

Year to Date Budget Report

Office of Education Technology: Division of School Technology Services

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Last Updated June 5, 2024

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:

YTD Budget Report [KDE]

Close

Search

Output

Print

Display

PDF

Save

Excel

Word

Seg Find

Report Options

YTD Budget Report [KDE]

Account Rollup

Org

Object

Project

Rollup code

Account Type/Status

Account type

Account status

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:

Report Options

Back

Accept

Cancel

YTD Budget Report [KDE] > Report Options >

Report Sequence

Execute this report

Now

Field #

1 - Fund

2 - Org

3 - Object

4 - Project

Total

Page Break

Report title

YTD-BUDGET REPORT

Print Options

Additional Options

Report Options

Include only accounts that used

0

% or greater of budget

Order accounts by

Totals only

Account description

Print full GL account

Roll projects to object

Print report options

Truncate full description

Year/period

Within year/period

2024

12

Format type

Cents in budget amounts

Double space

Suppress zero bal accts

Exclude YBC journals

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:**

Report Options

YTD Budget Report [KDE] > Report Options

Report Sequence: Now

Execute this report: Now

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3	11 - Object	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: YEAR-TO-DATE BUDGET REPORT

Print Options: **Additional Options**

Additional Options:

<input type="checkbox"/> Include requisition amounts	<input type="checkbox"/> Include budget entries	<input checked="" type="checkbox"/> Include encumbr/ly entries
<input type="checkbox"/> Print Revenue-Version headings	<input checked="" type="checkbox"/> Sort option	Journal entries
<input checked="" type="checkbox"/> Print revenue as credit	<input type="checkbox"/> Detail format option	Standard format
<input type="checkbox"/> Print revenue budgets as zero	<input type="checkbox"/> Include additional JE comments	
<input type="checkbox"/> Include fund balance	<input type="checkbox"/> Multiyear view	Fiscal year view
<input type="checkbox"/> Print journal detail	<input type="checkbox"/> Amounts/totals exceed 999 million dollars	

From yr/per: 2024 12
To yr/per: 2024 12

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.