

YTD Budget Report

Purpose: Compares Budget to Actual Expenses and calculates Remaining Available.

Process

1. Choose **Segment Find** then enter
 - a. Project number = **3xxxx**
 - b.
 - c. Account Type = **Expense**
 - d. Account Status = **Active**
 - e. Click **Accept**
2. Choose **Report Options**
 - a. **Sequence** = Budget Check → Object
 - b. *NOTE – greyed items do not matter*

| Period | Month | Period | Month |
|--------|-----------|--------|------------|
| 1 | July | 8 | February |
| 2 | August | 9 | March |
| 3 | September | 10 | April |
| 4 | October | 11 | May |
| 5 | November | 12 | June |
| 6 | December | 13 | EOY |
| 7 | January | 99 | Everything |

Settings for Object totals only.

Print Options

Additional Options

Report Options

Include only accounts that used % or greater of budget

Order accounts by

Totals only

Account description

Print full GL account

Roll projects to object

Print report options

Year/period /

Carry forward

Print MTD version

Format type

Double space

Suppress zero bal accts

Verify Include requisition amounts is checked on the Additional Options

Example output for Object totals only

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET |
|--|--------------------|----------------------|-------------------|-------------------|------------|---------------------|
| 310 Certificated Salaries | | | | | | |
| 13150 Certified Teachers | 120,000 | 0 | 120,000 | 87,600.83 | .00 | 32,399.17 |
| 13170 Supplemental Pay for Certifie | 2,250 | 0 | 2,250 | 480.00 | .00 | 1,770.00 |
| TOTAL Certificated Salaries | 122,250 | 0 | 122,250 | 88,080.83 | .00 | 34,169.17 |
| 320 Non-Certificated Salaries | | | | | | |
| 13210 Exempt Salaries - PERS | 50,000 | 7,000 | 57,000 | 26,046.79 | .00 | 30,953.21 |
| 13240 Support Staff | 339,570 | 0 | 339,570 | 174,390.90 | .00 | 165,179.10 |
| 13245 Overtime | 12,250 | 700 | 12,950 | 790.69 | .00 | 12,159.31 |
| 13270 Substitutes for Certified | 0 | 3,000 | 3,000 | .00 | .00 | 3,000.00 |
| 13290 Temporaries | 230,740 | 0 | 230,740 | 56,487.69 | .00 | 174,252.31 |
| TOTAL Non-Certificated Salaries | 632,560 | 10,700 | 643,260 | 257,716.07 | .00 | 385,543.93 |

Settings for detail of Objects *(red boxes highlight changes from first settings)*



Example output for detail of objects

| ACCOUNTS FOR: 410 Professional & Technical Servi | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET |
|---|--------------------|------------------------------|----------------------|-------------------------------|----------|---------------------|
| 24100 Professional & Technical | | | | | | |
| <u>750-35-10-1010-410-24100</u> | 7,000 | SAMPLE Prof & Tech 10,500 | 17,500 | 7,565.41 | 3,555.00 | 6,379.59 |
| 2019/03/000060 09/06/2018 API | 575.00 | VND 104391 VCH | MANN. JEFFREY | SAMPLE PD - 8/14/18 WORKSHOP | | |
| 2019/03/000669 09/20/2018 API | 70.00 | VND 999986 VCH | OTP-PCARD | SAMPLE PROFESSIONAL TECHNICAL | | |
| 2019/03/000669 09/20/2018 API | 70.00 | VND 999986 VCH | OTP-PCARD | SAMPLE PROFESSIONAL TECHNICAL | | |
| 2019/04/000118 10/08/2018 APM | -575.00 | VND 104391 VCH | MANN. JEFFREY | AND FOLLOW-UP | | |
| 2019/04/000365 10/18/2018 API | 1,800.00 | VND 104391 VCH | MANN. JEFFREY | SAMPLE PD - WORKSHOP AND FOLL | | |
| 2019/04/000676 10/20/2018 API | 95.00 | VND 999986 VCH | OTP-PCARD | SAMPLE PROF DEVELOPMENT - M.C | | |
| 2019/04/000676 10/20/2018 API | 95.00 | VND 999986 VCH | OTP-PCARD | SAMPLE PROF DEVELOPMENT - M.C | | |
| 2019/04/000676 10/20/2018 API | 750.00 | VND 033224 VCH | ASSN FOR SUPERVISION | SAMPLE PROFESSIONAL TECHNICAL | | |
| 2019/05/000656 11/20/2018 API | 184.41 | VND 999986 VCH | OTP-PCARD | SAMPLE SUPPLIES - PROFESSIONA | | |
| 2019/05/000656 11/20/2018 API | 156.00 | VND 354112 VCH | BRIGHAM YOUNG UNIVER | ON LINE CLASS FOR CARINA MAY | | |
| 2019/06/000399 12/20/2018 API | 4,345.00 | VND 153234 VCH | UAA - UNIVERSITY OF | ID AAI514003 CRN 78677 | | |
| TOTAL Professional & Technical | 7,000 | 10,500 | 17,500 | 7,565.41 | 3,555.00 | 6,379.59 |
| TOTAL Professional & Technical Servi | 7,000 | 10,500 | 17,500 | 7,565.41 | 3,555.00 | 6,379.59 |
| TOTAL EXPENSES | 7,000 | 10,500 | 17,500 | 7,565.41 | 3,555.00 | 6,379.59 |