

# Year to Date Budget Report

Next steps under the Financials Menu:



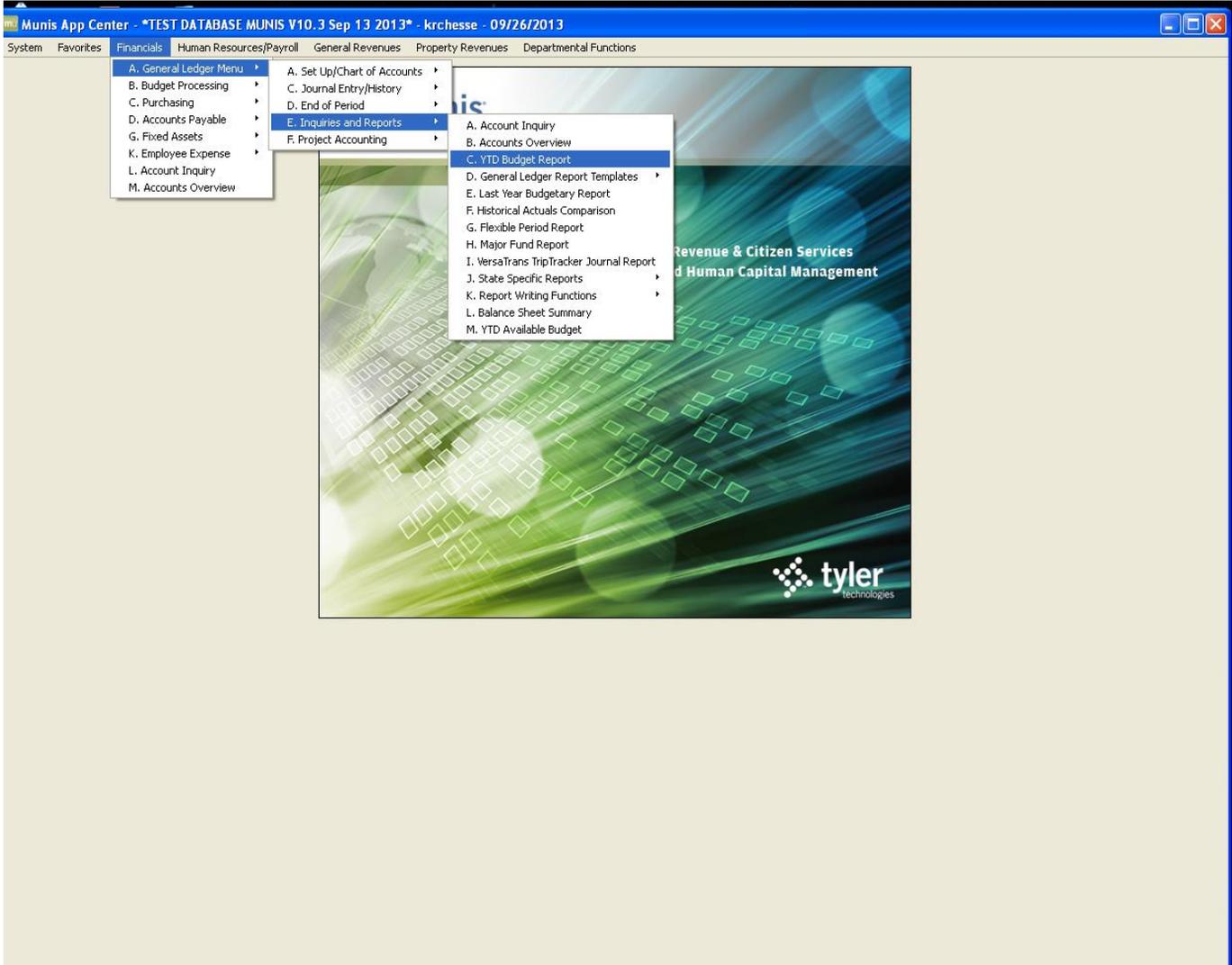
**General Ledger Menu**

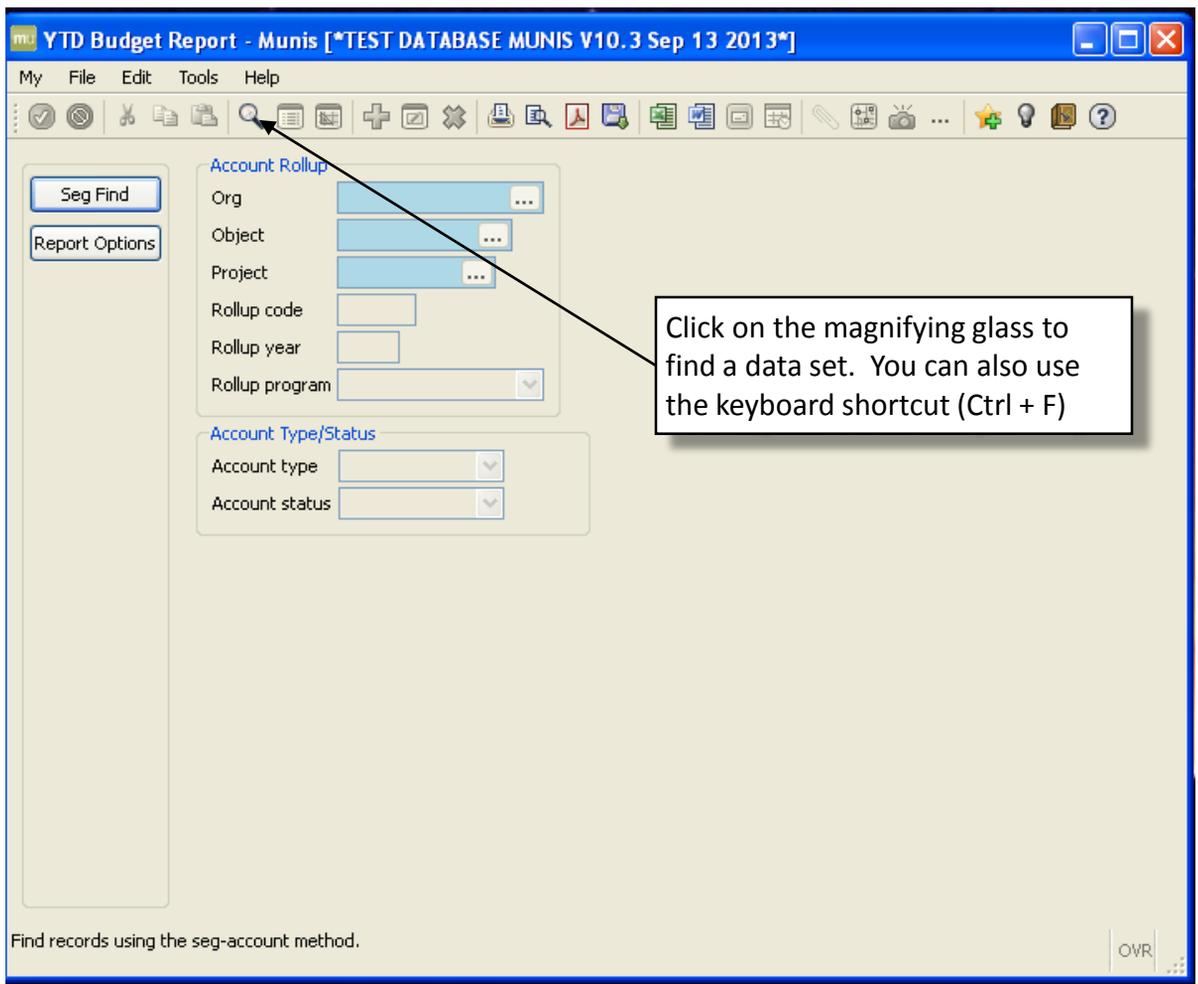


**Inquiries and Reports**



**YTD Budget Report**

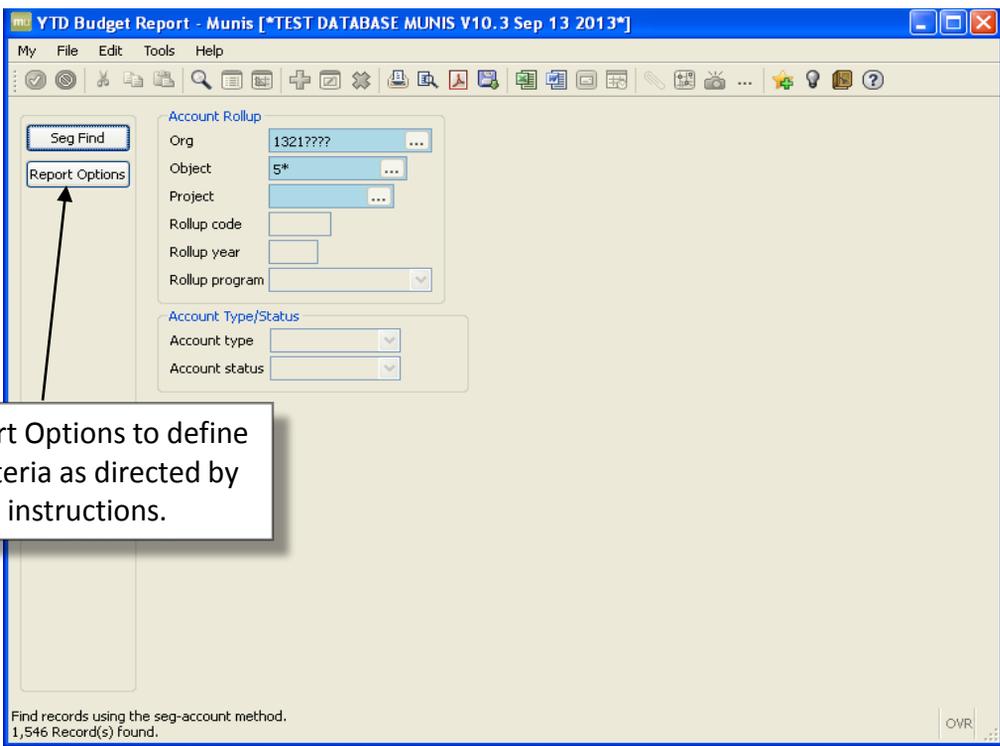




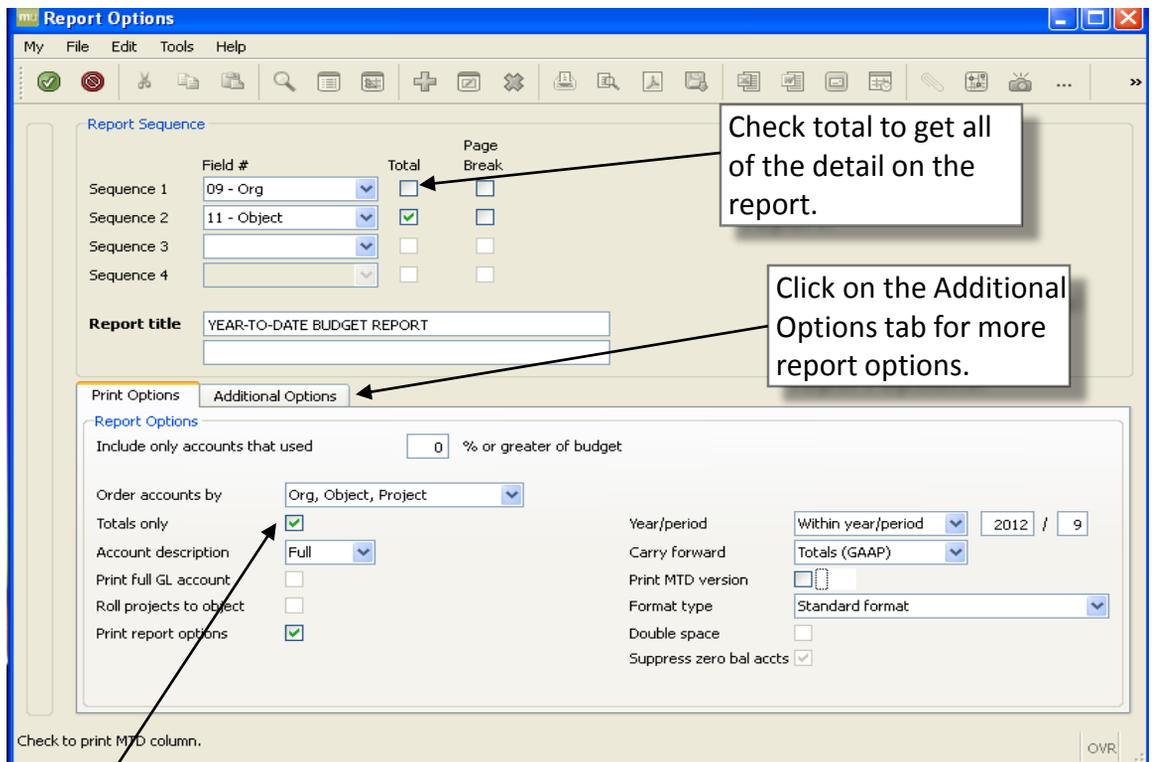
**Org** Enter the org code. You can limit this report to a range if you know the beginning and ending numbers. To make the report meaningful, limit your range to a “budget” range. For most county entities, a single wildcard (?) works well (For example: 1321????).

**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.)





Click on Report Options to define the report criteria as directed by the on-screen instructions.



Check total to get all of the detail on the report.

Click on the Additional Options tab for more report options.

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

**Report Options**

My File Edit Tools Help

**Report Sequence**

Sequence	Field #	Total	Page Break
Sequence 1	09 - Org	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	11 - Object	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

**Report title** YEAR-TO-DATE BUDGET REPORT

**Additional Options**

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Sort/total budget rollup	<input type="checkbox"/>	Multiyear view	
Print journal detail	<input type="checkbox"/>	Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

From yr/per 2013 1  
To yr/per 2013 12

Check to print revenue-version report headings.

OVR

Once you have finished selecting the report options, press Enter or click on the green check mark in the upper left-hand corner to accept your selections.

Check "Print journal detail" in order to access additional options.

**Enter**

Press Enter or click on the green check mark.

**Report Options**

My File Edit Tools Help

**Report Sequence**

Sequence	Field #	Total	Page Break
Sequence 1	09 - Org	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	11 - Object	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

**Report title** YEAR-TO-DATE BUDGET REPORT

**Report Options**

Include only accounts that used  % or greater of budget

Order accounts by Org, Object, Project

Totals only

Account description Full

Print full GL account

Roll projects to object

Print report options

Year/period Within year/period 2012 / 9

Carry forward Totals (GAAP)

Print MTD version

Format type Standard format

Double space

Suppress zero bal accts

Include accounts by % of budget used (0: No

OVR

Click to print report options

Click on the X to close this window and return to the main MUNIS window

**\*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

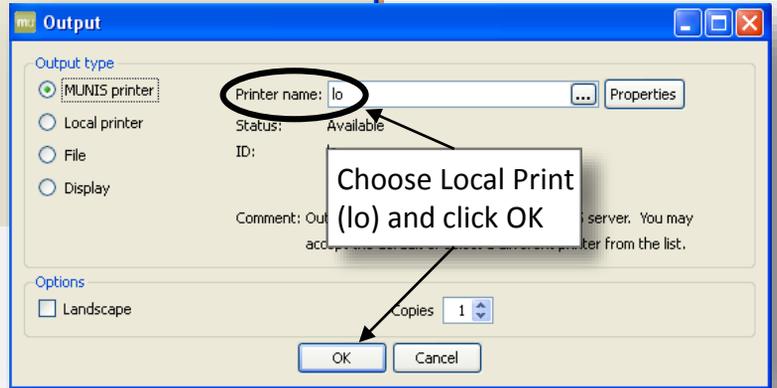
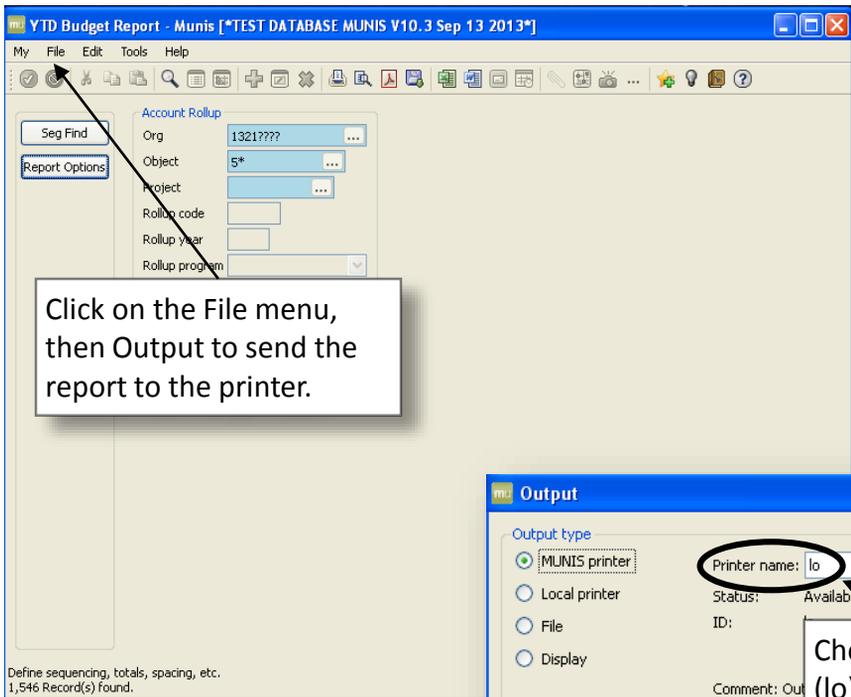
Includes accounts exceeding 0% of budget.

Print totals only: Y  
 Print Full or Short description: F  
 Print full GL account: N  
 Format type: 1  
 Double space: N  
 Suppress zero bal acct: Y  
 Include requisition amount: N  
 Print Revenues-Version headings: N  
 Print revenue as credit: Y  
 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  
 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  
 Amounts/totals exceed 999 million dollars: Y

Year/Period: 2012/ 9  
 Print MTD Version: N  
 Roll projects to object: N  
 Carry forward code: 1

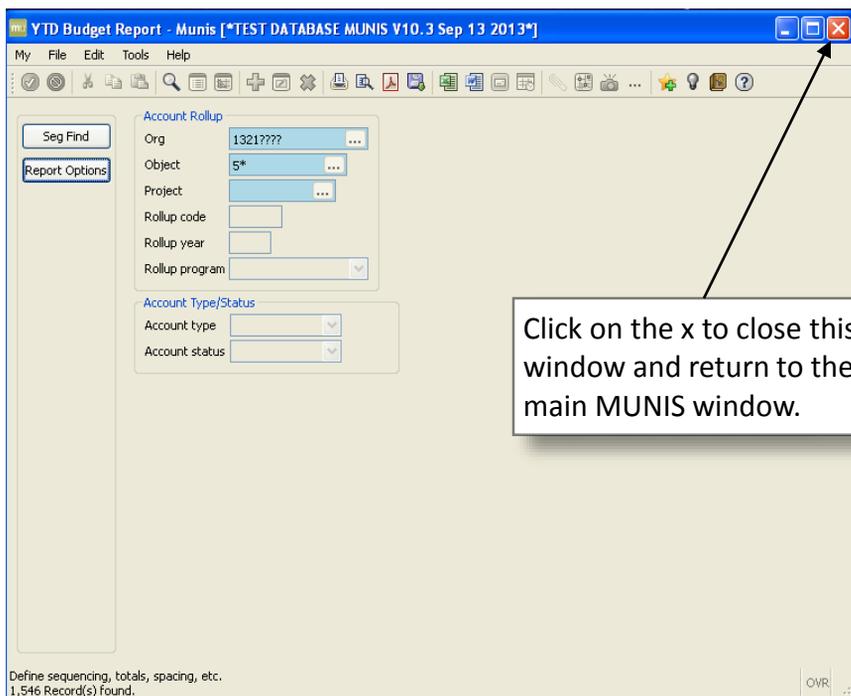
Find Criteria

Field Name	Field Value
Org	1321????
Object	5*
Project	
Rollup code	
Rollup year	
Rollup program	
Account type	
Account status	



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.



# \*TEST DATABASE MUNIS V10.3 Sep 13 2013\*



## YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>2013 REAL ESTATE ASSESSMENT (21-RE)</b>						
5A PERSONAL SERVICES	46,786.00	4,717,185.69	3,472,384.38	0.00	1,244,801.31	73.6%
5B FRINGE BENEFITS	7,463.00	2,005,577.19	1,418,499.88	0.00	587,077.31	70.7%
5C MATERIALS & SERVICES	0.00	7,009,227.83	5,039,169.17	968,219.04	1,001,839.62	85.7%
5D CAPITAL OUTLAYS	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
5H OTHER	82,000.00	82,000.00	0.00	0.00	82,000.00	.0%
<b>TOTAL REAL ESTATE ASSESSMENT (21-RE)</b>						
	54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%
<b>GRAND TOTAL</b>						
	54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%

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

# \*TEST DATABASE MUNIS V10.3 Sep 13 2013\*

## YEAR-TO-DATE BUDGET REPORT

### REPORT OPTIONS

Sequence	Field #	Total	Page Break
1	1	Y	N
2	10	Y	N
3	0	N	N
4	0	N	N

Report title:  
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

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 Revenues-Version headings: N  
 Print revenue as credit: Y  
 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  
 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  
 Amounts/totals exceed 999 million dollars: Y

Find Criteria  
 Field Name Field Value  
 Org 1321????  
 Object 5\*

Project  
 Rollup code  
 Rollup year  
 Rollup program  
 Account type  
 Account status

# \*TEST DATABASE MUNIS V10.3 Sep 13 2013\*



## YEAR-TO-DATE BUDGET REPORT

FOR 2012\_09

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>2013 REAL ESTATE ASSESSMENT (21-RE)</b>						
<b>5A PERSONAL SERVICES</b>						
13210800	21-INTRGV-REA-APRSL&TAX S	46,786.00	3,472,384.38	0.00	1,244,801.31	73.6%
	4,670,399.69	46,786.00				
	TOTAL PERSONAL SERVICES	46,786.00	3,472,384.38	0.00	1,244,801.31	73.6%
<b>5B FRINGE BENEFITS</b>						
13210800	21-INTRGV-REA-APRSL&TAX S	7,463.00	1,418,499.88	0.00	587,077.31	70.7%
	1,998,114.19	7,463.00				
	TOTAL FRINGE BENEFITS	7,463.00	1,418,499.88	0.00	587,077.31	70.7%
<b>5C MATERIALS &amp; SERVICES</b>						
13210800	21-INTRGV-REA-APRSL&TAX S	0.00	5,039,169.17	968,219.04	1,001,839.62	85.7%
	7,009,227.83	0.00				
	TOTAL MATERIALS, & SERVICES	0.00	5,039,169.17	968,219.04	1,001,839.62	85.7%
<b>5D CAPITAL OUTLAYS</b>						
13210800	21-INTRGV-REA-APRSL&TAX S	0.00	690,636.55	190,000.00	1,679,363.45	34.4%
	2,560,000.00	0.00				
	TOTAL CAPITAL OUTLAYS	0.00	690,636.55	190,000.00	1,679,363.45	34.4%
<b>5H OTHER</b>						
13210800	21-INTRGV-REA-APRSL&TAX S	0.00	0.00	0.00	82,000.00	.0%
	82,000.00	0.00				

# \*TEST DATABASE MUNIS V10.3 Sep 13 2013\*



## YEAR-TO-DATE BUDGET REPORT

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

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

# \*TEST DATABASE MUNIS V10.3 Sep 13 2013\*

## YEAR-TO-DATE BUDGET REPORT

### REPORT OPTIONS

Sequence	Field #	Total	Page	Break
Sequence 1	1	Y	N	N
Sequence 2	10	Y	N	N
Sequence 3	9	Y	N	N
Sequence 4	0	N	N	N

Report title:  
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y  
Print Full or Short description: F  
Print full GL account: N

Year/Period: 2012/ 9  
Print MTD Version: N  
Roll projects to object: N  
Carry forward code: 1

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  
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  
Incl encumb/liq 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 1321????  
Object 5\*

Project  
Rollup code  
Rollup year  
Rollup program  
Account type  
Account status

# \*TEST DATABASE MUNIS V10.3 Sep 13 2013\*



## YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

	ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>2013 REAL ESTATE ASSESSMENT (21-RE)</b>							
<b>5D CAPITAL OUTLAYS</b>							
<b>13210800 21-INTRGV-REA-APPRSL&amp;TAX SVCS</b>							
541300 BLDG REMODELING/REHABILITA	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	100.0%
543103 OFFICE MACHINERY & EQUIPME	0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
543200 DATA PROCESSING/TELECOM EQ	0.00	0.00	0.00	7,836.55	0.00	-7,836.55	100.0%
543202 MAINFRAME/SERVERS	0.00	0.00	10,000.00	0.00	0.00	10,000.00	0%
544000 SOFTWARE LICENSE	0.00	0.00	2,550,000.00	682,800.00	163,500.00	1,703,700.00	33.2%
TOTAL 21-INTRGV-REA-APPRSL&TAX	0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
TOTAL CAPITAL OUTLAYS	0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
TOTAL REAL ESTATE ASSESSMENT (	0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
GRAND TOTAL	0.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%

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

**YEAR-TO-DATE BUDGET REPORT**

**REPORT OPTIONS**

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	10	Y	N
Sequence 3	9	Y	N
Sequence 4	11	Y	N

Report title:  
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

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  
Print revenue budgets as zero: N

Include Fund Balance: N  
Print Journal detail: N  
From Yr/Per: 2013/1  
To Yr/Per: 2013/12

Incl 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  
Amounts/totals exceed 999 million dollars: Y

Field Name Find Criteria Field Value

Org Object 1321????  
Project 54\*

Rollup code  
Rollup year  
Rollup program  
Account type  
Account status



**\*TEST DATABASE MUNIS V10.3 Sep 13 2013\***

**YEAR-TO-DATE BUDGET REPORT**

FOR 2012 09

JOURNAL DETAIL 2013 1 TO 2013 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>2013 REAL ESTATE ASSESSMENT (21-RE)</b>							
<b>543103 OFFICE MACHINERY &amp; EQUIPMENT</b>							
13210800 543103	0.00	OFFICE MACHINERY & EQUIPMENT	0.00	0.00	21,000.00	-21,000.00	100.0%*
010213 BUC							
	138,000.00					ORIGINAL BUDGET 2013	
042313 POE P032114081STS		PURCHASE-P			38,436.00	GORDON FLESCH CO INC	
090613 API P032114081ININ10468926				28,827.00		GORDON FLESCH#11103344	
090613 POL P032114081108318					-28,827.00	GORDON FLESCH CO INC	
061813 POE P032114103DATA BOARD RES					14,999.00	CDW GOVERNMENT INC	
072313 API P032114103INDJ3920				14,999.00		CDW GOVERNMENT#378811	
072313 POL P0321141033801616					-14,999.00	CDW GOVERNMENT INC	
TOTAL OFFICE MACHINERY & EQUIP	0.00		0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL REAL ESTATE ASSESSMENT (	0.00		0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL EXPENSES	0.00		0.00	0.00	21,000.00	-21,000.00	
GRAND TOTAL	0.00		0.00	0.00	21,000.00	-21,000.00	100.0%

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

# \*TEST DATABASE MUNIS V10.3 Sep 13 2013\*

## YEAR-TO-DATE BUDGET REPORT

### REPORT OPTIONS

Sequence	Field #	Total	Page	Break	Year/Period:
1	1	Y	N	N	2012/ 9
2	11	Y	N	N	Print revenue as credit: Y
3	0	N	N	N	Print totals only: N
4	0	N	N	N	Suppress zero bal accts: Y
					Print full GL account: N
					Double space: N
					Roll projects to object: N

Report title:

YEAR-TO-DATE BUDGET REPORT

Carry forward code: 1  
 Print journal detail: Y  
 From Yr/Per: 2013/ 1  
 To Yr/Per: 2013/12  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: P  
 Detail format option: 2

Print Full or Short description: F  
 Print MTD version: Y  
 Print Revenues-Version headings: N  
 Format type: 2  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Include requisition amount: N  
 Multiyear view: D  
 Amounts/totals exceed 999 million dollars: Y

Field Name Find Criteria Field Value

Org 1321???

Object 543103

Project

Rollup code

Rollup year

Rollup program

Account type

Account status