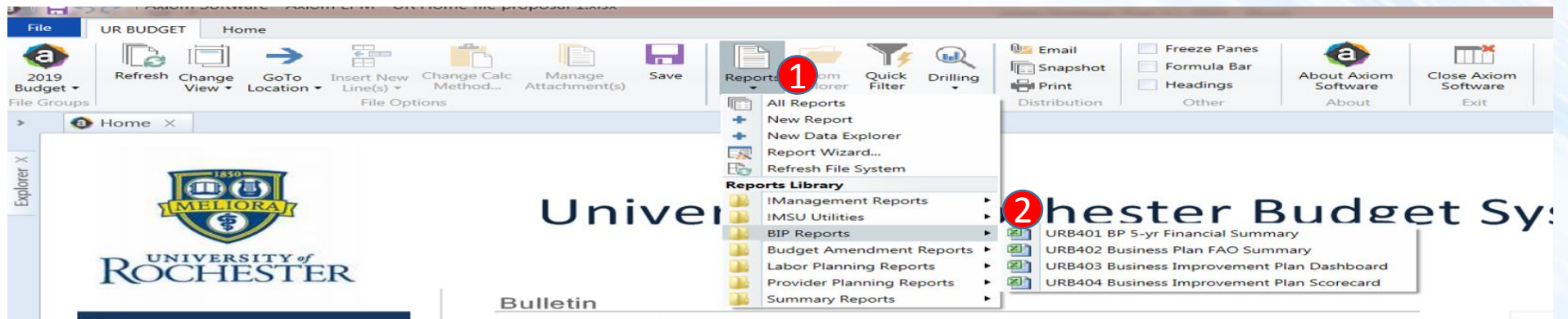


UR Budget - Business Improvement Plans – Accessing BIP Reports

Accessing BIP Reports via UR Budget “Home” Ribbon

1. Select the “Reports” drop-down arrow
2. Select “BIP Reports” to reveal all BIP reports



Accessing BIP Reports via BIP Template “Info” Tab

1. Open a new or existing BIP
2. The BIP defaults to the “Info” tab, or select the “Info” at the bottom left of the user-screen
3. Locate the section labeled “Report Links”
4. Select applicable report

