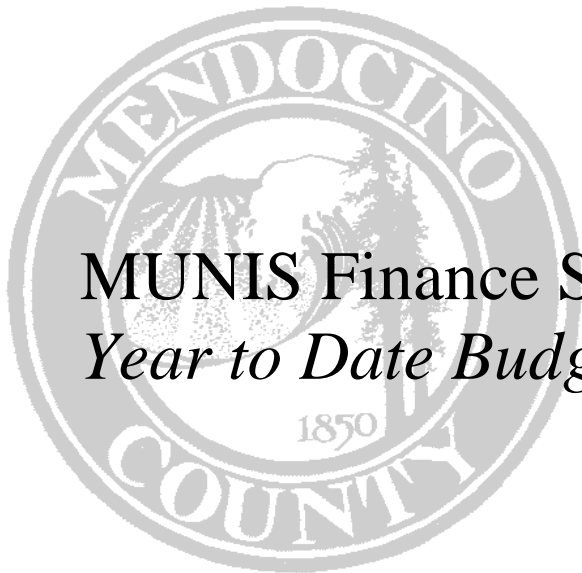


COUNTY OF MENDOCINO

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MUNIS Finance System *Year to Date Budget Report*

Resource:

Munis

June 2007 - v1

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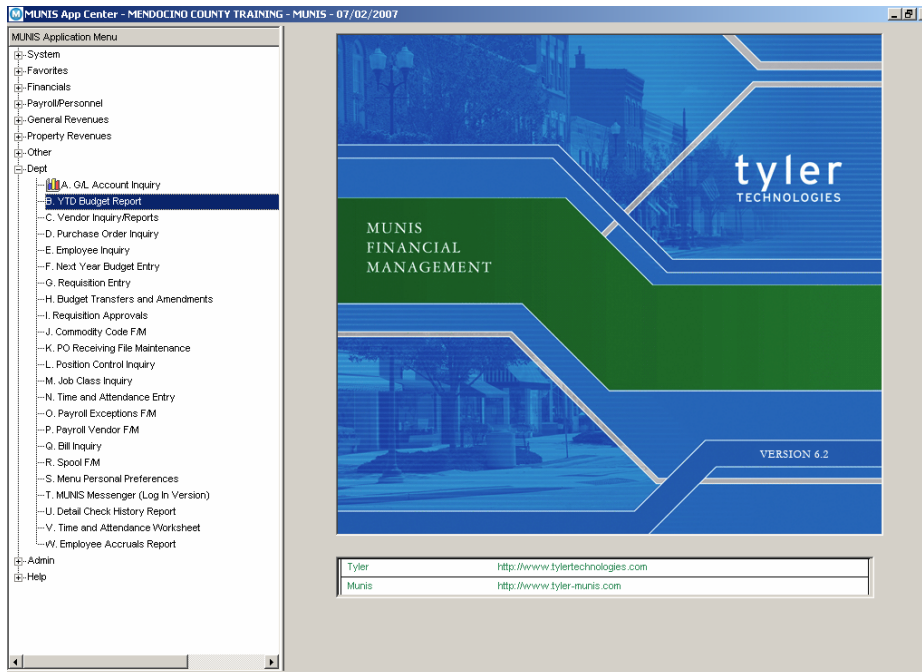
The MUNIS Year to Date Budget Report’s main objective is to report subsidiary account budget position. However, this report can be used for many other purposes as well such as the following:

- Report revenues collected to a specific period.
- Report expenses to a specific period.
- Report encumbrances to a specific period.
- Report current budget, expenditures vs. carry forward budget, expenditures and encumbrances.
- Report available budget from posted transactions or available budget from pending transactions.
- Report on Fund Balance position.
- Proofing of budget, encumbrance, expenditure and revenue balances.
- Proofing of Chart of Accounts (COA) conversions and account balance conversions.

There are many options available when creating a Year To Date Budget Report. For example, the report can be sorted on any aspect of the COA, it can include summary balances or transaction detail, it can include posted or pending balances, etc.

This document outlines the steps to creating a basic report.

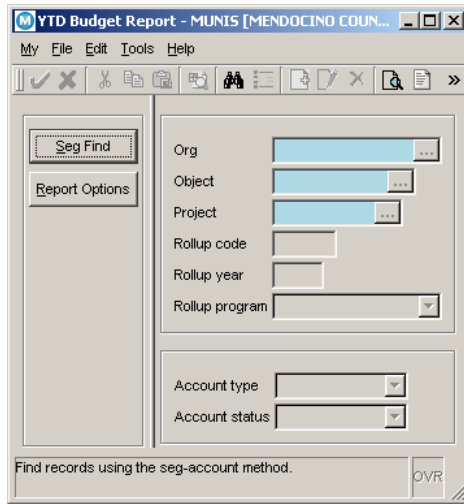
From the Dept menu select option B.) YTD Budget Report




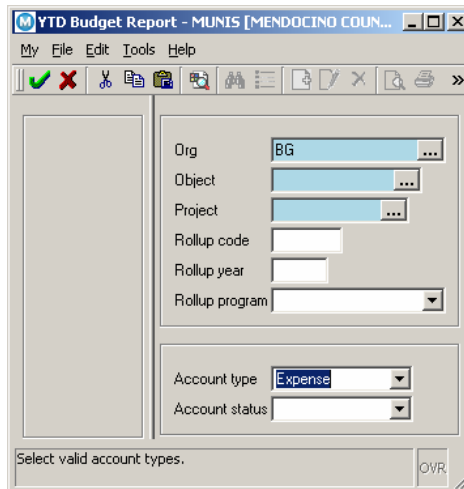
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The accounts to be included on the report are first defined.



Click **Find**  to position the cursor in the Org field



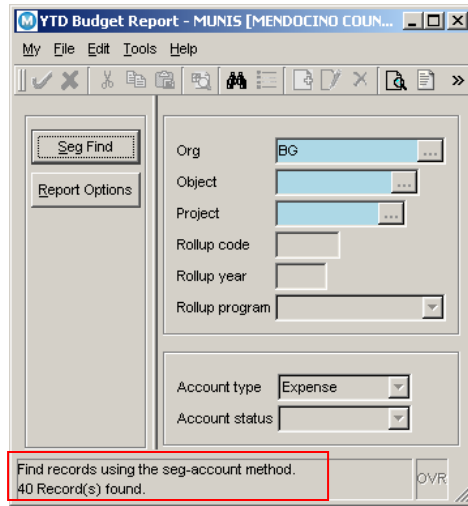
Enter the Org code for your 'budget unit'. TAB

Click the drop down arrow on the **Account Type** field and select Expense or Revenue

Click **Accept** 

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The # records found is indicated at the bottom of the screen.

Click 

The next step is to define the report content and sorting.

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The screenshot shows the 'Report Options' window with the following details:

- Field # Table:**

Sequence	Field #	Total	Page Break
Sequence 1	09 - Org	<input checked="" 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
- Print Options:** Additional Options (selected)
- Additional Options:**
 - Include only accounts that used: % or greater of budget
 - Totals only:
 - Account description: Full
 - Print full GL account:
 - Format type: Standard format
 - Double space:
 - Suppress zero bal accts:
 - Year/period: Within year/period, 2007 / 12 (circled in red)
 - Print MTD version:
 - Incl inception to soy:
 - Roll projects to object:
 - Carry forward: Totals (GAAP)

Include accounts by % of budget used (0: No exclusions, 100: >=100% included).

Complete the screen as shown, changing the Year/period fields to reflect the correct physical period for which you are running the report.

Click the Additional Options tab.

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

Print Options | 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	Purchase orders
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"/>		
Print journal detail	<input checked="" type="checkbox"/>		

From yr/per: 2007 1
To yr/per: 2007 11

Check to include requisition amounts with encumbrances OVR

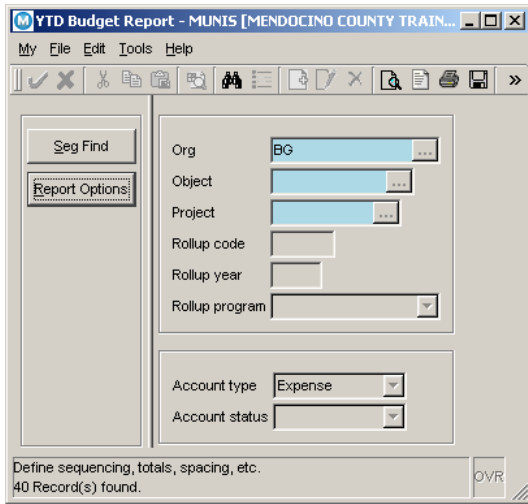
Complete the fields on this tab as shown. Change the From/To yr/per fields to reflect the correct periods for your report.

Click **Accept**

1.1.1.1 Click **File, Exit** or use the x in the upper right portion of the screen to exit back to the YTD Budget Report.

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You have several options at this point;

- o Display the report
- o Spool the report
- o Print the report


You can choose more than one option. If this is the first time you are creating this particular report you may want use all 3 options. Display first to be sure it looks correct, spool second to save a permanent copy, print last to print a hard copy.

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Display The Report

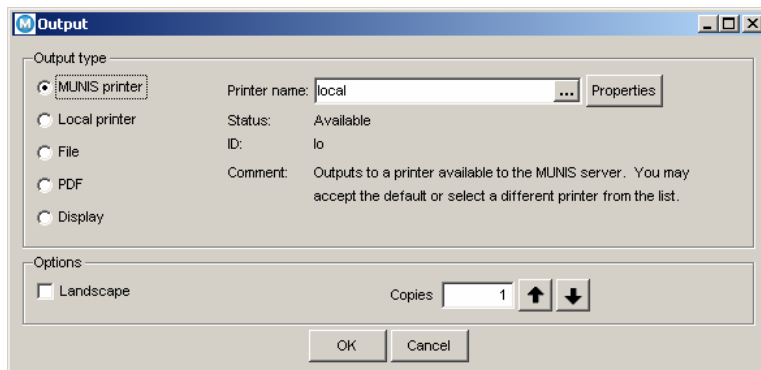
When creating a report for the first time you may want to display it to the screen prior to printing. This gives you the ability to see if you are getting the information you truly want before printing a hard copy.

To display a report to the screen click **File, Display** or .

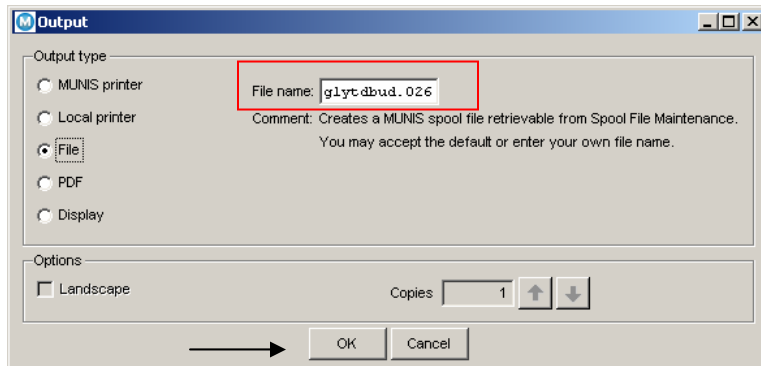
Spool The Report

Spooling a report will create file that is saved so the report can be pulled up at any time in the future. It is recommended that you spool all reports prior to printing.

To send a report to the spool file click **File, Output** or .



Select File



A file name is created which identifies the type of report being created.


Note: The prefix for the file name will be the same whenever this type of file is created. The extension number will be unique to this particular report.

Click OK

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Print The Report

To print a hard copy of the report click **File, Output** or  . If you click **File, Output** you will get the Output window where you can choose Local printer. Either way you will then receive a Print window where you will need to select the local printer you which to print the report to.

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