

Year to Date Budget Report

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Last Reviewed June 1, 2022

The Year-to-Date Budget Report serves as the primary monthly budget report. Its flexible definition makes it useful for special analysis as well. This report prints a single line of information for every account within a given range of account numbers and can be generated for current year and for three prior years.

DESCRIPTION

The Year-To-Date Budget report prints a single line of 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 Expended
- 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.

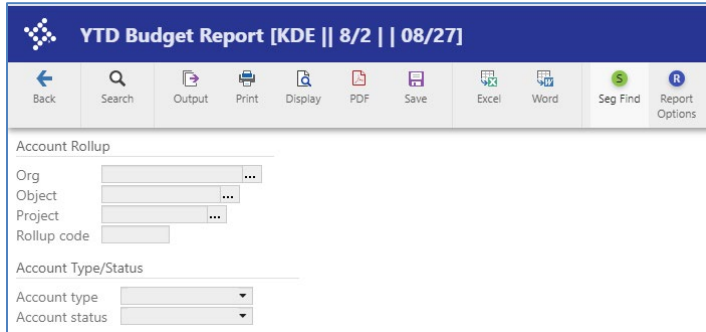
NOTE: *This report is recommended for annual funds only. The MTD Project Budget Report should be processed for multi-year funds.*

Refer to the sample reports in the [Appendix](#) for examples of various report options that impact information included on the Year-To-Date Budget Report.

Select:

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

The following screen is displayed:



1. **Search** or Segment 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

Report Sequence

Execute this report Now

	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 checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title * YEAR-TO-DATE BUDGET REPORT

PRINT OPTIONS **ADDITIONAL OPTIONS**

Report Options

Include only accounts that used 0 % or greater of budget

Order accounts by	Org, Object, Project	Year/period	Within year/period 2021 / 13
Totals only	<input checked="" type="checkbox"/>	Carry forward	Totals (GAAP)
Account description	Full	Print MTD version	<input checked="" type="checkbox"/>
Print full GL account	<input type="checkbox"/>	Format type	Cents in budget amounts
Roll projects to object	<input type="checkbox"/>	Double space	<input type="checkbox"/>
Print report options	<input type="checkbox"/>	Suppress zero bal accts	<input checked="" type="checkbox"/>
Truncate full description	<input type="checkbox"/>	Exclude YEC journals	<input type="checkbox"/>

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:**

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. Close the Report Options screen.
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.

APPENDIX – REPORT SAMPLES

A Sample Year-to-Date Budget Report – No detail



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KDE DATABASE -TEST DB2014-10-06
YTD BUDGET REPORT

P 1
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FOR 2015 03

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
1 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
0001052 IMPROVEMENT OF INSTRUCTION GF							
0110 CERTIFIED PERMANENT SALARY	156,775	.00	156,775.00	24,168.72	.00	132,606.28	15.4%
0111 EXTENDED DAYS	37,045	.00	37,045.00	5,002.32	.00	32,042.68	13.5%
0112 EXTRA SERVICE PAY	21,810	.00	21,810.00	2,944.86	.00	18,865.14	13.5%
0120 CERTIFIED SUBSTITUTE SALAR	0	.00	.00	680.00	.00	-680.00	100.0%
0130 CLASSIFIED REGULAR SALARY	89,950	.00	89,950.00	22,437.36	.00	67,512.64	24.9%
0221 EMPLOYER FICA CONTRIBUTION	5,600	.00	5,600.00	483.00	.00	5,117.00	8.6%
0222 EMPLOYER MEDICARE CONTRIBU	4,750	.00	4,750.00	609.58	.00	4,140.42	12.8%
0231 KTRS EMPLOYER CONTRIBUTION	3,235	.00	3,235.00	701.76	.00	2,533.24	21.7%
0232 CERS EMPLOYER CONTRIBUTION	6,450	.00	6,450.00	1,596.30	.00	4,853.70	24.7%
0253 KSBA UNEMPLOYMENT INSURANC	1,375	.00	1,375.00	57.04	.00	1,317.96	4.1%
0260 WORKMENS COMPENSATION	7,500	.00	7,500.00	.00	.00	7,500.00	.0%
0338 REGISTRATION FEES	1,200	.00	1,200.00	.00	.00	1,200.00	.0%
0349 OTHER PROFESSIONAL SERVICE	500	.00	500.00	.00	.00	500.00	.0%
0531 POSTAGE & PO BOX RENT	50	.00	50.00	.00	.00	50.00	.0%
0559 OTHER PRINTING AND BINDING	500	.00	500.00	.00	.00	500.00	.0%
0580 TRAVEL	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
0610 GENERAL SUPPLIES	3,000	.00	3,000.00	.00	.00	3,000.00	.0%
0694 TECHNOLOGY EQUIP NON-CAPIT	750	.00	750.00	.00	.00	750.00	.0%
TOTAL IMPROVEMENT OF INSTRUCTI	341,990	.00	341,990.00	58,680.94	.00	283,309.06	17.2%
TOTAL GENERAL FUND	341,990	.00	341,990.00	58,680.94	.00	283,309.06	17.2%

A Sample Year-To-Date Budget Report - Journal Detail:



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KIDS V9.3 SaaS Database
BUDGET REPORT

PG 1
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FOR 2009 03

JOURNAL DETAIL 2009 3 TO 2009 3

ACCOUNTS FOR: 1 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9011096 BUS MAINTENANCE GF							
0663 REPAIR PARTS							
<u>9011096 0663 REP PARTS</u>	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%*
2009/03/000016 09/04/2008 API	189.03 VND 500032 PO 203426						625484
2009/03/000016 09/04/2008 API	160.72 VND 509058 PO 203389						625648
2009/03/000016 09/04/2008 API	235.44 VND 509058 PO 203391						625648
2009/03/000016 09/04/2008 API	52.92 VND 500032 PO 203204						625484
2009/03/000016 09/04/2008 API	52.92 VND 500032 PO 203204						625484
2009/03/000016 09/04/2008 API	133.02 VND 501399 PO 203351						625492
2009/03/000016 09/04/2008 API	54.96 VND 501399 PO 203390						625492
2009/03/000016 09/04/2008 API	435.45 VND 501399 PO 203390						625492
2009/03/000070 09/11/2008 API	5.70 VND 501375 PO						625563
2009/03/000070 09/11/2008 API	38.95 VND 501399 PO 203448						625492
2009/03/000070 09/11/2008 API	23.45 VND 501399 PO 203448						625492
2009/03/000070 09/11/2008 API	302.98 VND 501399 PO 203448						625492
2009/03/000126 09/22/2008 API	-100.00 VND 501399 PO						625707
2009/03/000126 09/22/2008 API	-312.50 VND 501399 PO						625707
2009/03/000126 09/22/2008 API	39.28 VND 501375 PO 203562						625782
2009/03/000126 09/22/2008 API	1,201.69 VND 501399 PO 203594						625707
2009/03/000126 09/22/2008 API	206.93 VND 501399 PO 203594						625707
2009/03/000126 09/22/2008 API	64.84 VND 501399 PO 203633						625707
2009/03/000127 09/22/2008 API	214.64 VND 509058 PO 203596						625876
TOTAL REPAIR PARTS	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%
TOTAL BUS MAINTENANCE GF	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%
TOTAL GENERAL FUND	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%
TOTAL EXPENSES	36,000	0	36,000	8,189.22	2,385.41	25,425.37	

A Sample Year-To-Date Budget Report - Purchase Order Detail:



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BUDGET REPORT

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FOR 2009 03		JOURNAL DETAIL 2009 3 TO 2009 3						
ACCOUNTS FOR: 1	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9011096 BUS MAINTENANCE GF								
0663 REPAIR PARTS								
<u>9011096 0663 REP PARTS</u>		36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%*
<u>2009/03/000016</u>	09/04/2008 API	189.03 VND	500032 PO	203426				
<u>2009/03/000016</u>	09/04/2008 POL	-189.03 VND	500032 PO	203426				
<u>2009/03/000016</u>	09/04/2008 API	160.72 VND	509058 PO	203389			2009	625648
<u>2009/03/000016</u>	09/04/2008 POL	-161.00 VND	509058 PO	203389			2009	
<u>2009/03/000016</u>	09/04/2008 API	235.44 VND	509058 PO	203391			2009	625648
<u>2009/03/000016</u>	09/04/2008 POL	-226.00 VND	509058 PO	203391			2009	
<u>2009/03/000016</u>	09/04/2008 API	52.92 VND	500032 PO	203204				625484
<u>2009/03/000016</u>	09/04/2008 API	52.92 VND	500032 PO	203204				625484
<u>2009/03/000016</u>	09/04/2008 API	133.02 VND	501399 PO	203351				625492
<u>2009/03/000016</u>	09/04/2008 POL	-133.02 VND	501399 PO	203351			2009	
<u>2009/03/000016</u>	09/04/2008 API	54.96 VND	501399 PO	203390				625492
<u>2009/03/000016</u>	09/04/2008 POL	-54.96 VND	501399 PO	203390			2009	
<u>2009/03/000016</u>	09/04/2008 API	435.45 VND	501399 PO	203390				625492
<u>2009/03/000016</u>	09/04/2008 POL	-436.04 VND	501399 PO	203390			2009	
<u>2009/03/000030</u>	09/05/2008 POE	365.00 VND	501399 PO	203448				
<u>2009/03/000070</u>	09/11/2008 API	5.70 VND	501375 PO					625563
<u>2009/03/000070</u>	09/11/2008 API	38.95 VND	501399 PO	203448				625492
<u>2009/03/000070</u>	09/11/2008 POL	-38.95 VND	501399 PO	203448			2009	
<u>2009/03/000070</u>	09/11/2008 API	23.45 VND	501399 PO	203448				625492
<u>2009/03/000070</u>	09/11/2008 POL	-23.45 VND	501399 PO	203448			2009	
<u>2009/03/000070</u>	09/11/2008 API	302.98 VND	501399 PO	203448				625492
<u>2009/03/000070</u>	09/11/2008 POL	-302.60 VND	501399 PO	203448			2009	
<u>2009/03/000077</u>	09/12/2008 POE	300.00 VND	501375 PO	203562				
<u>2009/03/000097</u>	09/16/2008 POE	215.00 VND	509058 PO	203596				
<u>2009/03/000097</u>	09/16/2008 POE	1,409.00 VND	501399 PO	203594				
<u>2009/03/000105</u>	09/18/2008 POE	64.84 VND	501399 PO	203633				
<u>2009/03/000126</u>	09/22/2008 API	-100.00 VND	501399 PO					625707
<u>2009/03/000126</u>	09/22/2008 API	-312.50 VND	501399 PO					625707
<u>2009/03/000126</u>	09/22/2008 API	39.28 VND	501375 PO	203562				625782
<u>2009/03/000126</u>	09/22/2008 POL	-39.28 VND	501375 PO	203562			2009	
<u>2009/03/000126</u>	09/22/2008 API	1,201.69 VND	501399 PO	203594				625707
<u>2009/03/000126</u>	09/22/2008 POL	-1,201.69 VND	501399 PO	203594			2009	
<u>2009/03/000126</u>	09/22/2008 API	206.93 VND	501399 PO	203594				625707
<u>2009/03/000126</u>	09/22/2008 POL	-207.31 VND	501399 PO	203594			2009	
<u>2009/03/000126</u>	09/22/2008 API	64.84 VND	501399 PO	203633				625707
<u>2009/03/000126</u>	09/22/2008 POL	-64.84 VND	501399 PO	203633			2009	
<u>2009/03/000127</u>	09/22/2008 API	214.64 VND	509058 PO	203596				625876
<u>2009/03/000127</u>	09/22/2008 POL	-215.00 VND	509058 PO	203596			2009	
<u>2009/03/000133</u>	09/24/2008 POE	111.68 VND	501399 PO	203656				
<u>2009/03/000133</u>	09/24/2008 POE	191.05 VND	500099 PO	203655				

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BUDGET REPORT

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FOR 2009 03

JOURNAL DETAIL 2009 3 TO 2009 3

ACCOUNTS FOR: 1 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>9011096 0663 REP PARTS</u>							
<u>2009/03/000137</u> 09/26/2008 POE	14.00 VND 500955 PO 203686		GRAINGER				
<u>2009/03/000152</u> 09/30/2008 POE	438.92 VND 501399 PO 203720		BLUEGRASS				
TOTAL REPAIR PARTS	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%
TOTAL BUS MAINTENANCE GF	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%
TOTAL GENERAL FUND	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%
TOTAL EXPENSES	36,000	0	36,000	8,189.22	2,385.41	25,425.37	

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BUDGET REPORT

PG 3
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FOR 2009 03

JOURNAL DETAIL 2009 3 TO 2009 3

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	36,000	0	36,000	8,189.22	2,385.41	25,425.37	29.4%