Budget: Reports

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Reports

Use the Table of Contents to access a page.

Board Reports

__Budget > Reports > Board Reports__

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❏ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❏ Type or select the report options. **Parameters in bold are required.**

❏ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.	
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
	Click **OK** to apply the selected sort criteria to the report. Click **Cancel** to close the window without re-sorting.	

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Reset	Reset report data:
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

BUD2400 - 65% Instruction Expenditure Ratio

Budget > Reports > Board Reports > 65 Percent Instruction Expenditure Ratio

This report assists districts with determining the NCES Definition percentage and the NCES Modified percentages for School FIRST.

Parameter	Description
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (NCES Definition and NCES Modified Definition) separating each value with a comma and no space (e.g., N,Y). Or, click ⋮ to select reports. This field is required.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.

Information from the TASBO website:

The two indicators numbered 13 and 14 will count only 3 points each. Indicator 13 will follow the NCES standard for calculation of the 65% instructional expenditure amount, and Indicator 14 will be a modified version of the NCES standard. If Indicator 13 is answered "No," a school district may publish its check register (excluding payroll items) to receive full credit or 3 points for this indicator. The two indicators that will implement the 65% rule are:

13. Was The Percent Of Operating Expenditures Expended For Instruction More Than or Equal to 65%? (Functions 11, 36, 93, and 95) (Phased in over three years: 55% for 2006-2007; 60% for 2007-2008; and 65% for 2008-2009.)

14. Was The Percent Of Operating Expenditures Expended For Instruction More Than or Equal to 65%? (Functions 11, 12, 31, 33, 36, 93, and 95)

For more information, visit www.tasbo.org. The report is using the following information to calculate the percentages:

Additional notes:

NCES Definition Report

Numerator for Ratio:

Funds:

All except SSA (290-379 and 430-459), Debt Service (5XX) and (702-8XX)

Functions:

11, 36, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

Denominator for Ratio (same as NCES Modified Definition Report):

Funds:

All except SSA (290-379 and 430-459) and Debt Service (5XX)

Functions:

11-61, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

NCES Modified Definition Report

Numerator for Ratio:

Funds:

All except SSA (290-379 and 430-459), Debt Service (5XX) and (702-8XX)

Functions:

11, 12, 31, 33, 36, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

Denominator for Ratio (same as NCES Definition Report):

Funds:

All except SSA (290-379 and 430-459) and Debt Service (5XX)

Functions:

11-61, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

Generate the report.

BUD2050 - Budget Board Report by Function

Budget > Reports > Board Reports > Budget Board Report By Function

This report provides a list of the budgetary accounts by function. The report compares the budget to the actual realized revenue and expenditures. It can be printed with account-level detail or summarized by fund, function, and class object.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click ⋮ to search for functions. Otherwise, leave blank to use all function codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click ⋮ to select budget report levels. This field is required.

Generate the report.

BUD2200 - Budget Board Report by Function/Object

Budget > Reports > Board Reports > Budget Board Report By Function/Object

This report provides a list of accounts and their balances. The report is sorted by fund or function. It provides school administrators with budget reports for the accounts for which they are responsible.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click ⋮ to search for functions. Otherwise, leave blank to use all function codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click ⋮ to select budget report levels. This field is required.

Generate the report.

BUD2000 - Budget Board Report by Fund

Budget > Reports > Board Reports > Budget Board Report By Fund

This report provides a list of the budgetary accounts by fund. The report compares the budget to the actual realized revenue and expenditures. It can be printed with account level detail or summarized by fund, function, and class object.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click ⋮ to select budget report levels. This field is required.

Generate the report.

BUD2150 - Budget Board Report by Object

Budget > Reports > Board Reports > Budget Board Report By Object

This report provides a list of all accounts and their balances as of the selected accounting period. The report is sorted by the major object class (e.g., 6200). The report provides school administrators with budget reports at a summary level for the object budgets for which they are responsible.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Object(s), or blank for ALL	Type the four-digit object code separating multiple object codes with a comma and no space (e.g., 5711,5949). Or, click ⋮ to search for object codes. Otherwise, leave blank to use all object codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click ⋮ to select budget report levels. This field is required.

Generate the report.

BUD2100 - Budget Board Report by Organization

Budget > Reports > Board Reports > Budget Board Report By Organization

This report provides is a list of all accounts and their balances. The report is sorted by organization. It provides school administrators with budget reports for the organizational budgets for which they are responsible.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⋮ to search for organization codes. Otherwise, leave blank to use all organization codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click ⋮ to select budget report levels. This field is required.

Generate the report.

BUD2250 - Budget Board Summary by Fund/Function

Budget > Reports > Board Reports > Budget Board Summary By Fund/Function

This report provides a list of all accounts and their balances as of the selected accounting period. The report is sorted by fund or function and provides school administrators with budget reports for the budget accounts for which they are responsible.

Parameter	Description
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⋮ to search for organization codes. Otherwise, leave blank to use all organization codes.
Print Appropriation Report by Fund? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click ⋮ to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Appropriation Report by Function/Major Object? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click ⋮ to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Difference Appropriation Report by Function/Major Object? (Select columns or N for No)	Type two numbers (each from 1-7) to represent two report columns separating each column number with a comma and no space (e.g., 7,3), or click ⋮ to select difference report columns. Otherwise, type N to not generate a report with this parameter. This field is required.

Generate the report.

BUD2300 - Budget Board Summary by Organization

Budget > Reports > Board Reports > Budget Board Summary By Organization

This report provides is a list of all accounts and their balances as of the selected accounting period. The report is sorted by organization and provides school administrators with budget reports for the organizational budgets for which they are responsible.

Parameter	Description
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⋮ to search for organization codes. Otherwise, leave blank to use all organization codes.
Print Appropriation Report by Organization? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click ⋮ to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Appropriation Report by Organization/Major Object? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click ⋮ to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Difference Appropriation Report by Organization/Major Object? (Select columns or N for No)	Type two numbers (each from 1-7) to represent two report columns separating each column number with a comma and no space (e.g., 7,3), or click ⋮ to select difference report columns. Otherwise, type N to not generate a report with this parameter. This field is required.

Generate the report.

BUD2350 - Budget Board Summary by Org/Fnd/Fnc/Obj

Budget > Reports > Board Reports > Budget Board Summary By Org/Fnd/Fnc/Obj

This report provides a list of all accounts and their balances as of the selected accounting period. The report is printed by organization, fund, function, or object. It provides school administrators with budget reports for the organizational budgets for which they are responsible.

| Parameter	Description
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⋮ to search for organization codes. Otherwise, leave blank to use all organization codes.
Print Appropriation Report by Organization & Fund? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click ⋮ to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Appropriation Report by Org/Fund/Func/Major Object? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click ⋮ to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Difference Appropriation Report by Org/Fund/Func/Major Object? (Select one column or N for No)	Type two numbers (each from 1-7) to represent two report columns separating each column number with a comma and no space (e.g., 7,3), or click ⋮ to select difference report columns. Otherwise, type N to not generate a report with this parameter. This field is required.

Generate the report.

Budget Reports

Budget > Reports > Budget Reports

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❏ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❏ Type or select the report options. **Parameters in bold are required.**

❏ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.

Click **OK** to apply the selected sort criteria to the report.
Click **Cancel** to close the window without re-sorting.

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.

BUD1250 - Budget 85% Compliance Worksheet

Budget > Reports > Budget Reports > Budget 85 Percent Compliance Worksheet

This report is used to assist LEA's in detecting potential 85% compliance problems. It summarizes either the allocated or unallocated budget expenditures from the General Fund that are listed by program intent code and function code. The report is divided into two sections. The first section reports the direct costs, and the second section reports the indirect costs. You can choose from the requested, recommended, or approved level of the next year's budget.

Notes:

- There must be a fund type set up in Tables > Account Codes > Fund to allow the report to be displayed properly.
- Only fund types G, C, D, S, and T are included on the report.
- 8XXX accounts are excluded from the report when in function 00.
- Only the PICs that are listed in the FASRG are included on the report.
- 998 and 999 organization codes are excluded from the allocated report.

Parameter	Description
Print Allocated (A), Unallocated (U), or blank for ALL	A - Print only the allocated budget expenditures on the report. U - Print only the unallocated budget expenditures on the report. Blank - Print both the allocated and unallocated budget expenditures on the report.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.

Generate the report.

BUD1300 - Budget Fund Balance Combined Statement

Budget > Reports > Budget Reports > Budget Fund Balance Combined Statement

This report creates a combined statement of revenues, expenditures, and changes in fund balances. Users can choose either allocated or unallocated budget expenditures from the requested, recommended, or approved level of the next year's budget.

Note: A fund type must be set up on the Tables > Account Codes > Fund tab in order for the report to be properly displayed.

Parameter	Description
Print Allocated (A), Unallocated (U), or blank for ALL	A - Print only the allocated budget expenditures on the report. U - Print only the unallocated budget expenditures on the report. Blank - Print both the allocated and unallocated budget expenditures on the report.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.

Generate the report.

BUD1050 - Budget Report by Function

Budget > Reports > Budget Reports > Budget Report by Function

This report displays a list of all accounts and their balances. The report is sorted by the function code and provides the school administrators with the financial reports of the functional budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

| Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click ⋮ to search for functions. Otherwise, leave blank to use all function codes.

Generate the report.

BUD1000 - Budget Report by Fund

Budget > Reports > Budget Reports > Budget Report by Fund

This report displays a list of budgetary accounts that are sorted by fund code. It compares the budget to the actual realized revenue and expenditures. The report can be printed with account-level detail or summarized by the fund, function, and class object.

Note: You must have accounts tied to your user profile in District Administration to access this report.

| Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click to search for funds/years. Otherwise, leave blank to use all fund codes.

Generate the report.

BUD1160 - Budget Report by Object

Budget > Reports > Budget Reports > Budget Report by Object

This report displays a list of all budgetary accounts and their balances. The report is sorted by the four-digit object code. The report provides the school administrators with the financial reports of the program budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Object(s), or blank for ALL	Type the four-digit object code separating multiple object codes with a comma and no space (e.g., 5711,5949). Or, click ⋮ to search for object codes. Otherwise, leave blank to use all object codes.

Generate the report.

BUD1100 - Budget Report by Organization

Budget > Reports > Budget Reports > Budget Report by Organization

This report displays a list of all accounts and their balances. The report is sorted by the organization code and provides the school administrators with the financial reports of the organizational budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⠇ to search for organization codes. Otherwise, leave blank to use all organization codes.

Generate the report.

BUD1150 - Budget Report by Program Intent Code

Budget > Reports > Budget Reports > Budget Report by Program Intent Code

This report displays a list of all budgetary accounts and their balances. The report is sorted by the two-digit program intent code. The report provides the school administrators with the financial reports of the program budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 - Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Program Intent Code(s), or blank for ALL	Type the two-digit program intent code separating multiple program intent codes with a comma and no space (e.g., 01,99). Or, click ⋮ to search for program intent codes. Otherwise, leave blank to use all program intent codes.

Generate the report.

BUD1500 - Budget Variable by Major Object

Budget > Reports > Budget Reports > Budget Variable by Major Object

This report allows you to create variable sort/break summaries by the major object (e.g., 5×00 or 6×00) that lists the sorted budget accounts at a selected budget level. You can choose either the estimated revenue or appropriations.

Parameter	Description
Select Budget Level: Requested(1), Recommended (2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Estimated Revenues (R) or Appropriations (A)	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Perform a page break on first major sort digit? (Y/N)	Y - Include a page break at the first major sort digit. N - Do not include a page break at the first major sort digit. This field is required.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.
Enter sort order digits	Type the account code sort separating each code with a comma and no space (e.g., C,B). Or, click ⋮ to create an account code sort. This field is required.

Generate the report.

BUD1450 - Budget Variable Difference Percent

Budget > Reports > Budget Reports > Budget Variable Difference Percent

This report allows you to create variable sort/break summaries that list the percentage differences between sorted budget accounts at a selected budget level. You can choose either the estimated revenue or appropriations.

Parameter	Description
Select Budget Level: Requested(1), Recommended (2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Estimated Revenues (R) or Appropriations (A)	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Perform a page break on first major sort digit? (Y/N)	Y - Include a page break at the first major sort digit. N - Do not include a page break at the first major sort digit. This field is required.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.
Enter sort order digits	Type the account code sort separating each code with a comma and no space (e.g., C,B). Or, click ⋮ to create an account code sort. This field is required.

Generate the report.

BUD1400 - Budget Variable Percent

Budget > Reports > Budget Reports > Budget Variable Percent

This report allows you to create variable sort/break summaries that list the account percentage of the budget for sorted accounts at a selected budget level. You can choose either the estimated revenue or appropriations.

| Parameter	Description
Select Budget Level: Requested(1), Recommended (2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Estimated Revenues (R) or Appropriations (A)	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Perform a page break on first major sort digit? (Y/N)	Y - Include a page break at the first major sort digit. N - Do not include a page break at the first major sort digit. This field is required.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.
Enter sort order digits	Type the account code sort separating each code with a comma and no space (e.g., C,B). Or, click ⋮ to create an account code sort. This field is required.

Generate the report.

BUD1350 - School District Budget

Budget > Reports > Budget Reports > School District Budget

This report allows you to preview and print copies of the requested, recommended, or approved level of the LEA's next year budget. After clicking **Run Preview**, you have the option to enter amounts for the 3000 - Estimated Fund Balance Last Year Closing funds.

- If amounts are entered, the amounts are displayed on the 3000 - Estimated Fund Balance Last Year Closing line of the report and are added to the 3000 - Estimated Fund Balance Next Year Closing line of the report.
- If amounts are not entered, the report displays underlines for the 3000 - Estimated Fund Balance Last Year Closing and 3000 - Estimated Fund Balance Next Year Closing lines of the report.

Note: A fund type must be set up on the Tables > Account Codes > Fund tab in order for the report to be properly displayed.

| Parameter	Description
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select General Fund(s), or blank for ALL	Type the general fund number separating multiple general fund numbers with a comma (e.g., 161/1, 199/1). Or, click ⋮ to search for general funds/years. Otherwise, leave blank to use all general fund numbers.
Select Special Revenue Fund(s), or blank for ALL	Type the special revenue fund number separating multiple special revenue fund numbers with a comma (e.g., 211/2, 481/1). Or, click ⋮ to search for special revenue funds/years. Otherwise, leave blank to use all special revenue fund numbers.
Select Debt Service Fund(s), or blank for ALL	Type the debt service fund number separating multiple debt service fund numbers with a comma (e.g., 598/1, 599/1). Or, click ⋮ to search for debt service funds/years. Otherwise, leave blank to use all debt service fund numbers.
Select Capital Projects Fund(s), or blank for ALL	Type the capital projects fund number separating multiple capital projects fund numbers with a comma (e.g., 696/1, 699/1). Or, click ⋮ to search for capital projects funds/years. Otherwise, leave blank to use all capital projects fund numbers.
Select Governmental Exp Trust Fund(s), or blank for ALL	Type the governmental expenditures trust fund number separating multiple governmental expenditures trust fund numbers with a comma (e.g., 898/1, 899/1). Or, click ⋮ to search for governmental expenditures trust funds/years. Otherwise, leave blank to use all governmental expenditures trust fund numbers.

Generate the report.

BUD1550 - Selective Budget Report

Budget > Reports > Budget Reports > Selective Budget Report

This report provides a list of the budgetary accounts that are sorted by the fund code. It compares the budget to the actual realized revenue and expenditures. The report can be printed with account-level detail or summarized by the fund, function, and class object. Accounts can be filtered by funds, functions, objects, organizations, and program intent codes. The **Pct Inc/Dec** field is only displayed on the report if the **Select Columns to Print** parameter is set to Y, Y,Y,Y,Y,Y,Y.

Notes:

- A user profile with accounts must be established for the logged-on user on the Maintenance > User Profiles tab in District Administration.
- If the **Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)** report parameter is set to 5, the **Pct Inc/Dec** field is displayed as .00% on the report.
- The **Pct Inc/Dec field** is only displayed on the report if the **Select Columns to Print** report parameter is set to Y,Y,Y,Y,Y,Y,Y or Y,Y,Y,Y,Y,Y,N.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.

Parameter	Description
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click ⋮ to [search for functions](). Otherwise, leave blank to use all function codes.
Select Object(s), or blank for ALL	Type the four-digit object code separating multiple object codes with a comma and no space (e.g., 5711,5949). Or, click ⋮ to [search for object codes](). Otherwise, leave blank to use all object codes.
Select Sub Object(s), or blank for ALL	Type the subobject numbers, including all leading zeros and separating multiple subobject numbers with a comma (e.g., 01, 26). Or, click ⋮ to [search for subobject numbers](). Otherwise, leave blank to use all subobject numbers.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⋮ to [search for organization codes](). Otherwise, leave blank to use all organization codes.
Select Program Intent Code(s), or blank for ALL	Type the two-digit program intent code separating multiple program intent codes with a comma and no space (e.g., 01,99). Or, click ⋮ to [search for program intent codes](). Otherwise, leave blank to use all program intent codes.
Select Columns to Print	Type the label print options with a comma and no spaces (e.g., N,Y,N,Y,Y,Y,Y) . Or, click ⋮ to [select column options](). This is a required field.

[Generate the report.]()

BUD1200 - Simulation Report

Budget > Reports > Budget Reports > Simulation Report

This report is used to print multiple simulation phases for comparison on the next year's budget worksheet.

Parameter	Description
Select Simulation Name, or blank for ALL	Type the simulation name separating multiple simulation names with a comma. Or, click ⋮ to search for simulation names. Otherwise, leave blank to use all simulation names.

Generate the report.

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