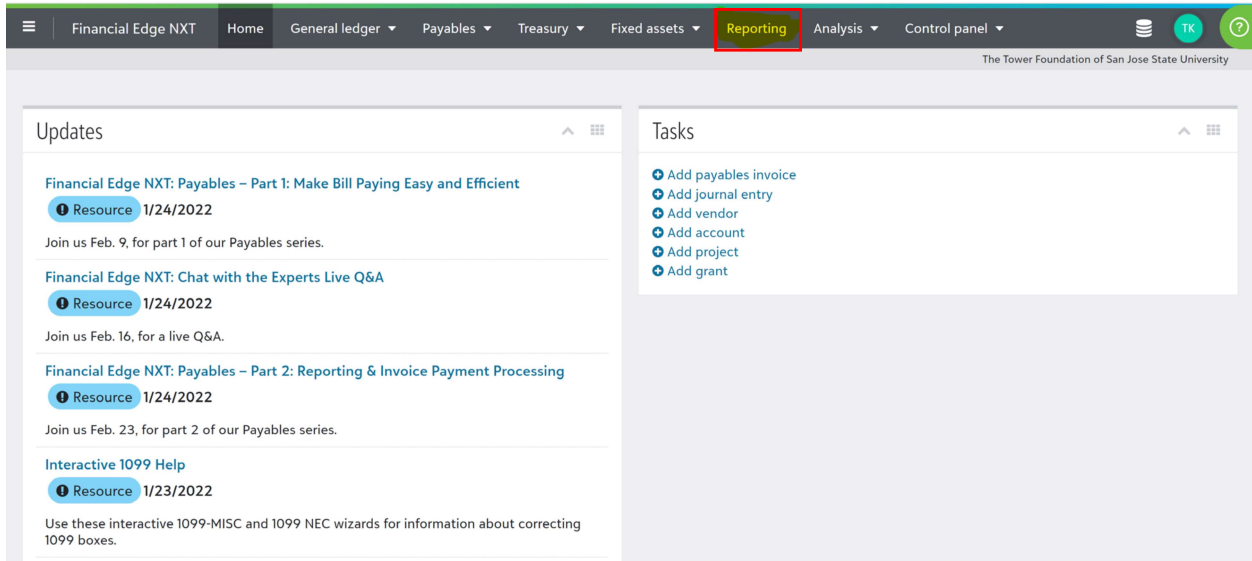


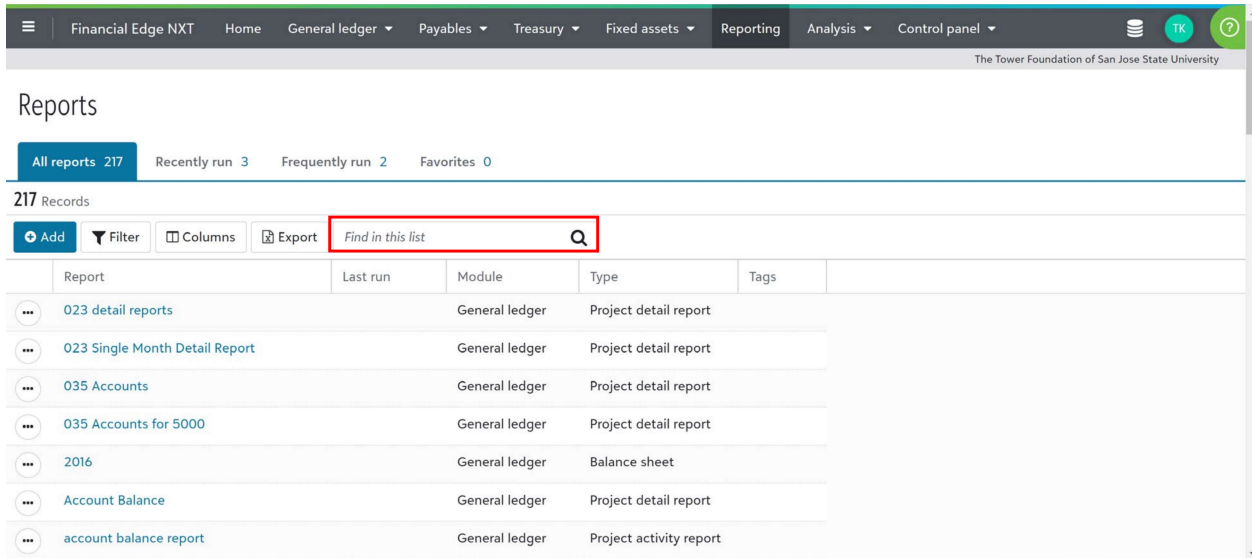
## Step by step instructions on how to run Project Activity Report:

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".



## Reports

All reports 10    Recently run 1    Frequently run 1    Favorites 0

10 Records

+ Add   
 ▼ Filter   
 ☰ Columns   
 📄 Export   
 project activity ✕ 🔍

Report	Last run	Module	Type	Tags
CoE * Project Activity Detail		General ledger	Project activity report	
CoE Project Activity - Dean's Office		General ledger	Project activity report	
Project Activity	1/31/2023	General ledger	Project activity report	
Project Activity - Athletics		General ledger	Project activity report	
Project Activity - Athletics 19-20 Audit		General ledger	Project activity report	
Project Activity - Athletics JRP		General ledger	Project activity report	
Project Activity - SIF Athletics JRP		General ledger	Project activity report	
Project Activity - test		General ledger	Project activity report	
Project Activity Historical		General ledger	Project activity report	
Project Activity Historical JP		General ledger	Project activity report	

Click on "Project Activity"

...	Project Activity	1/31/2023	General ledger	Project activity report
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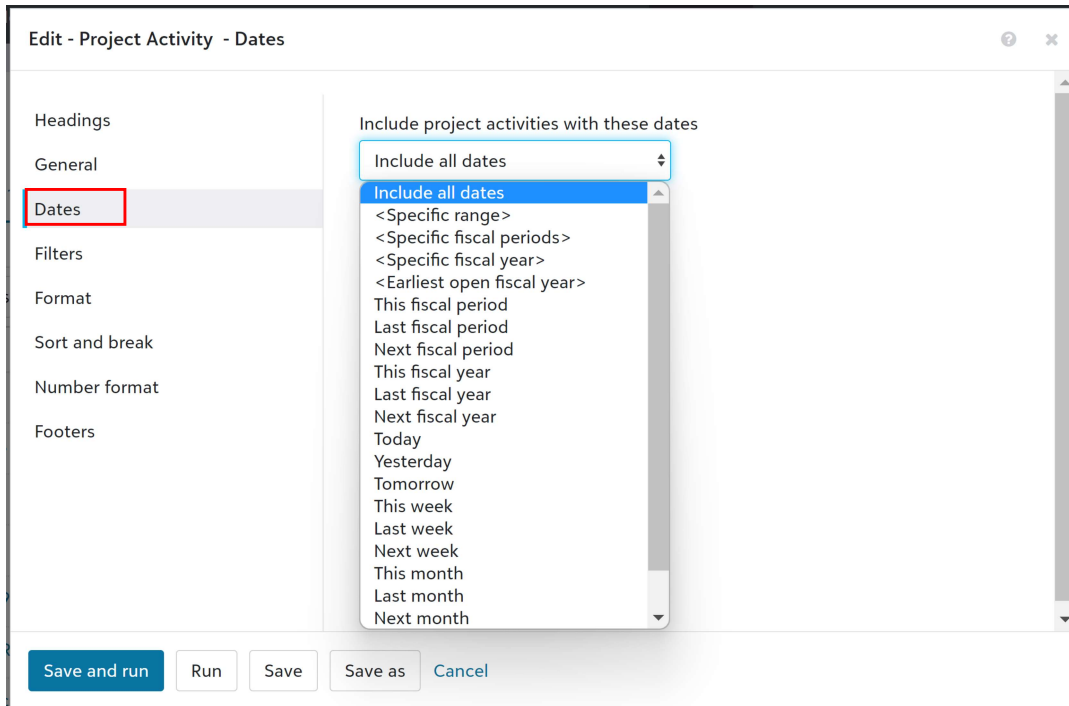
Then under the General tab, choose the "Detail" option.

Edit - Project Activity - General ? ✕

Headings <b>General</b> Dates Filters Format Sort and break Number format Footers	Report format <input type="radio"/> Summary <input checked="" type="radio"/> Detail
--	---

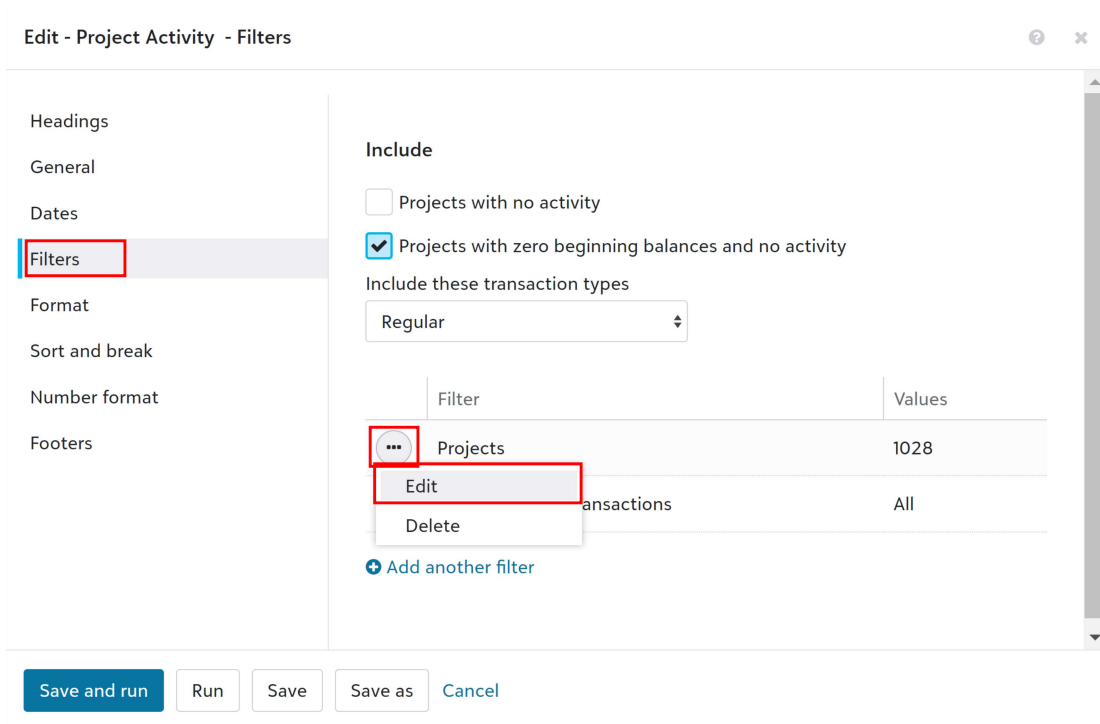
Save and run  
 Run  
 Save  
 Save as  
 Cancel

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



## Under Filters tab

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



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

Headings

General

Dates

Filters

Format

Sort and break

Number format

Footers

Include

Projects with no activity

Projects with zero beginning balances and no activity

Include these transaction types

Regular

Filter	Values
Not Yet Posted Transactions	All

[Add another filter](#)

Save and run Run Save Save as Cancel

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.

Edit filter

Filter by \*

Projects

Include \*

Selected

Selected Projects

Project \*

2630 Spartan Scholars

[Add another Project](#)

Save Save and new Cancel

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.

Edit filter

Filter by \*  
Projects

Include \*  
Selected

Selected Projects

Project \*  
2630 Spartan Scholars

Project is required.

Add another Project

Save Save and new Cancel

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”.

Edit - Project Activity - Filters

Headings

General

Dates

Filters

Format

Sort and break

Number format

Footers

Include

Projects with no activity

Projects with zero beginning balances and no activity

Include these transaction types

Regular

Filter	Values
Not Yet Posted Transactions	All
Projects	2630, 1028

Add another filter

Save and run Run Save Save as Cancel

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".

Save as

Name

Project Activity - test

Description

Others can run this report

Others can edit this report

Save Cancel

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

Edit - Project Activity - Filters

Headings

General

Dates

Filters

Format

Sort and break

Number format

Footers

Include

Projects with no activity

Projects with zero beginning balances and no activity

Include these transaction types

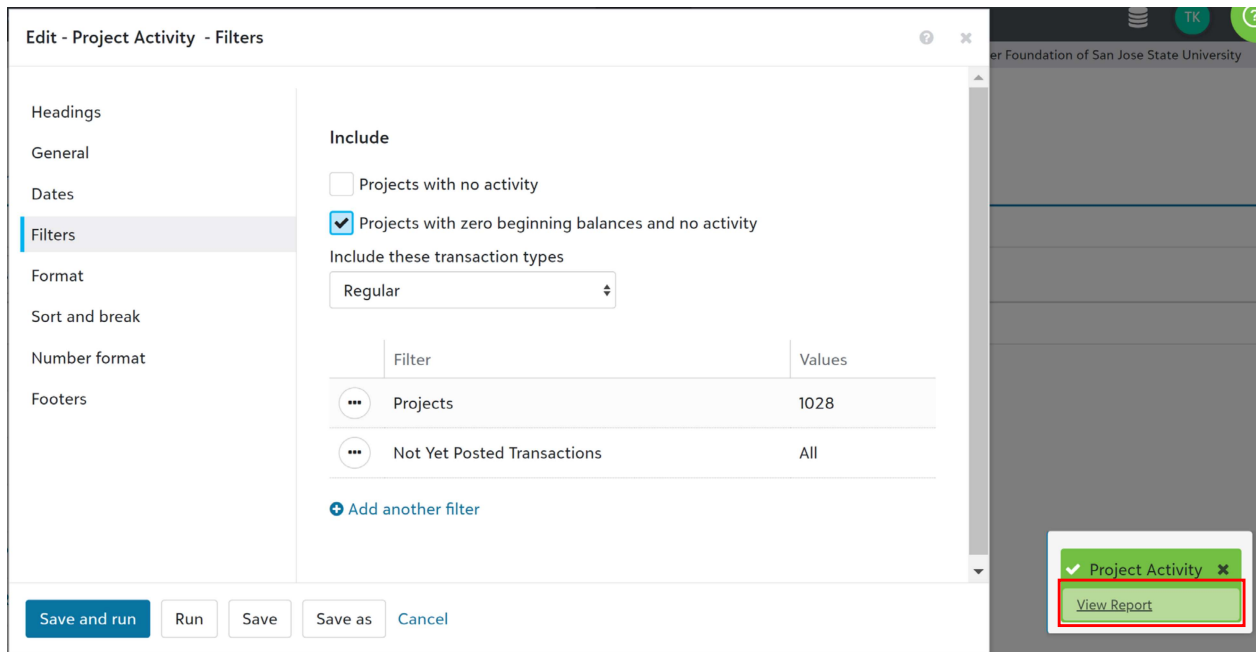
Regular

Filter	Values
Not Yet Posted Transactions	All
Projects	2630, 1028

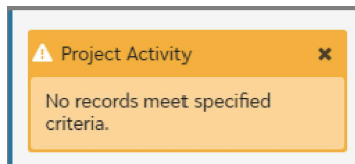
Add another filter

Save and run Run Save Save as Cancel

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”.

The screenshot shows the Financial Edge NXT Reporting interface. The top navigation bar includes 'Financial Edge NXT', 'Home', 'General ledger', 'Payables', 'Treasury', 'Fixed assets', 'Reporting', 'Analysis', and 'Control panel'. The 'Reporting' menu item is highlighted with a red box. Below the navigation bar, the 'Reports' section shows 'All reports 10', 'Recently run 1', 'Frequently run 1', and 'Favorites 0'. A search bar contains the text 'project activity' and is also highlighted with a red box. The search results are displayed in a table with columns: Report, Last run, Module, Type, and Tags. The report 'Project Activity - test' is highlighted with a red box in the table.

Report	Last run	Module	Type	Tags
CoE * Project Activity Detail		General ledger	Project activity report	
CoE Project Activity - Dean's Office		General ledger	Project activity report	
Project Activity	1/31/2023	General ledger	Project activity report	
Project Activity - Athletics		General ledger	Project activity report	
Project Activity - Athletics 19-20 Audit		General ledger	Project activity report	
Project Activity - Athletics JRP		General ledger	Project activity report	
Project Activity - SIF Athletics JRP		General ledger	Project activity report	
Project Activity - test		General ledger	Project activity report	
Project Activity Historical		General ledger	Project activity report	
Project Activity Historical JP		General ledger	Project activity report	

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.

The screenshot shows the 'Edit - Project Activity - Dates' dialog box. The left sidebar has tabs for 'Headings', 'General', 'Dates', 'Filters', 'Format', 'Sort and break', 'Number format', and 'Footers'. The 'Dates' tab is selected. The main area shows a dropdown menu for 'Include project activities with these dates' with the following options: 'Include all dates', '<Specific range>', '<Specific fiscal periods>', '<Specific fiscal year>', '<Earliest open fiscal year>', 'This fiscal period', 'Last fiscal period', 'Next fiscal period', 'This fiscal year', 'Last fiscal year', 'Next fiscal year', 'Today', 'Yesterday', 'Tomorrow', 'This week', 'Last week', 'Next week', 'This month', 'Last month', and 'Next month'. The 'Include all dates' option is selected. At the bottom, there are buttons for 'Save and run', 'Run', 'Save', 'Save as', and 'Cancel'.