RUNNING A BUDGET UNIT DETAIL TRANSACTIONS REPORT
In PeopleSoft Financials

1. After logging into PeopleSoft Financials, navigate to **Southeastern GL Data:**
    Southeastern GL Data > Budg Unit Detail Transactions

> *Depending on your level of security, your menu may not allow you to access this menu selection. If you do not have access, contact **Lori Gray** at ext. **3754** or PeopleSoft Financials at ext. 3243 for assistance.*
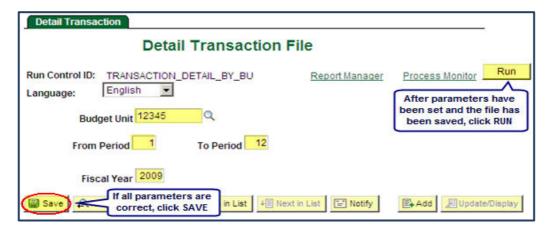

2. The first time you run this report, you will need to click on the **"Add a New Value"** tab. In the *Run Control ID* box, enter the name for this report.
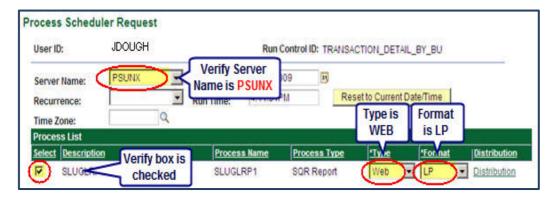

> *Note: The next time you need to run this report, the Run Control ID will already be set up. You will be able to click on the **"Find an Existing Value"** tab and click on **"Search"**.*

3. The following screen will appear. It will allow you to set report parameters, such as budget unit, from and to period, and fiscal year. When the parameters have been set, click on **SAVE**, then click the **RUN** button.
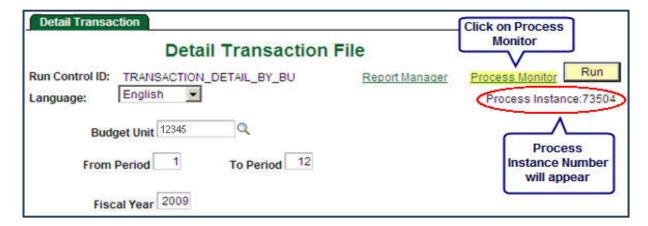

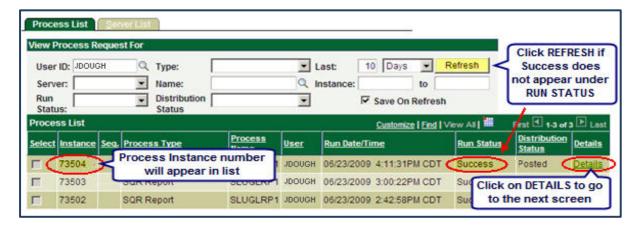4. After you click on *RUN*, verify the settings on the next screen.

After verifying settings, click **OK**.

5.   A *Process Instance* number will appear on the screen. Click on *Process Monitor.*
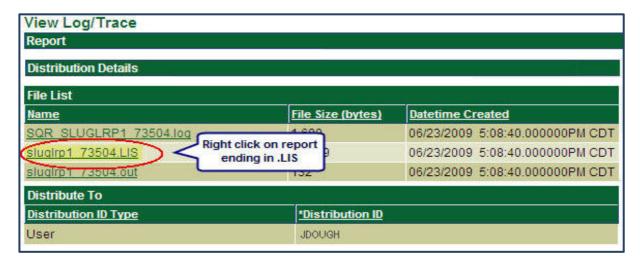

6.   On the next screen, your Process Instance will be the first line in the **Process List.**
     "*Success* " should appear under the *Run Status* block. If it does not appear, click Refresh
     until it appears. Click on the *Details* link.
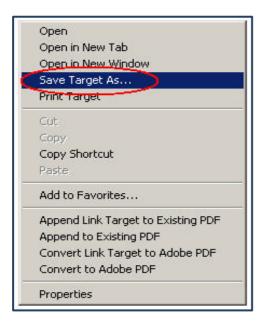

7.   The *Details* screen will appear. Under the "Actions" column, click on the *View Log/Trace* link.
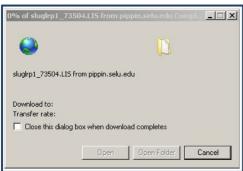
8.   The following screen will appear. Under File List, right click on the report ending in **.LIS**.

9.   The window that appears will allow you to save your list to your computer. Click on **"Save Target As"** and save to your designated file location.
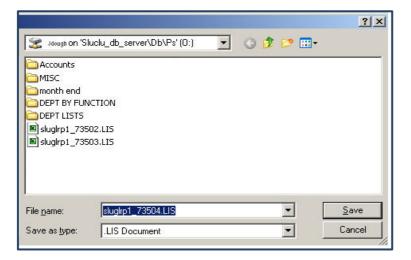

Note: Depending on your computer settings, the next steps may differ slightly. If you have problems, please contact *Lori Gray* at extension *3754* .
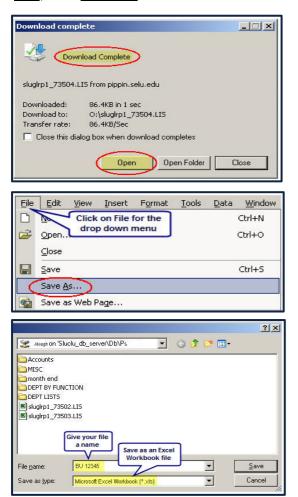
This window may appear, indicating your report is being downloaded to your computer. Shortly, it will ask for the file location to save the file.

10.   When this window appears, choose the file location for this report.

11.   The Download window will appear and notify you when the file has been completely down-loaded. Click on **OPEN**. Your report will open in Excel. To save as an Excel file, click on **File**, then **Save As**.

If you are using Office 2007 Excel, the file extension will be (*.xlsx).