How to Run Reports for Grant Funds (5xxxx)

Step 1: Select Operations 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

Step 3 on Ledger Reporting:
A. Select Fiscal Year
B. Select Period Range
C. For Account Type select 60—Expenditures
D. Remove “X” from Fund and select Fund Number
E. Click Apply

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

The funds available to spend are shown in the bottom right hand corner under the column “BBA w/Pre-Enc”. (BBA stands for “Budget Balance Available”)