

Enter Run Control ID, then click [Search] (generally initials, lowercase; if you haven't created a Run Control ID before, you will want to select the Add a New Value tab).

Under Report Parameters window: Enter the Fiscal Year **2021**

Process Scheduler Request will pop up:

Run Date and Run Time will auto-populate.

Make sure to select *Type "Window" and *Format "PDF", then click [OK].

This will open a new window that will look like this:

When the report is finished generating, you should see something like this:

The first two columns are your Budget FTE and Budget Amount. Current Month Expenditures is based on your selection under Report Parameters. Outstanding Encumbrances are charges that are known, but haven't been paid out yet. Year