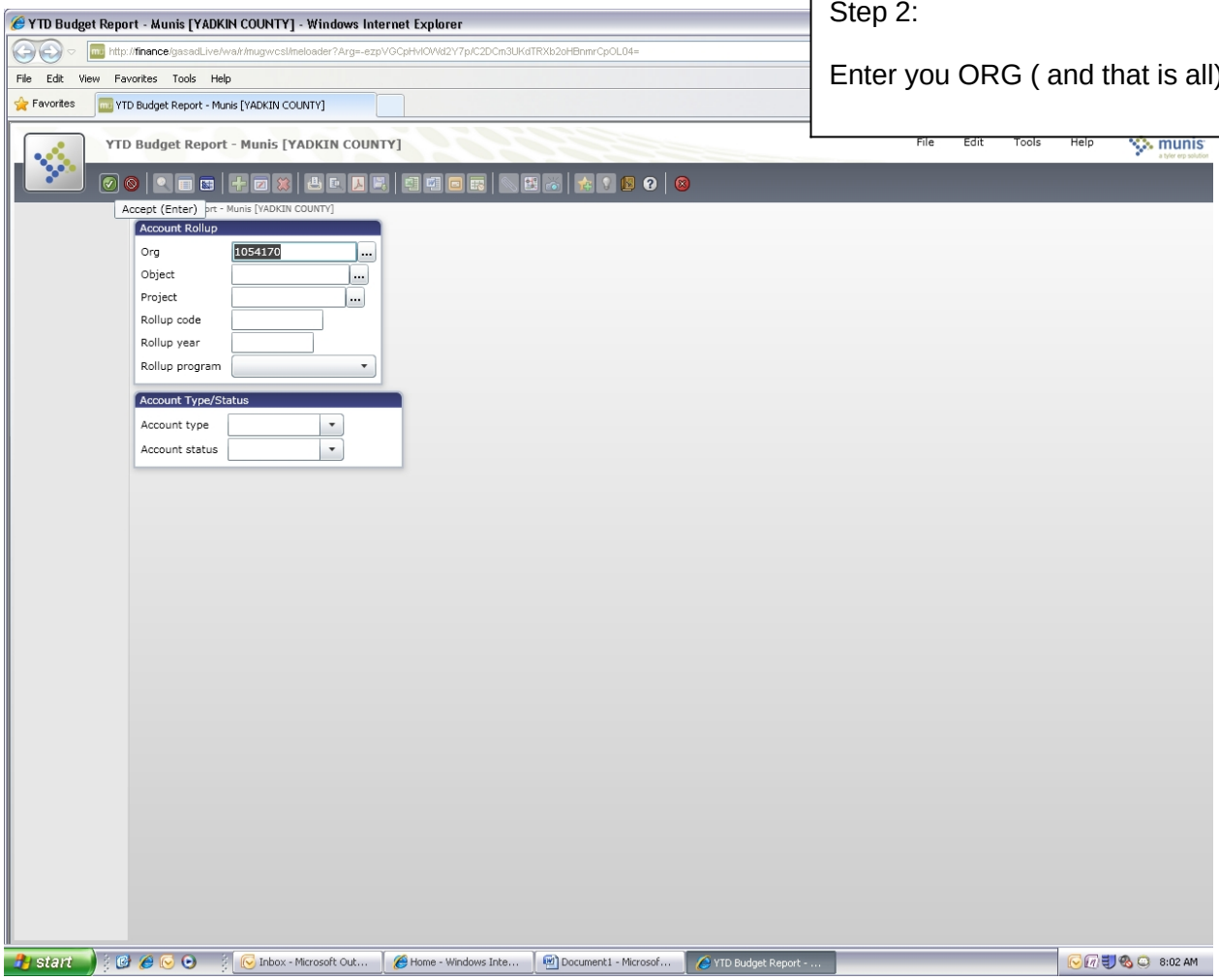
Step 1:

Click Departmental Functions and then **YTD Budget Report**



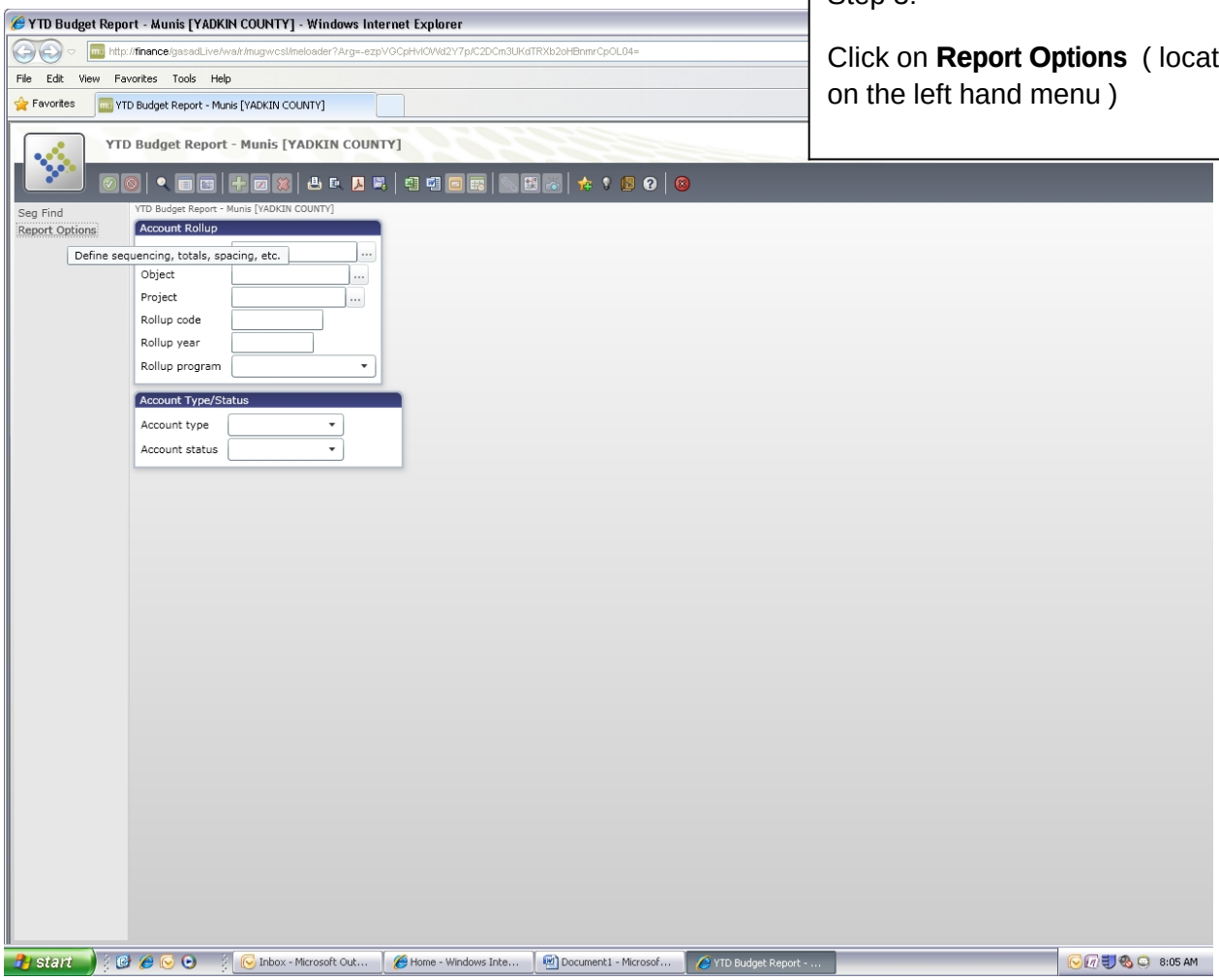
Step 2:

Enter you ORG (and that is all)



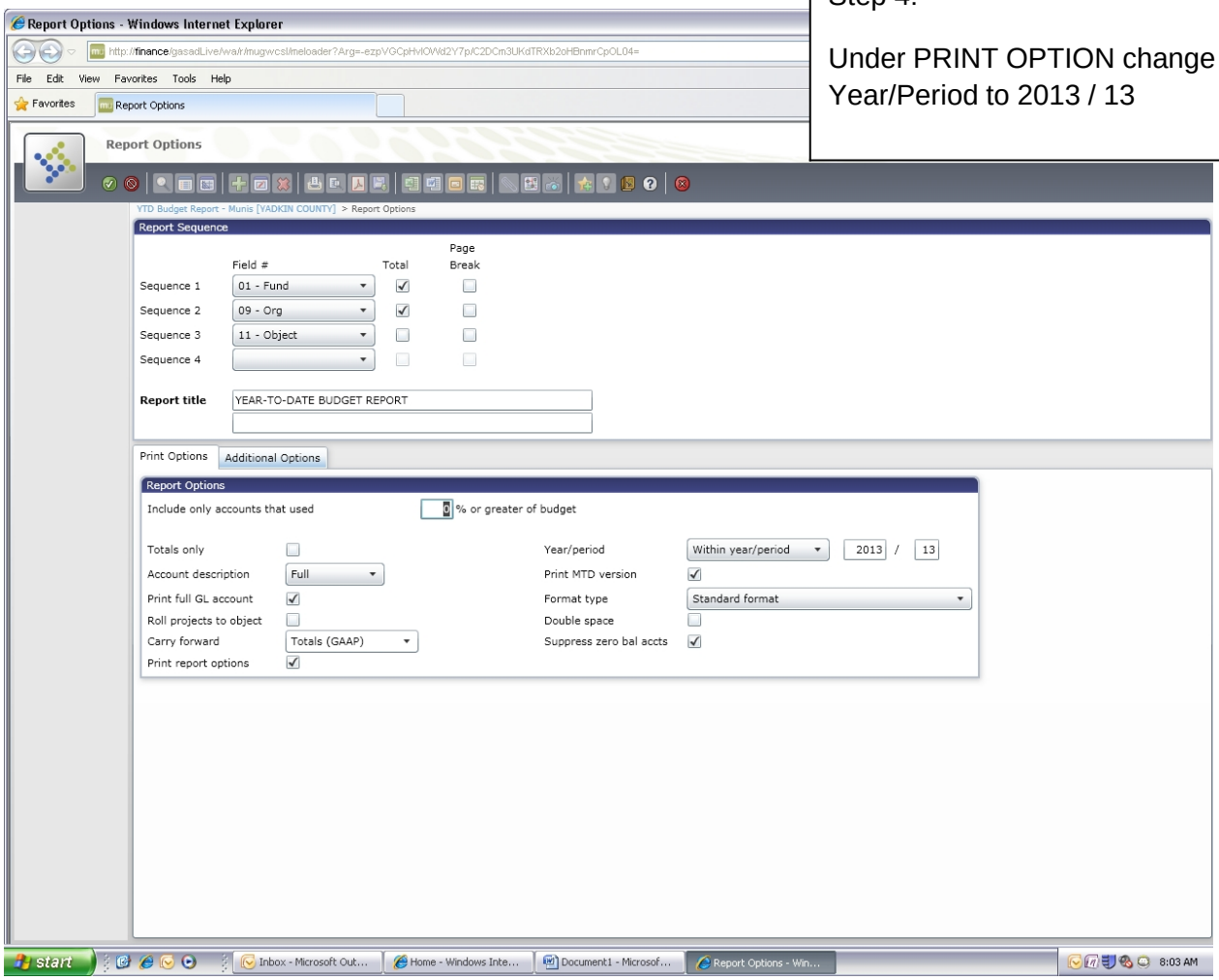
Step 3:

Click on **Report Options** (located on the left hand menu)



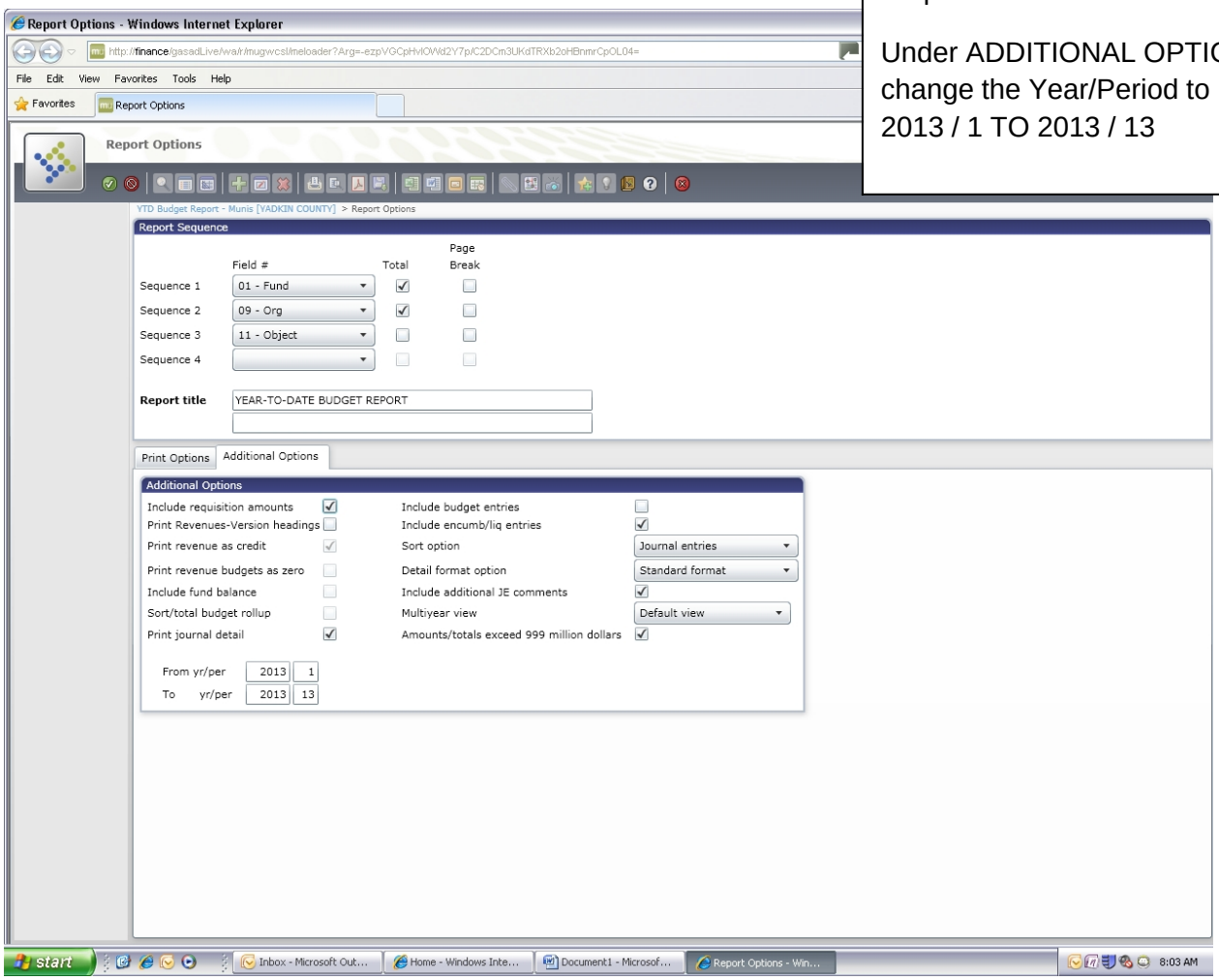
Step 4:

Under PRINT OPTION change the Year/Period to 2013 / 13



Step 5:

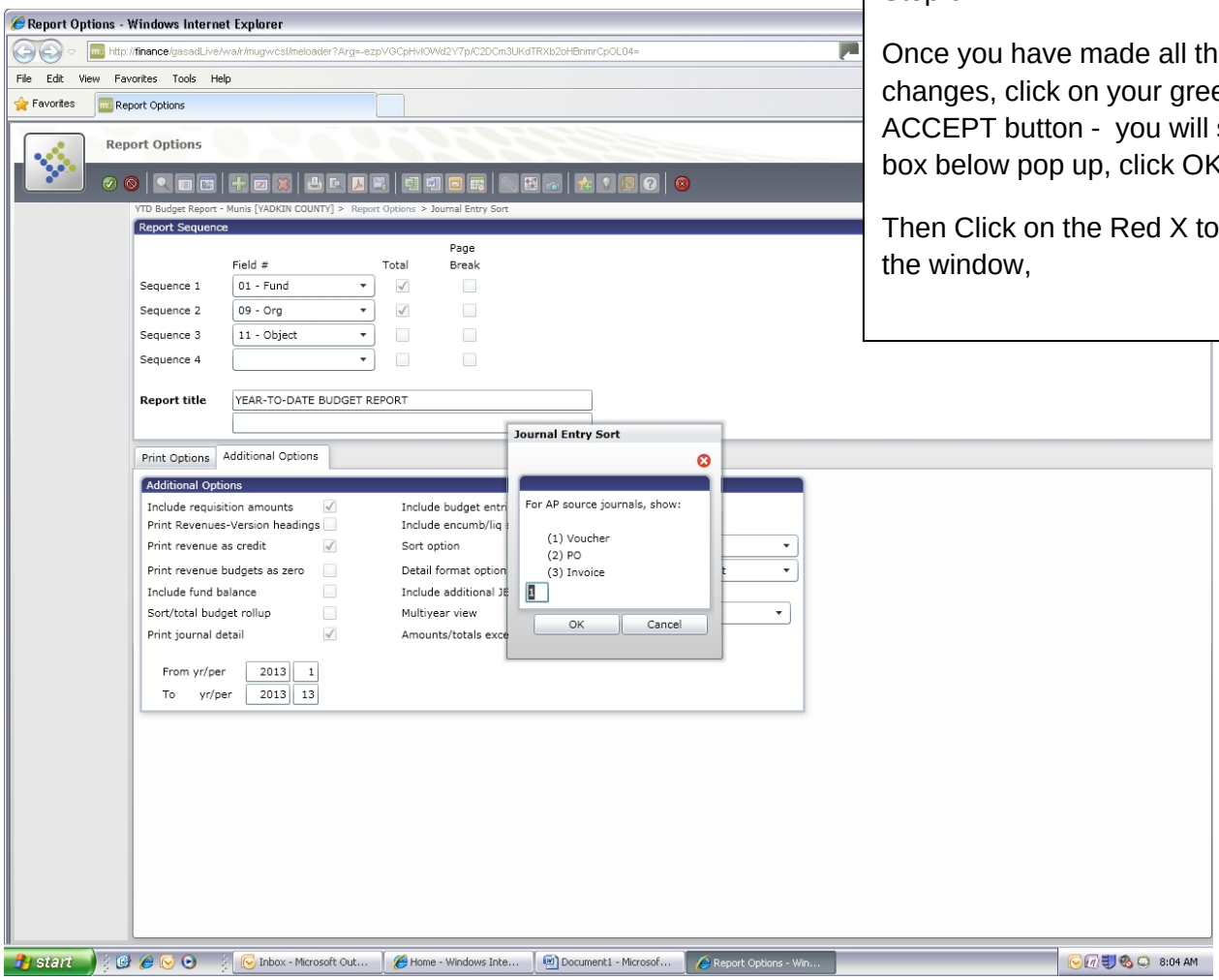
Under ADDITIONAL OPTIONS change the Year/Period to 2013 / 1 TO 2013 / 13



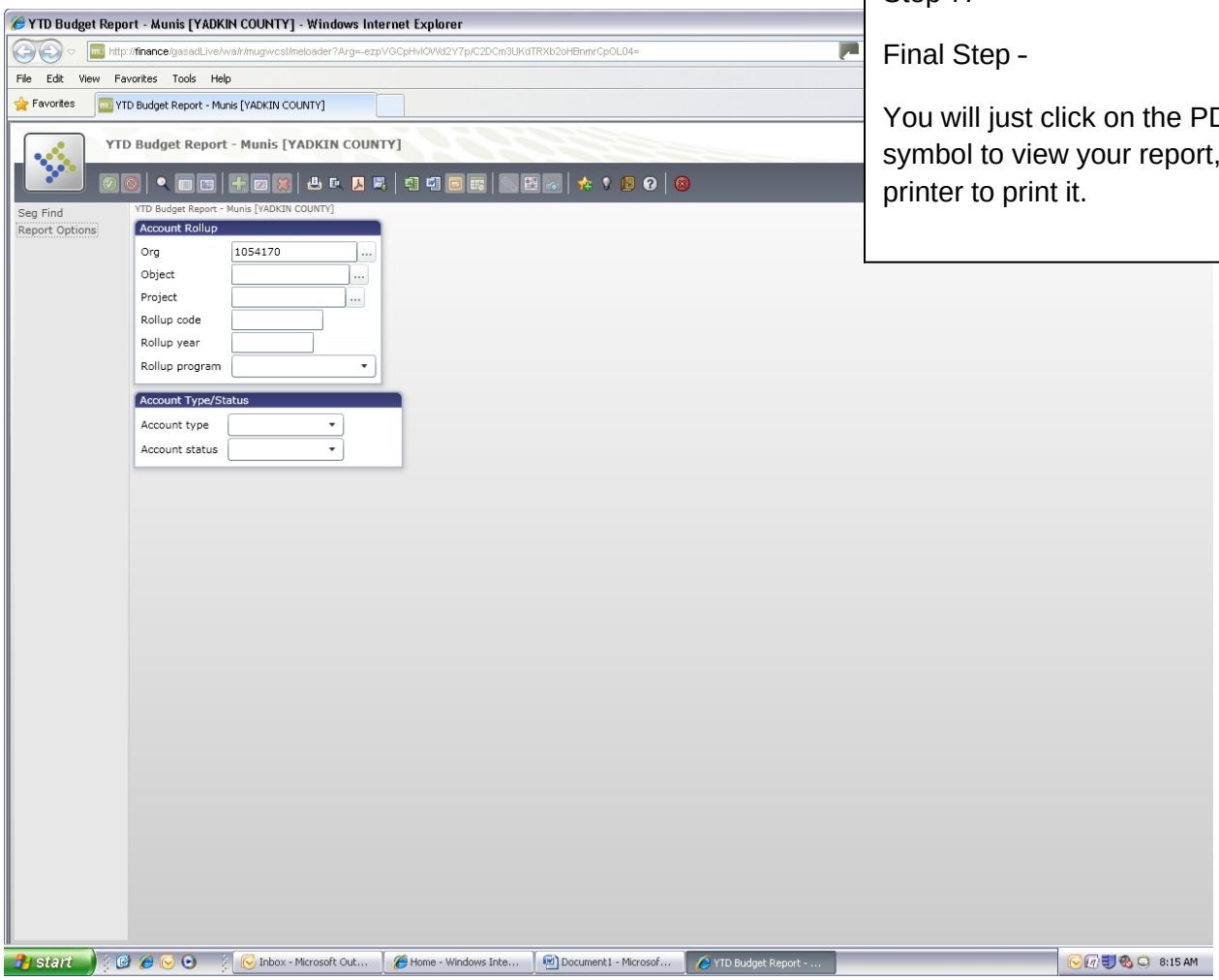
Step 6:

Once you have made all those changes, click on your green ACCEPT button - you will see the box below pop up, click OK.

Then Click on the Red X to close the window,



Step 7:

Final Step -

You will just click on the PDF symbol to view your report, or the printer to print it.