



Managing your Budget!



Procedure

To run the Budget Activity Report from the beginning of the fiscal year in the Budget Period.

Access **Georgia FIRST Financials**:

<https://www.usg.edu/gafirst-fin/>

Core User(s) – click this button to run Budget Activity Reports.

Active GeorgiaFIRST Financials User

Self-Service Users

Enter Travel, Approve ePro
Requisitions and other Worklist
Items.

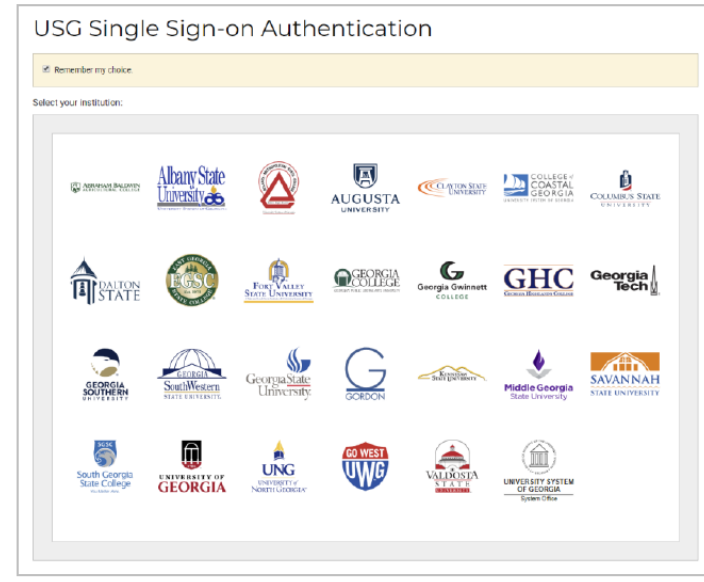
GeorgiaFIRST Self-Service

Core Users

Enter and process financial
transactions, run reports or
queries, analyze financial data.

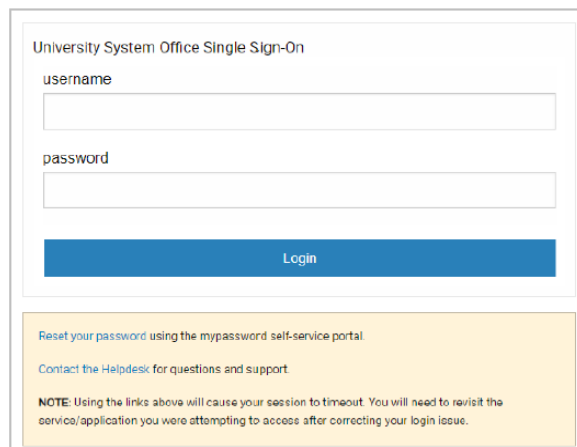
GeorgiaFIRST Financials

1. Select institution:



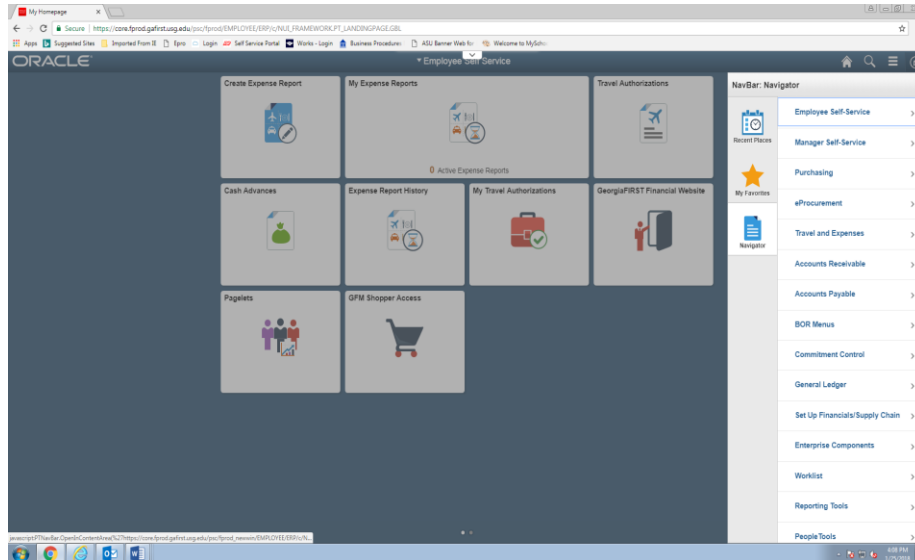
The screenshot shows the 'USG Single Sign-on Authentication' interface. At the top, there is a 'Remember my choice' checkbox. Below it, a section titled 'Select your institution:' contains a grid of 32 university logos from the University System of Georgia, including Albany State, Dalton State, Georgia Southern, Georgia State, and others.

2. Enter Username and Password:

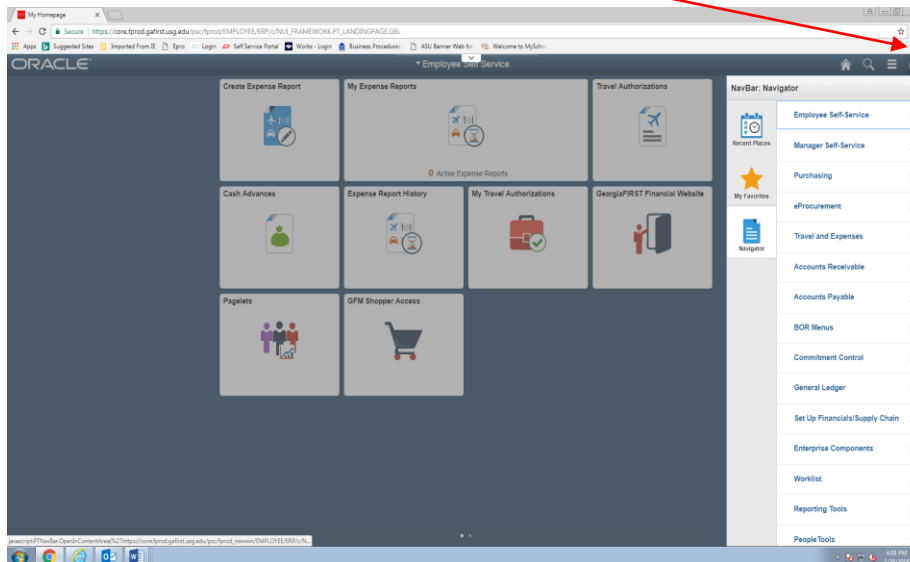


The screenshot shows the 'University System Office Single Sign-On' login form. It includes two input fields: 'username' and 'password'. Below the fields is a blue 'Login' button. At the bottom, there is a yellow box with the following text: 'Reset your password using the mypassword self-service portal', 'Contact the Helpdesk for questions and support', and a 'NOTE: Using the links above will cause your session to timeout. You will need to revisit the service/application you were attempting to access after correcting your login issue.'

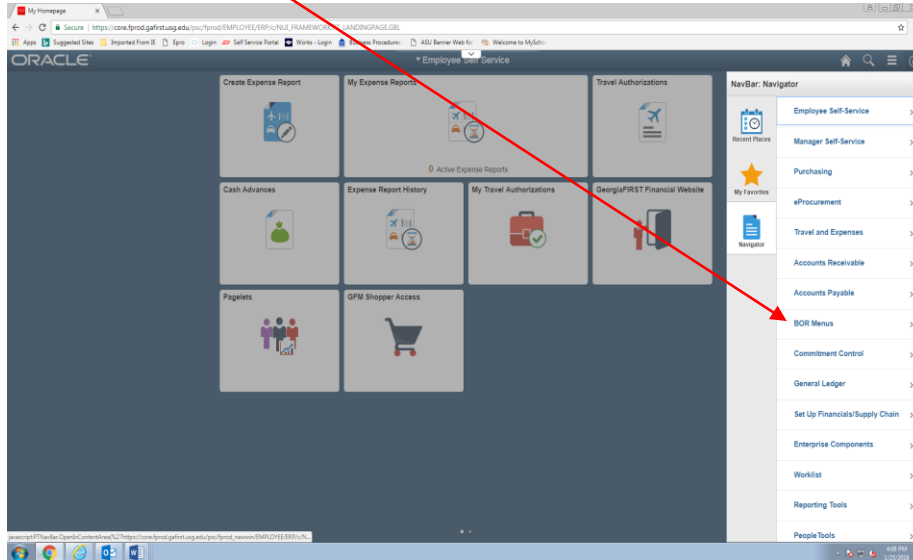
3. **Navigation Access:** Navigation Bar>Navigator>BOR Menu>BOR General Ledgers> BOR GL Reports>Budget Activity Reports
4. Click **Navigation Bar (NavBar):**



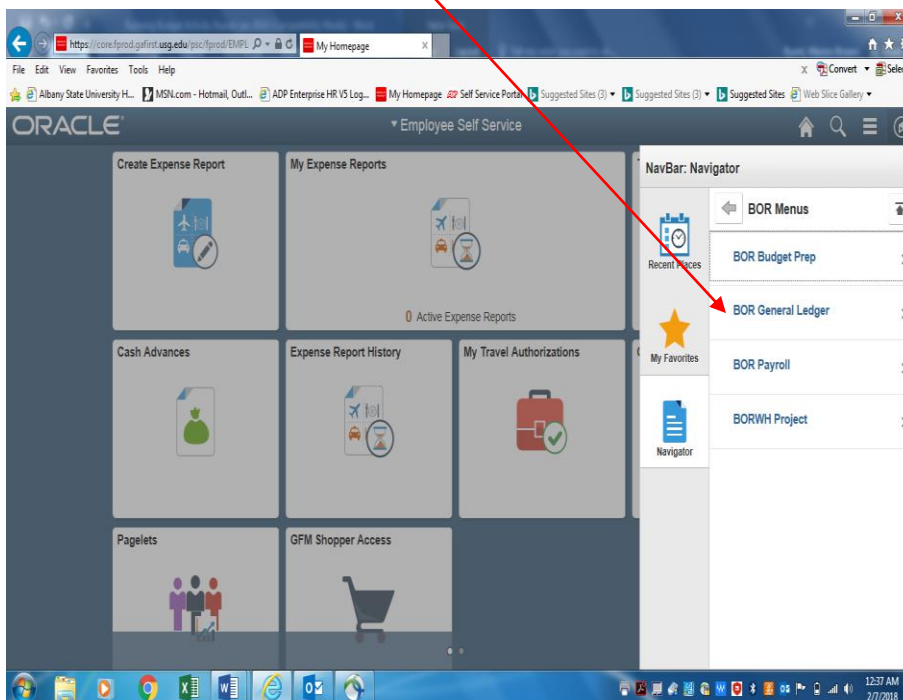
5. Click **Navigator:**



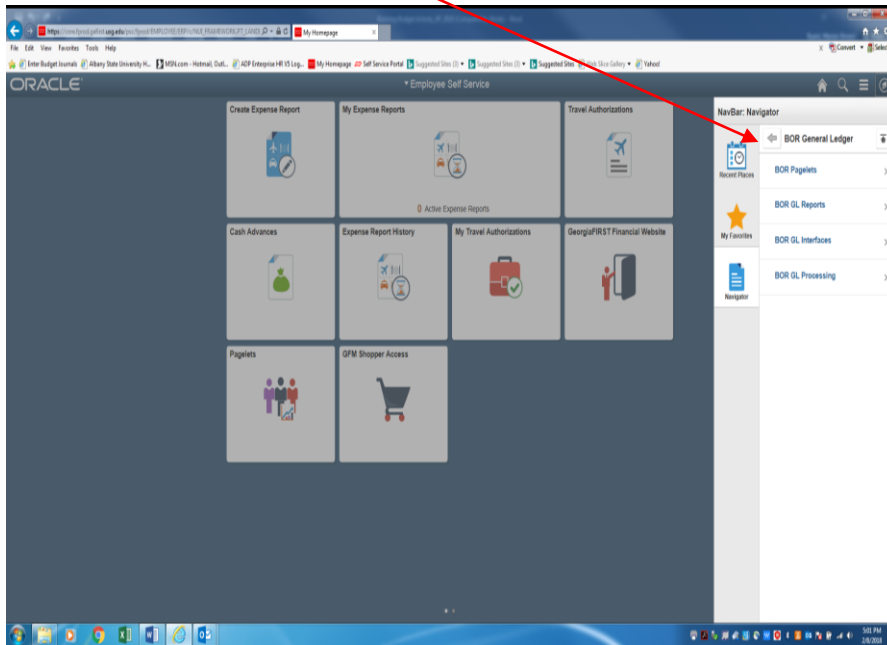
6. Click **BOR Menu**:



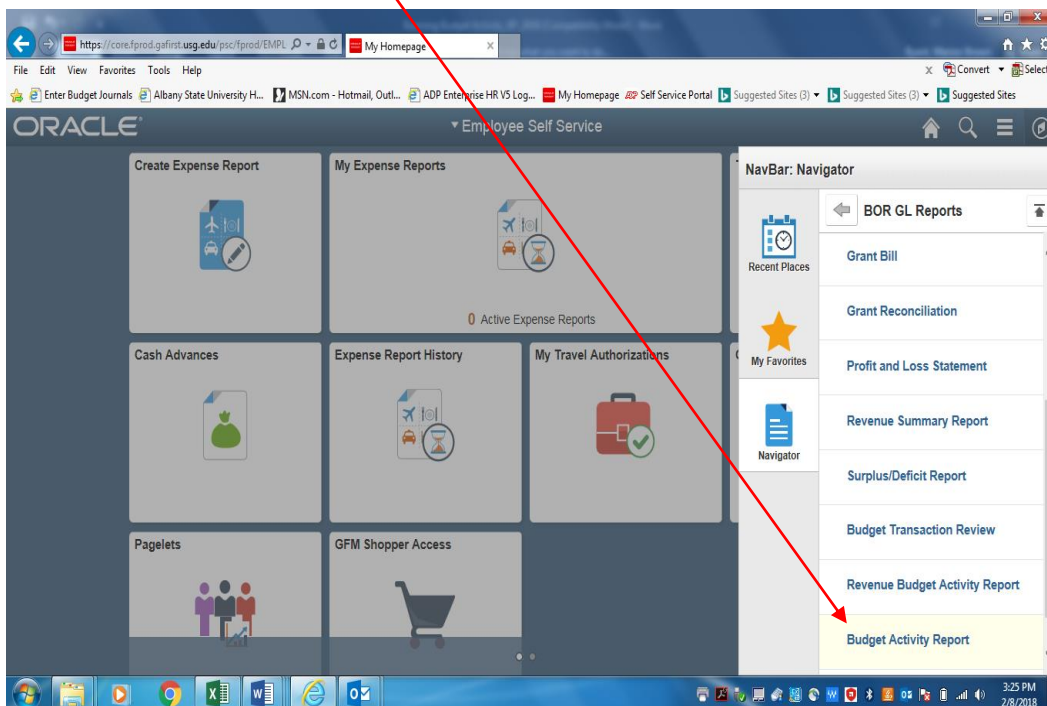
7. Click **BOR General Ledger**:



8. Click **BOR GL Reports:**




9. Click **Budget Activity Report:**

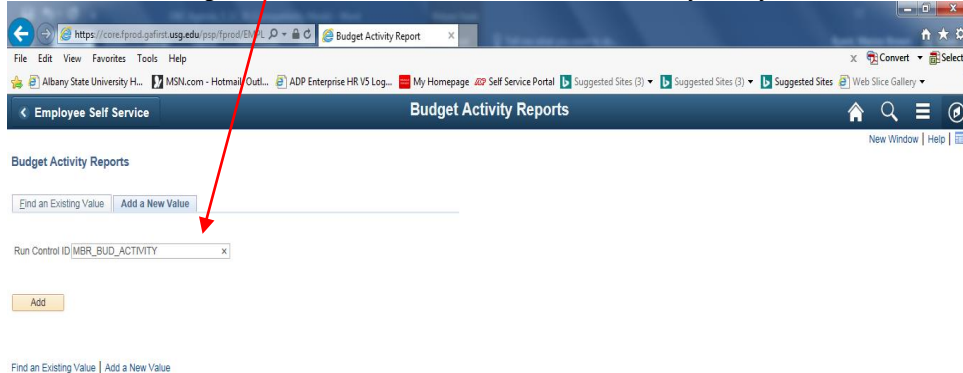


10. Click the “**Add a New Value**” tab for establishing the “**New**” Run Control ID.

Add a New Value 

Enter "**BUD_ACTIVITY_RPT**" name in the **Run Control ID** field.

(Click “Find an Existing Value” once run control has been established or you may “Add to Favorites” ).

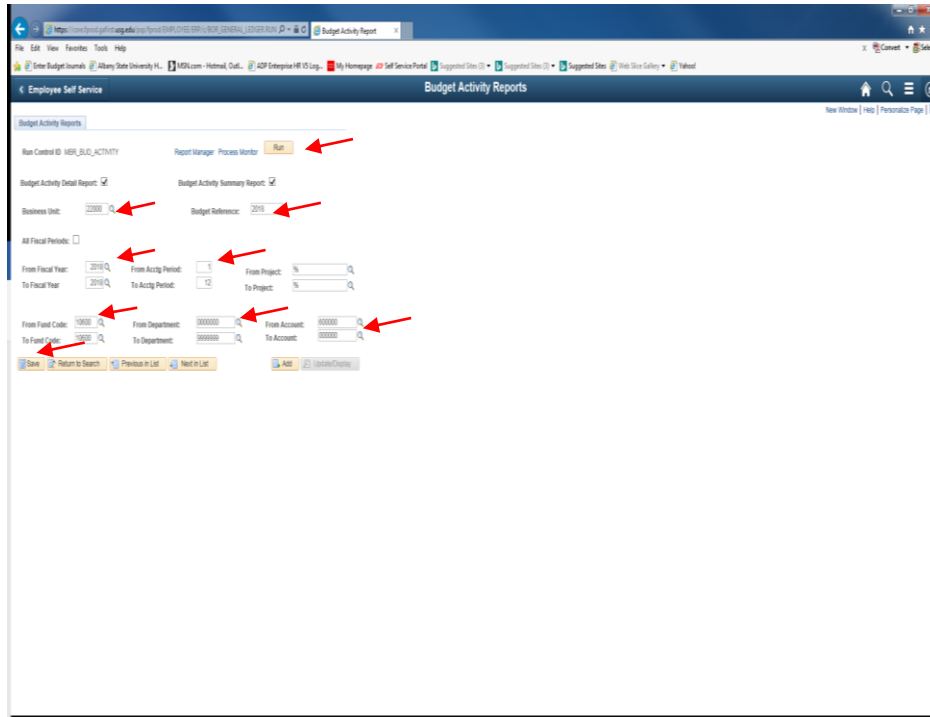


11.

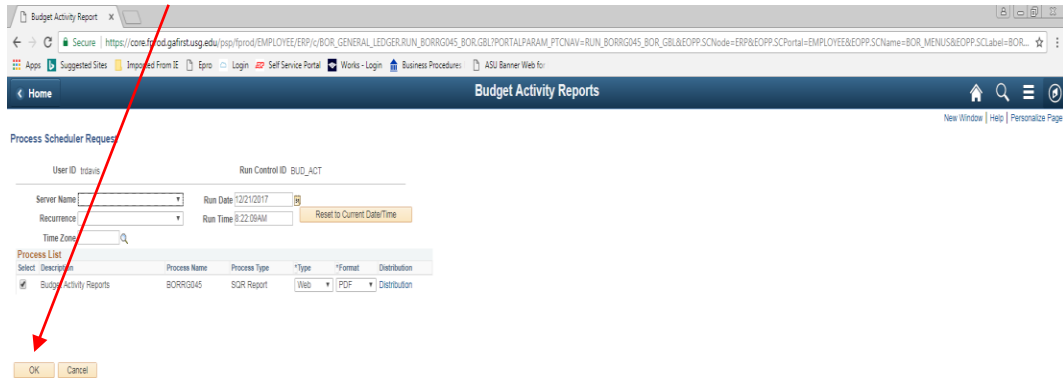
- a. Click **Budget Activity Detail Report** and/or **Budget Activity Summary Report**.
- b. Enter Business Unit “**22000**”
- c. Enter **Year** in the **Budget Reference** field.
- d. Enter **Year From and To** Fiscal Year.
- e. Enter “**1**” in the **From Accounting Period** field. (1 = July)
- f. Enter “**12**” in the **To Accounting Period** field. (12 = June)
- g. Enter **Fund Code**
- h. Enter **Department Number** in the “From and To” Department Section.
- i. Enter **Account Code** in the **From (600000)** and **To (870100)** in the Account Code Section.
- j. Click **Save**
- k. Click the **Run** button.

Run

Note: i.e. Year 2019, 2020, 2021 etc.



12. Click Ok:



Process Scheduler Request

User ID: Intavis Run Control ID: BUD_ACT

Server Name: [] Run Date: 12/11/2017

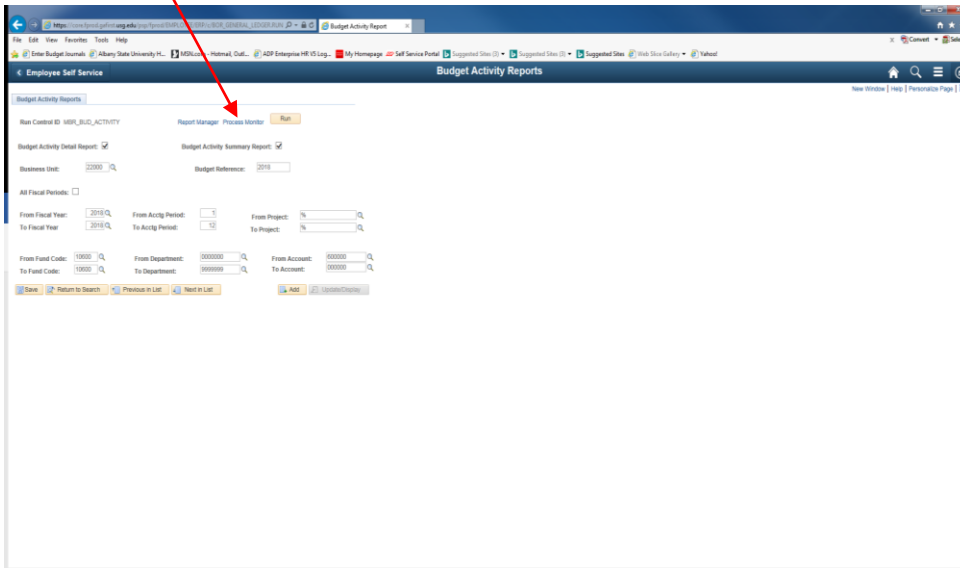
Recurrence: [] Run Time: 8:22:06AM [Reset to Current DateTime](#)

Time Zone: []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Activity Reports	BORRG040	SOR Report	Web	PDF	Distribution

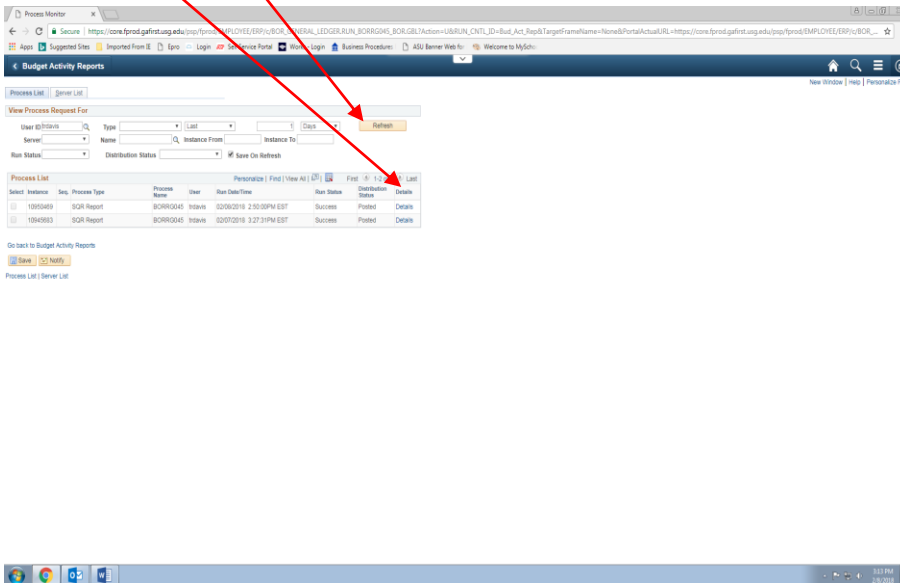
[OK](#) [Cancel](#)

13. Click **Process Monitor**:

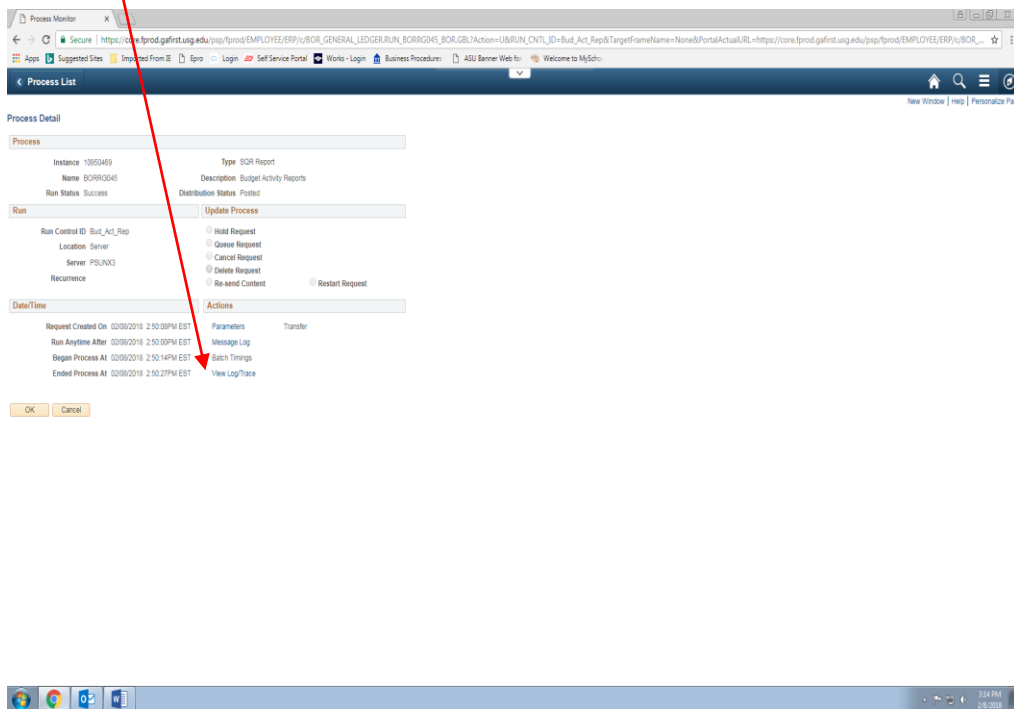


14. Click **Refresh** until **Success and Posted**

15. Click **Details**



16. Click **View Log Trace:**



17. Click Name of Report from **File List** [Enter] (BORRG040 – Summary or BORRG045 - Detail)

