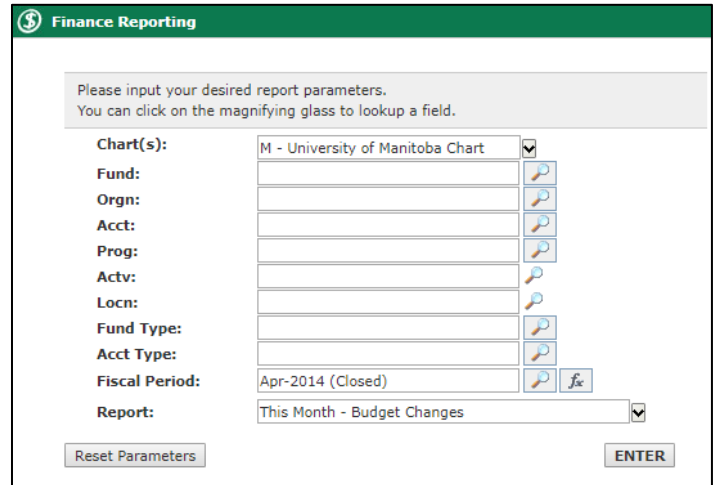


View Listing of Budget Adjustments for a Month

- In the Main Menu, leave FOAP fields blank.
- Select the **Fiscal Period**.
- From the **Report** drop-down list, select **This Month – Budget Changes**
- Click **ENTER** to run the report.



Finance Reporting

Please input your desired report parameters.
You can click on the magnifying glass to lookup a field.

Chart(s): M - University of Manitoba Chart

Fund:

Orgn:

Acct:

Prog:

Actv:

Locn:

Fund Type:

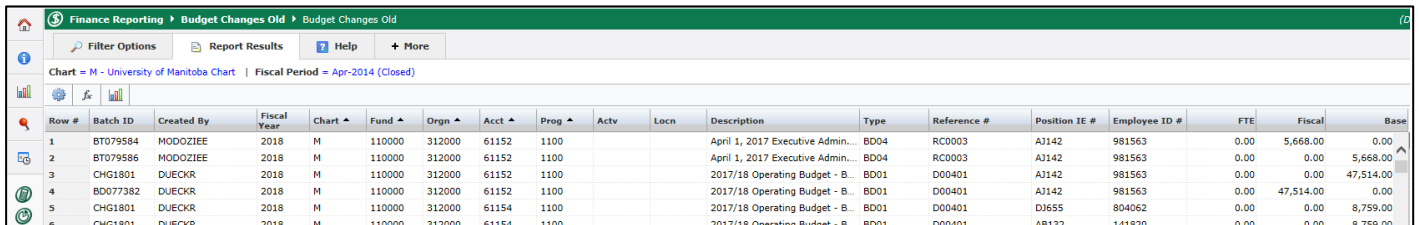
Acct Type:

Fiscal Period: Apr-2014 (Closed)

Report: This Month - Budget Changes

Reset Parameters ENTER

- The output will show all Budget Adjustments made to your FOP for the month you indicated on the Main Menu.



Row #	Batch ID	Created By	Fiscal Year	Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Description	Type	Reference #	Position IE #	Employee ID #	FTE	Fiscal	Base
1	BT079584	MOD0ZIEE	2018	M	110000	312000	61152	1100			April 1, 2017 Executive Admin...	BDD4	RC0003	A3142	981563	0.00	5,668.00	0.00
2	BT079586	MOD0ZIEE	2018	M	110000	312000	61152	1100			April 1, 2017 Executive Admin...	BDD4	RC0003	A3142	981563	0.00	0.00	5,668.00
3	CHG1801	DUECKR	2018	M	110000	312000	61152	1100			2017/18 Operating Budget - B.	BDD1	D00401	A3142	981563	0.00	0.00	47,514.00
4	BD077382	DUECKR	2018	M	110000	312000	61152	1100			2017/18 Operating Budget - B.	BDD1	D00401	A3142	981563	0.00	47,514.00	0.00
5	CHG1801	DUECKR	2018	M	110000	312000	61154	1100			2017/18 Operating Budget - B.	BDD1	D00401	D1655	804062	0.00	0.00	8,759.00
6	CHG1801	DUECKR	2018	M	110000	312000	61154	1100			2017/18 Operating Budget - B.	BDD1	D00401	AB132	141820	0.00	0.00	8,759.00

- You can download your results to Excel for further analysis.