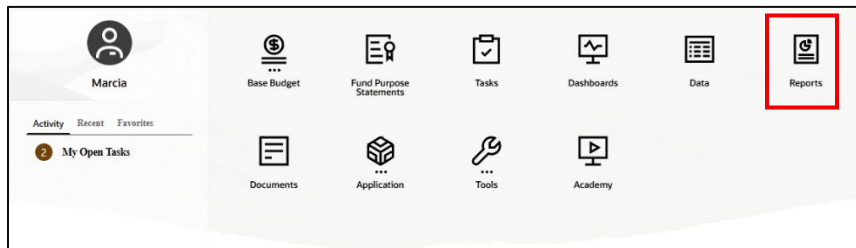
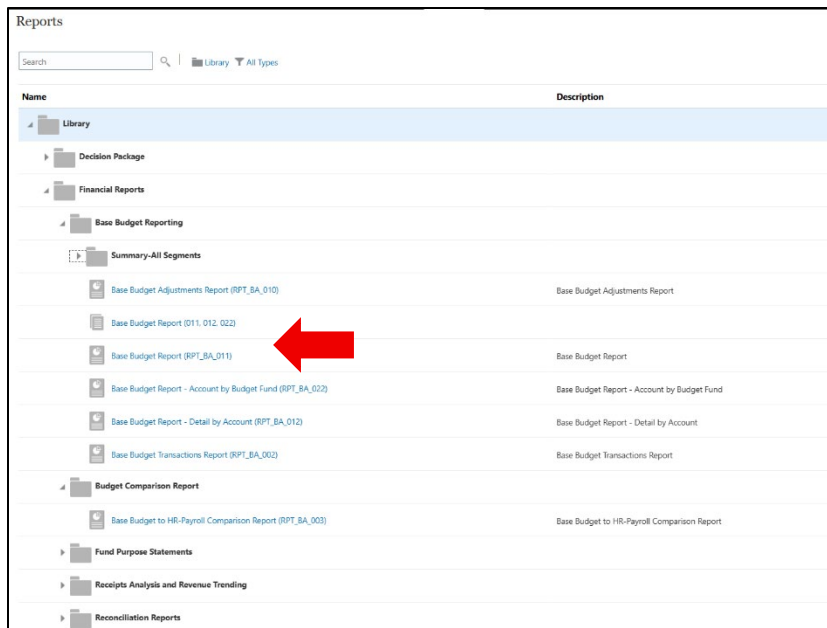


BRIDGE Job Aid: Opening Base Budget Reports in BRIDGE



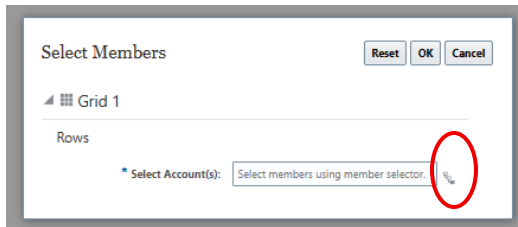
Step 1: Log into BRIDGE and select Reports card

- On the BRIDGE landing page, select the **Reports** card



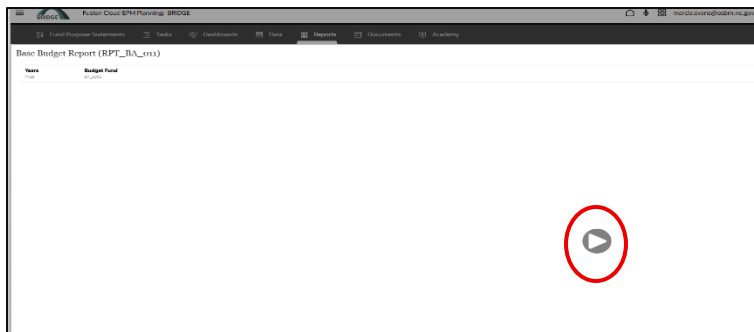
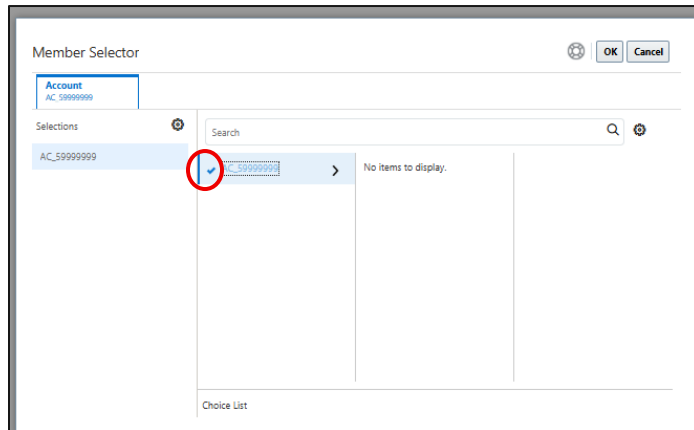
Step 2: Open the Library folder and Financial Reports folders to find the report you want

- Reports used for Base Budget can be found in the Base Budget Reporting, Budget Comparison Report, and Reconciliation Reports folders.
- Open the report you want by selecting the **report name**.



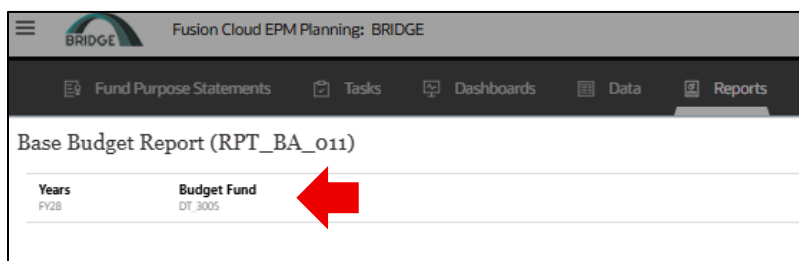
Step 3: Select Members to pick what budget lines the report will display

- For some reports, The **Select Members** box will appear before loading the report.
- Use the **member selector button** to the right of the Select Accounts field to choose the budget data you want to display.
- In the Member Selector box that opens, select the account code(s) you want in the report by **selecting the check mark** next to the number.
- Select **OK** after you select the budget lines you want.
- If the Select Members box doesn't automatically appear, you will be able to adjust options when the report opens.



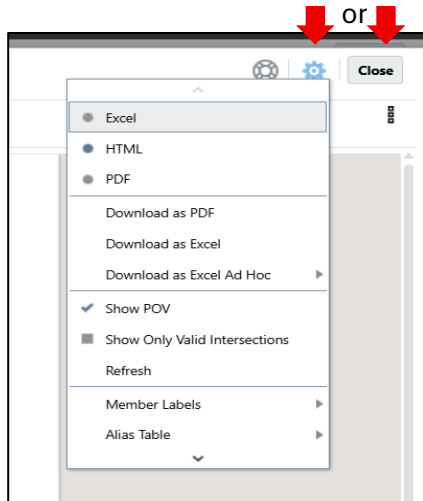
Step 4: Select Play to run report

- Select the **play button** in the middle of the screen to run the report.



Step 5: Adjust the data displayed in the report

- Options to change what's displayed are in the **POV, below the report title**
- Options vary by report



Step 6: Select the gear icon for options to export; Or select close button

- Select the **gear icon** in the upper right corner to see options for downloading the report, if needed.
- Select the **close button** in the upper right corner to close the report.

Tips for Success

- ✓ Reports that pull a large amount of data will take more time to run.
- ✓ The Report POV allows you to change the report parameters, such as fiscal year or budget code. The parameter options will differ by report.