

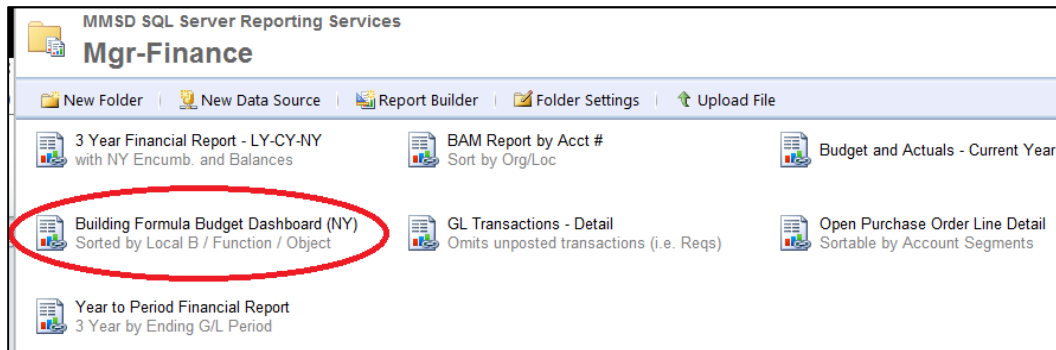
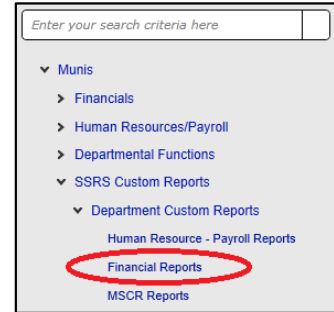
# Building Formula Budget Dashboard Directions

If you have not used SSRS Reports before, here is where to find it:

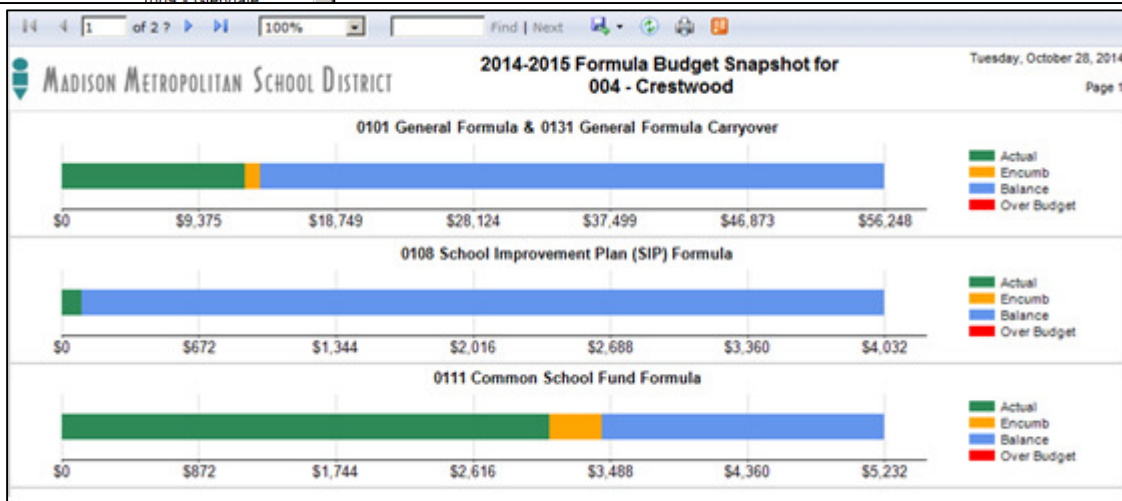
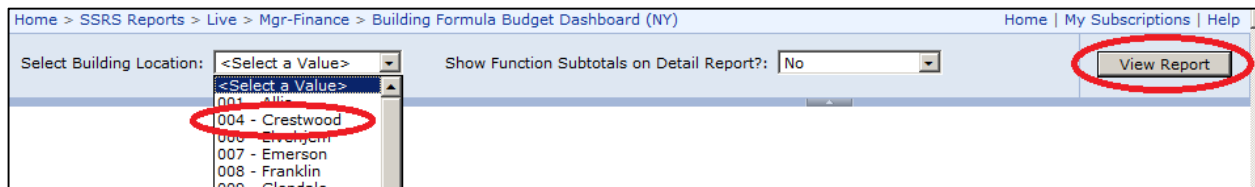
Navigate to **Munis -> SSRS Custom Reports -> Department Custom Reports -> Financial Reports**

You may be required to log in after clicking on this link. Your username and password is the same as your normal Munis login.

This folder contains a number of financial reports written for management use. The **Building Formula Budget Dashboard** is indicated below:



Once inside the report, all you have to do is select your building and click on “View Report.” If you want to see Function subtotals on your report, you can also set “Show Function Subtotals” to “Yes.” This is an option for buildings who want to see their department spending segregated.



The first page of the report is a graphical representation of where your formula budgets stand as of the time the report. Each formula budget is represented as a stacked bar graph. **Green** represents money already spent, **Orange** represents encumbered funds (purchase orders), **Blue** represents unused/available dollars, and **Red** means you are over budget. If you go over budget, the bar will automatically extend beyond the limits indicated on the far right of the graph. Any amounts spent past that amount will be in red. Please note that carryover funds are combined with the appropriate current year formula funds in these graphs. This is done to assist with planning your spending.

MADISON METROPOLITAN SCHOOL DISTRICT		2014-2015 Formula Budget Snapshot for 004 - Crestwood		Tuesday, October 28, 2014		
		Budget	Encumb	Actual	Balance	% to Bud
10.112.0411.240000.000.0101.004.	School Bldg Admin, General Supplies	1,962.39	0.00	0.00	1,962.39	0.00%
10.112.0440.240000.000.0101.004.	School Bldg Admin, Non-Capital Equipment	174.19	0.00	0.00	174.19	0.00%
10.112.0570.240000.000.0101.004.	School Bldg Admin, Equipment-Rental	47.12	0.00	0.00	47.12	0.00%
<b>Total for 0101 - General Formula:</b>		<b>46,247.75</b>	<b>1,009.68</b>	<b>12,384.97</b>	<b>32,853.10</b>	<b>28.96%</b>
10.112.0101.221000.000.0108.004.	Improvement of Instruction, Teacher-Temp	3,162.41	0.00	85.13	3,077.28	2.69%
10.112.0104.221000.000.0108.004.	Improvement of Instruction, EA / SEA-Temp	354.98	0.00	0.00	354.98	0.00%
10.112.0212.221000.000.0108.004.	Improvement of Instruction, Employer's Share WRS	0.00	0.00	5.97	(5.97)	0.00%
10.112.0214.221000.000.0108.004.	Improvement of Instruction, Employer WRS Rate Temp	245.74	0.00	0.00	245.74	0.00%
10.112.0220.221000.000.0108.004.	Improvement of Instruction, Social Security	0.00	0.00	6.53	(6.53)	0.00%
10.112.0222.221000.000.0108.004.	Improvement of Instruction, Social Security Rate Temp	269.08	0.00	0.00	269.08	0.00%
<b>Total for 0108 - School Improvement Plan Formula:</b>		<b>4,032.21</b>	<b>0.00</b>	<b>97.63</b>	<b>3,934.58</b>	<b>2.42%</b>

After the first page, the report shows detail for every Munis account with activity in your budget. This section of the report is sorted and subtotaled by each formula budget. If you chose to include Function subtotals, total lines will be added for each Function within each formula budget:

MADISON METROPOLITAN SCHOOL DISTRICT		2014-2015 Formula Budget Snapshot for 004 - Crestwood		Tuesday, October 28, 2014		
		Budget	Encumb	Actual	Balance	% to Bud
10.112.0220.240000.000.0101.004.	School Bldg Admin, Social Security	0.00	0.00	10.66	(10.66)	0.00%
10.112.0222.240000.000.0101.004.	School Bldg Admin, Social Security Rate Temp	37.34	0.00	0.00	37.34	0.00%
10.112.0324.240000.000.0101.004.	School Bldg Admin, Equipment Repair Svcs	319.24	0.00	0.00	319.24	0.00%
10.112.0341.240000.000.0101.004.	School Bldg Admin, Pupil Travel	51.61	0.00	0.00	51.61	0.00%
10.112.0342.240000.000.0101.004.	School Bldg Admin, Employee Travel Local	144.83	0.00	0.00	144.83	0.00%
10.112.0353.240000.000.0101.004.	School Bldg Admin, Postage	342.66	0.00	0.00	342.66	0.00%
10.112.0354.240000.000.0101.004.	School Bldg Admin, Printing & Binding	97.37	0.00	0.00	97.37	0.00%
10.112.0355.240000.000.0101.004.	School Bldg Admin, Telephone	114.32	0.00	0.00	114.32	0.00%
10.112.0411.240000.000.0101.004.	School Bldg Admin, General Supplies	1,962.39	0.00	0.00	1,962.39	0.00%
10.112.0440.240000.000.0101.004.	School Bldg Admin, Non-Capital Equipment	174.19	0.00	0.00	174.19	0.00%
10.112.0570.240000.000.0101.004.	School Bldg Admin, Equipment-Rental	47.12	0.00	0.00	47.12	0.00%
<b>Total for 240000 - School Bldg Admin:</b>		<b>3,813.61</b>	<b>0.00</b>	<b>159.81</b>	<b>3,653.80</b>	<b>4.19%</b>
<b>Total for 0101 - General Formula:</b>		<b>46,247.75</b>	<b>1,009.68</b>	<b>12,384.97</b>	<b>32,853.10</b>	<b>28.96%</b>
10.112.0101.221000.000.0108.004.	Improvement of Instruction, Teacher-Temp	3,162.41	0.00	85.13	3,077.28	2.69%
10.112.0104.221000.000.0108.004.	Improvement of Instruction, EA / SEA-Temp	354.98	0.00	0.00	354.98	0.00%
10.112.0212.221000.000.0108.004.	Improvement of Instruction, Employer's Share WRS	0.00	0.00	5.97	(5.97)	0.00%
10.112.0214.221000.000.0108.004.	Improvement of Instruction, Employer WRS Rate Temp	245.74	0.00	0.00	245.74	0.00%
10.112.0220.221000.000.0108.004.	Improvement of Instruction, Social Security	0.00	0.00	6.53	(6.53)	0.00%
10.112.0222.221000.000.0108.004.	Improvement of Instruction, Social Security Rate Temp	269.08	0.00	0.00	269.08	0.00%
<b>Total for 221000 - Improvement of Instruction:</b>		<b>4,032.21</b>	<b>0.00</b>	<b>97.63</b>	<b>3,934.58</b>	<b>2.42%</b>
<b>Total for 0108 - School Improvement Plan Formula:</b>		<b>4,032.21</b>	<b>0.00</b>	<b>97.63</b>	<b>3,934.58</b>	<b>2.42%</b>

This report can also be exported to Excel or PDF for printing or saving if desired. To export the report, click on the Disk icon:

3 of 3 100% Find | Next

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G/L Account	Account Description	Encumb	Actual	Balance	% to Bud
10.112.0220.240000.000.0101.004.	School Bldg Admin, Social Security	0.00	10.66	(10.66)	0.00%
10.112.0222.240000.000.0101.004.	School Bldg Admin, Social Security Rate Temp	0.00	0.00	37.34	0.00%
10.112.0324.240000.000.0101.004.	School Bldg Admin, Equipment Repair Svcs	0.00	0.00	319.24	0.00%
10.112.0344.240000.000.0101.004.	School Bldg Admin, Pupil Travel	0.00	0.00	51.61	0.00%

XML file with report data  
 CSV (comma delimited)  
**PDF**  
 MHTML (web archive)  
 Excel  
 TIFF file  
 Word

Once you have selected your export method, you will be prompted at the bottom of your IE window to Open or Save the report.

We hope that buildings find this report useful. If you have any questions about your carryover amounts, feedback on this report, or other questions about SSRS reports, please contact Ross MacPherson at 442-2161 or Candie Steffen and 663-5311.