

Account Inquiry

Objective

This document provides instructions on how to use the Account Inquiry program to view account information.

Overview

The Account Inquiry program provides both summarized and detail history for accounts, with a focus on the current available budget. You can view data and create reports of the collected data, but you cannot modify data in this program.

There are options in the Account Inquiry program for consolidating the data into a report-like format, but if you want to report on many accounts in a report format, it may be best to use the YTD Budget Report.

The information in the fields displayed throughout the program depends upon your user permissions, which are established in the System Administration General Ledger Roles program.

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:

- Accounts exist in the Munis system.
- You have appropriate permissions to view accounts.



Procedures

Finding Accounts To find accounts:

- 1. Open the Account Inquiry program. Financials > General Ledger Menu > Inquiries and Reports > Account Inquiry
 - Or:

Departmental Functions > Account Inquiry

1	Accour	nt Inqu	iiry														•	?	T
← Back	Q Search	Browse	Dutput	🖶 Print	Display	PDF	E Save	Excel	Word	🖂 Email	Schedule	<i>A</i> ttach	Detail	Months	Seg Find	Totals	Project Strings	U User Define Fields	:d
Account																			
Fund Org Object Project 4 YEAF	COMPARIS	(URRENT YEA	AR HI	STORY	Acct Acct nar Type Rollup NY Rollu 4 YEAR	ne Ip I Mul	ltiYr Fund HISTORY	🗃 🗃 GRAPH	•	Status		•		Account Not	es			
Yr/Per 20)17/08		Fisc	al Year 2	017		Fiscal	Year 2016		F	iscal Year 2	015		Fiscal Yea	ır 2018				
Original	Budget				2 2				2 2			100 C			Cá	2			
Transfers	Out				 ⊯				≥ ≥			Ē			e e	3			
Revised	Budget								~							~			
Actual (N	/lemo)				a di				₽ ₽							5			
Requisiti	ons				6										C C	5			
Available	2																		
Percent	used																		•
«	<		0 of 0			>	»	Display deta	ail inform	ation fo	r current acc	count.							



2. Click Search or Seg Find in the toolbar.

When you click Search, complete one or more of the fields to define your search criteria, and then click Accept.

When you select Seg Find, the program displays the Account Segment Finder screen.

÷	×	0	Q	S	D		
Back	Accept	Cancel	Search	Sort By	Define		
				segment	Percent Osed	 	
Account S	earch						
Segment	Name	5	Search Value				
Organizati	on						
Fund							
Function/C	C						
Departmen	nt						
Program							
Grade							
Grant/Funs	Src						
DOE Funct	ion						
Category							
Object							
Project							
Account Ty	/pe						
Account St	tatus						
Rollup Coo	de						
Character (Code						
							-
4						•	
Percent Us	sed						
Fiscal year	2016						
, Fiscal year	2017						
Fiscal vear	2018						
,							
Canada	Value						
Search	1/211164						

- 3. Complete the fields on this screen according to the following table, and then click Accept. For either search method, the program creates an active set of all accounts matching your search criteria.
- 4. Click Accept to save the criteria. The program displays a confirmation message.
- 5. Click Yes, Continue to proceed with creating the record set.
- 6. Click Browse to view a list of accounts in the active set of records.
- 7. Double-click an account to view the details.

Viewing Account Details

On the Account Inquiry screen, the Account group provides the basic details for the account (that is, account segments, type, status, and so on).

Account										
Fund	1000		GEN FUND	Acct	1000-0-000-000-00	-00-0000-0-511	10 -			
Org	1000		GEN FUND	Acct name	SALARIES FULL TIM	E				😂 Account Notes
Object	5110		SAL FT	Туре	Expense	-	Status	Active	-	
Project		Ê		Rollup		1				
				NY Rollup		1				
				N	1ultiYr Fund					



4 Year Comparison Tab

This tab shows the current fiscal year, the previous two fiscal years, and the next fiscal year.

4 YEAR COMPARISON	CURRENT YEAR HISTO	RY	4 YEAR GRAPH HISTO	RY GRA	PH			
Yr/Per 2017/08	Fiscal Year 2017		Fiscal Year 201	5	Fiscal Year 2015		Fiscal Year 2018	
Original Budget	1,000,000,000.00	Ē	.00	Ē	.00	i≓ ∣	1,000,000,000.00	E
Transfers In	105,000.00	È	.00	i 🖻	.00	È	.00	1
Transfers Out	.00	Ē	.00	Ē	.00	i≓ _	.00	1
Revised Budget	1,000,105,000.00		.00		.00		1,000,000,000.00	
Actual (Memo)	1,000.00	E	.00	Ē	.00	È	.00	È
Encumbrances	.00	Ē	.00	Ē	.00	è	.00	È
Requisitions	.00	Ē					.00	E
Available	1,000,104,000.00		.00		.00		1,000,000,000.00	
Percent used	.00		.00		.00		.00	

Current Year Tab

This tab displays the current year, carry forward, and GAAP totals, if carry forward monies exist. If there are no carry forward monies, the columns display as Current Year and Last Year. The Current Year column shows the current year, as determined by the General Ledger Settings. The Carry Forward column shows any purchase orders that have been carried forward from a previous year. The GAAP Totals column shows the combined totals of the Current Year and Carry Forward columns. The fields change according to the type of account you are viewing.

4 YEAR COMPARISON	CURRENT YEAR HISTORY	4 YEAR GRAPH HIST	ORY GRAPH
FY 2017 as of 2017	/08 FEB		
	Current Year	Carry Forward	GAAP Totals
Original Approp	1,000,000,000.00	.00	1,000,000,000.00
Amendments	105,000.00	.00	105,000.00
Revised Budget	1,000,105,000.00	.00	1,000,105,000.00
YTD Actual	1,000.00	.00	1,000.00
Encumbrance	.00	.00	.00
Requisitions	.00		.00
Available Budget	1,000,104,000.00	.00	1,000,104,000.00
% Used	.00	.00	.00

On the Current Year tab, the CFWD BUA is reported in the CFWD column as Original Appropriation, not Amendments, so it is excluded from the Amendments detail.

The Current Year tab does not display when you view a revenue account. The tab is also hidden if there are balance sheet accounts and other account types in the active set of records. For active sets of records that consist of only expense accounts, the Carry Forward column always displays, even if the current account does not have carry forward amounts.



History Tab

This tab provid	es a view of	all ye	ears	s in the acc	ount's l	histo	ory; click the arro	v but	ttons to view othe	er ye	ears.
4 YEAR COMPARISON	CURRENT YEAR	HISTO	RY	4 YEAR GRAPH	HISTORY	GRAPH	4				
•	Fiscal Ye	ear 2014		Fisca	al Year 2013		Fiscal Year 2012		Fiscal Year 2011		
Original Budget		.00	Ē		.00	Ē	.00	È	.00	Ē	
Transfers In		.00	æ		.00	Ē	.00	È	.00	Ē	
Transfers Out		.00	õ		.00	õ	.00	È	.00	È	
Revised Budget		.00			.00		.00		.00		
Actual (Memo)		.00	Ē		.00	Ē	.00	1 🔁	.00	E	
Encumbrances		.00	õ		.00	È	.00	1	.00	õ	
Available		.00			.00		.00		.00		
Percent Used		.00			.00		.00		.00		

Note: Expense accounts in multiyear funds that have a budget projection method of 2 have a new budget each year that is the remaining available budget from the previous year. This causes the budget for these accounts to remain in the current year, while all other multiyear account budgets represent the budget from inception.

When calculating the percent used on Multiyear 2 accounts, the Incep to SOY field, which contains money spent from the inception of the account, must be ignored in order to get an accurate percentage. For Multiyear 2 accounts only, the program ignores amounts in the Incep to SOY box when calculating the value of the Percent Used box. This is true even when you click the Totals option.



4 Year Graph Tab

This tab displays a bar graph of amounts for the current year, two previous years, and the next year. Available, Actual (Memo), Encumbrances, and Requisitions amounts are charted on the graph in distinct colors.



Options to print the data or download it as a .CSV file are provided in the lower left corner below the graph.

History Graph Tab

This tab provides a graph of historical Available, Actual (Memo), and Encumbrances amounts for previous years, beyond those shown in the 4 Year Graph tab.



Options to print the data or download it as a .CSV file are provided in the lower left corner below the graph.



Program Options

If there are notes associated with an account, the Account Notes button is highlighted; click Account Notes to view the contents.

Account													
Fund	1000	GEN FUND	Acct	1000-0-000-000-00-	-00-0000-0-5110	0 -							
Org	1000	GEN FUND	Acct name	SALARIES FULL TIME	E				🚔 Account Notes				
Object	5110	SAL FT	Туре	Expense	-	Status	Active	•					
Project		🗃	Rollup		<u>ل</u>								
			NY Rollup		i de la companya de l								
	MultiYr Fund												

Detail

Click Detail in the toolbar to search for transactions that have been posted to an account using the Journal Selection Criteria screen.

Sournal Selection Criteria	٠	?
Back Accept Cancel		
Date range 01/01/1980 m to 01/17/2018 m Year/period 1980 to 2018 m Include Unposted journals ✓ ✓ Limit To: Actual journals ✓ Budget journals □ □ Encumbrance journals □ □]	
Source journal Reference 1 Reference 2 Reference 3 Reference 4 Invoice		
Enter a date to start searching for detail.		

Enter the search criteria to use, and then click Accept to submit the search. You can search by date range, year/period, journal source, or reference field. If you select the Include Unposted Journals check box, any general ledger journal entries still in the proof file are included.



The Account Detail screen displays the results. Click Detail or Journal on the toolbar for more information on a selected entry.

1	Account Deta	il															٠	8	T
€ Back	Accept Cancel	Q Search	Cutput	🖶 [Print Dis	d 🔀	Save	Excel	Detail	Journal	(A) Approvals	() HS Detail								
Org 1000 Object 5110 Project Account Account Account Description							1000-0 SALAR	0-000-000-00 RIES FULL TIN	0-00-0000-0 4E)-5110 -									
Posted N Y Y Y Y	YR/Per 2016/09 2016/08 2016/07 2016/04 2016/04 2016/01	Journal 5 7 16 14 4 4 4	Eff Dt 03/21/16 02/01/16 01/06/16 10/25/15 10/31/15 07/30/15	Src 5 GEN 5 GEN 5 BUA 5 BUA 5 BUA 6 BUA 6 BUA	Ref1 REF1 REF1 ABCDEF	PO/Ref2	890	Ref3	F	Ref4 Mar20 January BUDGET Al Oct2015 Short Desc 2016 BUDC	LC T	1,	Amount 15,000.00 1,000.00 100,000.00 1,000.00 5,000.00 000,000,000.00	Check # War	rant	Vendor			*
Total Am	iount	1.000.122.000.00)															,	

Clicking Detail on the toolbar displays a single entry from the account. The detail screen varies based on the journal entry source type. For example, GEN entries display the Journal Additional Comments screen.

i 🔆 🗸	ournal Addition	nal Comments			٠	?	
e Back	View Notes						
Line Org Object Project Account Acct desc Line desc Eff date Ref1 Ref2/3/4 Amount	1 1000 5110 1000-0-000-000-00-00 SALARIES FULL TIME REF1 03/21/2016 REF1	GENERAL FUND SALARIES FULL TIME -0000-0-5110 - Trans type 15,000.00	1	Budget year Mar20 Over budget	2016) Y		
View Add	litional Comments ass	ociated with this line.					



For this GEN journal, when you click Journal from the Account Detail screen, the program provides the General Journal Entry/Proof screen, which displays the entire journal.

\$	Gener	ral Jo	urnal	Entr	y/Pro	of																			*	9 T
e Back	Q Search	Brow	se .	+ Add	Update	X Delete	Output	rint 🖶	Display	PDF	Save	Excel	🖂 Email	Schedule	(0) Ø Attach	Period	Modify Lines	D Add'l Detai	G Gen DT/DF	Summary	(B) Release	Output-Post	Posted Find	(A) Line Acct	(A) Audit	Menu T
Journal	Information	n																								
CLERK: M F J S E	Maureen El- Effective da Fiscal year * Period * Iournal Source jour Entity code Auto revers	fring ite * * mal * *		03/2 0 GEN 1 N	1/2016 2016 9	MAR 5		Short de: Journal n Journal t Budget y Due to/D Referenc Approval	scription * eference ype ear code lue from fu e 2 e 3 status	I I Ind E	Mar20 REF1 10000			WO # Task # Vendo Transa	or action type	Proje	0 0 ect Accounts a	apply								
Journal	Lines																									
	Line T	Projec	t String			Project D	escriptior	Org			Object	Projec	t	Account D	escription	Line	e Description		Ref 1	Eff	fective Dat	te D/C		Am	ount	
•																										•
Journal	Totals													Wo	rkflow											
Debits Credits		15	.000.000											M	y Approvals	Approve	Reject	Forwa	ard Hol	ld Ap	provers					
«	<			1 of 1			> >	>																		

Months

To view account monthly data, click Months on the Account Inquiry screen.

The program displays a monthly view of all journal transactions that have been closed to a period. If the transactions have not been through a month-end process, they are not included in the monthly data. However, you can view transactions not yet closed in the current month detail. Transactions that are in journal entry/proof and have not yet been posted are not visible in any screen.

1	Account	Monthly	Data							٠	?	
€ Back	Q Search	Cutput Pri	int Displa	y Save	Curr Month Detail	Monthly Totals						
Account	1000	5110		SALARIES FL	ILL TIME							
Current	Year Monthly	Amounts										
Per		CY A	ctual	CY End	umbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget		
00 SOY			.00		.00	.00	.00	.00	.00	.00		
01 JUL			.00		.00	.00	1,000,000,000.00	1,000,000,000.00	.00	1,000,000,000.00		
02 AUC	i		.00		.00	.00	.00	.00	.00	1,000,000,000.00		
03 SEP			.00		.00	.00	.00	.00	.00	1,000,000,000.00		
04 OCT		1,00	00.00		.00	5,000.00	5,000.00	4,000.00	1,000.00	1,000,005,000.00		
05 NO	/	.00 .00			.00	.00	.00	1,000.00	1,000,005,000.00			
06 DEC			.00		.00	.00	.00	.00	1,000.00	1,000,005,000.00		
07 JAN			.00		.00	100,000.00	100,000.00	100,000.00	1,000.00	1,000,105,000.00		
08 FEB			.00		.00	.00	.00	.00	1,000.00	1,000,105,000.00		
09 MAI	2		.00		.00	.00	.00	.00	1,000.00	1,000,105,000.00		
10 APR			.00		.00	.00	.00	.00	1,000.00	1,000,105,000.00		
11 MA	(.00		.00	.00	.00	.00	1,000.00	1,000,105,000.00		
12 JUN			.00		.00	.00	.00	.00	1,000.00	1,000,105,000.00		
13 EOY			.00		.00	.00	.00	.00	1,000.00	1,000,105,000.00		
TOTALS	i	1,00	00.00		.00	105,000.00	1,000,105,000.00	.00	.00	.00		•
«	<	1 c	of 6		> »							

Click Curr Month Detail on the toolbar to display all the posted activity (that has been closed to a period).

Click Monthly Totals on the toolbar to show the totals of all the posted activity (that has been closed to a period) for the accounts in the active set by month for the current year.



Totals

To view account totals, click Totals on the Account Inquiry screen.

The program refreshes the display to show the combined totals for all accounts in the active set for transactions in closed and unclosed periods. A status message on the bottom of the page indicates that you are viewing monthly totals for the accounts in the active set.

\$	Account Mon	thly Data						٠	0
(Back	Accept Cancel	Q Search							
Account:									
Current \	ear Monthly Amounts								
Per 00 SOY 01 JUL 02 AUG 03 SEP 04 OCT 05 NOV 06 DEC 07 JAN 08 FEB 09 MAR 10 APR 11 MAY 12 JUN 13 EOY TOTALS		CY Actual .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	CY Encumbrance .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	CY Bud Transfer 00 324,750.00 424,750.00 424,750.00 424,750.00 424,750.00 424,750.00 424,750.00 424,750.00 424,750.00 424,750.00 424,750.00 414,750.00 414,750.00 205,000.00	CY Budget 00 1,000,424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 414,750,00 414,750,00 1,000,305,000,00	CY Available .00 1,000,424,750,00 424,750,00 424,750,00 428,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 424,750,00 414,750,00 414,750,00 414,750,00	CY Cumul Actuals .00 .00 .00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00	CY Cumul Budget 00 1,000,424,750,00 1,001,274,250,00 1,001,724,250,00 1,002,724,250,00 1,002,724,28750,00 1,003,633,000,00 1,004,452,500,00 1,004,452,500,00 1,004,452,500,00 1,004,452,500,00 1,004,452,500,00 1,004,367,250,00 999,890,250,00 1,000,305,000,00 0,000	
4									*
«		1 of 6	> >>	MONTHLY TOTALS Exit/Ca	ancel returns to active set. ◀				

2 Year Amounts

This option is available if your organization uses biennial budgeting.

Click 2 Year Amounts to show biennial budgeting details. If the biennial year is set to one (1), the current year and next year are summed; otherwise, the current year and last year are totaled.



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

1	YTD Bud	dget Re	port						* (
E Back	Q Search	Cutput	🖶 Print	D isplay	DF	Save	Excel	Word	Seg Find	Report Options
Account R	ollup									
Org Object Project Rollup code Account Type/Status										
Account type Account status										
Find re	cords using	the seg-ac	count m	ethod.						

- 2. Click Search or Segment Find to identify accounts for the report.
 - If you click Search, complete the fields according to the following table.
 - If you select Seg Find, complete the fields on the GL Segment Find screen.

1	GL Seg	ment F	ind	۵	?	T
E Back	↓ Accept	O Cancel	Q uery			
Find by Se	gments					
Fund Function/O Departme Program Grade Grant/Fun DOE Funct Category Character Org Object Project Account by	CC nt Src tion Code ype tatus					
Rollup Co	de					-
Enter F	und 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	\$?	T				
€ ✓ Back Accept	O Cancel							
Report Sequence								
Execute this report Sequence 1 Sequence 2 Sequence 3 Sequence 4 Report title *	Now Page Field # Total Break 11 - Object Image 3 - Department 0 Image Vear-To-DATE BUDGET REPORT							
PRINT OPTIONS Report Options Include only accounts	ADDITIONAL OPTIONS that used 0 % or greater of budget							
Order accounts by Totals only Account description Print full GL account Roll projects to objec Print report options	Ora. Object. Project Year/period Within Full Carry forward Totals I Print MTD version Print MTD version Standa Image: Standa Double space Suppress zero bal accts Suppress zero bal accts	vear/beriod 2016 / GAAP) var/beriod var/	12	•				
4				Þ				
When is the repo	When is the report to be executed?							

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

Print Options Tab

This tab provides additional options for printing the report.							
PRINT OPTIONS ADD	ITIONAL OPTIONS						
Report Options							
Include only accounts that used 0 % or greater of budget							
Order accounts by	Orq, Object, Project 🔹						
Totals only		Year/period	Within year/period V12				
Account description	Full 🔻	Carry forward	Totals (GAAP) 🔻				
Print full GL account		Print MTD version					
Roll projects to object		Format type	Standard format 🔻				
Print report options	✓	Double space					
		Suppress zero bal accts					

Field	Description	Notes
Report Options		



Field	Description	Notes
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.	
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	 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: For the fiscal year, you can enter the current year, next year (which must be 	



Field	Description	Notes
Field	 period 99), last year, two years ago, or three years ago. 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. The default value for the period populates from the Current Year/Period field in Roll Accounting Period, but you can enter any period. 	Notes
	 Any period includes entries for that period that have not been closed using Month- End Processing. 	
	 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. 	
	• Last fiscal year retrieves last-year figures.	
	 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. 	
	 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. 	
	If period 13 of the prior year is requested, the current year carry forward budget is used for the encumbrance amount.	
Carry Forward	Defines the report output as:	
	• Totals (GAAP)—Includes current year and carry forward activity.	
	 Current Year Only—Excludes activity related to encumbrance carry forward. 	
	 Carry Forward Only—Includes only activity related to encumbrance carry forward. 	



Field	Description	Notes
	The default value is Totals (GAAP), but you can change this option for any period in the entered year.	
Print MTD Version	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.	
Format Type	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.	
Double Space	Causes the report to print in double-spaced format, if selected. This option is only accessible when the Totals Only check box is not selected.	
Suppress Zero Balance Accounts	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.	

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

PRINT OPTIONS	ADDITIONAL OPTIONS				
Additional Options					
Include requisition a	mounts	~	Include budget entries	✓	
Print Revenues-Versi	on headings		Include encumb/liq entries	~	
Print revenue as crea	lit	*	Sort option	Journal entries	•
Print revenue budge	ts as zero		Detail format option	Standard format	-
Include fund balance	9		Include additional JE comments		
Print journal detail			Multiyear view	Default view 🔻	
			Amounts/totals exceed 999 million dollars	✓	

Field	Description	Notes
Additional Options		
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.	



Field	Description	Notes
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. 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	Determines the journal detail format:	



Field	Description	Notes	
	 Standard—A standard report where journal detail is presented as is. 		
	 Column Sensitive—The detail line formatted based on the journal source code of the detail. 		
	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.		
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.		
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

02/20/2018 14:18 Munis	Munis YEAR-TO-DAT	E BUDGET REPORT				P 2 glytdbud
FOR 2016 12 32250 Professional 3 ORIGINAL 3	Services APPROP TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
000 NO DEPARTMENT						
1 32250	Professional Service 0.00 0.00	s 0.00	0.00	0.00	0.00	. 0
TOTAL Professio	0.00 0.00	0.00	0.00	0.00	0.00	. 01
4100 INTEREST/FEE R	EVENUE					
HIDDEN SEGMENT						
3020 4100	INTEREST/FEE REVENUE 0.00 0.00	0.00	0.00	0.00	0.00	.0
000 NO DEPARTMENT						
1000 4100 2000 4100 2005 4100	INTEREST/FEE REVENUE 0.00 682,500.00 INTEREST/FEE REVENUE 0.00 0.00	682,500.00	0.00	0.00	682,500.00 0.00	.0
	0.00 0.00	0.00	0.00	0.00	0.00	. 0
TOTAL INTEREST,	/FEE REVENUE 0.00 682,500.00	682,500.00	0.00	0.00	682,500.00	.0
	TOTAL REVENUES 0.00 682,500.00	682,500.00	0.00	0.00	682,500.00	
4105 INVENTORY REVEN	NUE					
HIDDEN SEGMENT						
9020 4105	INVENTORY REVENUE	0.00	0.00	0.00	0.00	.0
000 NO DEPARTMENT						
000 4105	INVENTORY REVENUE 0.00 279,100.00	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.