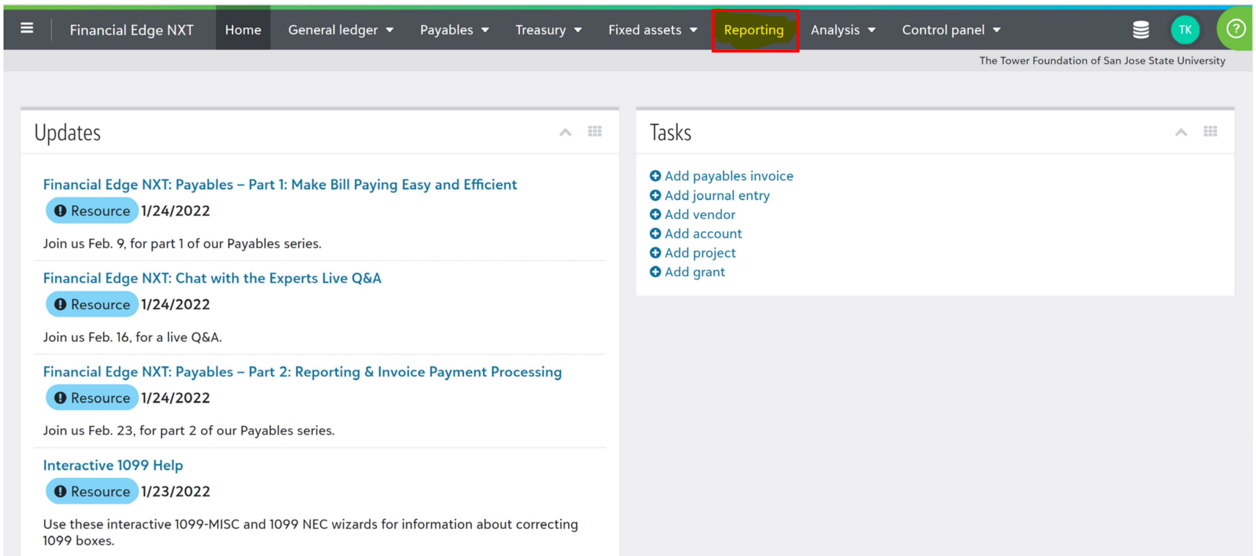
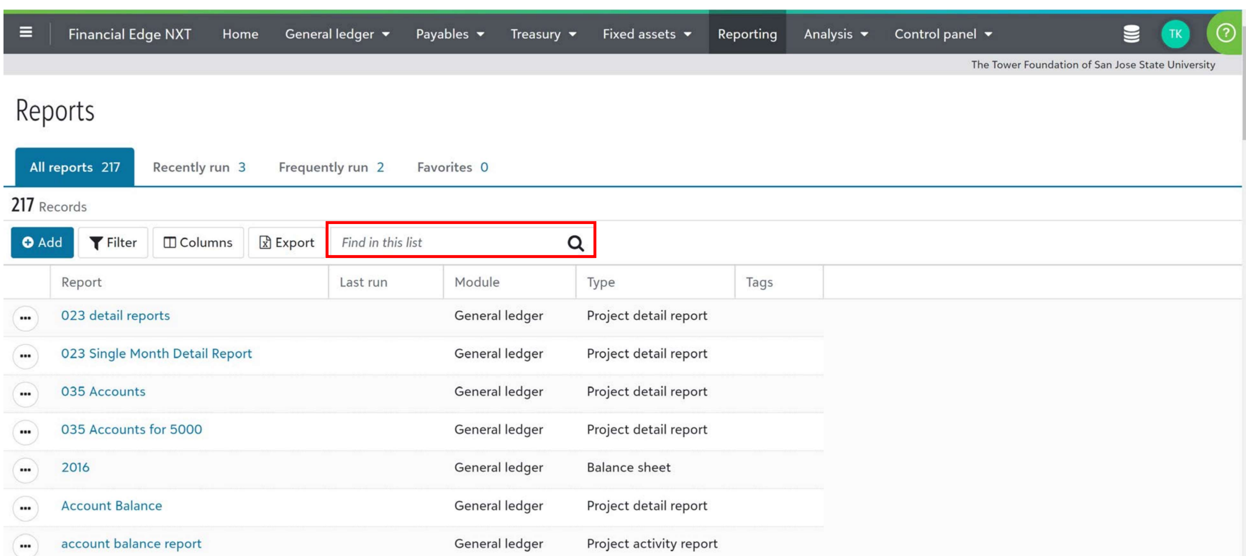
Step by step instructions on how to run Project Activity Report:

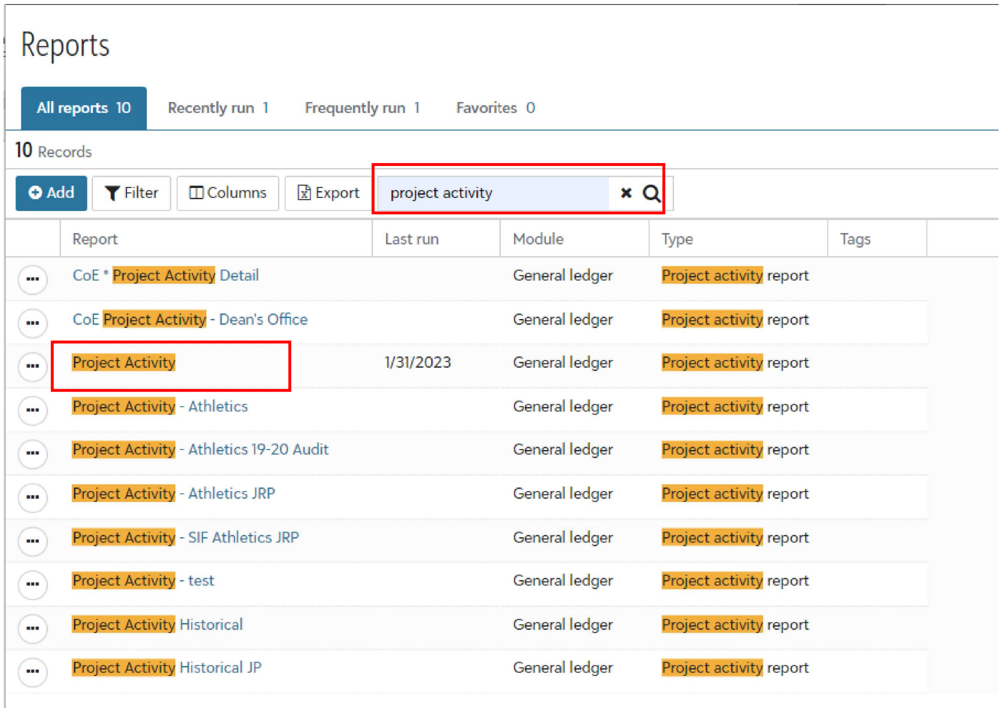
After logging in, you should arrive at the Blackbaud Financial Edge NXT homescreen.

Click “Reporting” as seen in the screenshot below.



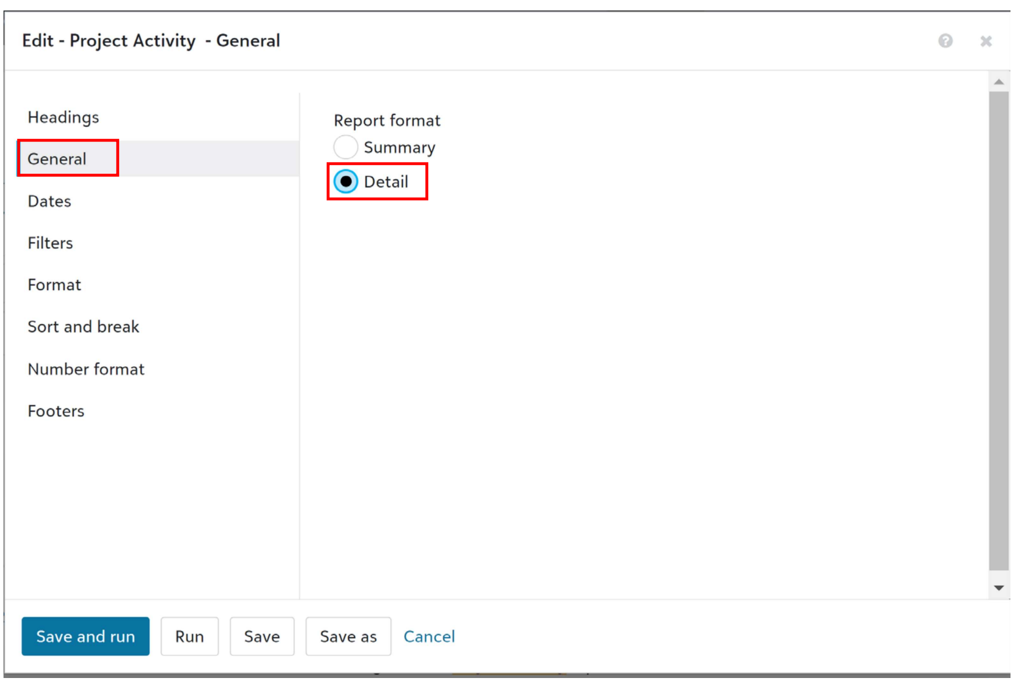
In the search bar, search "Project Activity”.



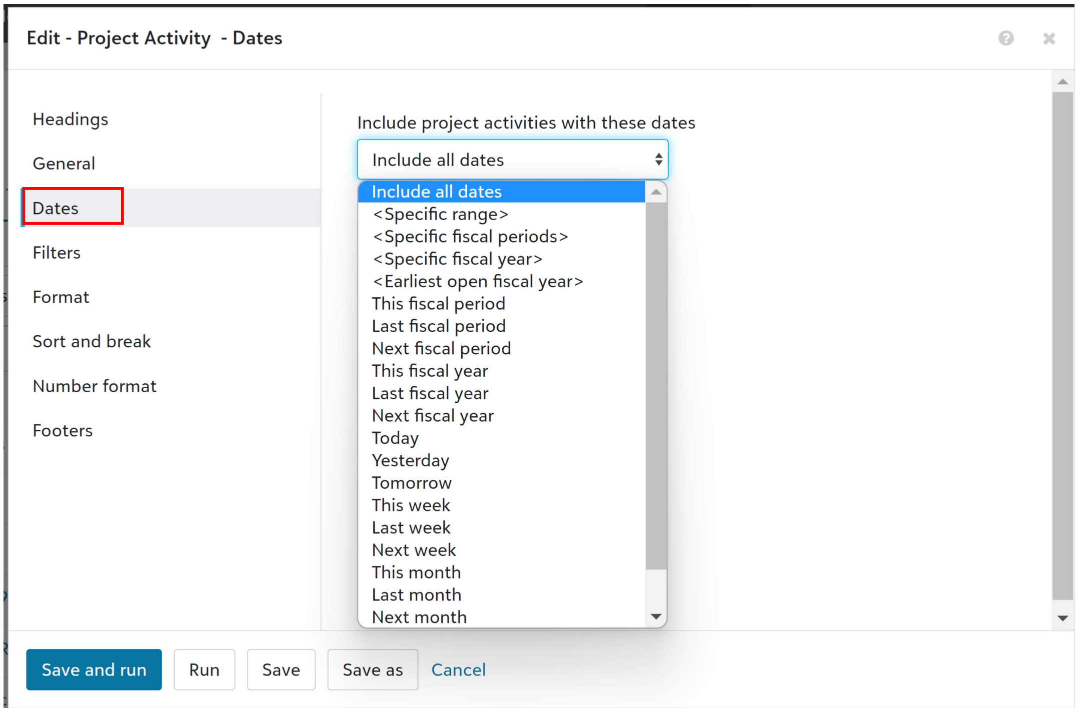


Click on “Project Activity”

Then under the General tab, choose the "Detail" option.

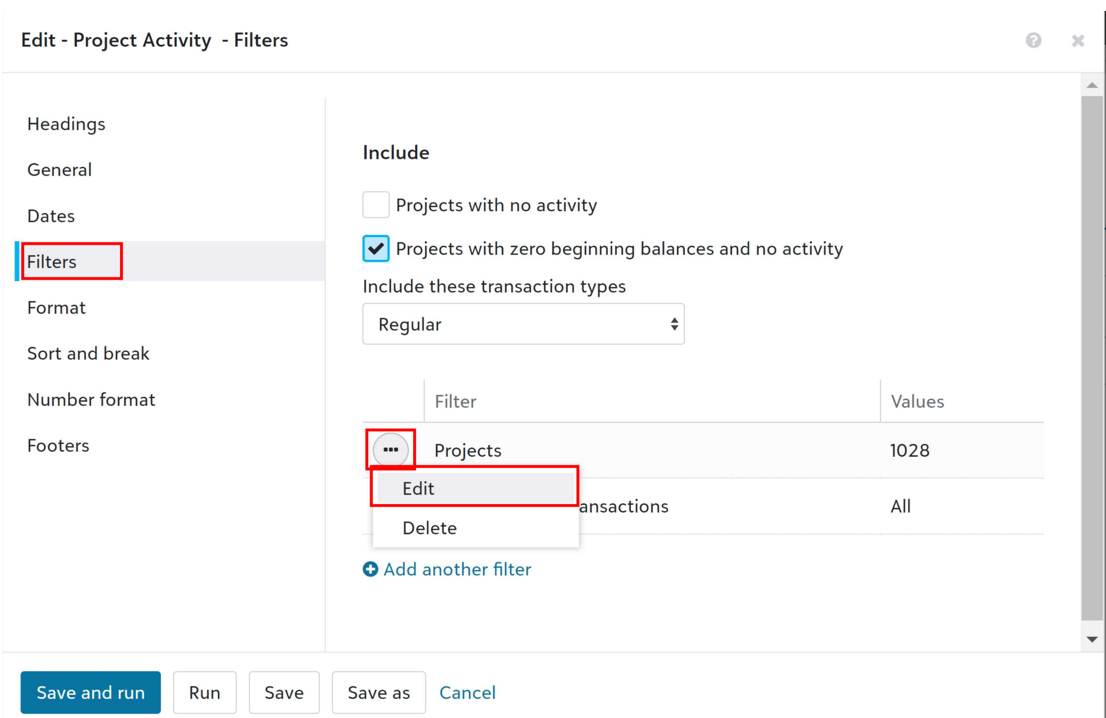


Under the Dates tab, choose the parameter of your choice.

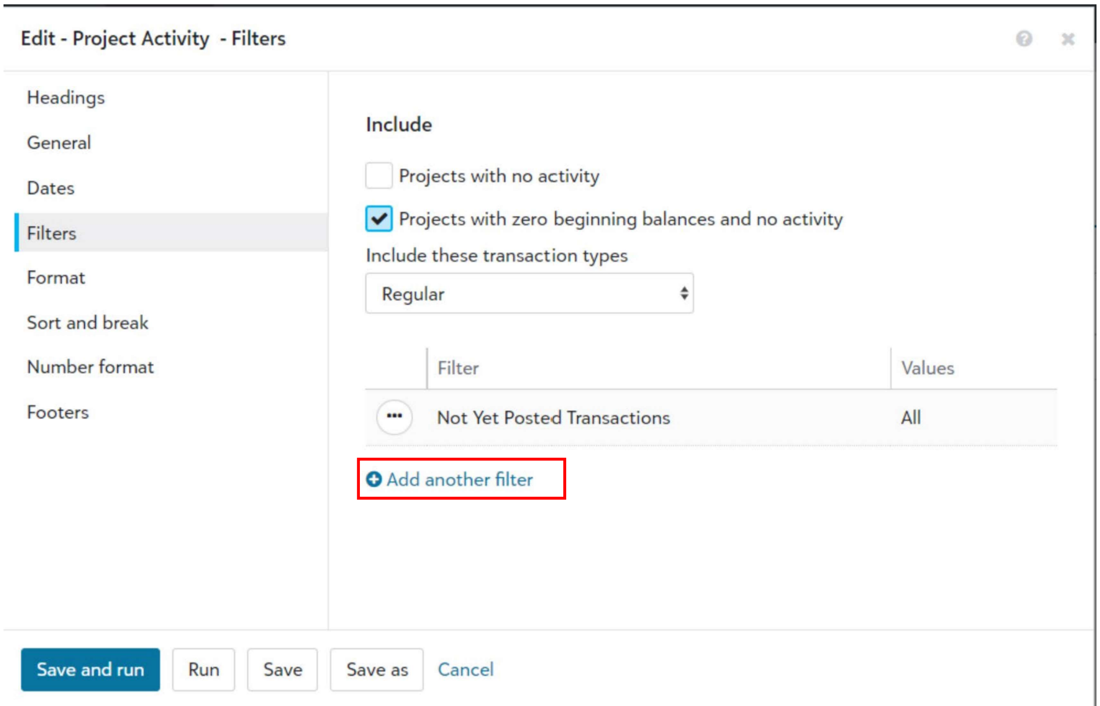


<u>Under Filters tab</u>

If there is a "Projects" filter, click the three dots and select edit:



If the “Projects” filter is missing, click "Add another filter".

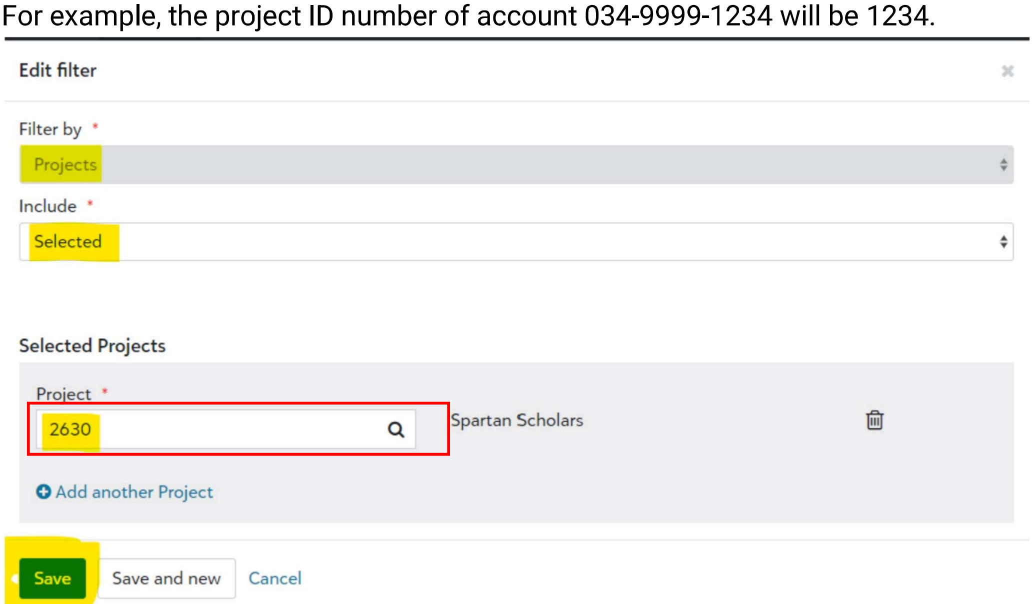


Under Filter by, select "Projects".

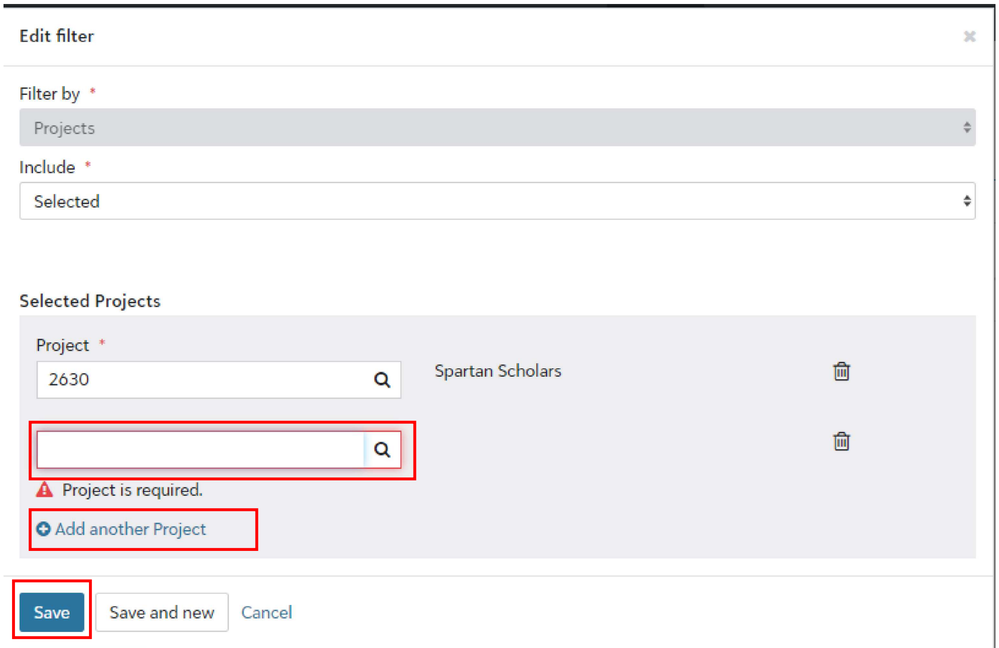
> **** Please do not filter by “Cost Center” or “Funds”. The report does not generate accurate information when filter by “Cost Center” or “Funds”.*

Under "Include", select "Selected".

In the project search engine, type in the project ID number which is the last four digits of the Tower account number and click save.
For example, the project ID number of account 034-9999-1234 will be 1234.

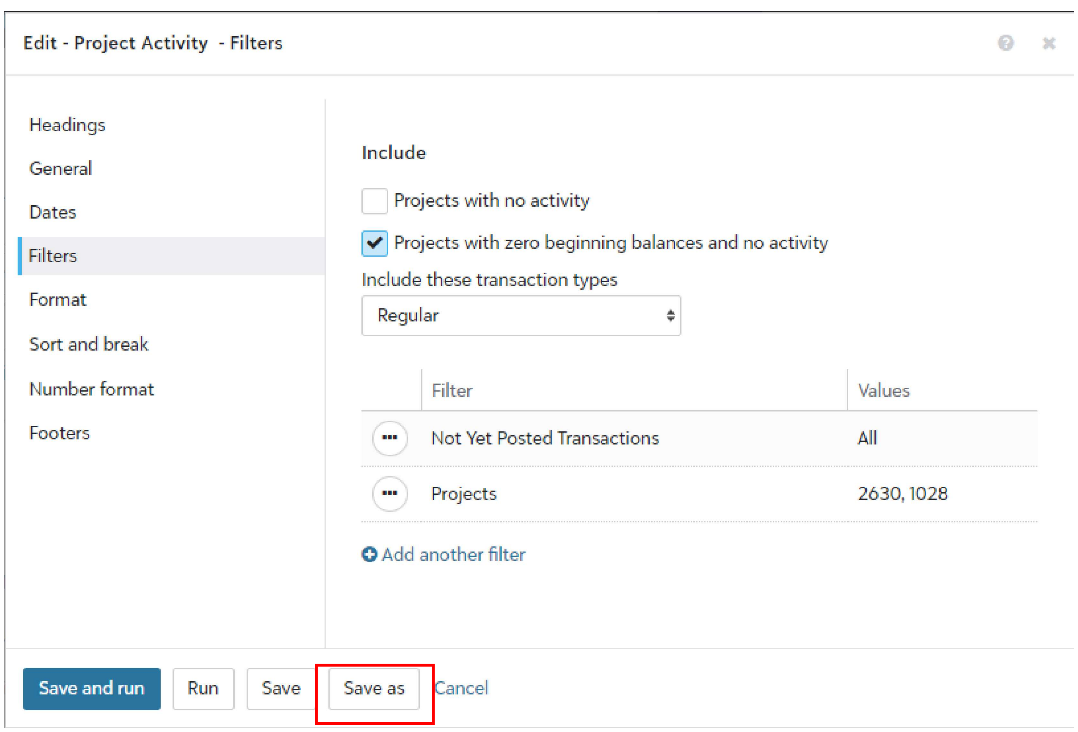


If you would like to run a report for multiple accounts, click "Add another Project" and enter the Project ID number in the new search bar. After adding all the accounts of choice, click save.

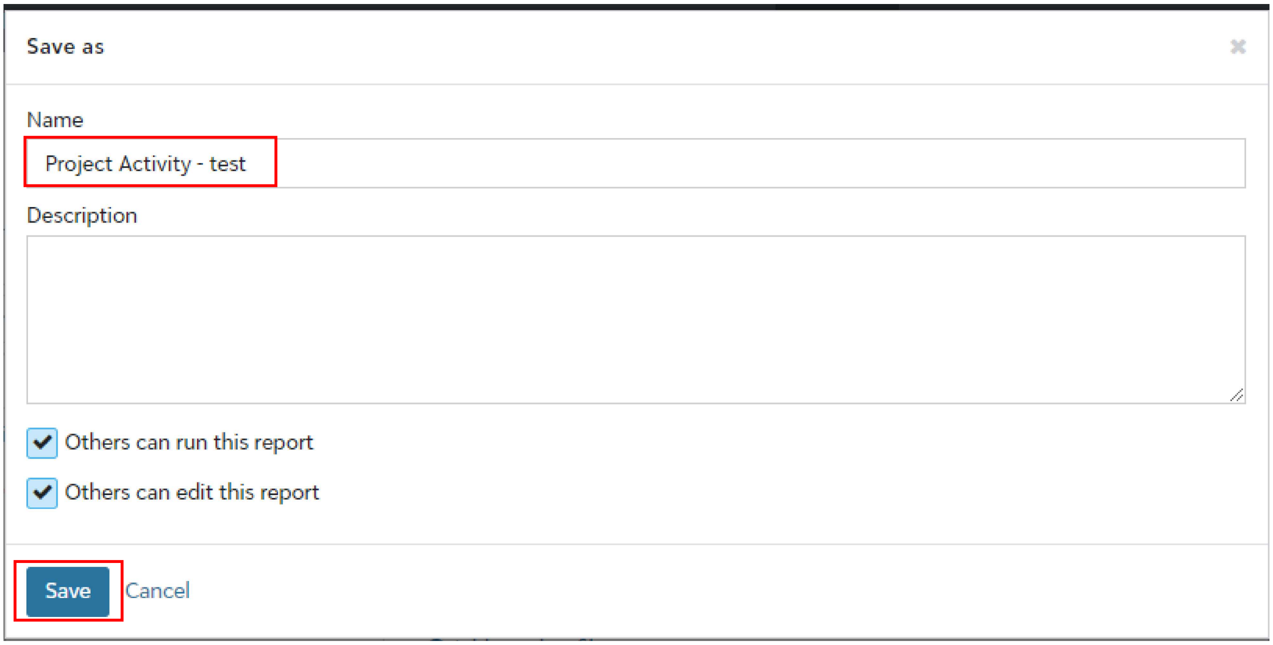


If you will be running the Project Activity report of the same Tower accounts you have added in the filters often, you can create a report with all the filters you have added so that you do not need to input the project ID numbers every time you run Project Activity report.

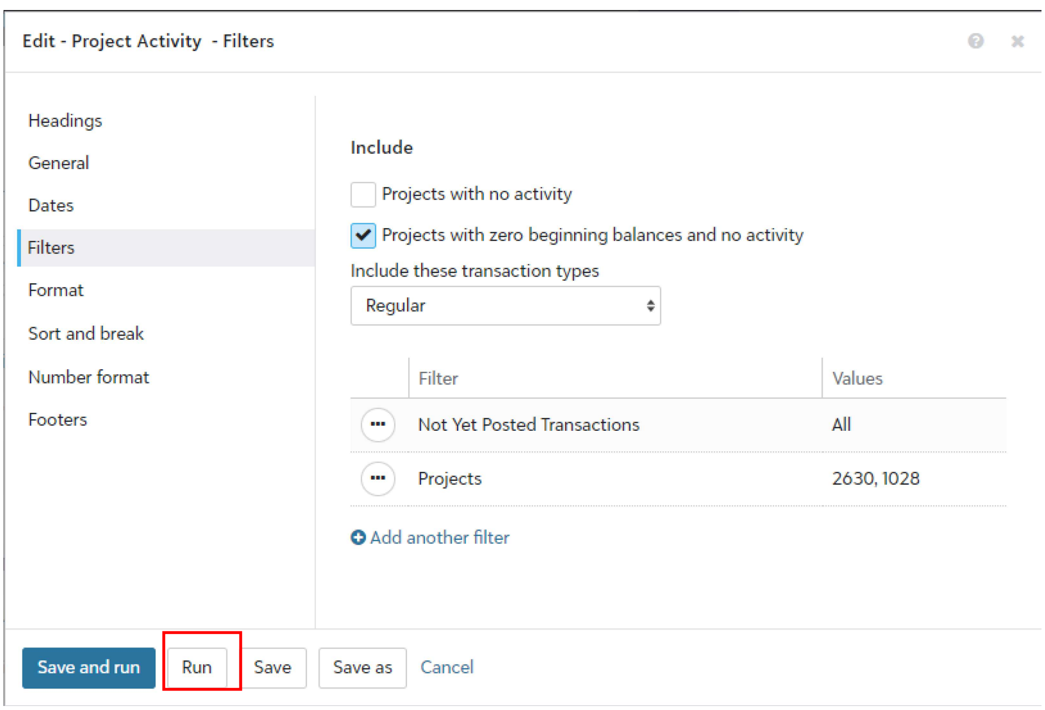
To create your own report, click "Save as".



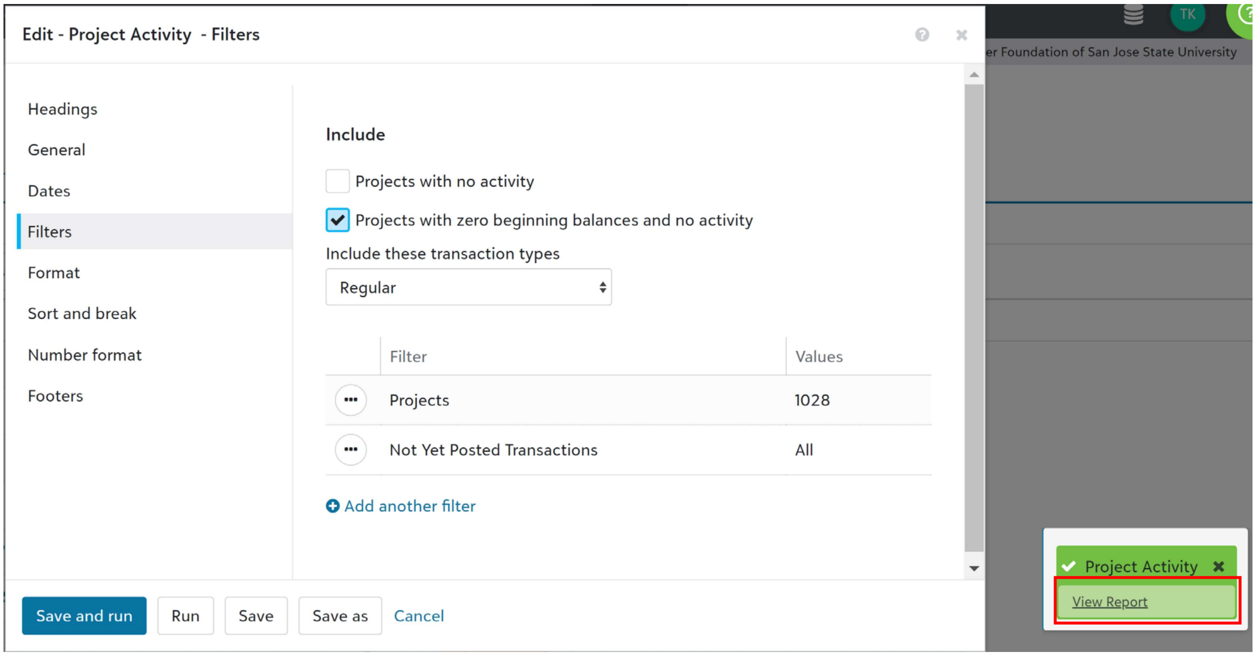
Name the report and uncheck “Others can run this report” and “Others can edit this report” if you would not like others to run or edit this report you are creating. Then click “Save”.



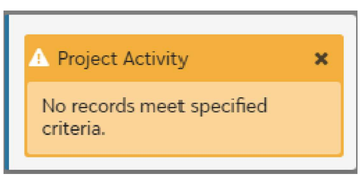
You can now click Run and a report will be generated.



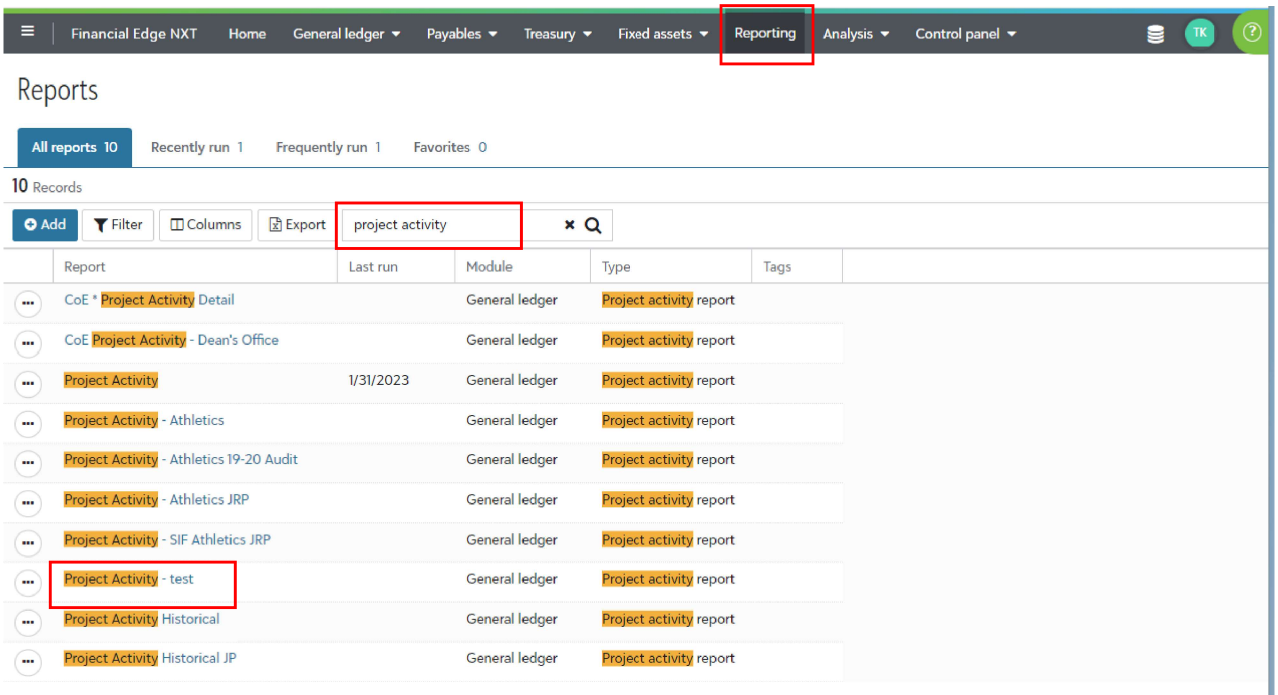
After the report has been generated, a green pop up window will show up on the right bottom corner. Click “View Report” and you should be able to view and export your report.
(If the small pop up window is blue, it means the report is still being generated.)



If you get this pop up window after you click “Run” this means there are no activities in the Tower Accounts you have inputted in the date range you selected. So please choose a different date range under “Dates” tab.



Next time you would like to run the report you have created, after logging in and going to Reporting, you just need to search for the name of the report you have created in the search bar below. In this case it would be “Project Activity – test”.



You would only need to make changes under the Dates tab to the parameter of your choice. Under Filters tab, all the project IDs you have added when you created the report will be already there.