Year to Date Budget Report

OBJECTIVE:

A. CREATE YEAR TO DATE BUDGET REPORT - TRANSACTION DETAIL
B. CREATE YEAR TO DATE BUDGET REPORT - ONE SUMMARY PAGE
C. SET UP RECURRING YTD BUDGET REPORT ON SCHEDULED TIME
D. OPEN SCHEDULED YTD REPORT THRU “SAVED REPORT” MENU

Procedure

To create a year-to-date budget report:

1). Open the Year to Date Budget program.

   Menu> Departmental Functions> YTD Budget Report > Search

2). Enter your department Org and select Expense on Account type

3). Click Accept

4). The program displays the number of records found.
A. YEAR TO DATE BUDGET REPORT - TRANSACTION DETAIL

1). Click Report Options on the top menu

The program displays the Report Sequence and Report Options screen. Complete the fields to define the report settings.
Here are the suggesting report settings:

Report Sequence

Print Options Tab and Additional Options Tab
2). Click Green Accept

3). Click **Return** on the ribbon to close the Report Options screen

4). On the main screen, click **PDF** to display your report and print if needed

SAMPLE REPORT – YTD DETAIL

Vender number - VND 00xxxx
PO number - PO 15000xxx
Check number - last column 90xxxx
B. YEAR TO DATE BUDGET REPORT - ONE SUMMARY PAGE

Click Report Option

Deselect page Break, select Total only > Accept > click Return > click PDF

SAMPLE REPORT – YTD SUMMARY PAGE

YTD EXPENDED – the total amount paid

ENC/REQ – the total of BLANKET PO remaining and REQ amount
C. SET UP RECURRING YTD BUDGET REPORT ON SCHEDULED TIME

Report Option > Execute this report > At a scheduled time > Accept

1). Click Recur to define schedule
2). Click **Notify** to define notifications

![Image of notification settings]

3). Click **Output** to save report to Spool Directory

![Image of output settings]

**Click OK at the bottom of the page**
E-mail notification for scheduled job completion

Munis Scheduler job 1872 scheduled for 03/07/2019 at 15:11:00 has completed successfully.

- **Started:** 03/07/2019 15:11:01
- **Completed:** 03/07/2019 15:11:08
- **Message:** Output complete
- **Saved:** YEAR-TO-DAY BUDGET REPORT as glytdbud0053.pdf
- **Archived:** YEAR-TO-DAY BUDGET REPORT as glytdbud0053.pdf
- **Description:** YEAR-TO-DAY BUDGET REPORT
- **Owner:** dyau
- **Schedule:** Every Thu of every week at 15:11:00, starting 03/07/2019.
- **Next run:** 03/14/2019 15:11:00

**D. OPEN “MY SAVED REPORT”**

1). Add “My Saved reports” to Programs menu
   Menu>Departmental Functions> Right click “MY Saved reports” >Add to My Programs>
2.) Click " My Saved Reporrs" to open the report
REPORT FIELDS DESCRIPTION

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Execute This Report  | This list allows you to use Munis Scheduler to process the report.  
  - You can process Now, then save or print  
  - You can select At a Scheduled Time to establish a specific time                           |
| Total                | This check box, if selected, causes the report to print a subtotal line whenever the sequence changes                                           |
| Page Break           | This check box, if selected, causes the program to start a new page whenever the particular sequence changes. 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. |
| Report Title         | These boxes contain the title for the YTD report. The default value for the first line of the title is Year-to Date Budget Report          |

Print Options

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Accounts By</td>
<td>This list allows you to select in what order accounts are sorted: org/object/project or full account.</td>
</tr>
<tr>
<td>Totals Only</td>
<td>This check box, if selected, causes the report to print totals as described in the Field # Sequence selections.</td>
</tr>
</tbody>
</table>
| Account Description  | This list 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.                                                |
| Print Report Options | This check box, if selected, causes the program to append the Search criteria and report option settings at the end of the report.        |
| Year/Period          | This list indicates the time period for which information for the budget report is selected. Period 99 retrieves up-to-the-minute totals.     |

Additional Options

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Requisition Amounts</td>
<td>This check box, if selected, causes the program to add requisition amounts to the report</td>
</tr>
<tr>
<td>Print Journal Detail</td>
<td>This report, if selected, causes the program to extract detail transactions from the GL Journal Hold and GL History tables and prints these detail lines for each account.</td>
</tr>
<tr>
<td>Sort Option</td>
<td>This option determines the sort order if the Print Journal Detail check box is selected; sort options are journal entries or purchase orders.</td>
</tr>
<tr>
<td>From Yr/Period</td>
<td>These boxes define the range of years and periods for which to include account detail to include on the report. These boxes are only accessible if the Print Journal Detail check box is selected.</td>
</tr>
</tbody>
</table>

REVISED ON 3/8/2019