Year to Date Budget Report

Next steps under the Financials Menu:



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🚾 YTD Budget Report - Munis [*TEST DATABASE MUNIS V10.3 Sep	13 2013*]
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Seg Find Org Org Object Project Rollup code Rollup program Image: Color of the second sec	lick on the magnifying glass to nd a data set. You can also use ne keyboard shortcut (Ctrl + F)
Find records using the seg-account method.	OVR

- **Org** Enter the org code. You can limit this report to a range if you know the beginning and ending numbers. To make the report meaningful, limit your range to a "budget" range. For most county entities, a single wildcard (?) works well (For example: 1321????).
- **Object** Enter the object code. You can limit this report to a range of object codes if you know the beginning and ending number. (Note: Use 5* to limit the report to expenditures only. If not, the report will be misleading.)

Enter

	🚾 YTD Budget Re	port - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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Click on Repor the report crit the on-screen	t Options to eria as direo instructions	o define cted by 5.	
	Find records using the 1,546 Record(s) found	seg-account method.	ovr

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Report Sequence Field # Sequence 1 09 - Org Sequence 2 11 - Object Sequence 3	Page Total Break	Ch of re	neck total to get all the detail on the port.
Sequence 4 Report title YEAR-TO-DA	ITE BUDGET REPORT		Click on the Additional Options tab for more report options.
Print Options Additional C Report Options Include only accounts that us	sed 0 % or greater of 1	oudget	
Order accounts by Totals only Account description Print full GL account Roll projects to object Print report options	Drg, Object, Project	Year/period Carry forward Print MTD version Format type Double space Suppress zero bal	Within year/period 2012 / 9 Totals (GAAP) Standard format accts
Check to print MTD column.			OVR

The "Totals only" box cannot be checked in order to use the additional options tab.

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Press Enter or click on the green check mark.

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🚨 Report 1 - Genero Repo	t Viewer	
File View Help		
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Report 1		
	TEST DATABASE MUNIS V10.3 Sep 13 2013	
	YEAR-TO-DATE BUDGET REPORT	
	REPORT OPTIONS	
	Field # Total Page Break Sequence 1 9 N N Sequence 2 11 Y N Sequence 3 0 N N Sequence 4 0 N N	
	Report title: YEAR-TO-DATE BUDGET REPORT	
	Includes accounts exceeding 0% of budget. Print totals only: Y Year/Period: 2012/ 9 Print full or Short description: F Print MTD Version: N Print full GL account: N Format type: 1 Roll projects to object: N Double space: N Carry forward code: 1 Suppress zero bal accts: Y Include requisition amount: N Print Revenues-version headings: N Print revenue budgets as zero: N Include Fund Balance: N Print journal detail: N From Yr/Per: 2013/1 To Yr/Per: 2013/12 Include budget entries: Y Sort by JE # or PO #: 1 Detail format option: 1 Include additional JE comments: N Sort/Total Budget Rollup: N Multiyear view: D Amounts/totals exceed 999 million dollars: Y Find Criteria Field Name Field Value	
	Org 1521777 Object 5* Project Rollup code Rollup program Account type Account status	
	Report generated: 09/26/2013 09:30 Page 4 User: krchesse Program ID: glytdbud	
Page: 4 of 4		Listening on port 640

🔤 YTD Budget Report - Munis [*TEST DATABASE MUNIS V10.3 Sep 13	2013*]	
My File Edit Tools Help		
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Account Rolup org object rolect Rolup yer Rolup program Click on the File menu, then Output to send the report to the printer.	Output Output type Output type Output type	
	C Euclar princes Status	
		Choose Local Print
Define sequencing, totals, spacing, etc.	O Display	when (lo) and click OK
Ale to record of real at	Comm	acdter from the list,
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		OK Cancel

The level of detail returned is determined by the Report Options you choose for the report.

See Sample Reports 1 – 4 for examples of this report run with different Report Options.

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Seg Find Report Options	Account Rollup Org 1321???? Object 5* Project Rollup code Rollup year Rollup program	
	Account Type/Status Account type Account status	Click on the x to close this window and return to the main MUNIS window.

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YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

ORIGINAL APPROP	FRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2013 REAL ESTATE ASSESSMENT (21-	-RE)					
5A PERSONAL SERVICES 4,670,399.69	46,786.00	4,717,185.69	3,472,384.38	0.00	1,244,801.31	73.6%
1,998,114.19	7,463.00	2,005,577.19	1,418,499.88	0.00	587,077.31	70.7%
5C MALEKLALS & SERVICES 7,009,227.83	0.00	7,009,227.83	5,039,169.17	968,219.04	1,001,839.62	85.7%
20 CAPIAL 001LATS 2,560,000.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
ы ОТНЕК 82,000.00	0.00	82,000.00	0.00	0.00	82,000.00	%0.
TOTAL REAL ESTATE ASSESSMEN 16,319,741.71	ИТ (21-RE) 54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%

4,595,081.69 1,158,219.04 ** END OF REPORT - Generated by Kerry R Chesser ** 10,620,689.98 16,373,990.71 GRAND TOTAL 16,319,741.71 54,249.00

71.9%

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YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Roll projects to object: N Carry forward code: 1 Year/Period: 2012/ 9 Print MTD Version: N Amounts/totals exceed 999 million dollars: Y 0% of budget. Page Break zzzz Includes accounts exceeding 0% of b Print totals only: Y Print Full or Short description: F Print full GL account: N Format type: 1 Double space: N Suppress zero bal accts: Y Include requisition amount: N Print Revenue as credit: Y Print revenue budgets as zero: N Print journal detail: N Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Sort/Total Budget Rollup: N
Multiyear view: D Total ≻≻zz Find Criteria ne Field Value YEAR-TO-DATE BUDGET REPORT 1321???? 5* -900 Field Report title: Org Object Project Rollup code Rollup year Rollup program Sequence 1 Sequence 2 Sequence 3 Sequence 4 Field Name

Account type Account status

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YEAR-TO-DATE BUDGET REPORT

ORIGINAL APPROP TRANFRS 2013 REAL ESTATE ASSESSMENT (21-RE) 5A PERSONAL SERVICES 13210800 21-INTRGV-REA-APPRSL&TAX 5 4,670,399.69 70TAL PERSONAL SERVICES 4,670,399.69 5B FRINGE BENEFITS 13210800 21-INTRGV-REA-APPRSL&TAX 5	s/ADJSMTS 46,786.00 46,786.00	REVISED BUDGET 4,717,185.69 4,717,185.69	YTD EXPENDED 3,472,384.38 3,472,384.38 3,472,384.38	0.00 0.00	AVAILABLE BUDGET 1,244,801.31 1,244,801.31	86
TOTAL FRINGE BENEFITS 1,998,114.19 50 MATERIALS & SERVICES	7,463.00	2,005,577.19	1,418,499.88	00	587,077.33	
13210800 21-INTRGV-REA-APPRSL&TAX S 7,009,227.83 TOTAL MATERIALS & SERVICES	0.00	7,009,227.83	5,039,169.17	968,219.04	1,001,839.62	
7,009,227.83 5D CAPITAL OUTLAYS 13210800 21-INTRGV-REA-APPRSL&TAX S 2,560,000.00	0.00	7,009,227.83 2,560,000.00	5,039,169.17 690,636.55	968,219.04 190,000.00	1,001,839.62 1,679,363.45	
TOTAL CAPITAL OUTLAYS 2,560,000.00 5H OTHER 13210800 21-INTRGV-REA-APPRSL&TAX S	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	



YEAR-TO-DATE BUDGET REPORT

	% USED	.0%	71.9%
	AVAILABLE BUDGET	82,000.00	4,595,081.69
	ENCUMBRANCES	0.00	1,158,219.04
	YTD EXPENDED	0.00	10,620,689.98
	REVISED BUDGET	82,000.00	16,373,990.71
	TRANFRS/ADJSMTS	0.00	MENT(54,249.00
FOR 2012 09	ORIGINAL APPROP	TOTAL OTHER 82,000.00	TOTAL REAL ESTATE ASSESS 16,319,741.71

	71.9%	
	4,595,081.69	
	1,158,219.04	
	10,620,689.98	
	16,373,990.71	
	54,249.00	
GRAIND TUTAL	16,319,741.71	

** END OF REPORT - Generated by Kerry R Chesser **

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YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Roll projects to object: N Carry forward code: 1 Year/Period: 2012/ 9 Print MTD Version: N Amounts/totals exceed 999 million dollars: Y 0% of budget. Page Break zzzz Includes accounts exceeding 0% of b Print totals only: Y escription: F Print Full or Short description: F Frint full GL account: N Format type: 2 Double space: N Suppress zero bal accts: Y Include requisition amount: N Print Revenue as credit: Y Include Fund Balance: N Print journal detail: N From Yr/Per: 2013/ 1 To Yr/Per: 2013/12 Include budget entries: Y Incl encumb/liq entries: Y Sort by JE # or Po #: J Detail format option: 1 Include additional JE comments: N Print revenue budgets as zero: N Total Find Criteria Field value $\succ \succ z$ Sort/Total Budget Rollup: N Multiyear view: D YEAR-TO-DATE BUDGET REPORT 1321???? 5* Field # 1 9 0 Report title: -1 < 2 < 4 Sequence Sequence Sequence Sequence Field Name Project org object

Rollup code Rollup year Rollup program Account type

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YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

% USED	
AVAILABLE BUDGET	
ENCUMBRANCES	
YTD EXPENDED	
REVISED BUDGET	
TRANFRS/ADJSMTS	
ORIGINAL APPROP	

2013 REAL ESTATE ASSESSMENT (21-RE)

5D CAPITAL OUTLAYS

13210800 21-INTRGV-REA-APPRSL&TAX SVCS

100.0%	100.0%	100.0%	%0.	33.2%	34.4%	34.4%	34.4%
-5,500.00	-21,000.00	-7,836.55	10,000.00	1,703,700.00	1,679,363.45	1,679,363.45	1,679,363.45
5,500.00	21,000.00	0.00	0.00	163,500.00	190,000.00	190,000.00	190,000.00
0.00	0.00	7,836.55	0.00	682,800.00	690,636.55	690,636.55	690,636.55
0.00	0.00	0.00	10,000.00	2,550,000.00	2,560,000.00	2,560,000.00	2,560,000.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
541300 BLDG REMODELING/REHABILITA 0.00	049100 UFFLE MACHINEKY & EQUIPME 0.0 643300 MATA DDOFFEETUATE FOULED	040200 UALA FRUCESSING/IELECUM EQ 0.00 MATHIDAME/CEDVEDS	141202 MAINTRAME/SERVERS	2444000 SOFTWAKE LILENSE 2,550,000.00	TOTAL 21-INTRGV-REA-APPRSL&TAX 2,560,000.00	TOTAL CAPITAL OUTLAYS 2,560,000.00	TOTAL REAL ESTATE ASSESSMENT (2,560,000.00

 ** END OF REPORT - Generated by Kerry R Chesser $^{*\pm}$

34.4%

1,679,363.45

190,000.00

690,636.55

2,560,000.00

0.00

GRAND TOTAL 2,560,000.00



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Roll projects to object: N Carry forward code: 1 Year/Period: 2012/ 9 Print MTD Version: N Amounts/totals exceed 999 million dollars: Y 0% of budget. Page Break zzzz Includes accounts exceeding 0% of Print totals only: Y Print Full or Short description: F Print full GL account: N Format type: 2 Double space: N Suppress zero bal accts: Y Include requisition amount: N Print Revenues-Version headings: N Print revenue as credit: Y Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Sort/Total Budget Rollup: N Print revenue budgets as zero: N Include Fund Balance: N Print journal detail: N From Yr/Per: 2013/12 To Yr/Per: 2013/12 Fotal **≻≻≻>** Field value YEAR-TO-DATE BUDGET REPORT 1321???? 54* Find Criteria ** Field 1901 Multiyear view: D Report title: Rollup code Rollup year Rollup program Account type Account status Sequence 1 Sequence 2 Sequence 3 Sequence 4 Field Name org object Project

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YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

JOURNAL DETAIL 2013 1 TO 2013 12

% USED

ENCUMBRANCES AVAILABLE BUDGET

MTD EXPENDED

YTD EXPENDED

REVISED BUDGET

ORIGINAL APPROP

2013 REAL ESTATE ASSESSMENT (21-RE)

543103 OFFICE MACHINERY & EQUIPMENT						
13210800 543103 0.00 0FFICE MACHINE	ERY & EQUIPMENT 0.00	0.00	0.00	21,000.00	-21,000.00	$100.0\%^{+}$
010213 BUC 138,000.00				ORIGINA	VL BUDGET 2013	
042313 PUE PU32114081515 PUKCHASE-P 090613 APT P0321140811N1N10468926				38,436.00 GORDON	FLESCH CO INC	
000613 POI PO32114081108218		2	8,827.00	GORDON	FLESCH#11103344	
030013 FOL FUSELITUOLIU0310 061813 DAE DA231111030414 DAADA DEC				-28,827.00 GORDON	FLESCH CO INC	
001010 FOE FOULTITIOUNIN BOARD RES				14,999.00 CDW GOV	/ERNMENT INC	
NZECTNICOTHITZCOA TAR CICZIO		1	4,999.00	CDW GOV	/ERNMEN#378811	
072313 POL P032114103801616				-14,999.00 CDW GOV	/ERNMENT INC	
TOTAL OFFICE MACHINERY & EQUIP 0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL REAL ESTATE ASSESSMENT (0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL EXPENSES 0.00	0.00	0.00	0.00	21,000.00	-21,000.00	
GRAND TOTAL 0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
	** END OF REPORT	- Generated by K	erry R Chesser *	*		

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YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Field	# Total	Page Break	Year/Period: 2012/ 9
Sequence 1 1	7	z	Print revenue as credit: Y
Sequence 2 11	Y	z	Print totals only: N
Sequence 3 0	z	z	Suppress zero bal accts: Y
Sequence 4 0	z	z	Print full GL account: N
			Double space: N
Report title:			Roll projects to object: N
YEAR-TO-DATE BUDGE	T REPORT		
			Carry forward code: 1
			Print journal detail: Y
Print Full or Short	description	ш	From Yr/Per: 2013/ 1
Print MTD Version:			To Yr/Per: 2013/12
Print Revenues-Vers	ion headings	N .:	Include budget entries: Y
Format type: 2			Incl encumb/lig entries: Y
Print revenue budge	its as zero:	Z	Sort by JE # or PO #: P
Include Fund Balanc	e: N		Detail format option: 2
Include requisition	amount: N		
Multivear view: D			
Amounts/totals exce	ed 999 milli	on dollars: Y	
Find Criteri	e		

Field value Field Name

1321???? 543103 Org Object Project Rollup code Rollup year Rollup program Account type Account status