

Budget Reports

Table of Contents

Budget Reports 1

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Budget > Reports > Budget Reports

This page allows you to select the report you want to generate.

Select a report:

1. Click a report to select it. The parameter page for the selected report is displayed.
2. Type or select the report options. **Parameters in bold are required.**
3. Click Run Preview to generate the selected report. Review, save and/or print the report.

   Review the report using the following buttons:

   Click First to go to the first page of the report.
   Click ◀ to go back one page.
   Click ▶ to go forward one page.
   Click Last to go to the last page of the report.

   The report can be viewed and saved in various file formats.

   Click  to save and print the report in PDF format.
   Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
   Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Clear Options	Clear all data from the parameter fields.
Return to Reports	Clear all data from the parameter fields.


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Back Cover