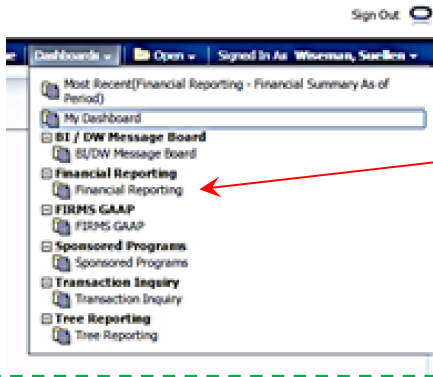
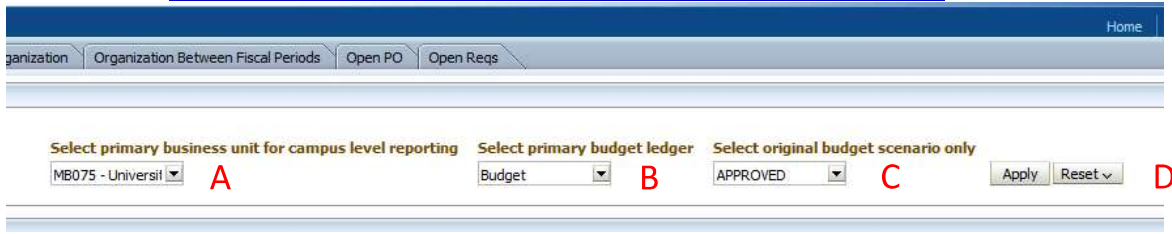


How to Run Reports for Incentive Accounts (10002xxx)

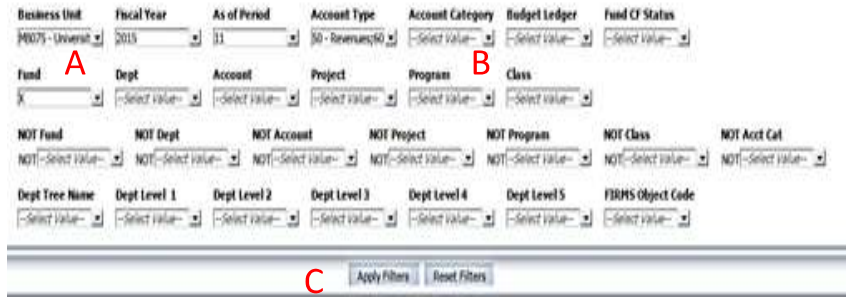


Step 1: Select Financial Reporting from the Dashboard options of Data Warehouse

Step 2 on Home:
 A. Select Business Unit MB075
 B. Select Budget as Ledger
 C. Select APPROVED Budget
 D. Click Apply
 E. Save Current Customization



Step 3 on Manage My Budget as of Period Tab:
 A. Remove "X" from Fund
 B. Enter Project ID
 C. Click Apply Filters



Step 4:
 A. Select Bus Unit for Column 1
 B. Select Fund Fdescr for Column 2
 C. Select Acct Fdescr for Column 3
 D. Click OK

Show Column 1: Bus Unit Column 2: Fund Fdescr Column 3: Account Fdescr Column 4: Hide Column 5: Hide Column 6: Hide OK

Bus Unit	Fund Fdescr	Account Fdescr	Current Budget	Actuals	Cumulative	Balance Available	% Used Fiscal Year
MB075	11002	101000 - Salaries & Wages-Aux	3,028.00	0.00	0.00	(3,328.00)	
		601200 - Academic Salaries	751.39	0.00	0.00	(751.39)	
		602001 - CADIS	206.32	0.00	0.00	(206.32)	
		602007 - Workers Compensation-Aux	8.32	0.00	0.00	(8.32)	
		603010 - Unemployment Compensation-Aux	103.15	0.00	0.00	(103.15)	
		601012 - Medicare	48.24	0.00	0.00	(48.24)	
		601002 - Benefits-Other	5,573.01	0.00	0.00	(5,573.01)	
		604001 - Telephone Usage	5.36	0.00	0.00	(5.36)	
		606001 - Travel-In State	6,732.15	0.00	0.00	(6,732.15)	
		606002 - Travel-Out of State	12,859.81	0.00	0.00	(12,859.81)	
		606400 - Travel-In State Prof Dev-Aux	1,445.08	0.00	0.00	(1,445.08)	
		606801 - Travel-Out of State Prof Dev-Aux	0.00	0.00	0.00	0.00	
		606803 - Travel Churnng-Aux	466.00	0.00	0.00	(466.00)	
		606606 - Tral Veh Mileage	2,082.97	0.00	0.00	(2,082.97)	
		622002 - SP-Participant Supp-NO FIM-Aux	0.00	0.00	0.00	0.00	
		660001 - Supplies	5,186.35	0.00	0.00	(5,186.35)	
		660090 - Expenses-Other	12,560.18	0.00	0.00	(12,560.18)	
		660804 - Memberships & Subscriptions	16,452.50	0.00	0.00	(16,452.50)	
		660821 - Scholarship Expense	0.00	0.00	0.00	0.00	
		660828 - Hospitality Expense	3,236.05	0.00	0.00	(3,236.05)	
		660930 - Catering	5,577.18	0.00	0.00	(5,577.18)	
		660932 - Registration Fees-Aux	4,121.00	0.00	0.00	(4,121.00)	
		660933 - Vehicle Expense	3,499.07	0.00	0.00	(3,499.07)	
		660995 - Unallowd Costs - Grants Only	945.50	0.00	0.00	(945.50)	
		11002 -	82,889.93	0.00	0.00	(82,889.93)	
		MB075 Total	82,889.93	0.00	0.00	(82,889.93)	
		Grand Total	82,889.93	0.00	0.00	(82,889.93)	

The funds available to spend are shown in the bottom right hand corner under the column "BBA".
 (BBA stands for "Budget Balance Available")