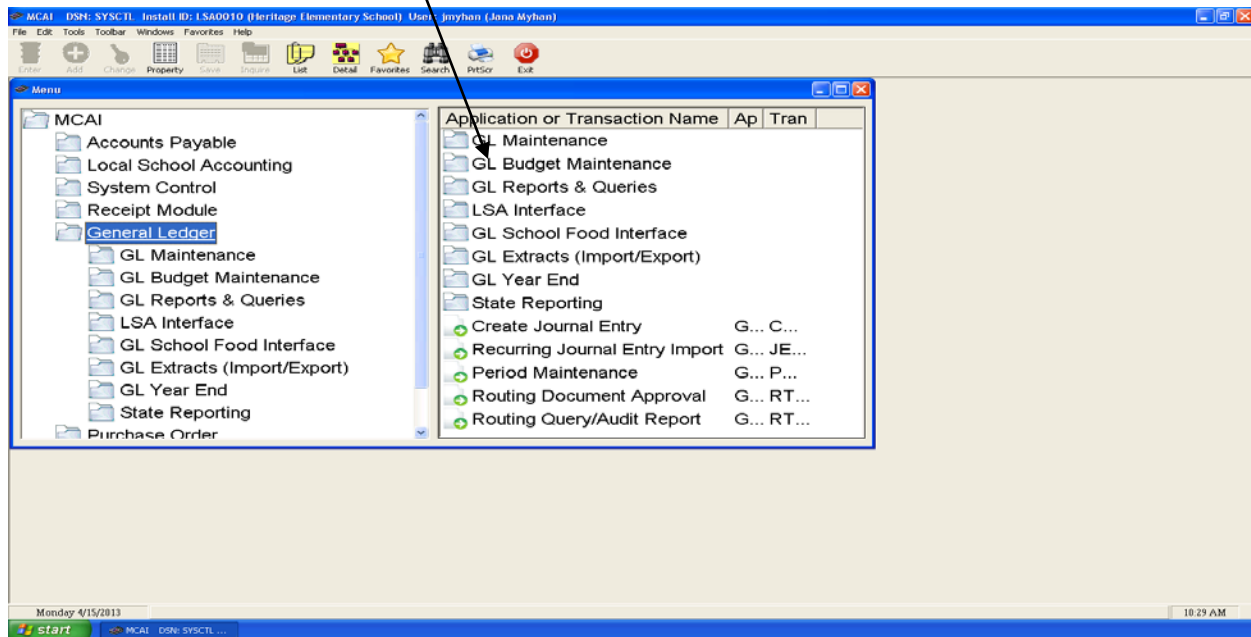
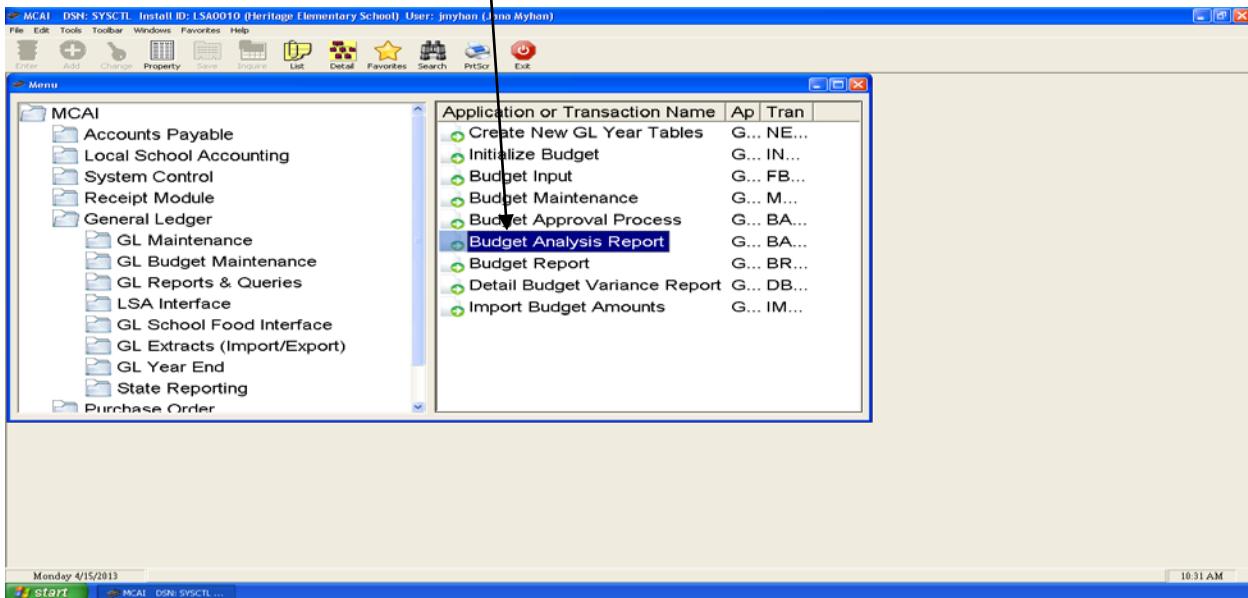


## Instructions on how to run a Next Year Budget Worksheet:

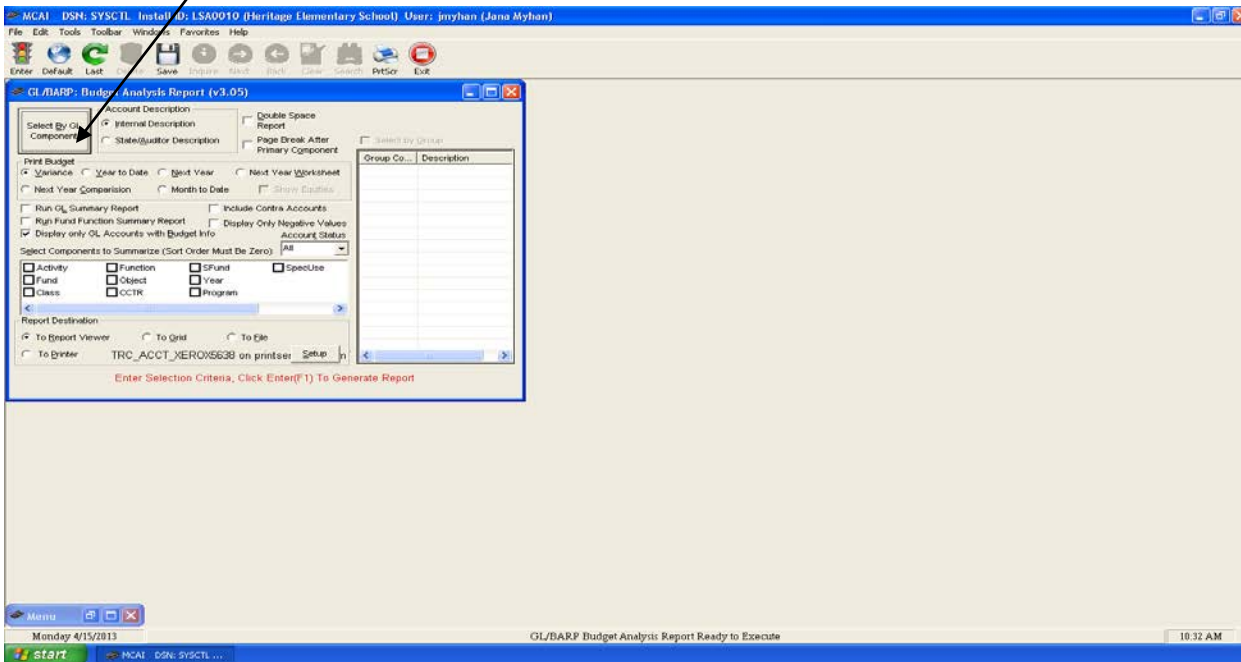
1) Click on GL Budget Maintenance under the General Ledger tab (as shown below):



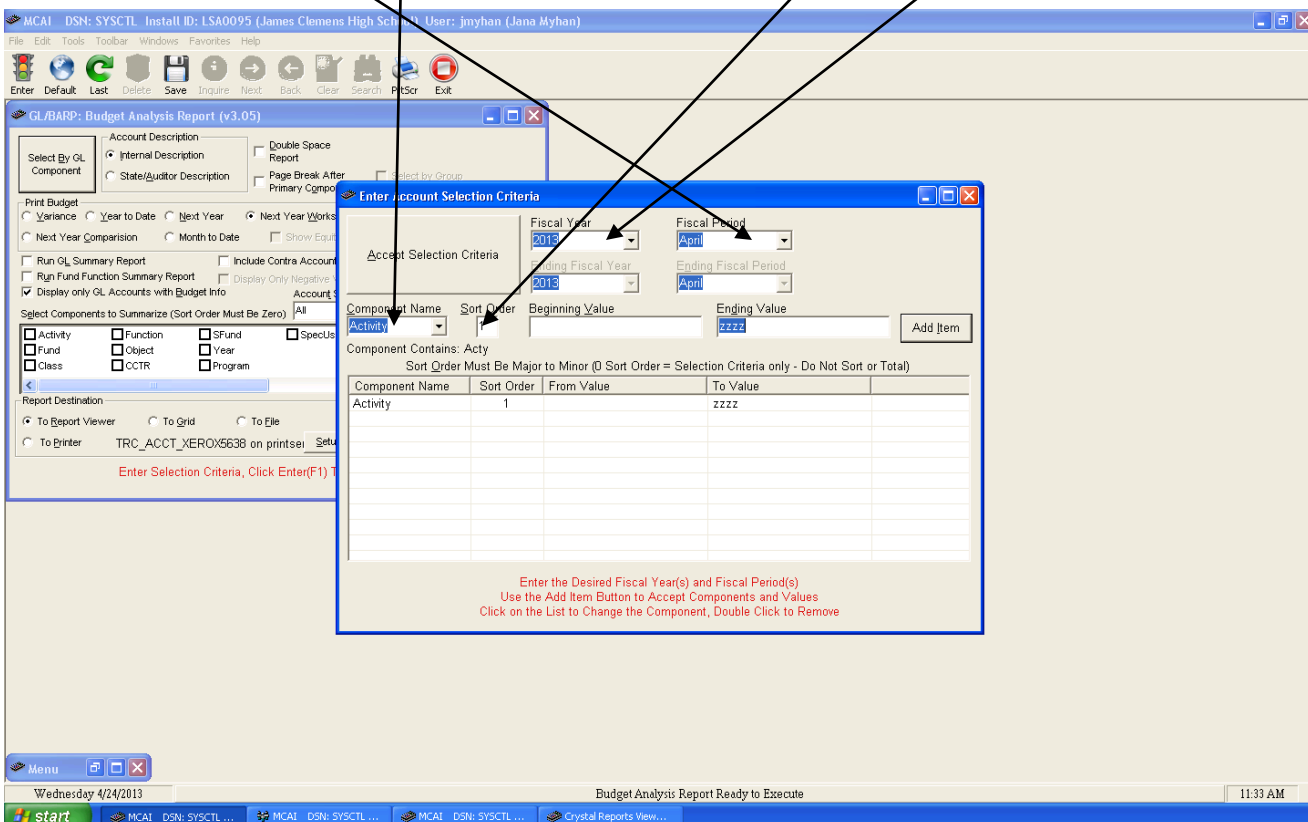
2) Next, Click on Budget Analysis Report (As shown below):



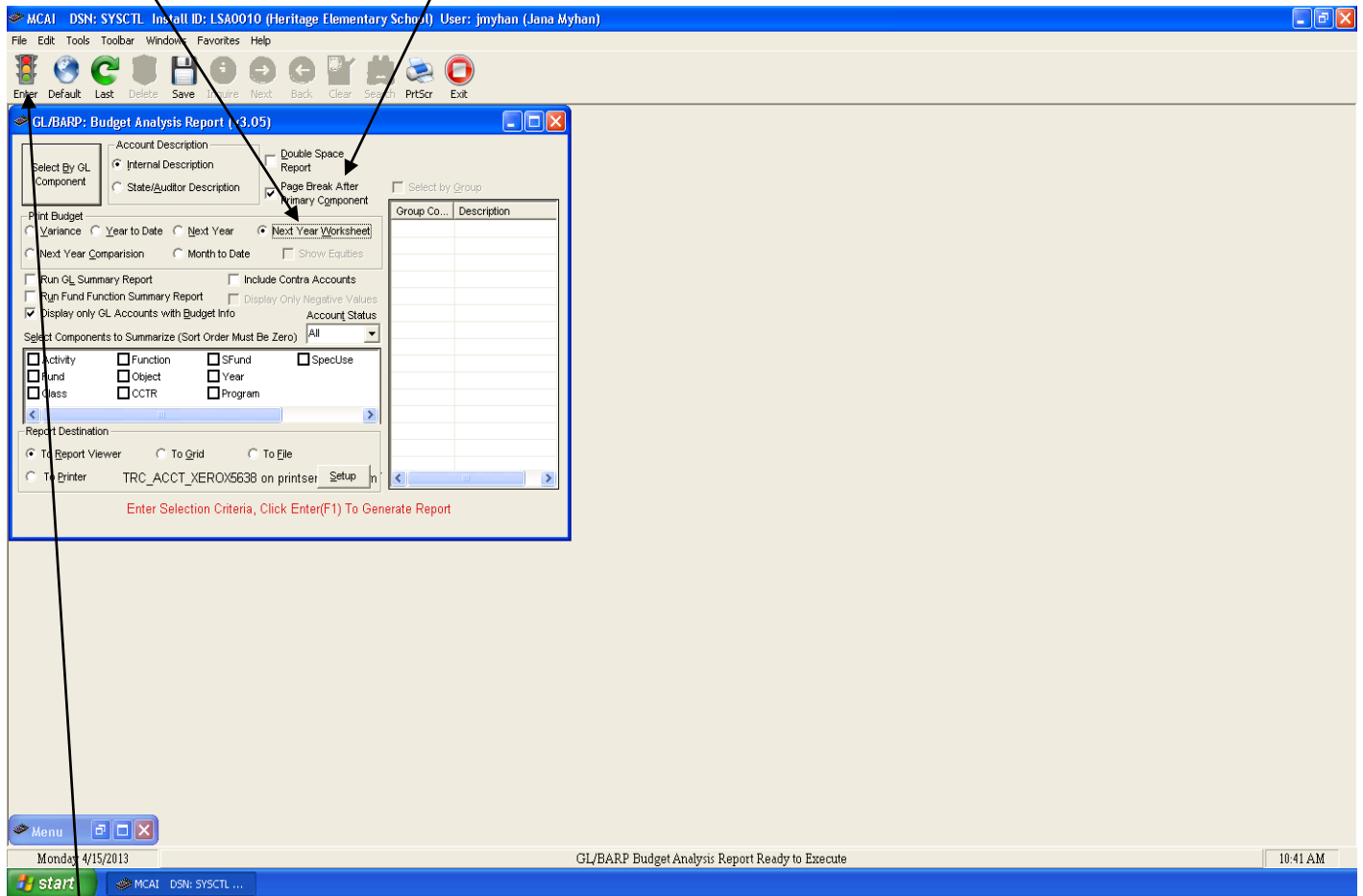
3) Once in the report click on the "Select by GL component" tab (as shown below)



4) After you have clicked the button above you will see the screen below. Please make sure your credentials match what is listed below (Fiscal Year **2017** Fiscal Period: \*Whatever month you are currently working in\*, Activity as a sort of 1) After selected click 'accept selection criteria'



- 5) Make sure the 'page break after primary component' button is selected and also the 'next work worksheet' under the print budget heading (As shown below):



- 6) Click Enter or F1 to run the report.

**\*\*If you have any problems please give Phoebe (10230) or myself (10375) a call\*\***