How to Run Reports for Incentive Accounts (10002xxx)

Step 1: Select Manage My Budget from the Dashboard options of Data Warehouse

Step 2:
A. Select Business Unit MB075
B. Select Budget as Ledger
C. Select APPROVED Budget
D. Click Apply

Step 3: On the Project Tab, select Revenue and Expense Summary by Project (2 Column)

Step 4:
A. Remove “X” from Fund
B. Enter Project ID
C. Click Apply

Step 5:
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”. (BBA stands for “Budget Balance Available”)