# Budget Workbook Financial Reporting

## Multi-Year Contract Budget Report

The following shows how to run a Multi-Year Contract Budget Report

**Navigation:** Supplier Contracts > Budgeting > Multi-Year Contract Bud Report

The Multi-Year Contract Bud Report page will display.

Select the Add a New Value tab

Create a new **Run Control ID**

When creating a Run Control ID, make sure it is something that will be easily identifiable when running future reports.

Click **Add.**



Enter the **Contract ID, Funding Period Begin,** and **Funding Period End**

(The Funding Periods for this report setup are the value (i.e. 1, 2, 3) not the actual dates.

Click **Save** and then click **Run**



Select **PDF** or **XLS** under Format

Click **OK**

Click the **Process Monitor** link

Click **Refresh** until **Run Status** and **Distribution Status** shows Success and Posted

Click the **Details** link

Click **View Log/Trace**

Select the file ending in “.pdf”

A sample Multi-Year Contract Budget Report is shown below



NOTE: This report combines all programs together under the funding period.