MUNIS®

HOW TO USE THE YEAR-TO-DATE BUDGET REPORT

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1.0   Year-To-Date Budget Report - Purpose

The MUNIS Year to Date Budget Report's main objective is to report subsidiary account budget position. However, this report can be used for many other purposes as well such as the following:

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

2.0   Year-To-Date Budget Report - Prerequisites

The following database tables and data elements must be populated or considered prior to the entry of a requisition (recommended tables are not required but strongly recommended).

Chart of Accounts
Account Balances
Journal History
User Security restricting the entry user to specific accounts

If using the report to prove balances, all open pending transactions should be posted or closed.

Reporting can be run for the following years and periods:

3 years prior to current Fiscal Year for periods 1-13
2 years prior to current Fiscal Year for periods 1-13

Previous Fiscal Year for periods 1-13 and for 99 (memo balance)
Current Fiscal Year for periods 1-13 and for 99 (memo balance)
Next Fiscal Year for periods 1-13 and 99 (memo balance)

Reporting on Carry Forward budget, encumbrances and expenditures is only available to those sites that have chosen the Carry Forward Method of 1-GAAP or 3-Combined in the GL Parameter Table.

Only Expenditure and Revenue reports are included within the Year to Date Budget Report.

Only Active and Inactive Accounts can be included within the Year to Date Budget Report.

3.0   Year-To-Date Budget Report - Data Flow

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                            ┌─────────────────────────┐
                            │ General Ledger Account  │
                            │ Master                  │
                            └─────────────────────────┘
```

Manual Journal Entry	Requisitions & Purchase Orders	Contracts	Accounts Payable	Inventory	Fixed Assets	Budget	Payroll	AR Billing & Receipts

General Ledger Master Balances glmstbal	Journal Entry Hold Table gljehold	Journal Entry History Table gljehist

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                        ┌──────────────────┐
                        │ Year To Date     │
                        │ Budget Report    │
                        └──────────────────┘
```
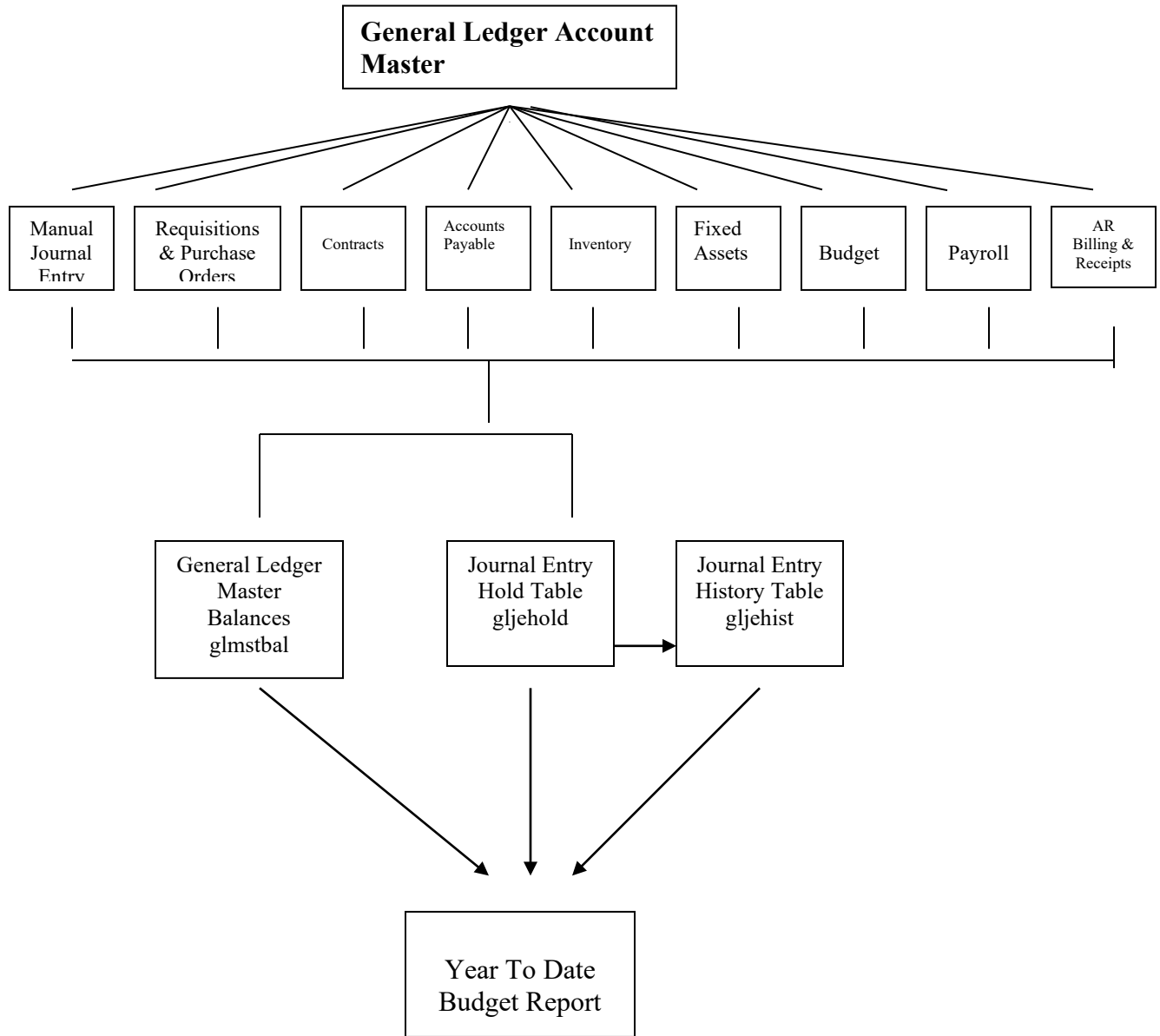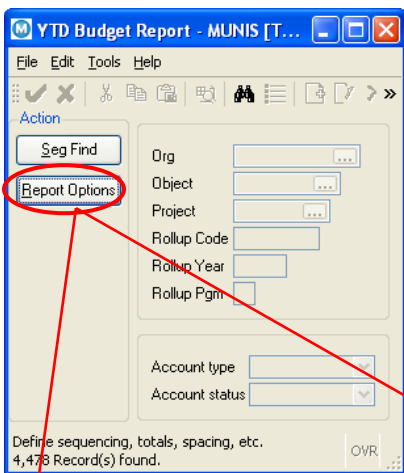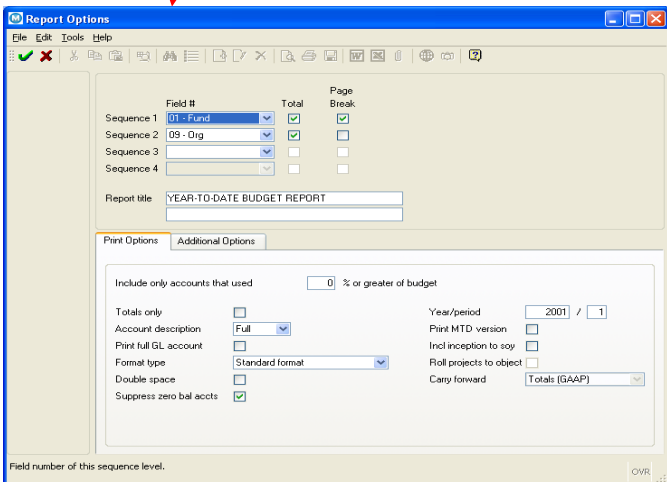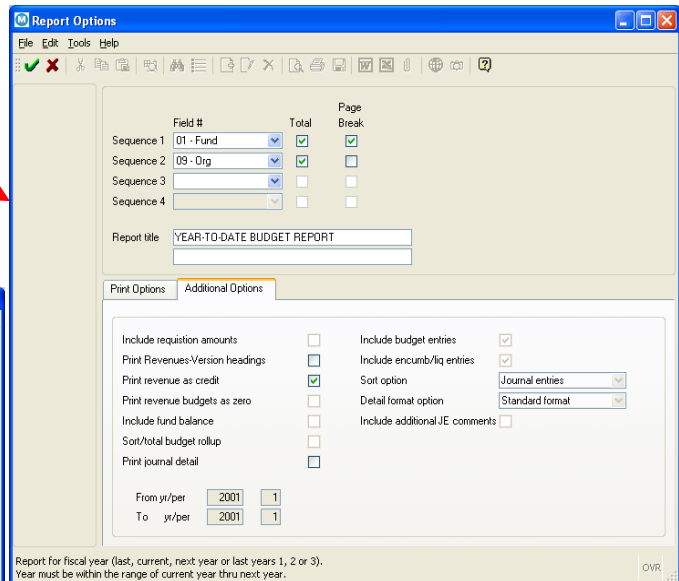
4.0   Year-To-Date Budget Report - Process

IMPORTANT POINT: There are many options available when creating a Year To Date Budget Report. For example, the report can be sorted on any aspect of the COA, it can include summary balances or transaction detail, it can include posted or pending balances, etc. For the purpose of this manual, all options will be described but no specific process identified (i.e. a report just for Carry Forward Budget, a report just for proving encumbrances, etc.).

4.1   Overview

The Year To Date Budget Report is divided into three sections: Account Definition, Report Print Options and Report Additional Options. The accounts to be included on the report are first defined and then the report content and sorting is defined.

Account Definition Screen

Report Print Options   Report Additional Options

Account Definition

Account definition is the first step in running the Year to Date Budget
Report. This will determine which accounts are to be included in the
report. There are two methods in which accounts can be selected: by Org,
Object and Project or by individual Account Segment. Both Methods are
described below:

4.2   Account Selection by Org/Object/Project
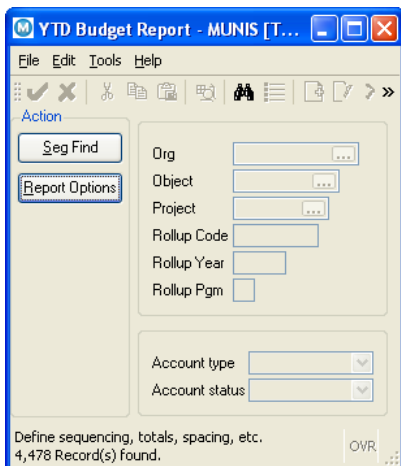
Choose the FIND ⚹ icon to define which accounts to include in the
report. The accounts can be chosen by entering an org code in the ORG
field, OBJECT or PROJECT field in combination or singularly. Accounts
can also be found by choosing a specific Rollup Code or range of Rollup
Codes. To include a range enter a semicolon between the high and low
end of the range (i.e. 123:789). Rollup Codes can also be narrowed down
to only include budgets set for Rollup Codes within specific Fiscal Years
and programs. Lastly, accounts can be found based on their type, such as

revenue or expenditure (to include both leave the ACCOUNT TYPE field blank) and account status, active or inactive (to include both leave the ACCOUNT STATUS blank). Choose the OK ✔ icon to save to begin the search process. The number of accounts found will display in the bottom left hand corner of the screen.

4.3   Account Selection by individual Segment.
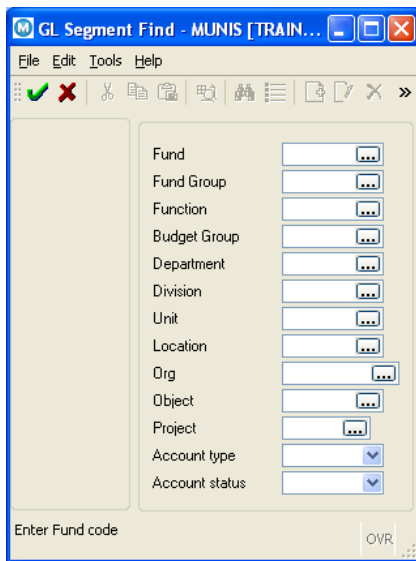
Choose the SEG FIND tool button on the left side menu to define which segments to include in the report. The Segment Find Screen will appear as shown above. Segments can be entered in any combination or within ranges. To include a range enter a semicolon between the high and low end of the range (i.e. 123:789). Accounts can be found based on their type, such as revenue or expenditure (to include both leave the ACCOUNT TYPE field blank) and account status, active or inactive (to include both leave the ACCOUNT STATUS blank). Choose the OK ✔ icon to save to begin the search process. The number of accounts found will display in the bottom left hand corner of the screen.

4.4   Report Print Options

After accounts have been chosen to be included in the report, the report options are then chosen to determine sorting, sequencing and reporting period.

Choose the REPORT DEFINITION tool button from the left side menu on the Account Definition Screen, the following screen will appear.

The first portion of the Report Print Option allows for the sorting and totaling of the report broken out in three columns: Field number of this sequence level;   Print total on change of this sequence data; Skip to new page on change of this sequence data. Control over the report sort sequence and totaling is provided for up to four levels. The sorting can be done on any of the COA 8 segments, the Org Code; the Character Code; the Object Code; and lastly the Project Code. The total option allows a total line to print when the sequence changes. The new page option will start a new page when the sequence value changes. Please note that totals are produced as follows: As the report is printed, all amounts are accumulated GL Master Account Type to be printed as TOTAL REVENUES and/or TOTAL EXPENSES after the total for the first

sequence has printed. If totals are not produced for the first sequence level, TOTAL REVENUES and/or TOTAL EXPENSES will not be printed. Grand Total prints at the end of the report.

The report title can be controlled in the two fields labeled Report Title. Each line holds up to 40 characters each. The first line is required; the second line is optional. The first line will default to: YEAR-TO-DATE BUDGET REPORT.

For the field titled 'Include only accounts that exceed xxx % of budget', only accounts where the actual plus encumbered amounts divided by the available budget is greater than the percentage entered here will be included on the report. To include all accounts regardless, leave this field with zero (0).

For the field titled Totals only, if the field is checked, then the report will only print totals as prescribed in the sequence selections (meaning no further accounts will display then those entered under the Sequence section and no transaction detail will be included on the report). If none of the four sequence groups is selected for "Total", the report will only have a single GRAND TOTAL.

Print Full or Short description, the report will either print the full, 30-character account description from the master or the short, 10-character account description from what is chosen in this field.

For the field Print full GL account, this is only available only when "Totals only" is not checked, and this option will display the account with all COA segments, instead of using the org code.

For the field Format type, the choices are 1 = Standard format, 2 = Cents in budget amounts. This switch allows budget amounts to display in whole dollar amounts or with the decimal point and cents. Please note that although you will not see an appreciable difference in the column headings, the TRANSFRS/ADJSTMNTS and REVISED/BUDGET will now show cents. The ORIGINAL APPROP will NOT show cents, as there is not enough room on the report to make that happen.

For the field Double space, this is only available when "Totals only" has been checked, use this option to ask for a report that is double-spaced, instead of the default single spacing. This switch controls whether the program prints a blank line prior to each amount line.

For the field Suppress zero bal accts, this will suppress the printing of any accounts with a zero balance. This is available only when "Totals only" is not checked, use this setting to control the amount of information presented on the report. If checked, any account meeting the following conditions will be excluded: 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.

For Year/Period, these fields determine the report fiscal year (last, current, next year, last year 2 or last year 3) and period. This report may be run for either three years ago, two years ago, last year, current year or next year. For the period, the report can include periods 1-13 and 99 (memo balance, which includes **posted *and* pending** transactions). This is the period through which information is selected. For current, next 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.

For the field Print MTD Version, if checked an additional column will be inserted in the report after the YTD column for MTD EXPENDED or ACTUAL MTD REVENUE, depending on whether the Revenue-version has been selected.

For the field Incl inception to SOY, if checked then for multi-year accounts, the report will include the inception to start of fiscal year amounts when displaying actual amounts and calculating available budget. This option is made available only for current year or next year reporting; it is not available for prior year reporting, as there is no inception figure stored for past fiscal years.

For the field Roll projects to object, this is available only when "Totals only" is not checked. Check this field if the report should summarize projects to the object level, rather than produce detail lines by org/obj/project. Entry into this field is only allowed if project accounting is in use in the system. This is set during installation in the G/L Parameter table. This switch is bypassed if project accounting is not installed. If checked then all accounts with the same ORG and OBJECT, but different PROJECTS, will be presented as one line on the report. If not checked then each individual account will be presented on the report. If checked then the description for the line comes from the first account selected.

The field Carry forward, has three choices: 1=Totals (GAAP); 2=Current year only; 3=Carry forward only. This field is only available when the

report is being run for period 99 (memo balance) as the carry forward amounts are stored as year-to-date amounts. Select "1" to see the combined amounts from all current year and carry-forward transactions. Select "2" to have the carry-forward subtracted out, thus giving the current year amount only. Select "3" to have the carry-forward amounts presented only. The default is "1".

When these fields are complete press the TAB key to continue on to the Additional Options, such as including detail transactions, as described below.

4.5 Report Additional Options

For the field Include Requisition Amounts, when checked requisition amounts will be included with Encumbrance totals.

For the field Print Revenues-Version headings, this is use to tailor report columns specifically for a revenue report. If this is checked then there will be no "ENCUMBRANCES" column and the other columns will have headers that reflect revenue terminology as shown below:

Revenue   **Expense**
"ORIGINAL ESTIM REV"   "ORIGINAL APPROP"

"ESTIM REV ADJSTMNTS"	"TRANFRS/ADJSTMNTS"
"REVISED EST REV"	"REVISED BUDGET"
	"ENCUMBRANCES"
"ACTUAL YTD REVENUE"	"YTD EXPENDED"
"ACTUAL MTD REVENUE"	"MTD EXPENDED"
"REMAINING REVENUE"	"AVAILABLE BUDGET"
"PCT COLL"	"PCT USED"

For the field Print revenue as credit, this prompt is only available when the report is being run for only revenue accounts. If there is at least one expense account in the find set, this prompt will be defaulted to "N" and bypassed during screen define. If checked then credit balances in revenue accounts will show with a "-" minus sign. If not checked then credit balances in revenue accounts will show without the "-" and debits in those accounts will show with the "-" sign.

For the field Print revenue budgets as zero, if checked then all accounts with the account type of "R"evenue will have the budgets (Original, Transfer, Revised, Available) shown as 0.

For the field Include Fund Balance, when checked then Fund balance will print at the end of the report if the report includes both revenue & expense accounts. The figures are calculated as follows:

PRIOR FUND BALANCE	**=**	**SOY (period 00) amount for Fund Balance account**
CHANGE IN FUND BALANCE	**=**	**Revenue Control account actual – Expenditure Control account actual**
CURRENT FUND BALANCE	**=**	**PRIOR FUND BALANCE + CHANGE IN FUND BALANCE**

For the field Sort/Total by Budget Rollup, when checked this will allow the report to sort by Budget Rollup Code and to total by the roll-up code.

For the field Print journal detail, this is available only when "Totals only" is set not checked. When checked the journal detail is presented on the report after the amount line. All remaining questions on the report options screen will only be accessible if this is field is checked.

Journal Entry Detail to and From; these fields represent beginning journal entry year of detail to include, beginning journal entry period of detail to include; ending journal entry year of detail to include, ending journal entry period of detail to include. Entry into these fields is only allowed if Print Journal Detail was checked. Otherwise they default to the current year.

Please note: if you want to see start of year purchase order encumbrance entries (source journal SOY), you need to pull detail beginning with period 00.

For the field Include budget entries, entry into this field is only allowed if Print Journal Detail was checked. Should the report include type "5" budget journal entries. Source journals representing budget entries include: BUC, BUA, GEN (revolving funds), GCR (revolving funds), GRV (reversal of revolving fund entry), C/R (revolving funds).

For the field Incl encumb/liq entries, entry into this field is only allowed if Print Journal Detail was checked. Should the report include type "4" encumbrance journal entries. Source journals representing encumbrance entries include: POE, POL, POM, COE, COL, COM, GEL, GRV, PRE, YEC, SOY and BUC (auto-encumber).

For the field Sort by JE# or PO# , this sorts detail by Journal entries or Purchase orders. Entry into this field is only allowed if Print Journal Detail was checked. Select by Journal to sort by year, period, journal number and sequence number (line number). Select PO to sort in order by journal reference #2 (purchase order number), year, period, journal number and sequence number. If sorting by JE#, an additional question is asked regarding the presentation of accounts payable detail lines: For AP source journals show (1) Voucher or (2) PO. In columns 60-70 on the report, for detail representing AP source journals (API, APM, APP), either the voucher number preceded by the label "VCH" or the purchase order number preceded by the label "PO " will print.

For the field Detail format option, the choices are   1=Standard format; 2=Column sensitive format. Entry into this field is only allowed if Print Journal Detail was checked. Select "1" to have a standard report where journal detail is presented "as is". Select "2" to have the detail line formatted based on the source journal of the detail. For example, AP*, PO*, SOY, and R* source journals will have reference 1 labeled "VND" and reference 2 labeled "PO"; the detail line will also have the vendor alpha presented before the journal comment and the detail line will end with the check number where available. On all other journals, only reference 1 is presented with the label "REF" (reference 2 is omitted) and the line ends with the journal comment. For receivables transactions, format 2 uses the "Paid By Reference" field from the Payment Entry screen; if the receipt is not found or the field is left blank, the reference 3 information from the journal detail is printed.

For the field Include Additional JE Comment, when checked the report will include any additional comments recorded on the journal entry.

To save the report options entered choose the OK ✔ icon. Exit from the report option screen to print the report by choosing FILE and then EXIT from the menu bar. You will once again be on the Account Definition screen.

4.6   Printing the Report

From the Account Definition Screen choose FILE and OUTPUT from the menu bar. The following print dialog box will appear.
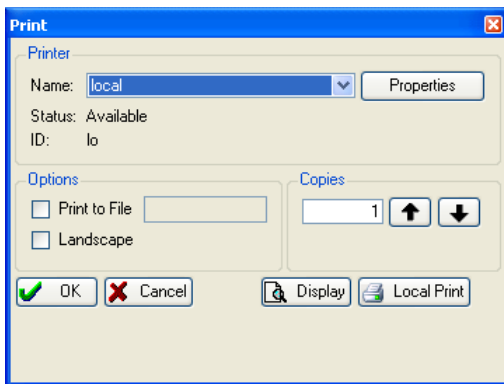
Choose a network printer from the drop down menu and choose the OK ✔ tool button. The report will then print. To choose a local printer, a printer connected locally to the PC and not to a networked printer, choose the LOCAL PRINT tool button in the lower right corner, the following Windows printer dialog box will appear.
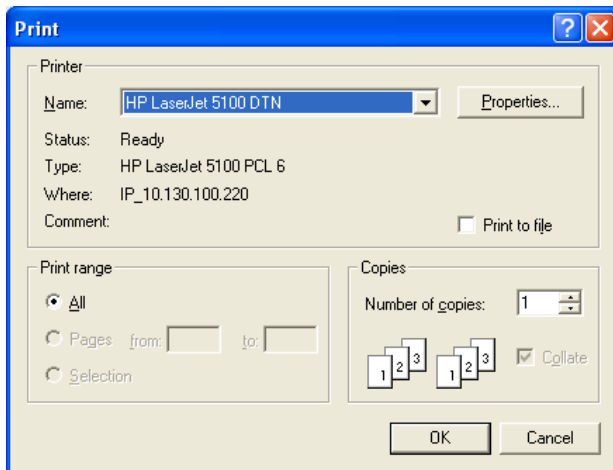
Choose the printer from the drop down menu and choose the number of copies desired then choose the OK tool button in the bottom right of the dialog box. The report will print to the specified printer.

5.0   Year-To-Date Budget Report - Self-Study Exercises

1.   Run a report sorted by the segments Fund and department, for totals only.

2.   Run the same report as in exercise 1 but with detail.

3.   Run the same report as in exercise 1 and 2 but for memo balance.

4.   Run the same report as in exercise 1, 2 and 3 but for revenues only.

5.   Run the same report as in exercise 1, 2 and 3 and include fund balance.