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.
1. Select institution:

![Image of USG Single Sign-on Authentication]

2. Enter Username and Password:

![Image of University System Office Single Sign-On]

*NOTE*: Using the links above will cause your session to timeout. You will need to re-enter the service application you were attempting to access after resolving your login issue.
3. **Navigation Access:** Navigation Bar > Navigator > BOR Menus > BOR General Ledgers > BOR GL Reports > Budget Activity Reports

4. Click **Navigation Bar (NavBar):**

5. Click **Navigator:**
6. Click **BOR Menu:**

![Image of BOR Menu]

7. Click **BOR General Ledger:**

![Image of 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.

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.

Note: i.e. Year 2019, 2020, 2021 etc.
12. Click **Ok**:
13. Click **Process Monitor:**

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

15. Click **Details**
16. Click **View Log Trace**:

![Image of View Log Trace]

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

![Image of File List]

![Image of File List with selected report]