

YTD Budget Report Instructions

The Year-to-Date (YTD) Budget Report serves as the primary monthly budget report, but its flexible definition makes it suitable for special analysis purposes (such as single object code analysis). You can use this program to perform the following actions:

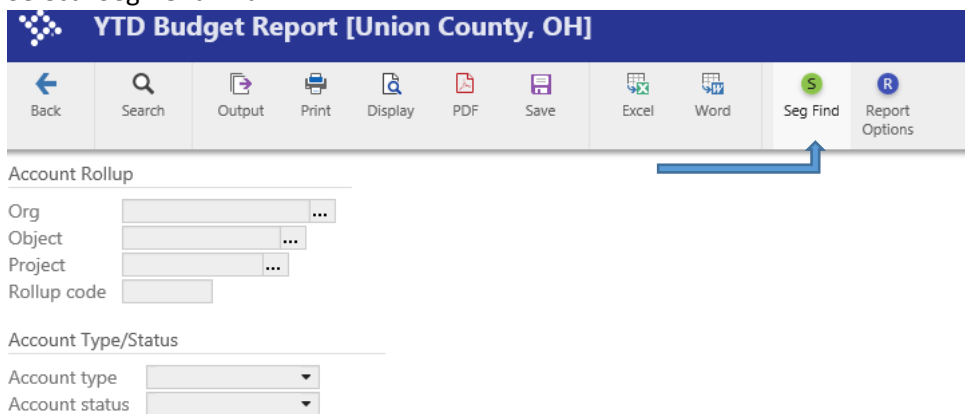
- Report revenues collected to a specific period.
- Report expenses to a specific period.
- Report encumbrances to a specific period.
- Report current budget, expenditures versus carry forward budget, expenditures, and encumbrances.
- Report available budget from posted transactions or available budget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

This report runs based on the date of the invoice or receipt.

1. *General Ledger, Inquiries and Reports > YTD Budget Report*

- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - > Journal Entry/History
 - > End of Period
 - ▼ Inquiries and Reports
 - Account Inquiry
 - Account Central
 - Accounts Overview
 - YTD Budget Report

2. Select "Segment Find"



YTD Budget Report [Union County, OH]

Back Search Output Print Display PDF Save Excel Word Seg Find Report Options

Account Rollup

Org

Object

Project

Rollup code

Account Type/Status

Account type

Account status

3. The information and type of report a user creates is based on the search criteria selected.

- To create a monthly revenue report search by Account type and select "revenue". This report will run based on the **date of the receipt**.
- To create a monthly expenditure report search by Account type and select "expense". This report will run based on the **date of the expenditure** (invoice date).
- To create a report for payroll and fringe benefits search by character code 51 – personal services/benefits.
- To create a revenue/expenditure report for the entire department (including all funds) search by Dept. Loc

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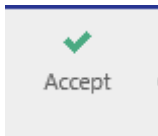
- e. To create a revenue/expenditure report including the fund balance, select any of the above parameters desired, however, do not distinguish revenue or expenditure and then follow number 5 below in report options.

GL Segment Find [Union County, OH]

Back Accept Cancel Query

Find by Segments

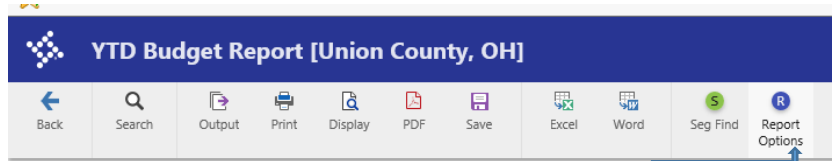
Fund
Function
Dept Loc
Sub Dept
Location
DJFS Prog
Health
Fund Type
Character Code
Org
Object
Project
Account type
Account status
Rollup Code



4. Select

YTD Budget Report Instructions

5. Select



Be sure to check “Print MTD version” so it creates a MTD column.

*Note – some users may not have the “Execute this report option”

In the Additional Options tab, if a revenue report is not being created, uncheck the “Print Revenues-Version headings” option.

If the user does not wish to see revenues as a negative, uncheck the “Print revenue as credit”.

If the user desires to have a current fund balance, in the “Additional Options” section, select “Include fund balance”. The fund balance option will give you the fund balance at the beginning of the year and the current fund balance at the end of the period selected.

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PRINT OPTIONS **ADDITIONAL OPTIONS**

Additional Options

Include requisition amounts	<input checked="" type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input checked="" 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 checked="" type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input checked="" type="checkbox"/>	Multiyear view	Default view
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>

From yr/per 2021 8
To yr/per 2021 8



6. Select

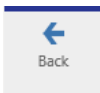
Journal Entry Sort

For AP source journals, show:

- (1) Voucher
- (2) PO
- (3) Invoice

1

OK Cancel



7. Select

8. Select the desired output method.

