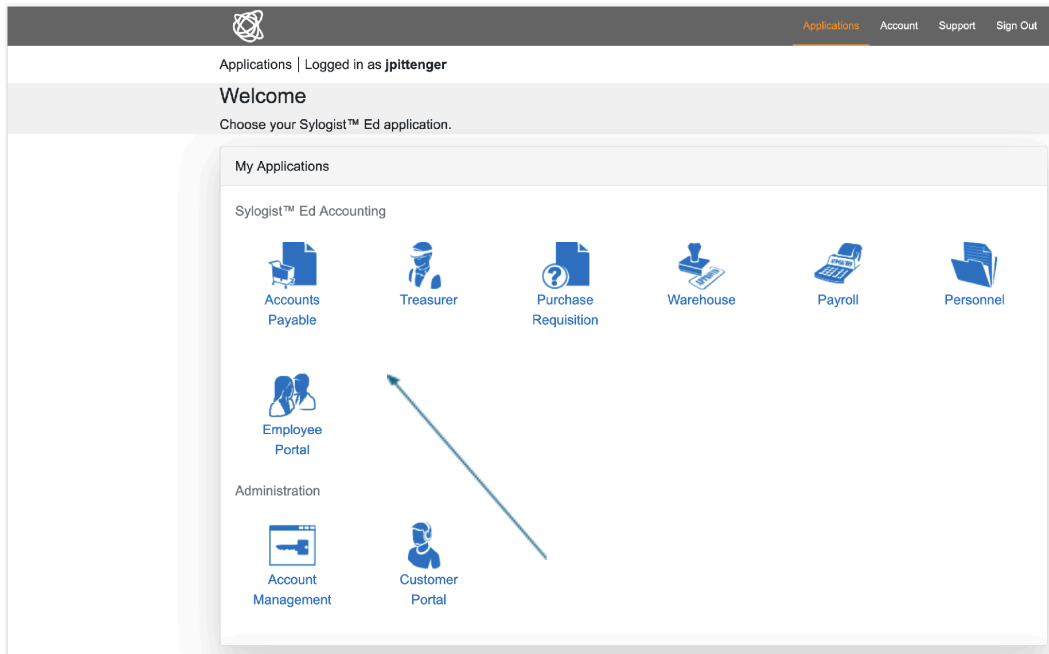
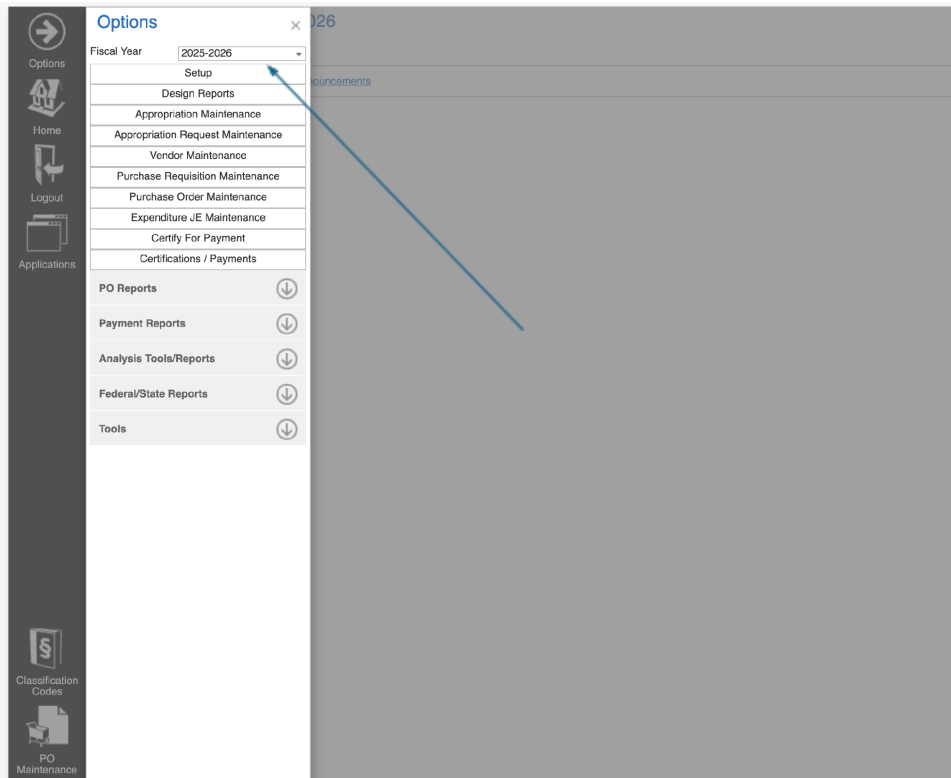


HOW TO RUN A "BUDGET ANALYSIS" REPORT

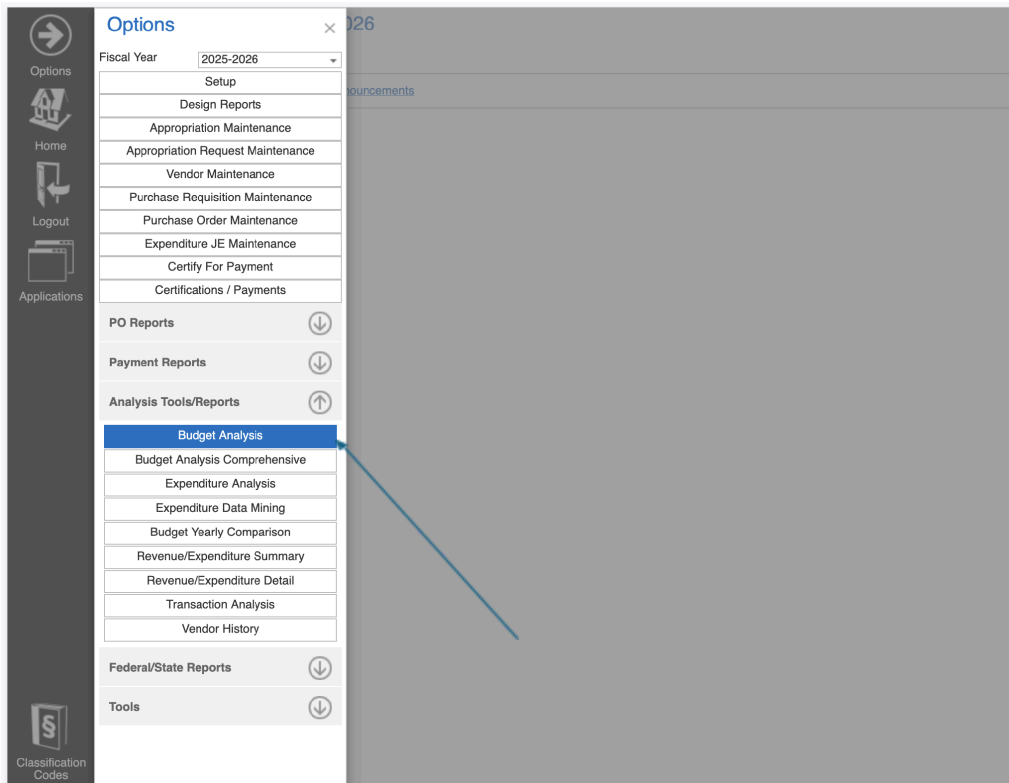
Log into Sylogist:
go to "ACCOUNTS PAYABLE"



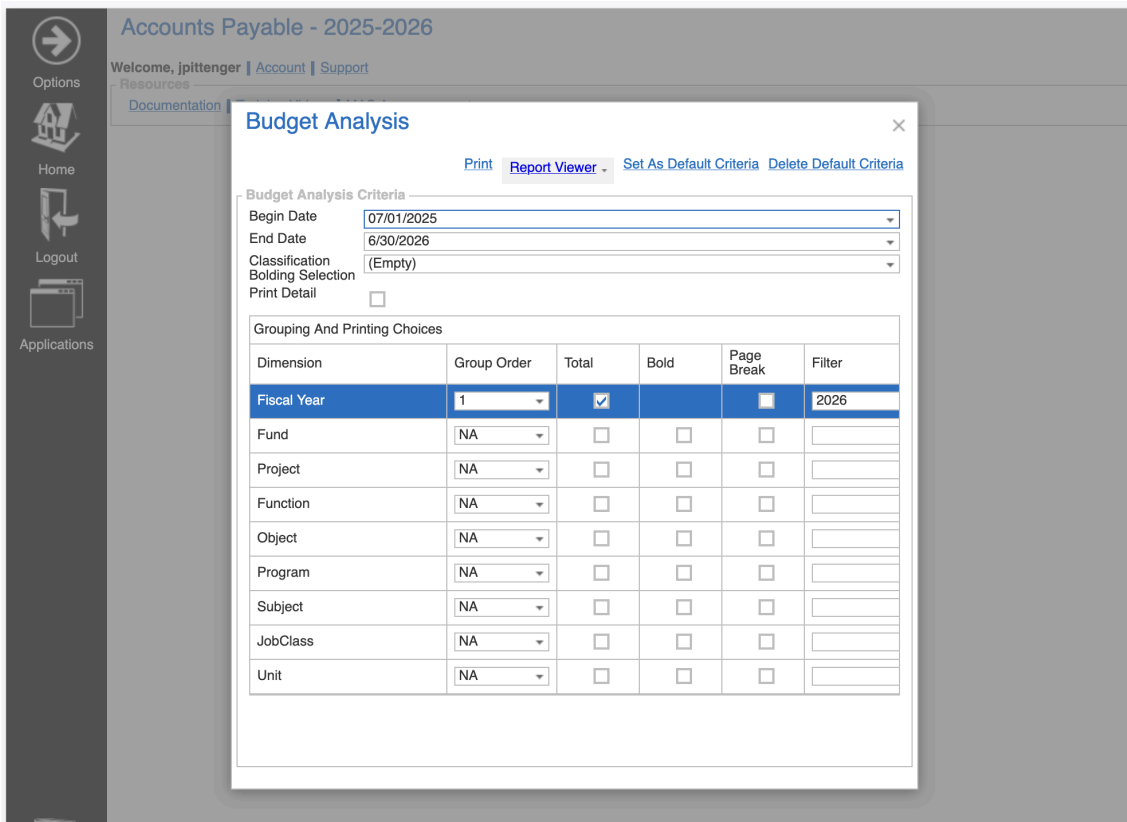
Once there, click on **OPTIONS** to ensure the Fiscal year is correct!!



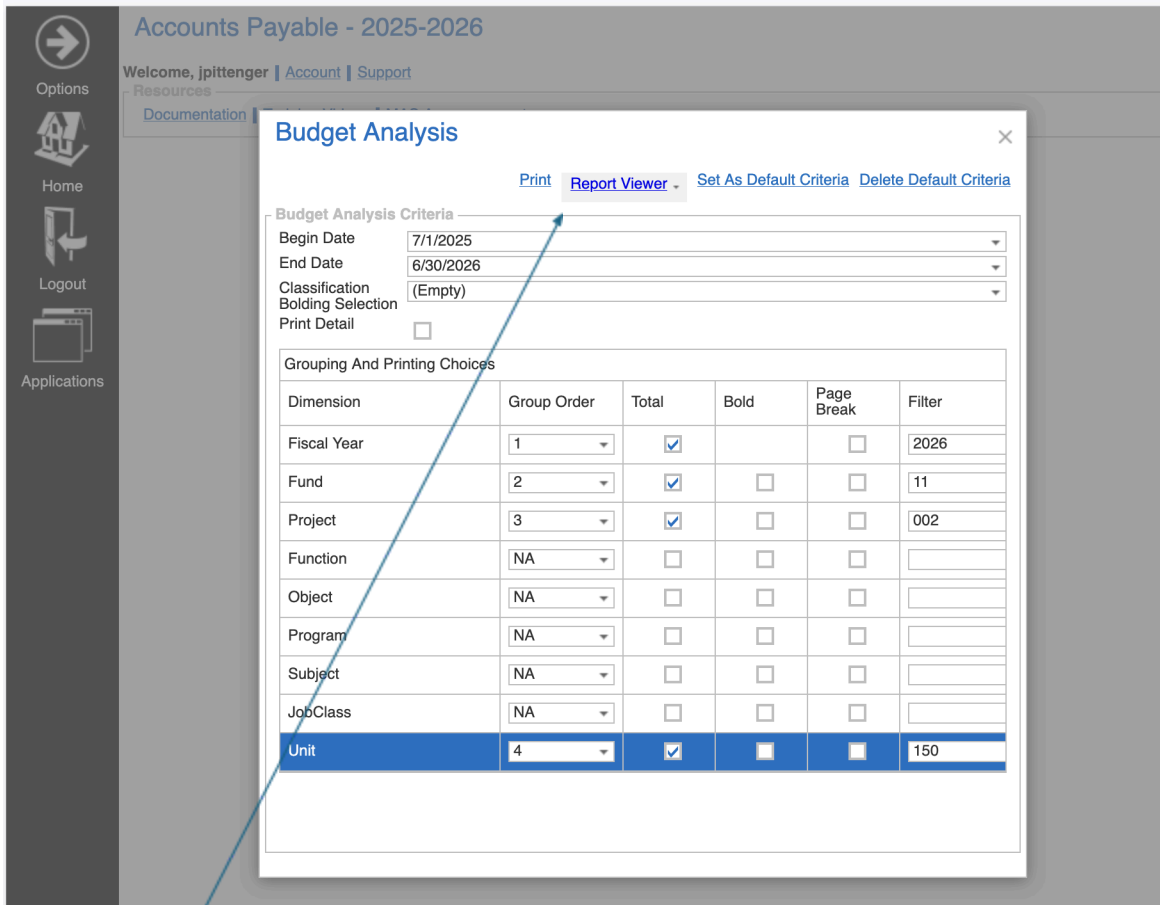
Once the Fiscal Year is correct, within options, move down to select "Analysis Tools/Reports" and select this! then select "Budget Analysis"



Once you do this, here is your screen:



The "Begin Date" and "End Date" default to the beginning and ending of the fiscal year. Notice the "Group Order" defaults to the number 1 - this is good - Make the Fund #2, Project #3, and Unit #4 - Fund 11 is the general fund, fund 21 is building, 33 and 34 are bond funds, and fund 60 is activity. the UNIT is your "school" code - I typically check the total box on each line
So to look at PVE general fund site budget(11/002) the screen would look like this:



Then hit "print"

My result is a bit different because I can see everything but:

08/01/2025 1:05:19 PM

Mustang Public Schools

Page 1 of 1

Budget Analysis

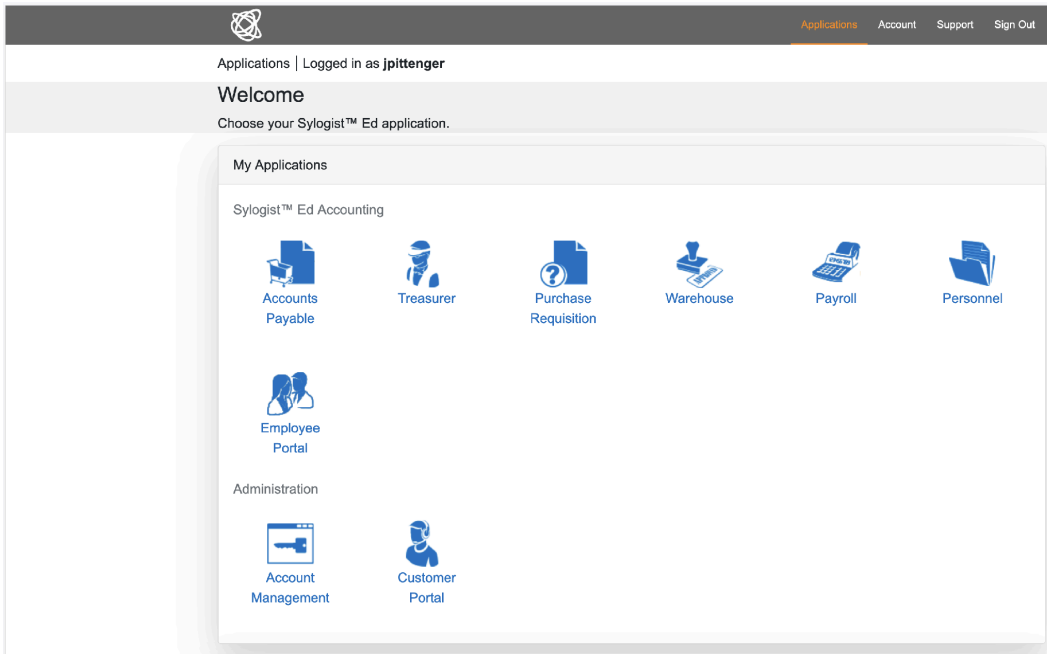
Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 11-General						
Project - 002 Site General Budget						
150 Prairie View Elem	7,980.00	900.00	0.00	900.00	7,080.00	11.28%
Total Project - 002 Site General Budget	\$7,980.00	\$900.00	\$0.00	\$900.00	\$7,080.00	11.28 %
Total Fund - 11 11-General	\$7,980.00	\$900.00	\$0.00	\$900.00	\$7,080.00	11.28 %
Total 2025-2026	\$7,980.00	\$900.00	\$0.00	\$900.00	\$7,080.00	11.28 %
Report Total	\$7,980.00	\$900.00	\$0.00	\$900.00	\$7,080.00	11.28 %

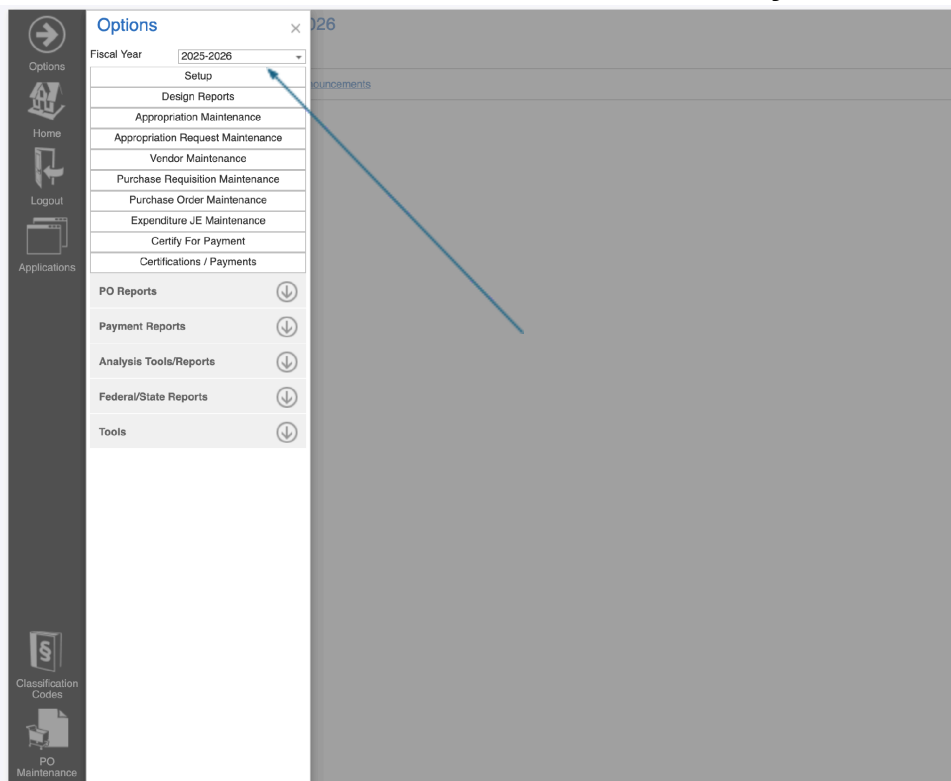
HOW TO RUN AN "REVENUE / EXPENDITURE SUMMARY" REPORT

Log into Sylogist:

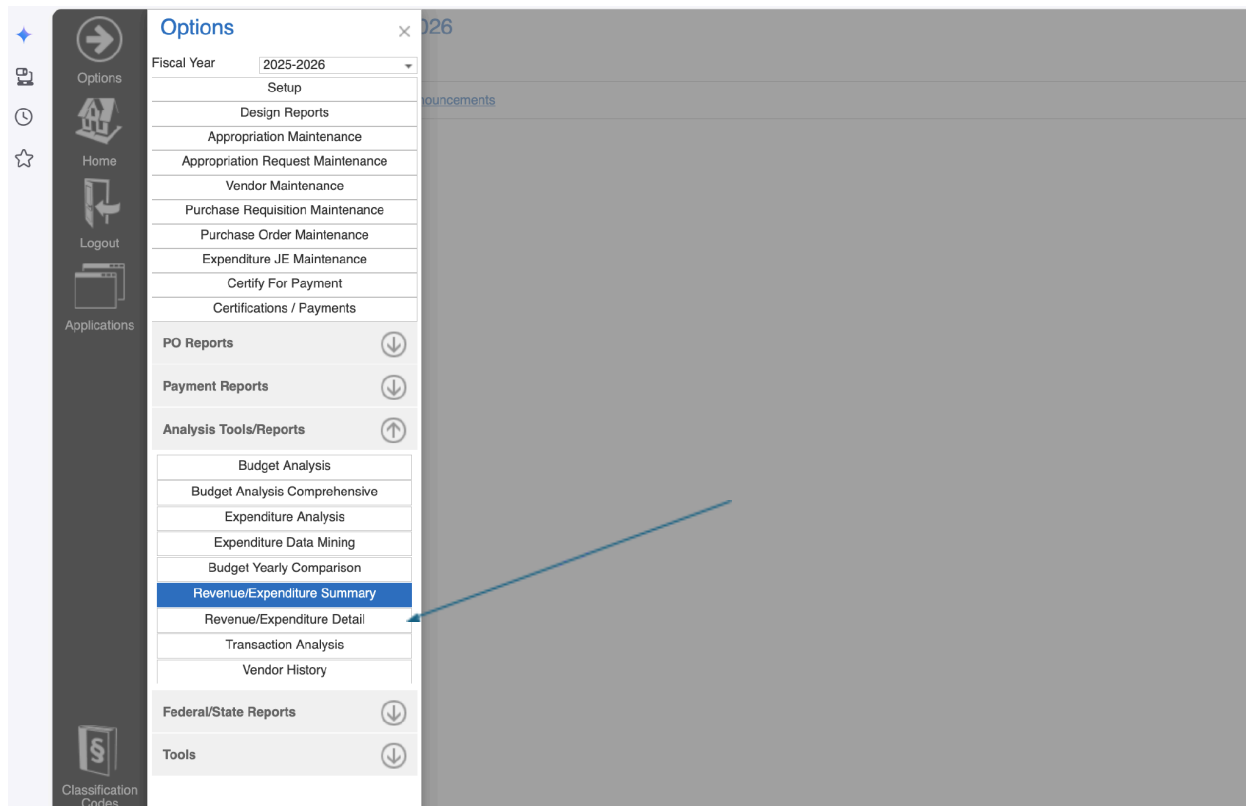
go to "ACCOUNTS PAYABLE"



Once there, click on **OPTIONS** to ensure the Fiscal year is correct!!



Once the Fiscal Year is correct, within options, move down to select **"Analysis Tools/Reports"** and select this! then select **"Revenue Expenditure Summary"**



Once you do this, here is your screen:

Revenue/Expenditure Summary

[Print](#)[Report Viewer](#)[Set As Default Criteria](#)[Delete Default Criteria](#)

Revenue Expenditure Summary Criteria

Layouts

Original Report Layout

or, load layout from file

[Browse...](#)

Fund

60 (60-Activity Fund)

Begin Date

7/1/2025

End Date

6/30/2026

Grouping And Printing Choices

Dimension	Group Order	Total	Page Break	Filter
Project	1	☒	☐	
Program	NA	☐	☐	
Unit	2	☒	☐	105

In this example, the dates default, but I have selected fund 60 (blue arrow) and then listed the group order for "Project" as blank - that way we get ALL of them!! then "unit" which is the school site, to "105" to give me the report for "Mustang Elementary".
Here is the result:

Mustang Public Schools

Revenue/Expenditure Summary

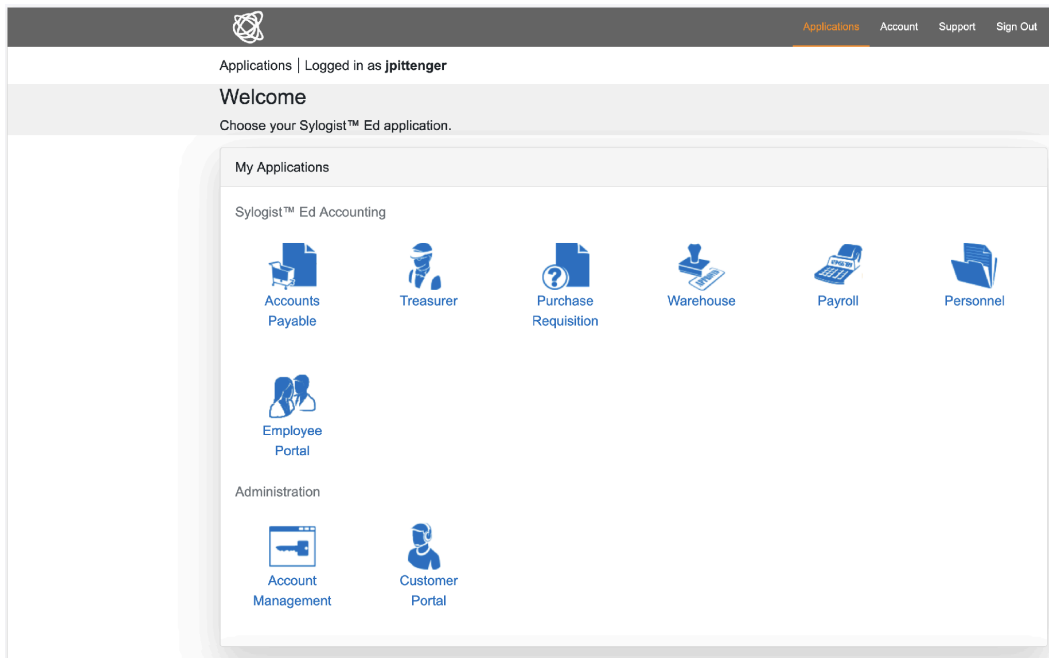
Options: Fund: 60, Date Range: 7/1/2021 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 810 MUSTANG ELEMENTARY							
105 ELEMENTARY	\$0.00	\$28,274.75	\$71,471.17	\$43,081.38	\$56,664.54	\$0.00	\$56,664.54
Total Project - 810 MUSTANG ELEMENTARY	\$0.00	\$28,274.75	\$71,471.17	\$43,081.38	\$56,664.54	\$0.00	\$56,664.54
Project - 838 MMS STUDENT COUNCIL							
105 ELEMENTARY	\$0.00	\$18.00	\$0.00	\$0.00	\$18.00	\$0.00	\$18.00
Total Project - 838 MMS STUDENT COUNCIL	\$0.00	\$18.00	\$0.00	\$0.00	\$18.00	\$0.00	\$18.00
Project - 874 MUSTANG ELEMENTARY M.E.A.D.							
105 ELEMENTARY	\$0.00	\$1,219.00	\$1,260.01	\$1,412.05	\$1,066.96	\$0.00	\$1,066.96
Total Project - 874 MUSTANG ELEMENTARY M.E.A.D.	\$0.00	\$1,219.00	\$1,260.01	\$1,412.05	\$1,066.96	\$0.00	\$1,066.96
Project - 895 MUSTANG ELEMENTARY PE							
105 ELEMENTARY	\$0.00	\$2,467.00	\$5,473.08	\$2,539.00	\$5,401.08	\$469.10	\$4,931.98
Total Project - 895 MUSTANG ELEMENTARY PE	\$0.00	\$2,467.00	\$5,473.08	\$2,539.00	\$5,401.08	\$469.10	\$4,931.98
Project - 896 MUSTANG ELEMENTARY MUSIC							
105 ELEMENTARY	\$0.00	\$0.00	\$3,640.74	\$3,312.06	\$328.68	\$0.00	\$328.68
Total Project - 896 MUSTANG ELEMENTARY MUSIC	\$0.00	\$0.00	\$3,640.74	\$3,312.06	\$328.68	\$0.00	\$328.68
Project - 900 ADMIN USE OF FACILITY							
105 ELEMENTARY	\$0.00	\$0.00	\$0.00	\$73.00	(\$73.00)	\$0.00	(\$73.00)
Total Project - 900 ADMIN USE OF FACILITY	\$0.00	\$0.00	\$0.00	\$73.00	(\$73.00)	\$0.00	(\$73.00)
Project - 919 PRAIRIE VIEW ACTIVITY							
105 ELEMENTARY	\$0.00	\$0.00	\$0.00	\$116.00	(\$116.00)	\$0.00	(\$116.00)
Total Project - 919 PRAIRIE VIEW ACTIVITY	\$0.00	\$0.00	\$0.00	\$116.00	(\$116.00)	\$0.00	(\$116.00)
Project - 929 MUSTANG ELEMENTARY STAFF							
105 ELEMENTARY	\$0.00	\$462.57	\$604.96	\$56.64	\$1,010.89	\$0.00	\$1,010.89
Total Project - 929 MUSTANG ELEMENTARY STAFF	\$0.00	\$462.57	\$604.96	\$56.64	\$1,010.89	\$0.00	\$1,010.89
Project - 953 MUSTANG ELEMENTARY ART							
105 ELEMENTARY	\$0.00	\$4,920.00	(\$386.34)	\$2,299.60	\$2,234.06	\$0.00	\$2,234.06
Total Project - 953 MUSTANG ELEMENTARY ART	\$0.00	\$4,920.00	(\$386.34)	\$2,299.60	\$2,234.06	\$0.00	\$2,234.06
Project - 954 MUSTANG ELEMENTARY MEDIA							
105 ELEMENTARY	\$0.00	\$9,301.06	\$2,619.35	\$6,657.98	\$5,262.43	\$0.00	\$5,262.43
Total Project - 954 MUSTANG ELEMENTARY MEDIA	\$0.00	\$9,301.06	\$2,619.35	\$6,657.98	\$5,262.43	\$0.00	\$5,262.43
Project - 988 COMMUNITY ED							
105 ELEMENTARY	\$0.00	\$0.00	\$0.00	\$15,048.71	(\$15,048.71)	\$0.00	(\$15,048.71)
Total Project - 988 COMMUNITY ED	\$0.00	\$0.00	\$0.00	\$15,048.71	(\$15,048.71)	\$0.00	(\$15,048.71)
Total	\$0.00	\$46,662.38	\$84,682.97	\$74,596.42	\$56,748.93	\$469.10	\$56,279.83

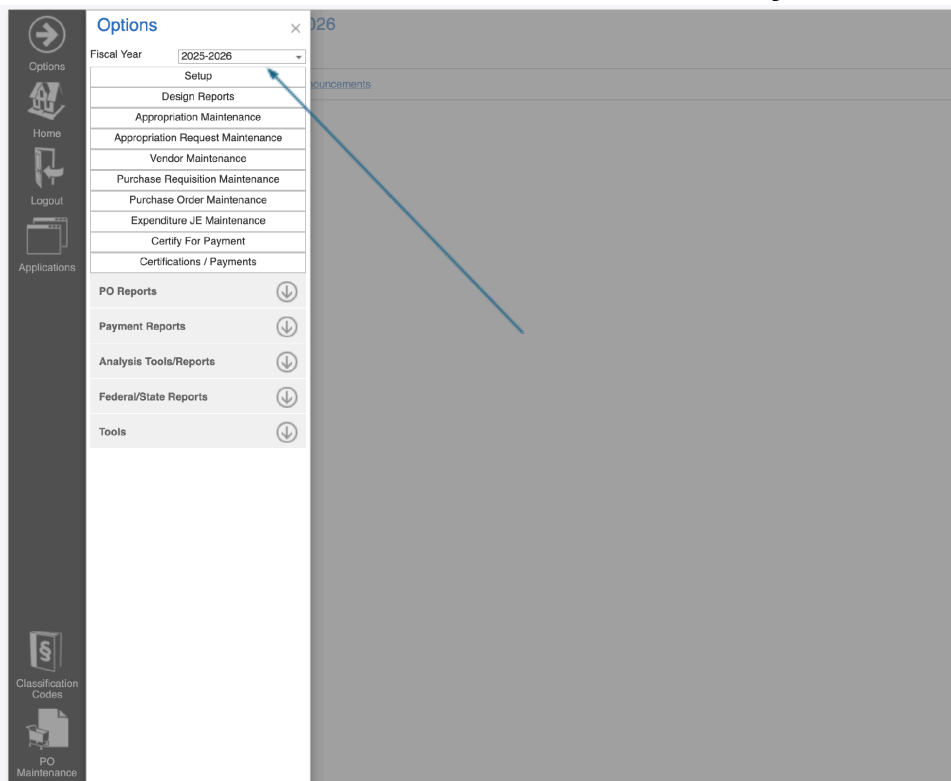
The "ADJUSTING ENTRY" is the beginning balance from the leftover funds from the previous year, Receipts, Payments, End Balance are just that.
 Notice, this is JUST for FUND 60! Also notice, this is a listing of all the PROJECTS tied to 105 in fund 60.

HOW TO RUN AN "REVENUE / EXPENDITURE DETAIL" REPORT
 Log into Sylogist:

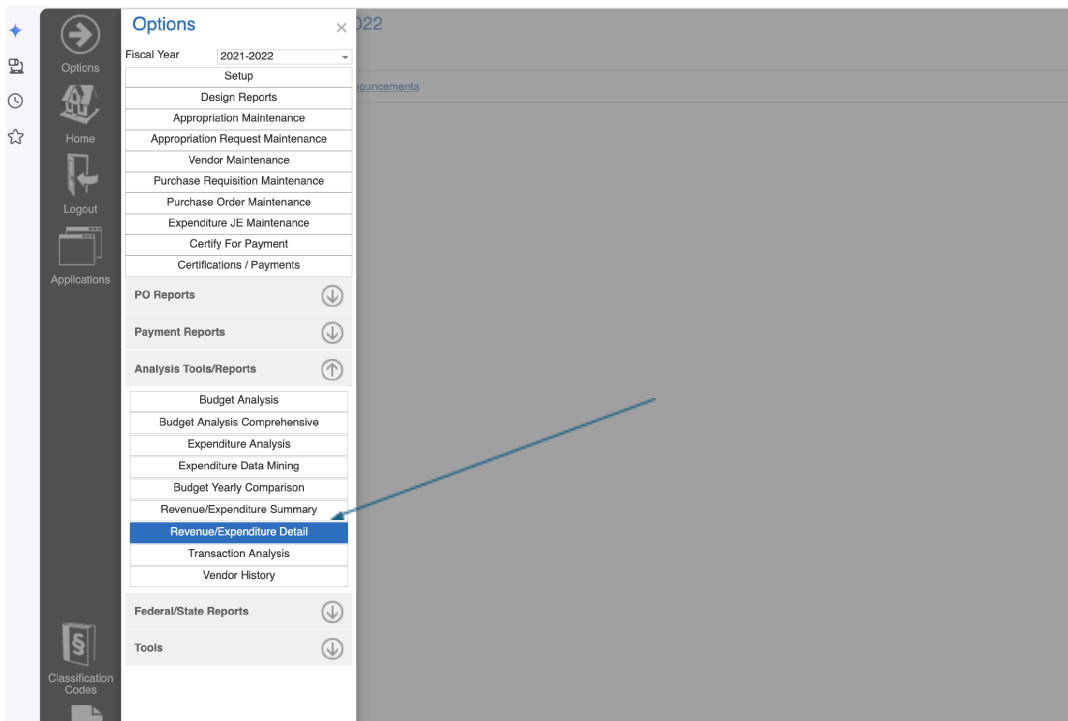
go to "ACCOUNTS PAYABLE"



Once there, click on OPTIONS to ensure the Fiscal year is correct!!



Once the Fiscal Year is correct, within options, move down to select "Analysis Tools/Reports" and select this! then select "Revenue Expenditure Detail"



In this example, the dates default, but I have selected fund 60 (blue arrow) and then listed the group order for "Project" as blank - that way we get ALL of them!! then "unit" which is the school site, to "105" to give me the report for "Mustang Elementary".

Revenue/Expenditure Detail

[Print](#) [Report Viewer](#) [Set As Default Criteria](#) [Delete Default Criteria](#)

Revenue Expenditure Detail Criteria

Layouts: Original Report Layout or, load layout from file [Browse](#)

Fund: 60 (SCHOOL ACTIVITY FUNDS)

Begin Date: 7/1/2021

End Date: 6/30/2022

Grouping And Printing Choices

Dimension	Group Order	Page Break	Filter
Project	1	☐	
Program	NA	☐	
Unit	1	☒	105

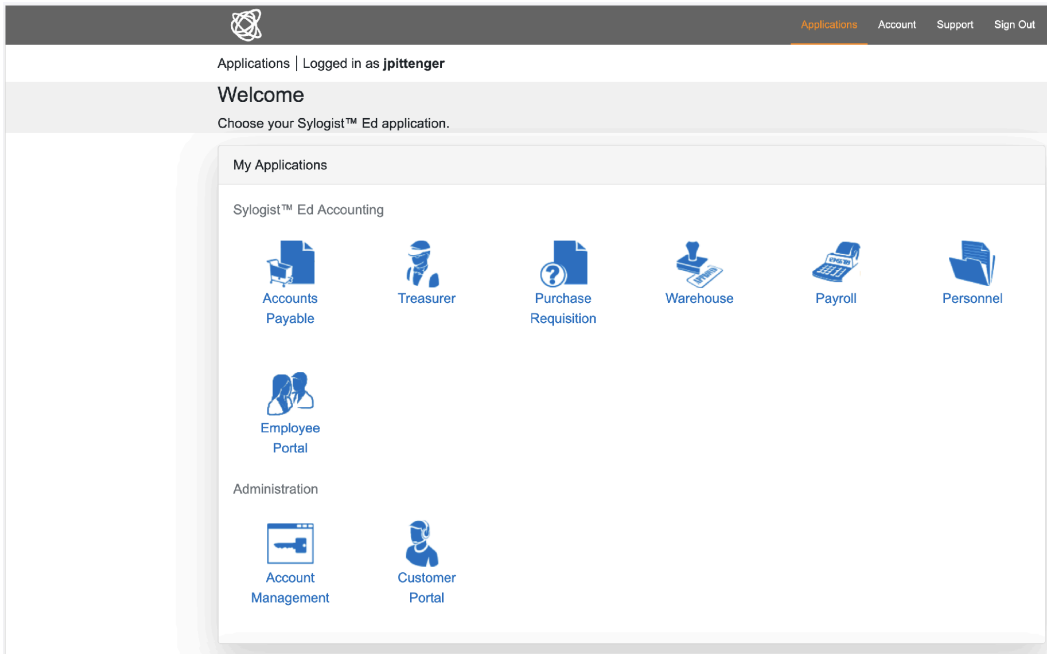
Considering this is a "DETAIL" report, it will include a lot of detail and be more than a page long.... here is the result:

Mustang Public Schools**Revenue/Expenditure Detail****Options:** Fund: 60, Date Range: 7/1/2021 - 6/30/2022

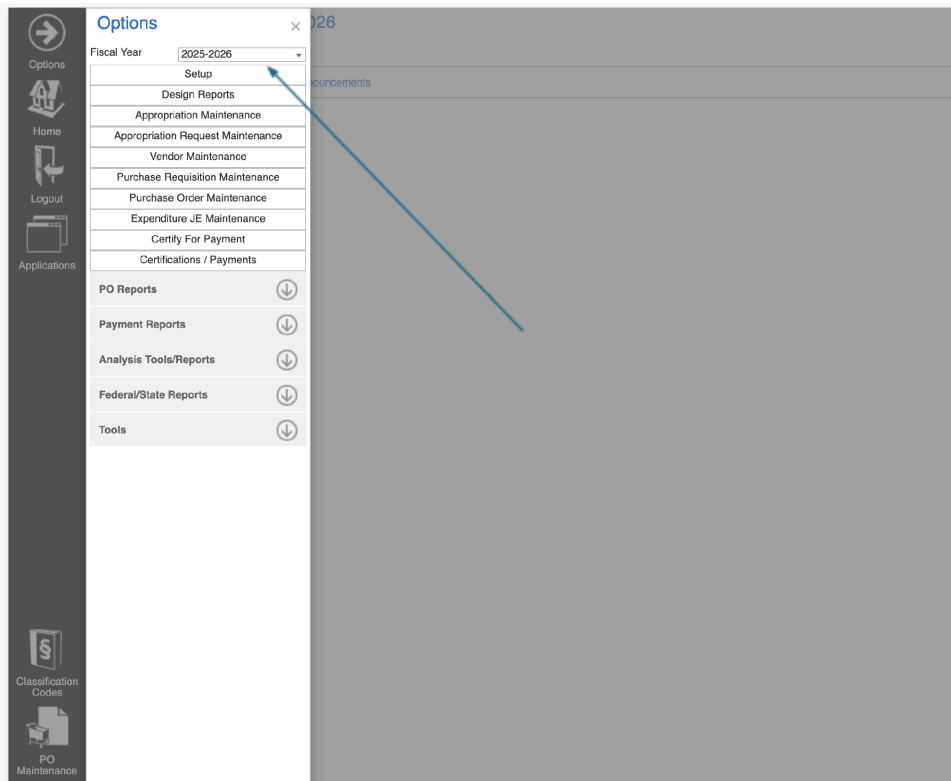
Transaction	Ref	Prj	Fnc	Obj	Prg	Sbj	Job	Unit	Date	Description	Amount
Project - 810 MUSTANG ELEMENTARY											
105 ELEMENTARY											
										Begin Balance	\$0.00
Receipt	72	810	1990		900			105	7/26/2021	CLASSROOM SPONSORSHIP-	\$2,750.00
Receipt	1278	810	1950		900			105	9/16/2021	ME ACTIVITY	\$537.00
Receipt	1390	810	1950		900			105	9/23/2021	ME ACTIVITY	\$273.00
Receipt	1548	810	1990		900			105	9/29/2021	ME	\$250.00
Receipt	1817	810	1990		900			105	10/12/2021	ME ACTIVITY	\$207.00
Receipt	1930	810	1990		900			105	10/13/2021	ME ACTIVITY	\$9.00
Receipt	2062	810	1950		900			105	10/21/2021	ME ACTIVITY	\$923.00
Receipt	2103	810	1990		900			105	10/22/2021	ME ACTIVITY	\$500.00
Receipt	2209	810	1950		900			105	10/27/2021	INTOUCH RECEIPT: 16143	\$0.00
Receipt	2209	810	1950		900			105	10/28/2021	INTOUCH RECEIPT: 16143	\$236.10
Receipt	2490	810	1950		900			105	11/12/2021	INTOUCH EOP RECON : 1631	\$3,069.93
Receipt	2493	810	1950		900			105	11/10/2021	INTOUCH EOP RECON : 1629	\$0.00
Receipt	2493	810	1950		900			105	11/12/2021	INTOUCH EOP RECON : 1629	\$448.00
Receipt	2600	810	1950		900			105	11/17/2021	INTOUCH EOP RECON : 1636	\$0.00
Receipt	2600	810	1950		900			105	11/18/2021	INTOUCH EOP RECON : 1636	\$257.40
Receipt	2838	810	1990		914			105	12/6/2021	INTOUCH EOP RECON : 1649	\$0.00
Receipt	2838	810	1990		914			105	12/7/2021	INTOUCH EOP RECON : 1649	\$135.62
Receipt	2977	810	1950		900			105	12/15/2021	INTOUCH EOP RECON : 1659	\$208.00
Receipt	3467	810	1950		900			105	1/26/2022	INTOUCH EOP RECON : 1686	\$0.00
Receipt	3467	810	1950		900			105	1/27/2022	INTOUCH EOP RECON : 1686	\$517.00
Receipt	3543	810	1990		900			105	2/1/2022	INTOUCH EOP RECON : 1691	\$250.00
Receipt	4057	810	1950		900			105	2/28/2022	INTOUCH EOP RECON : 1710	\$0.00
Receipt	4057	810	1950		900			105	3/1/2022	INTOUCH EOP RECON : 1710	\$480.00
Receipt	4071	810	1950		900			105	3/2/2022	INTOUCH RECEIPT: 243128	\$50.00
Receipt	4094	810	1950		900			105	3/1/2022	INTOUCH EOP RECON : 1712	\$0.00
Receipt	4094	810	1950		900			105	3/2/2022	INTOUCH EOP RECON : 1712	\$235.00

Notice it is 12 pages long. It will list EVERY project since we left it blank in the report request.....

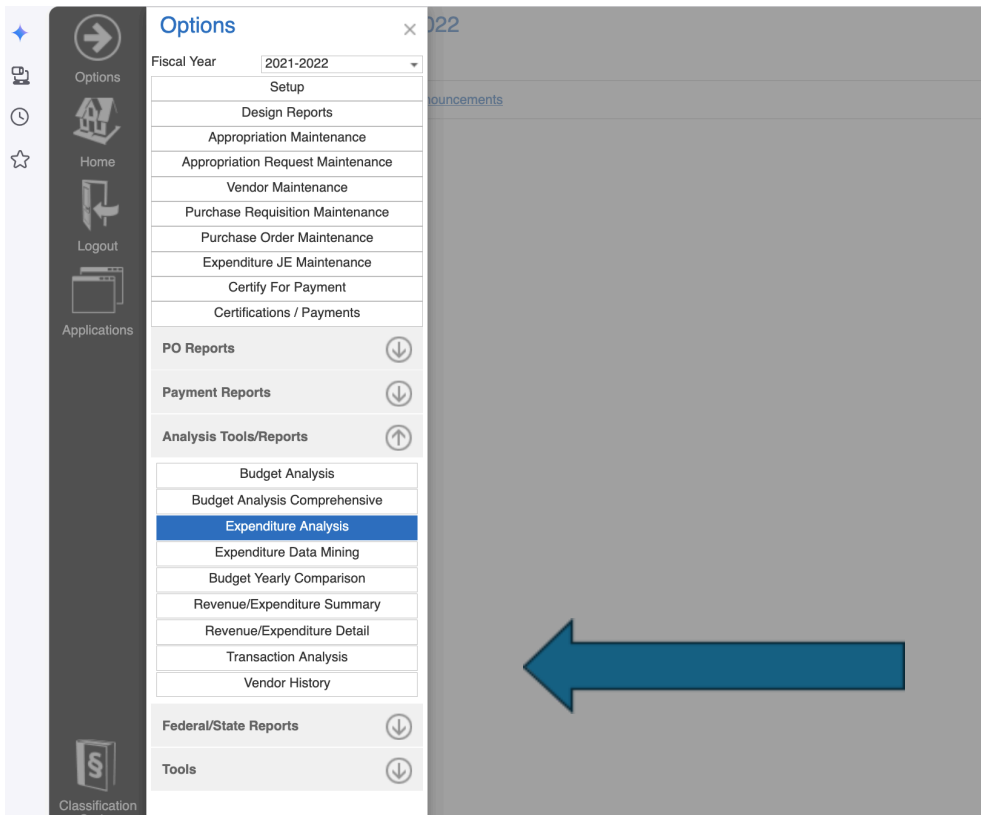
HOW TO RUN AN "EXPENDITURE ANALYSIS" REPORT**Log into Sylogist:****go to "ACCOUNTS PAYABLE"**



Once there, click on **OPTIONS** to ensure the Fiscal year is correct!!



Once the Fiscal Year is correct, within options, move down to select "Analysis Tools/Reports" and select this! then select " EXPENDITURE ANALYSIS "



In this example, the dates default, but I have selected fund 11 (blue arrow) and then listed the group order for "Project" as 002 - which is "MEDIA" - if you left this blank it would give you ALL the projects associated with 105 (Mustang Elem) - then "unit" which is the school site, to "105" to give me the report for "Mustang Elementary".

The screenshot shows the 'Expenditure Analysis' configuration screen. At the top, there are links for 'Print', 'Report Viewer', 'Set As Default Criteria', and 'Delete Default Criteria'. Below these are 'Expenditure Analysis Criteria' including 'Begin Date' (7/1/2024), 'End Date' (6/30/2025), and 'Classification' (Empty). There are also 'Paid Options' with radio buttons for 'Only Print Paid Items', 'Only Print Unpaid Items', and 'Print Paid And Unpaid Items'. A 'Show PO Vendor' checkbox is present. The main section is 'Grouping And Printing Choices', which contains a table with columns: Dimension, Group Order, Total, Bold, Page Break, and Filter. The 'Project' row is highlighted in blue, and a blue arrow points to the 'Filter' column where '002' is entered. Other rows include Fiscal Year, Fund, Function, Object, Program, Subject, JobClass, and Unit.

Dimension	Group Order	Total	Bold	Page Break	Filter
Fiscal Year	1	☒		☐	2025
Fund	2	☒	☐	☐	11
Project	3	☒	☐	☐	002
Function	NA	☐	☐	☐	
Object	NA	☐	☐	☐	
Program	NA	☐	☐	☐	
Subject	NA	☐	☐	☐	
JobClass	NA	☐	☐	☐	
Unit	4	☒	☐	☐	105

I usually check the "TOTAL" box - Here is the output:

07/22/2026 2:42:47 PM

Mustang Public Schools

Page 1 of 1

Expenditure Analysis

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Paid Options: Only Print Paid Items

PO/JE	Date	Pay No	Date	Vendor	PO Description	Paid
2024-2025						
Fund - 11 11-General						
Project - 002 Site General Budget						
105 Mustang Elem						
1059	10/11/2024	23078	12/12/2024	17260-VIDEO REALITY	002 - Sound System for Cafeteria	7,178.64
1663	03/04/2025	40427	04/03/2025	14462-Amazon Capital Services Inc.	002 - Projector Bulb for Smartboard	63.17
1699	03/05/2025	40427	04/03/2025	14462-Amazon Capital Services Inc.	002 - Walkies and Chargers for Building	524.11
1957	05/12/2025	52828	06/18/2025	14462-Amazon Capital Services Inc.	002 - Conference Room Furniture / Appliance	1,056.95
Total 105 Mustang Elem:						\$8,822.87
Total Project - 002 Site General Budget:						\$8,822.87
Total Fund - 11 11-General:						\$8,822.87
Total 2024-2025:						\$8,822.87
Report Total:						\$8,822.87