# Budget Workbook Financial Reporting

## Consolidated Financial Report

The following shows how to run a Consolidated Financial Report

**Navigation:** Supplier Contracts > Budgeting > Consolidated Financial Report

The Consolidated Financial 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 or search for the **Contract ID**

Enter the **Funding Period**

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

Select the **Report Detail**

If Summary is selected the next two options will not be available.

If Detail is selected

Select the **Report Type** (Program or All)

If **Program** is selected you must enter the Program Code.

Click **Save**

Click **Run**



Click **OK**

Click the **Process Monitor** link

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

Click the **Details** link

Click the **View Log/Trace** link

Click the “.pdf” file to view the report

A sample Consolidated Financial Report is shown below