



# Munis Year-to-Date Budget Report

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*Procedural Documentation*

# Year-to-Date Budget Report

## Objective

This document provides instructions for generating a year-to-date budget report. The report serves as a primary monthly budget report, but its flexible definition makes it suitable for special analysis purposes.

## Overview

The YTD Budget Report program can be run for the following purposes:

- To report revenues collected to a specific period.
- To report expenses to a specific period.
- To report encumbrances to a specific period.
- To report the current budget, expenditures versus carry forward budget, expenditures, and encumbrances.
- To report available budget from posted transactions or available budget from pending transactions.
- To report on fund balance position.
- To proof budget, encumbrance, expenditure, and revenue balances.
- To proof chart of accounts (COA) conversions and account balance conversions.

This report can also be run for the following years and periods:

- Three years prior to the current fiscal year for periods 1–13.
- Two years prior to the current fiscal year for periods 1–13.
- The previous fiscal year for periods 1–13 and for 99 (memo balance).
- The current fiscal year for periods 1–13 and for 99 (memo balance).
- The next fiscal year for periods 1–13 and 99 (memo balance).

This document covers the available options and how they affect the presentation of the displayed report.

## Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Munis menu, contact the system administrator.

Confirm the following:

- You have the appropriate permissions to view the general ledger accounts and funds on which to report.
- The chart of accounts (COA) has been established.
- The adopted budget has been posted.

## Procedure

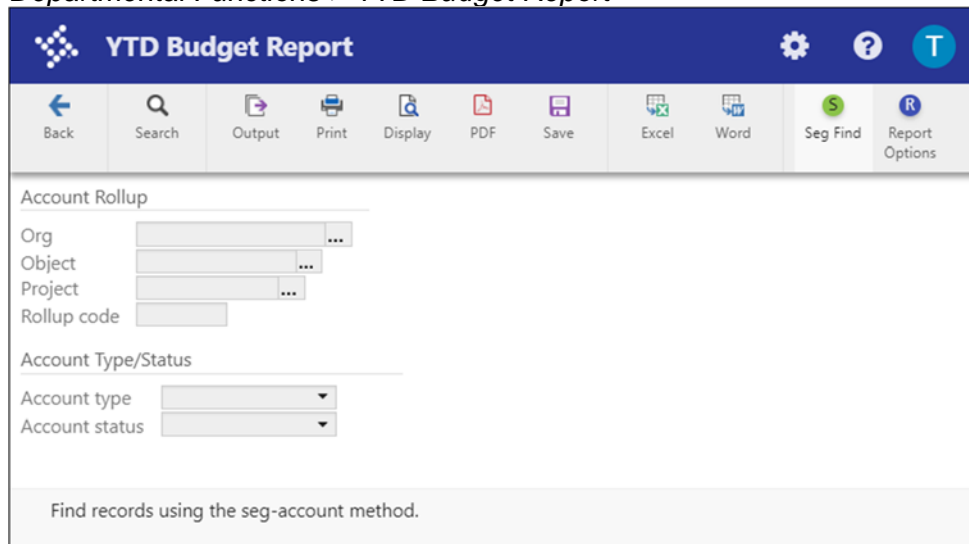
To create a year-to-date budget report:

1. Open the YTD Budget Report program.

*Financials > General Ledger Menu > Inquiries and Reports > YTD Budget Report*

Or:

*Departmental Functions > YTD Budget Report*

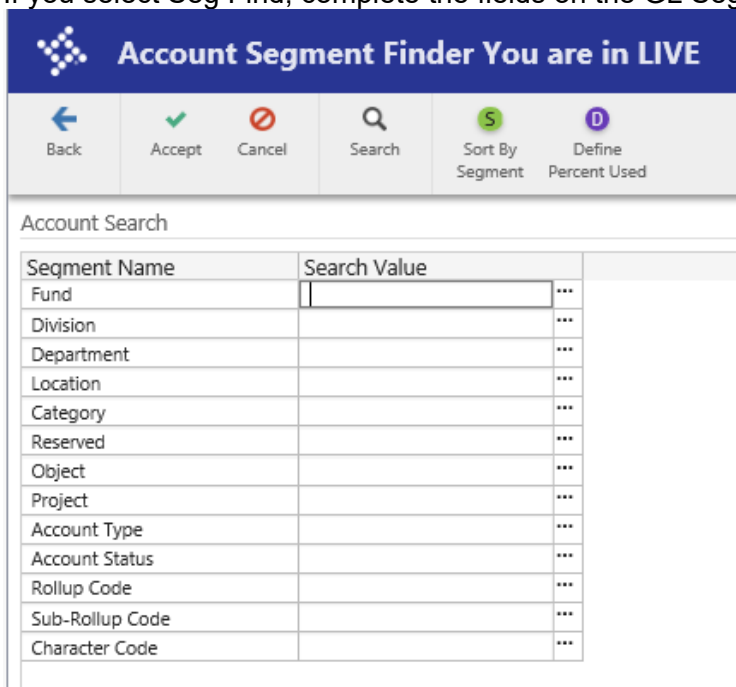


2. Click Search or Segment Find to identify accounts for the report.

- If you click Search, complete the fields according to the following table.

Field	Description	Notes
<b>Account Rollup</b>		
Org Object Project	Contain the org, object, and project (if applicable) codes that represent the account for which to create a report.	
Rollup Code	Stores the budget rollup code for the specified account. To search on a range of budget rollup codes, insert a colon (:) between the first and last codes in the search range. Use the asterisk (*) wildcard character to find all codes.	
<b>Account Type/Status</b>		
Account Type	Indicates the type of account: revenue or expense. You can select the blank option to include all account types.	
Account Status	Determines the account status: active or inactive. You can select the blank option to include both active and inactive accounts.	

- If you select Seg Find, complete the fields on the GL Segment Find screen.



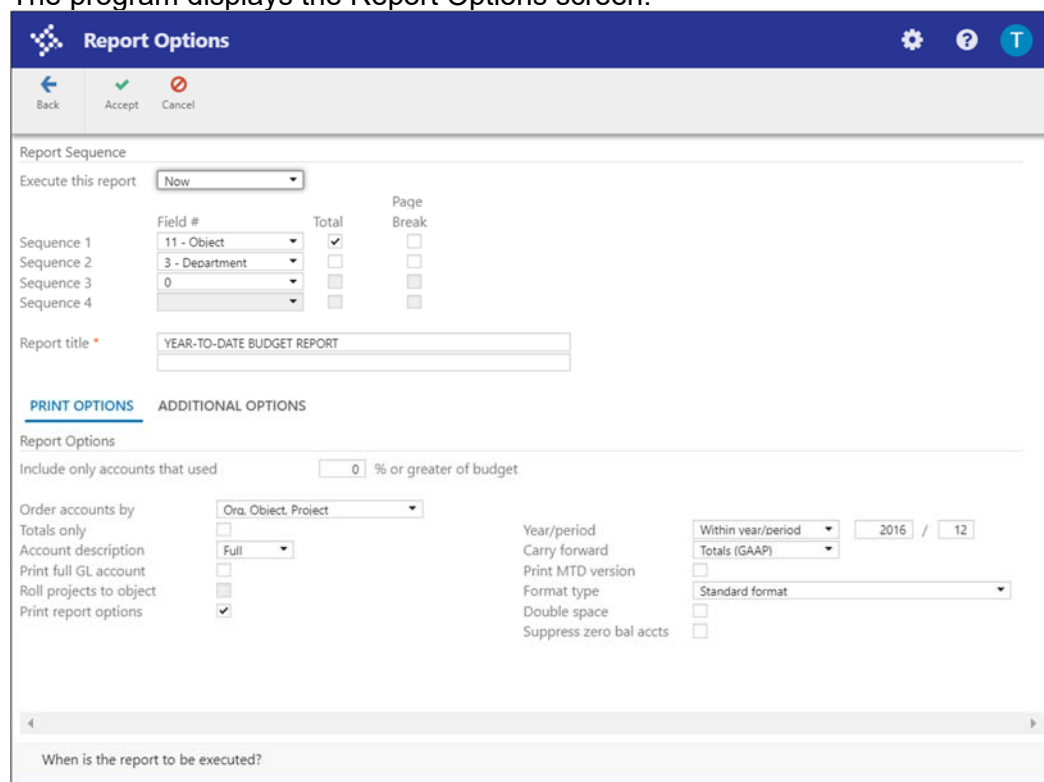
**Account Segment Finder You are in LIVE**

Back Accept Cancel Search Sort By Segment Define Percent Used

Account Search

Segment Name	Search Value	
Fund		...
Division		...
Department		...
Location		...
Category		...
Reserved		...
Object		...
Project		...
Account Type		...
Account Status		...
Rollup Code		...
Sub-Rollup Code		...
Character Code		...

3. Click Accept.  
The program displays the number of records found.
4. Click Report Options.  
The program displays the Report Options screen.



**Report Options**

Back Accept Cancel

Report Sequence

Execute this report: Now

Sequence	Field #	Total	Page Break
Sequence 1	11 - Object	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	3 - Department	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	0	<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

Report Options

Include only accounts that used  % or greater of budget

Order accounts by: Ora, Object, Project

Totals only:

Account description: Full

Print full GL account:

Roll projects to object:

Print report options:

Year/period: Within year/period 2016 / 12

Carry forward: Totals (GAAP)

Print MTD version:

Format type: Standard format

Double space:

Suppress zero bal accts:

When is the report to be executed?

5. Complete the fields according to the following table to define the report settings.

Field	Description	Notes
Execute This Report	<p>Allows you to use Munis Scheduler to process the report.</p> <ul style="list-style-type: none"> <li>• If you select Now to process the report immediately, click an output option to print, view, or save the report.</li> <li>• If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler.</li> </ul>	
Field # (Sequence 1 to 4)	<p>Establish a component (for example, segment, org, or object) of the account structure to use as a sort key for the print sequence.</p> <p>Sequence 1 is the primary sort key for all accounts on the report, Sequence 2 is the secondary sort, and so on.</p> <p>The default sort is by fund, org, character, and object. Object does not need to be defined if it is the lowest level of the report.</p>	
Total	<p>Prints a subtotal line whenever the sequence changes, if selected. For example, org code may have been selected as part of the sort sequence so that the system prints a total whenever the org changes. If this check box is not selected, Sequence 1 Total Revenues and Total Expenses are suppressed for this level. If this check box is selected in Sequence 1 and in Sequence 4, there is no label on the last level.</p>	
Page Break	<p>Directs the program to start a new page whenever the sequence changes, if selected. If this check box is not selected in Sequence 1, there is no label in the page header and this level has a header label like all other sequence levels.</p>	
Report Title	<p>Contain the title for the YTD report. The default value for the first line of the title is Year-to Date Budget Report, but you can change this.</p> <p>You can enter up to 40 characters of text on the two lines of text. The title centers automatically when the report prints.</p>	

### Print Options Tab

This tab provides additional options for printing the report.

PRINT OPTIONS		ADDITIONAL OPTIONS	
Report Options			
Include only accounts that used		0 % or greater of budget	
Order accounts by	<input type="text" value="Org, Object, Project"/>	Year/period	<input type="text" value="Within year/period"/> 2016 / <input type="text" value="12"/>
Totals only	<input type="checkbox"/>	Carry forward	<input type="text" value="Totals (GAAP)"/>
Account description	<input type="text" value="Full"/>	Print MTD version	<input type="checkbox"/>
Print full GL account	<input type="checkbox"/>	Format type	<input type="text" value="Standard format"/>
Roll projects to object	<input type="checkbox"/>	Double space	<input type="checkbox"/>
Print report options	<input checked="" type="checkbox"/>	Suppress zero bal accts	<input type="checkbox"/>

Field	Description	Notes
<b>Report Options</b>		
Include Only Accounts That Used _% or Greater of Budget	Indicates which accounts to include based on the percent of the budget used. For example, if you type 100 in this box, the report includes accounts with a percent used greater than or equal to 100. This includes accounts that have used the entire budget or have exceeded the budget. If the value of this box is 0 or greater, up to 100, the percent used is set to and prints on the report as 100% when the account has zero revised budget and actual or encumbrance activity. Type a value or leave this box blank to include all accounts.	
Order Accounts By	Allows you to select the order in which accounts are sorted: org/object/project or full account.	
Totals Only	Causes the report to print totals as described in the Field # Sequence selections, if selected. This means that the report does not include any accounts that are not entered in the Sequence boxes and does not include transaction detail. If none of the four sequence groups is selected, the report includes only a Grand Total.	
Account Description	Determines the description that prints next to the account: full or short. The full description contains up to 30 characters; the short description contains 10.	

Field	Description	Notes
Print Full GL Account	Directs the report to print the full account number, if selected. This prints instead of the org/object/project codes. This option is only accessible when the Totals Only check box is not selected.	
Roll Projects to Object	Instructs the program to summarize all general ledger accounts that have a project code under their common org and object, when project accounting is in use. Rather than each project account printing with its description, it is included under the org/object.	
Print Report Options	Causes the program to append the search criteria and report option settings at the end of the report, if selected.	
Year/Period	<p>Indicates the year and period for which information for the budget report is selected. If you select Within Year/Period, you must specify a fiscal year and period:</p> <ul style="list-style-type: none"> <li>• For the fiscal year, you can enter the current year, next year (which must be period 99), last year, two years ago, or three years ago.</li> <li>• For the fiscal period, you can enter periods 1–13 and 99 (memo balance, which includes posted and pending transactions). For the current year, next year, or last year, the report may be run for any period other than 00 (start-of-year), including memo balance (99). For 2 and 3 years prior, the report may only be run for periods 1–13.</li> </ul> <p>The default value for the period populates from the Current Year/Period field in Roll Accounting Period, but you can enter any period.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Any period includes entries for that period that have not been closed using Month-End Processing.</li> <li>• Period 99 retrieves up-to-the-minute totals, using the Memo Balance field for actuals, the Encumbrances field for encumbrances, and the Revised Budget field for Budget. Choosing Period 99 aligns the report to Account Inquiry reporting.</li> <li>• Last fiscal year retrieves last-year figures.</li> </ul>	

Field	Description	Notes
	<ul style="list-style-type: none"> <li>Next fiscal year retrieves next-year actuals and encumbrances. If Post to Master for Reports on the Budget menu has been run, next fiscal year also includes next year adopted budget.</li> <li>If the fund is a multiyear fund, the program calculates and displays the three budget field amounts (original appropriation, transfers/adjustment, and revised budget) as if the period selected were 99.</li> </ul> <p>If period 13 of the prior year is requested, the current year carry forward budget is used for the encumbrance amount.</p>	
Carry Forward	<p>Defines the report output as:</p> <ul style="list-style-type: none"> <li>Totals (GAAP)—Includes current year and carry forward activity.</li> <li>Current Year Only—Excludes activity related to encumbrance carry forward.</li> <li>Carry Forward Only—Includes only activity related to encumbrance carry forward.</li> </ul> <p>The default value is Totals (GAAP), but you can change this option for any period in the entered year.</p>	
Print MTD Version	<p>Causes the report to print a month-to-date column on the report, if selected. The MTD column is either MTD Expended or Actual MTD Revenue. If the MTD option is chosen, the Transfers/Adjustments column is omitted.</p>	
Format Type	<p>Determines the detail format option: Standard or Cents in Budget Amount. When you select Cents in Budget Amount, the Transfers/Adjustments and Revised Budget columns display cents.</p>	
Double Space	<p>Causes the report to print in double-spaced format, if selected.</p> <p>This option is only accessible when the Totals Only check box is not selected.</p>	
Suppress Zero Balance Accounts	<p>Directs the report to exclude accounts that meet the following conditions: zero original budget, zero budget transfers, zero revised budget, zero actual, zero month-to-date actual, zero encumbrances, zero available budget, and if detail is selected, no detail for the reporting period.</p>	



### Additional Options Tab

This tab provides options to further specify how the report displays.

PRINT OPTIONS		<u>ADDITIONAL OPTIONS</u>	
Additional Options			
Include requisition amounts	<input checked="" 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	
Print journal detail	<input type="checkbox"/>	Multiyear view	Default view
		Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

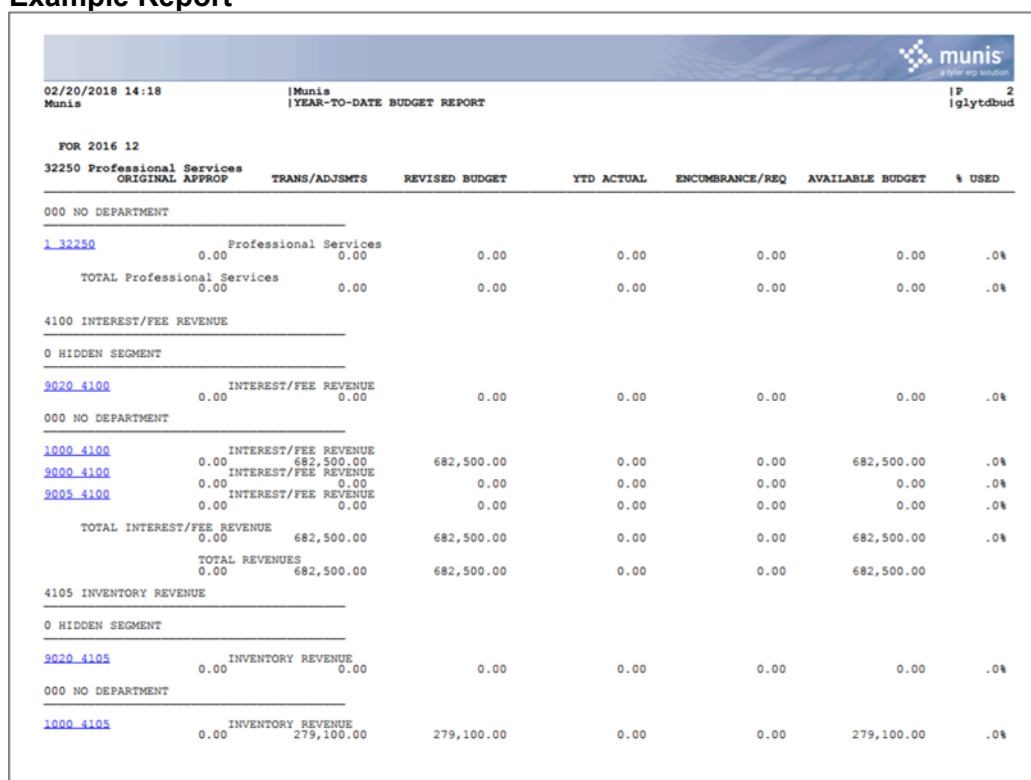
Field	Description	Notes
<b>Additional Options</b>		
Include Requisition Amounts	Causes the program to add requisition amounts to the report and to rename the Encumbrances column to Enc/Req to reflect this, if selected. This check box is accessible for only current year and next year reporting and when period 99 is chosen. The Available Budget column is affected as it uses the encumbrance amount in its calculation.	
Print Revenues - Version Headings	Directs the program to print the revenue-related column headings versus the standard column headings, if selected. Select this check box to print revenues-version headings. There is no encumbrances column.	
Print Revenue as Credit	Causes the report to print revenue accounts as credits, if selected. This check box is available when the report is being run for just revenue accounts. If not selected, the report prints revenue account balances without the minus sign.	
Print Revenue Budgets as Zero	Indicates to the program that revenue budget amounts should print as zero, if selected.	
Include Fund Balance	Specifies to the program that fund balance summary information is included, if selected. If you select this option, the fund balance summary prints at the end of each fund. This check box is only accessible if there are both revenue and expense accounts in the active set and the Field # in Sequence 1 is Fund.	
Sort/Total Budget Rollup	Causes the program to display the budget rollup code totals in the report, if selected.	

Field	Description	Notes
	This check box is only accessible if the Rollup field is completed on the main YTD Budget Report screen.	
Print Journal Detail	Instructs the program to extract detail transactions from the GL Journal Hold and GL History tables and prints these detail lines for each account. When printing journal entry detail, SOY entries are treated like purchase order entries. These SOY entries are the encumbrance entries for purchase orders carried over into the current year from last year. To include the SOY journal entries, you must use a starting period of 0.	
Include Budget Entries	Causes transaction type 5 journal entries to be included in the detail of the report, if selected.	
Include Encumb/Liq Entries	Includes transaction type 4 (encumbrance) journal entries in the detail of the report, if selected.	
Sort Option	Determines the sort order if the Print Journal Detail check box is selected; sort options are journal entries or purchase orders.	
Detail Format Option	<p>Determines the journal detail format:</p> <ul style="list-style-type: none"> <li>• Standard—A standard report where journal detail is presented as is.</li> <li>• Column Sensitive—The detail line formatted based on the journal source code of the detail.</li> </ul> <p>For example, AP*, PO*, SOY, and R* source journals have reference 1 labeled "VND" and reference 2 labeled "PO." The detail line also has the vendor's alpha name presented before the journal comment and the detail line ends with the check number where available. In all other journals, only reference 1 is presented with the label REG (reference 2 is omitted) and the line ends with the journal comment.</p>	
Include Additional JE Comments	Prints journal entry comments on the report, if selected.	
Multiyear View	Specifies the view for multiyear funds. If Default View is selected, the program applies the default setting from each account. If Life-to-Date View or Fiscal Year View is selected, the program applies that view to all accounts in the set, regardless of each account's individual default settings.	

Field	Description	Notes
Amounts/Totals Exceed 999 Million Dollars	Directs the program to include amounts that exceed \$999,999,999.00 by displaying the account description on a separate line from the totals. If this option is cleared, the report includes the amounts by shortening the description of the account to make room for the dollar amount and display all account information on a single line.	
From Yr/Per To Yr/Per	Define the range of years and periods for which to include account detail on the report. Typically, this would reflect one month's detail, but it could be year-to-date. These boxes are only accessible if the Print Journal Detail check box is selected.	

6. Click Accept.
7. Click Back on the toolbar to close the Report Options screen.
8. On the main screen, choose an output option to view, print, or save the report.

### Example Report



FOR 2016 12	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
000 NO DEPARTMENT							
<u>1 32250</u>	Professional Services	0.00	0.00	0.00	0.00	0.00	.0%
	TOTAL Professional Services	0.00	0.00	0.00	0.00	0.00	.0%
4100 INTEREST/FEE REVENUE							
0 HIDDEN SEGMENT							
<u>9020 4100</u>	INTEREST/FEE REVENUE	0.00	0.00	0.00	0.00	0.00	.0%
000 NO DEPARTMENT							
<u>1000 4100</u>	INTEREST/FEE REVENUE	0.00	682,500.00	0.00	0.00	682,500.00	.0%
<u>9000 4100</u>	INTEREST/FEE REVENUE	0.00	0.00	0.00	0.00	0.00	.0%
<u>9005 4100</u>	INTEREST/FEE REVENUE	0.00	0.00	0.00	0.00	0.00	.0%
	TOTAL INTEREST/FEE REVENUE	0.00	682,500.00	0.00	0.00	682,500.00	.0%
	TOTAL REVENUES	0.00	682,500.00	0.00	0.00	682,500.00	.0%
4105 INVENTORY REVENUE							
0 HIDDEN SEGMENT							
<u>9020 4105</u>	INVENTORY REVENUE	0.00	0.00	0.00	0.00	0.00	.0%
000 NO DEPARTMENT							
<u>1000 4105</u>	INVENTORY REVENUE	0.00	279,100.00	0.00	0.00	279,100.00	.0%

The report displays according to the report options you selected.

## Results

You can now analyze what transactions have occurred within your search and sequence settings, confirm that a budget was posted correctly, proof your chart of accounts, or look at transactions for a specific period.