To Review Past Months BBA Summaries That Have Activity and Have Been Approved.

1. From any page, click on the “Reports” tab.

2. Click on “Historical BBA Reports”.

3. It will be in month order.

4. Click on the “Select Button” of the month/project you want to review.
**To Review Summaries That Have NO ACTIVITY.**

1. From any page, click on the “Summary” tab.

2. Click the arrow on the “Month” search options and pick the month you want to review.

3. Click the arrow on the “Status” search option and pick NoActivity.

4. Unfortunately, you can not see the actual BBA summary report, but you will be able to review total budgeting items.

**I have put in a request to be able to pull up “BBA Summary Reports” with PTAO’s with NO ACTIVITY as well. I will keep you posted.**

**Please let me know if you have any questions.**