

Quick Reference Guide to Printing Reports

- Step 1: Log on to your computer.
- Step 2: Access the **Budget Accounting System** - Type in **01** and press enter.
- Step 3: Access the **Print User Defined Report** -Type in **02** and press enter.
- Step 4: **User Defined Report Selection**
Highlight the report you wish to print, press enter.
Highlight **SELECT** and press enter.
- Step 5: **Report Writer Run-Time Parameters - Report #**
Enter the period (Year/Month) you wish to print and press enter.
- Step 6: Complete the screen as follows:
- | | |
|---|---|
| Enter Title Comment: | Press enter (ie: accept default title) |
| Simulate Month End: | Y |
| Override Levels and/or Criteria: | N |
| Create an Export File: | N |
| Override Default 2-Sided Print | N |
- Press enter to print report.