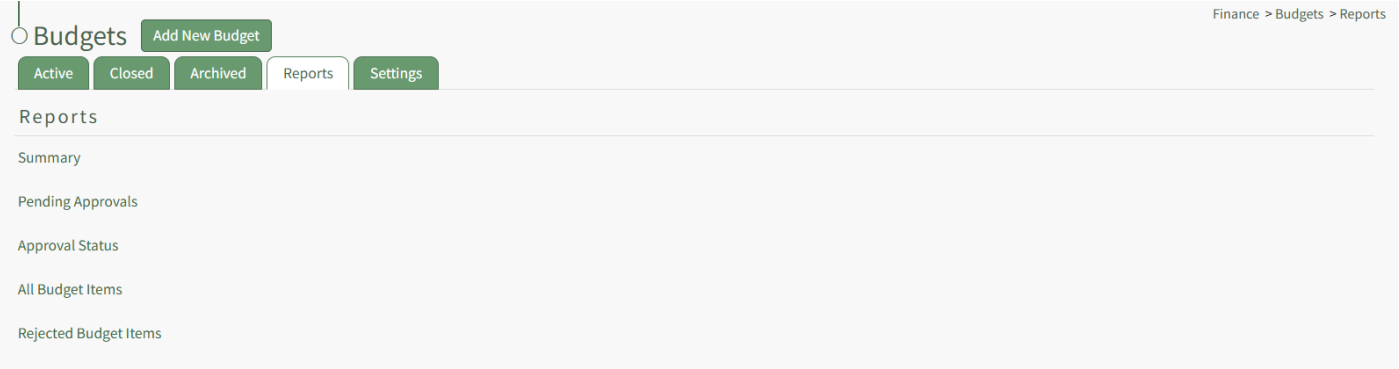


Budgets Page: Reports Tab

The Reports Tab highlights system reports from the Reports Module that are relevant to budgets. System Reports displayed on the Reports Tab include the Budget Summary Report, Pending Approvals Report, and Approval Status Report.



The System Budget Report Fields by Report Table below states each of the fields included in the report.

System Budget Report Fields by Report	
Report Name	Report Fields
Summary	Account, Budget Name, Amount Used, Total Budget, Percent Used
Pending Approval	Account, Budget, Budget Item, Data, Invoice Number, Attachment(s), Amount, Approve / Reject
Approval Status	Account, Student ID, Email, Budget, Budget Item, Date, Invoice Number, Attachment(s), Amount, Remaining Approvers
All Budget Items	Account, Budget, Budget Item, Date, Invoice Number, Attachment(s), Amount, View Budget Item
Rejected Budget Items	Account, Budget, Budget Item, Date, Invoice Number, Attachment(s), Amount, View Budget Item

Each report listed is a clickable link that will open in the Reports Module. A details explanation of the Report Page can be found in the User Manual under the Reports Module.