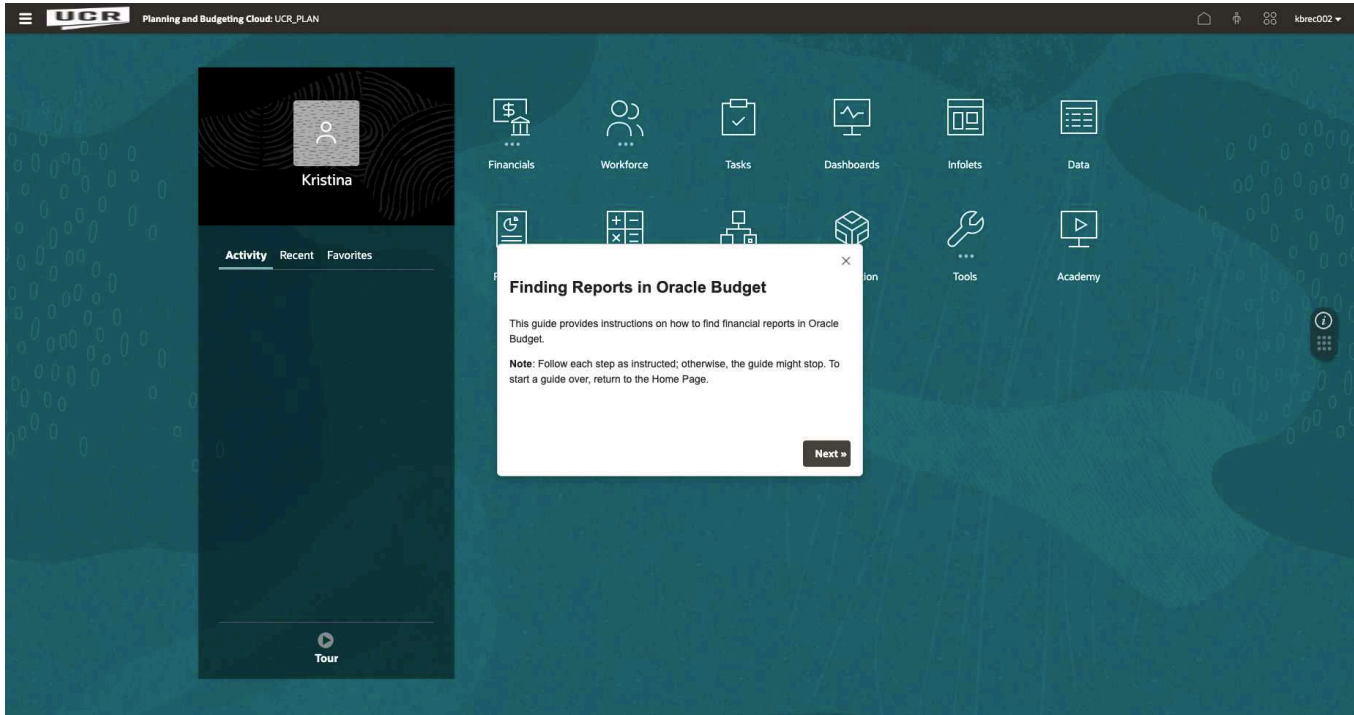


# Finding Financial Reports in Oracle Budget

## Step 1

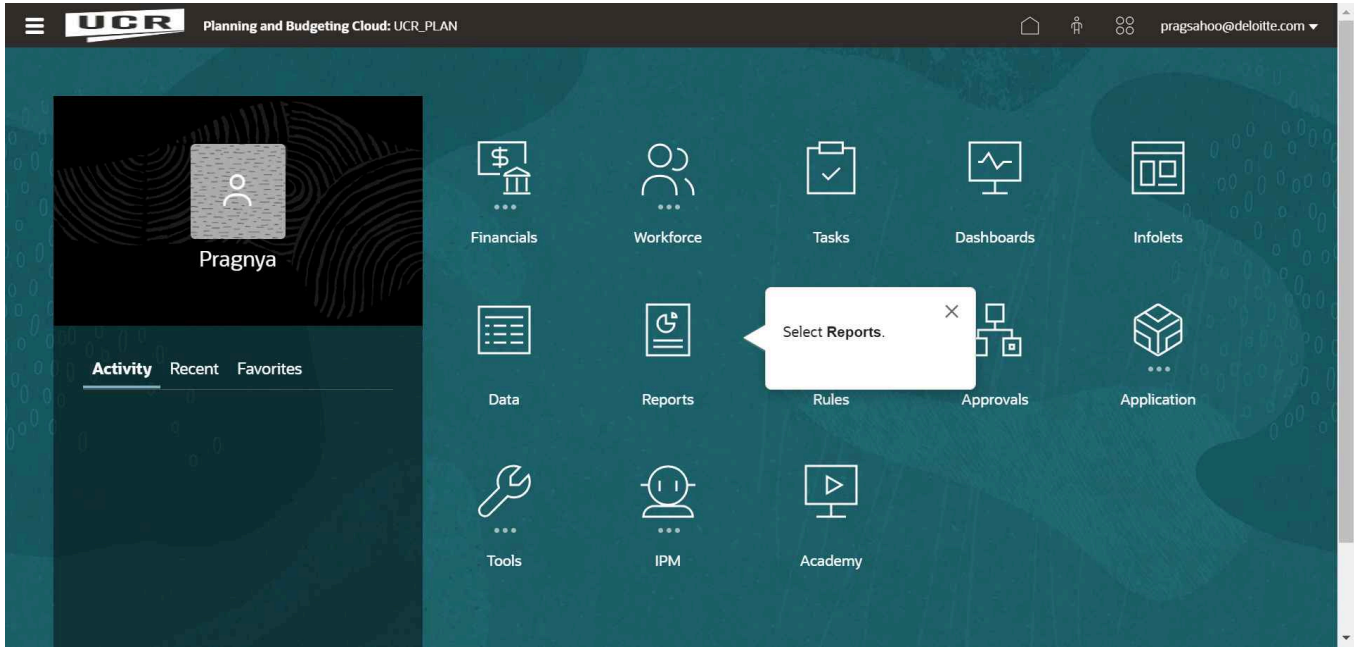


## Finding Reports in Oracle Budget

This guide provides instructions on how to find financial reports in Oracle Budget.

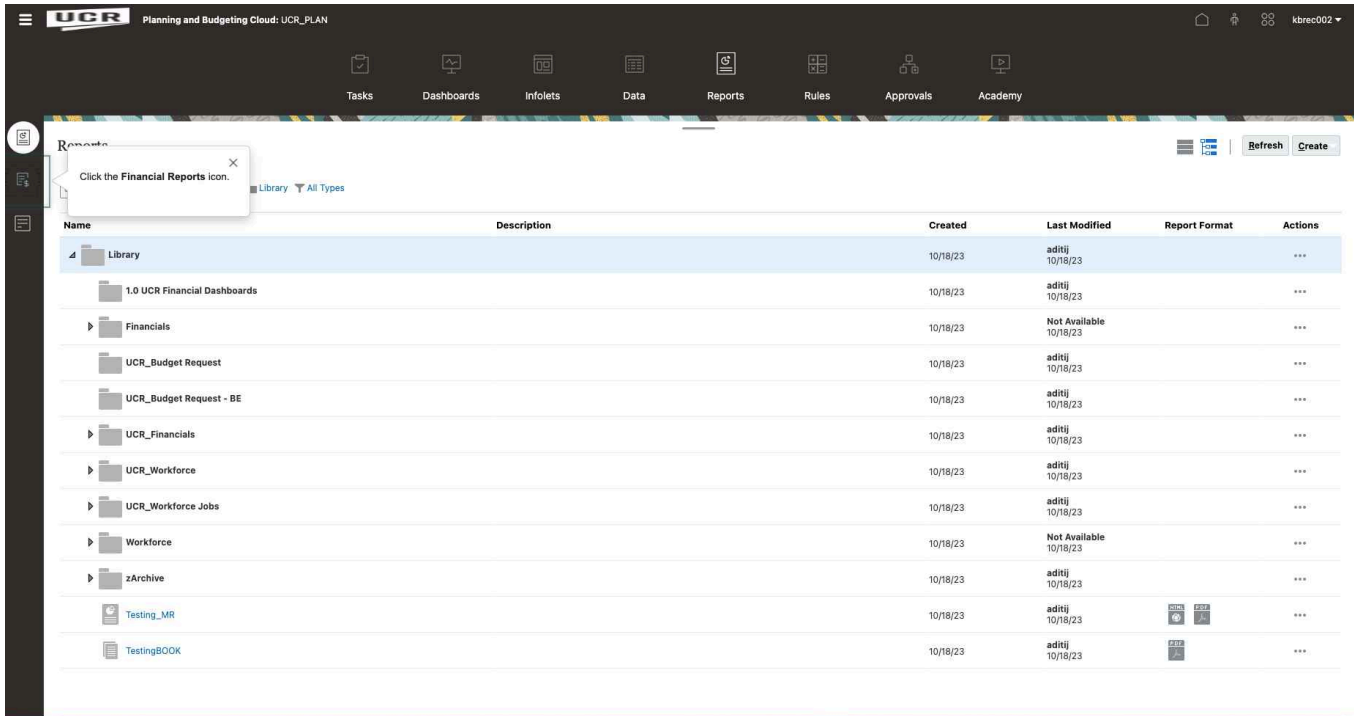
**Note:** Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.

Step 2



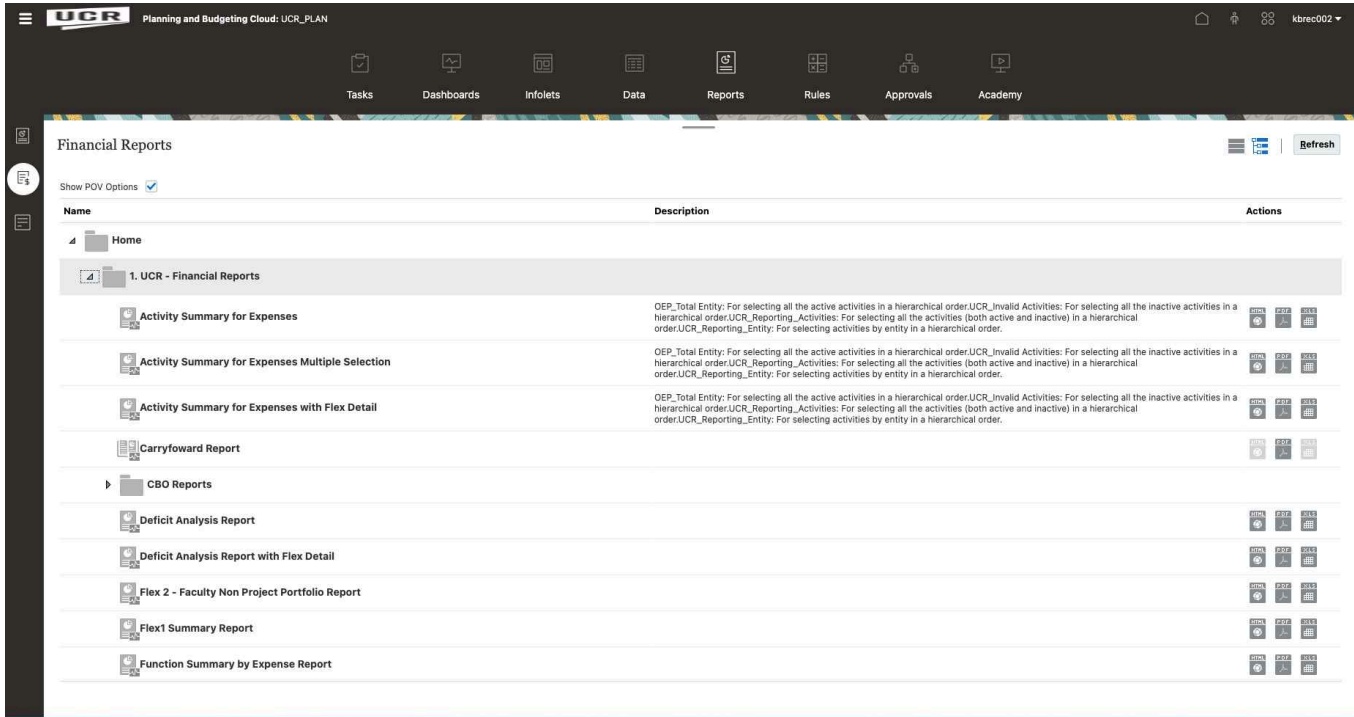
Select **Reports**.

Step 3



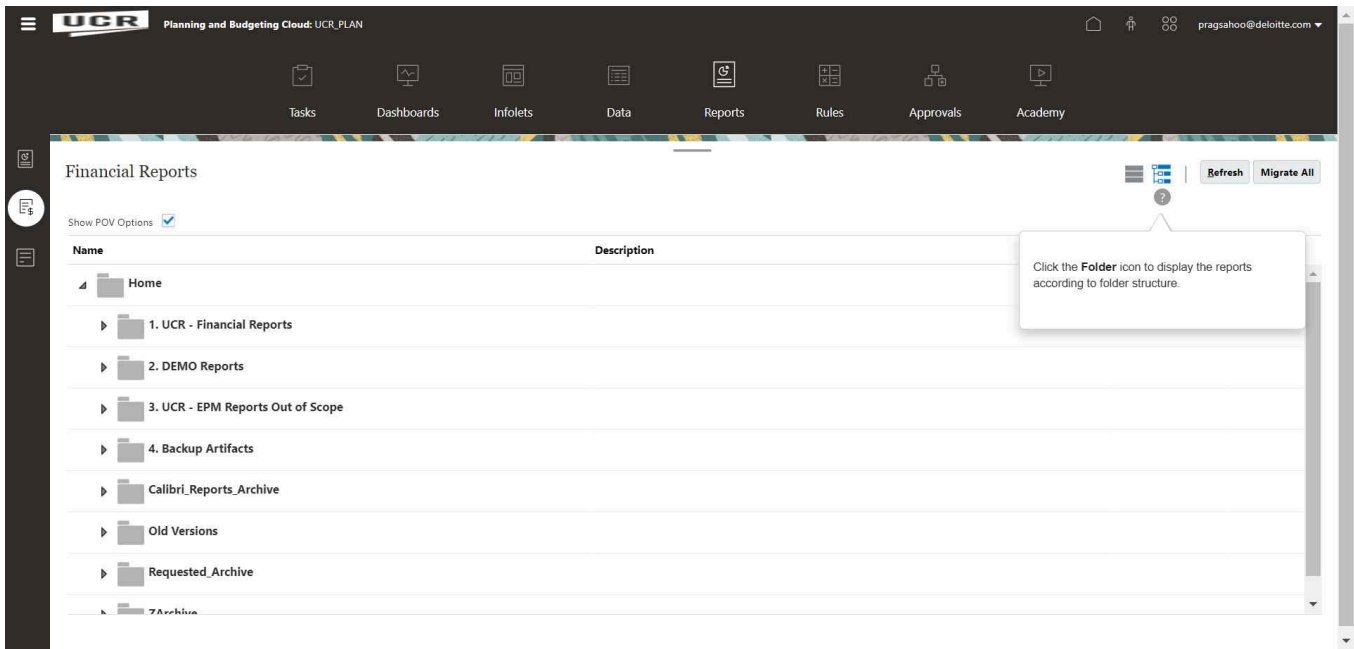
Click the **Financial Reports** icon.

Step 4



Expand 1. UCR - Financial Reports.

Step 5

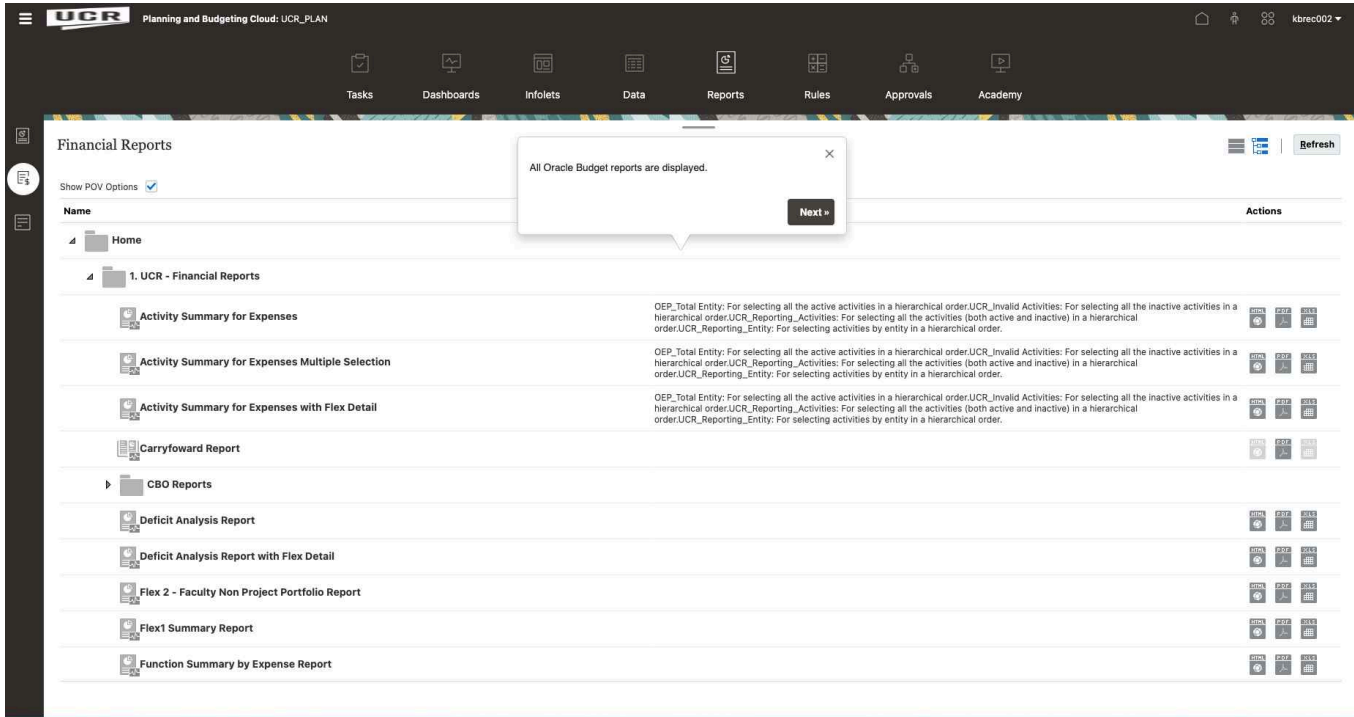


Click the **Folder** icon to display the reports according to folder structure.

Step 6

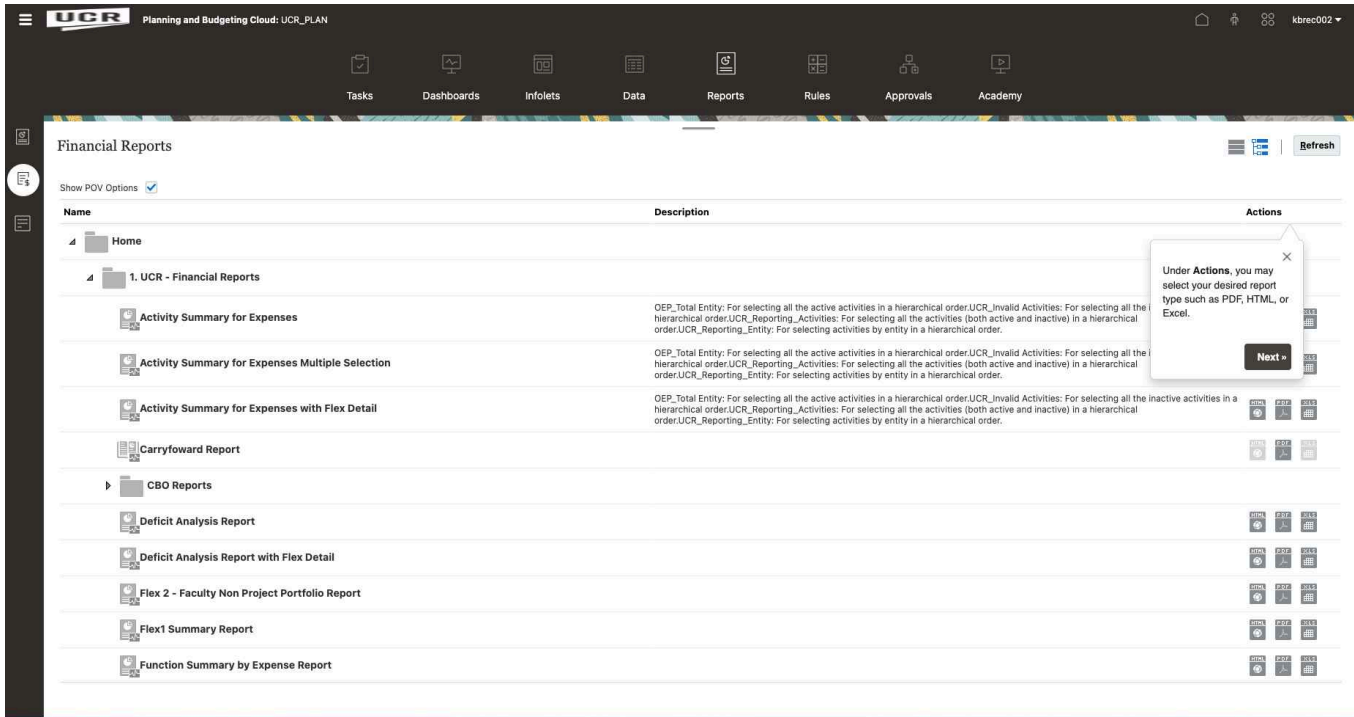
no text

Step 7



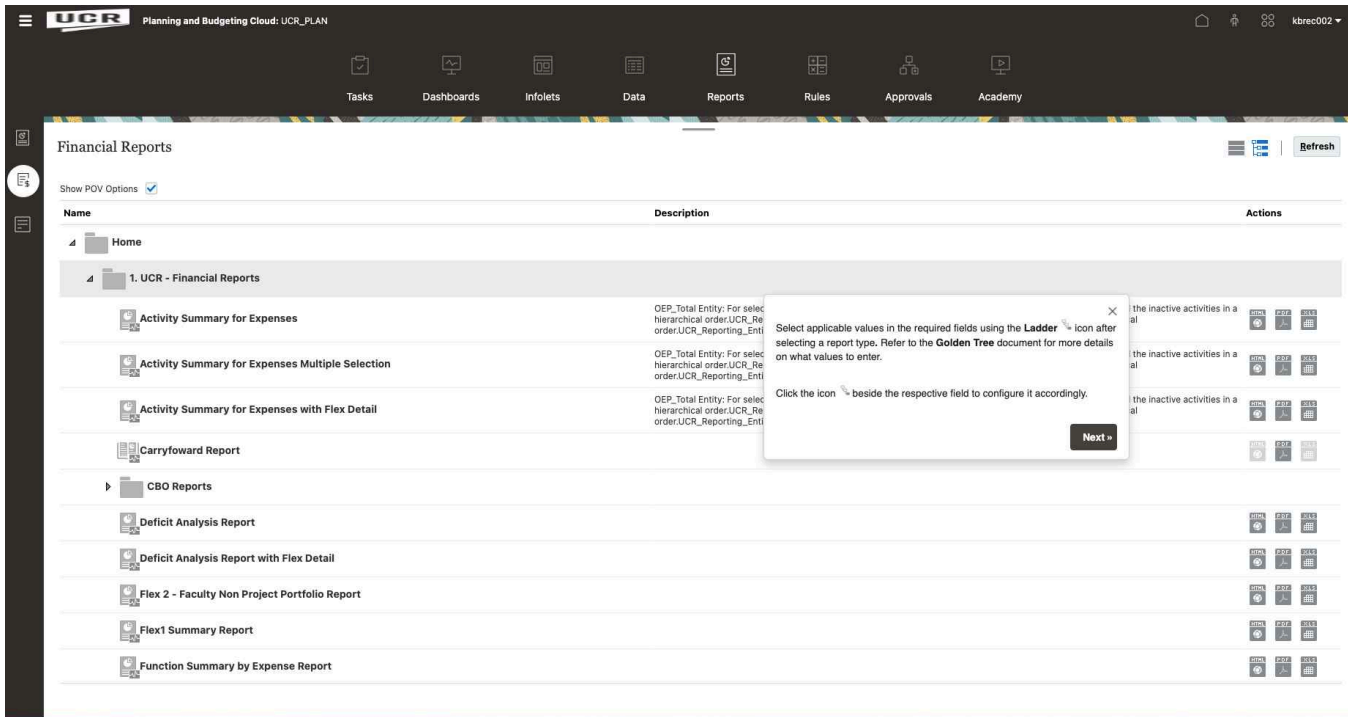
All Oracle Budget reports are displayed.

Step 8



Under **Actions**, you may select your desired report type such as PDF, HTML, or Excel.

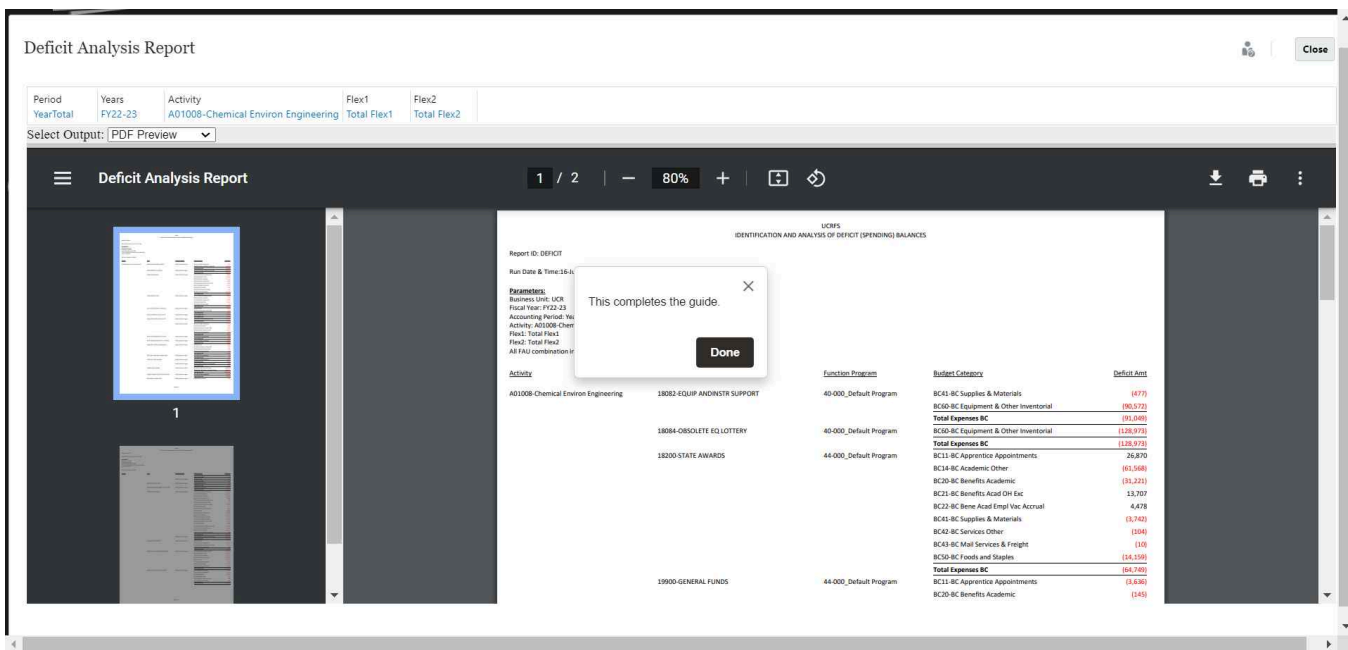
**Step 9**



Select applicable values in the required fields using the **Ladder** icon after selecting a report type. Refer to the **Golden Tree** document for more details on what values to enter.

Click the icon beside the respective field to configure it accordingly.

**Step 10**



This completes the guide.

