Help with Activity Reports

**Error Message's**

1. If you see this error message at the bottom of the activity report follow these steps:

   The activities have 25.00 from the – funding source, but the – funding Source has $0 and 0.0000 payroll

   You need to add both the Paying Account and Benefitting Account information by clicking on the drop down boxes and then click on the Update button.

2. If you see this error message at the bottom of the activity report follow these steps:

   The activities have 50.00 from the 1–Education & General funding source, but the 1–Education & General funding Source has $5,000 and 25.0000 payroll

   The activity report exceeds its 25% Total FTE, you need to adjust the report to match the FTE.

**Adding a Course**

All courses have been assigned to someone, so if you are missing a course for a faculty member, adjunct or graduate student please follow these steps:

From the Activity Report main screen click on Course Catalog Search.
Fill in the course prefix and number and click Submit.
You will get a list of all people with this course.

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Primary Instructor?</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Section</th>
<th>Course Type</th>
<th>Course Indicator</th>
<th>Refnum</th>
<th>Description</th>
<th>Section Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z00-00-0000</td>
<td>Y</td>
<td>ENC</td>
<td>2213</td>
<td>C</td>
<td>81648</td>
<td>Writing for Management</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You will then go into their activity report and click on Detail.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Course Related</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing for Management</td>
<td>25.00 ENC 2213-</td>
<td>25 0 C 75</td>
</tr>
</tbody>
</table>

Select and Click on one of the three transfer options.

Enter the correct Z# Select the correct Pay Plan Click on Transfer Course