

Year to Date Budget Report in EERP

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DESCRIPTION

The Year-To-Date Budget report prints information for every account within a given range of account numbers. It may be run for current year and for three prior years. Each line displays the following information:

- Original Appropriation
- Transfers and Adjustments
- Revised Budget
- YTD Actual
- Encumbrances
- Available Budget
- Percentage Used

This report:

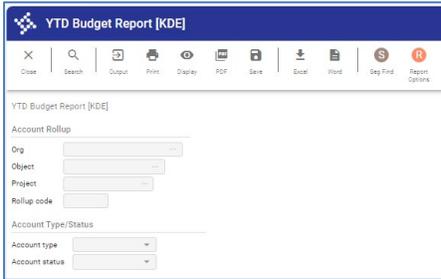
- Serves as the primary monthly budget report, but its flexible definition makes it useful for special analysis as well.
- Provides an option (using the **YTD Report detail format**) to include Journal Entry or Purchase Order details on the report.
- Optionally, prints Month-to-Date activity.
- Allows exclusion of budget entries and encumbrances when printing journal details.
- Provides flexibility in selecting Report Option's sequence levels (e.g., produces a summary report when the last sort sequence has Total 'Y' and Totals Only 'Y'. The report will print the last sort sequence single spaced.)
- Provides an option to select accounts exceeding a user-defined percentage level of the revised budget.

NOTE: This report is recommended for annual funds only. The MTD Project Budget Report should be processed for multi-year funds.

Select:

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

The following screen is displayed:



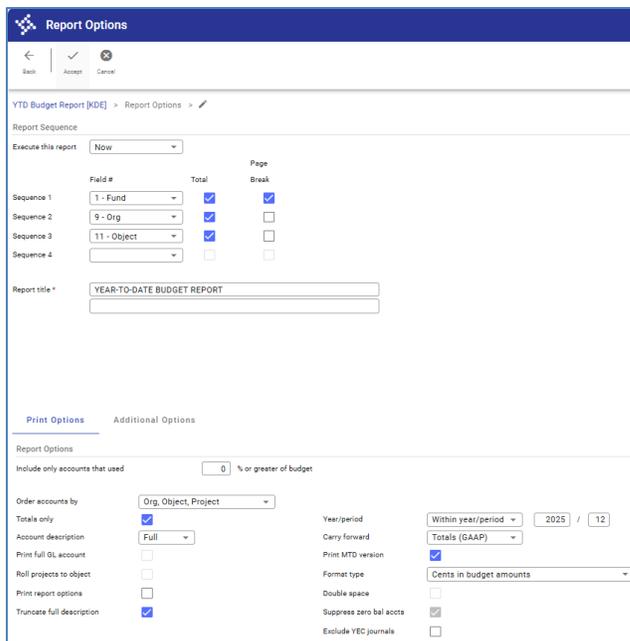
1. **Search** or **Seg Find** and enter search criteria.

Search allows the search criteria to be narrowed to specific **Org**, **Object** or **Project**, or a range of accounts. An **Account type** or **Account status** can also be specified.

Seg Find allows the search criteria to be narrowed to any **Account Segment** or a combination of Account Segments. An **Account type** or **Account status** can also be specified.

2. Press enter to create an active set of accounts.
3. Select **Report Options** and enter the desired details to include in the report.

The following screen will appear:



NOTE: The Report option 'Include only accounts that exceed []% of budget' is only applicable to the current year activity and not historical activity.

A second report options screen is available, **Additional Options:**

Print Options	Additional Options		
Additional Options			
Include requisition amounts	<input 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	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	Fiscal year view
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>

NOTE: The Report option 'Include Fund Balance' default of N (not marked) should not be changed. Due to the way Kentucky handles Beginning Balance of 0999, Fund Balance is calculated in error when included on the report.

4. Choose **Accept** and go **Back**.
5. Select an output method for the report.

NOTE: An asterisk in the far right column of an account report line indicates that the sum of the actual expenditures and encumbrances for the month exceeds the monthly budget allocation. The monthly budget allocation equals the revised budget divided by 12. An asterisk will also appear when an account's year-to-date actual expenditures and encumbrances exceed the revised budget amount.