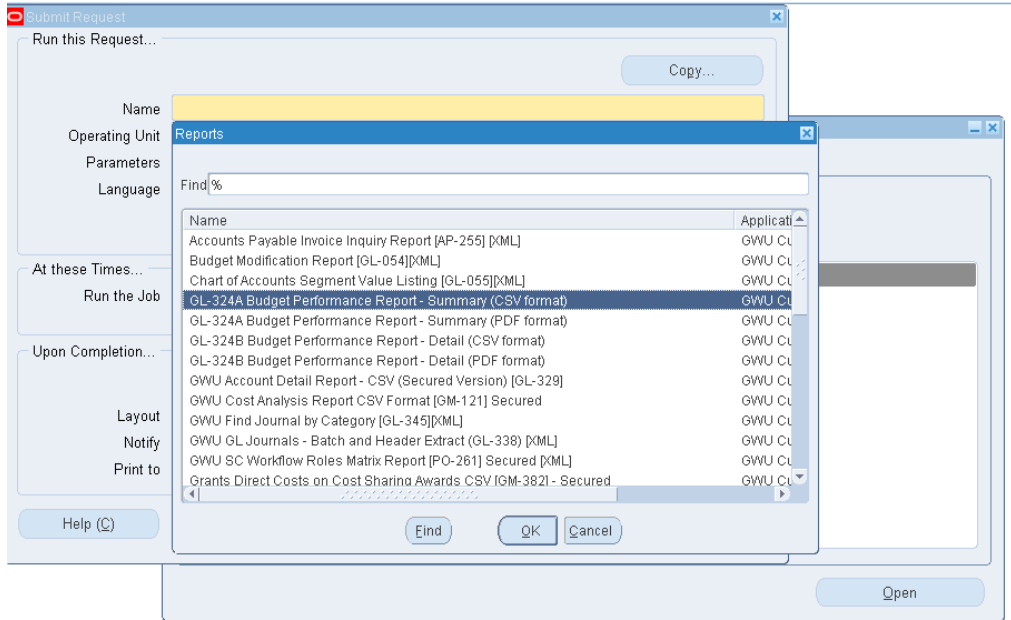


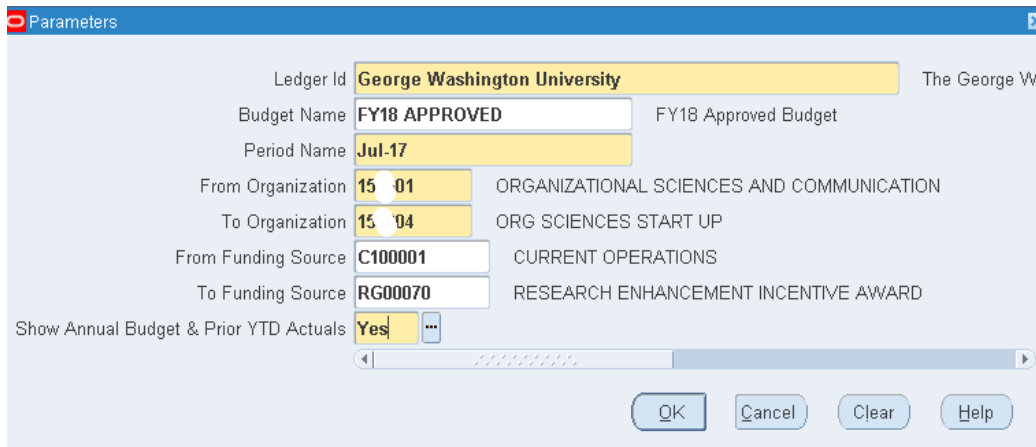
How to Run a Budget Performance Report GL 324A/B

1. Navigate to **GW GL Entry** and select **Reports > Request > Run Standard Requests**.
2. Select **Single Request** (default) and click OK.
3. In Name field, click the ellipsis (...) and select **GL-324 BPR (A) Summary** or **(B) Detail (CSV or PDF)**, then OK.



4. Next, select your parameters.

- **Budget Name:** Select the fiscal year you want; be sure to select the **“approved”** budget
- **Period Name:** Select the month you want
- **From Organization & To Organization:** Select one org # or a range of org #s
- **From Funding Source & To Funding Source:** Select one fund or a range of funds
- **Show Annual Budget and Prior YTD Actuals:** Select either yes or no



5. Once the parameters are set how you want them, click **OK**. Then to submit request, click **Submit**.

How to Run a Budget Performance Report GL 324A/B

6. **Refresh Data** until the Phase is “Completed” and the Status is “Normal”.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
8952262	GWU Account Detail Repo		Pending	Normal	1, 101, 1, Y, N, .53111.155601
8947911	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .41163.153712
8905040	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .53411.153712
8904556	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .52431.153712
8879329	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .41153.153712
8864633	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .53101.153712
8864597	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .53411.153712
8859662	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .58959.122049
8856679	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .52612.153712
8856592	GWU Account Detail Repo		Completed	Normal	1, 101, 1, Y, N, .52721.153712

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

7. Then **View Output** and **Save** the file;

File > Save As > Select folder/location > Name file > Save

8. *If you selected the CSV format:* **Convert** the saved text file to an Excel document and **save Excel doc**;

Open up Excel > File > Open > Browse for folder/location > Select the saved text file > Open
In the wizard pop up box > select “Delimited” > Next > “Comma” > Finish

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
 Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437: OEM United States

My data has headers.

Preview of file C:\Users\selee\Desktop\GL_324A_Budget_Performance_Rep_210917.txt.

```
1 "The George Washington University"  
2 "GL-324A Budget Performance Report - Summary (CSV format)"  
3  
4 Period: Jul-17"  
5 Run Date: 21-Sep-2017"
```

Cancel < Back Next > Finish

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
 Tab
 Semicolon
 Comma
 Space
 Other:

Treat consecutive delimiters as one
Text qualifier:

Data preview

```
The George Washington University  
GL-324A Budget Performance Report - Summary (CSV format)  
  
Period: Jul-17  
Run Date: 21-Sep-2017
```

Cancel < Back Next > Finish

The data will populate in Excel. Format the file how you’d like. **Save** file but remember to **change type from Text to Excel**.