



otherhelpfulbudgetresources

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Review the following reports:

[Budget > Reports > Budget Reports](#)

The screenshot shows the 'Budget Report by Fund' configuration page. The breadcrumb trail is 'Reports > Budget Reports > Budget Report by Fund'. The page title is 'Budget'. There are buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options'. A 'File ID: N' is displayed in the top right. On the left, a list of report options is shown, with 'BUD1000 - Budget Report by Fund' selected. The main area is titled 'BUD1000 - Budget Report by Fund' and contains a table for parameter configuration:

Parameter Description	Value
Print in/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)	<input type="text"/>
Budget amt to use Requested(1), Recommended(2) Approved(3)	<input type="text"/>
Set report spacing to Double Space? (Y/N)	<input type="text"/>
Exclude 61XX Accounts? (Y/N)	<input type="text"/>
Include Notes? (Y/N)	<input type="text"/>
Select Fund(s), or blank for ALL	<input type="text"/>

[Budget > Reports > Board Reports](#)

The screenshot shows the 'Budget Board Report By Fund' configuration page. The breadcrumb trail is 'Reports > Board Reports > Budget Board Report By Fund'. The page title is 'Budget'. There are buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options'. A 'File ID: N' is displayed in the top right. On the left, a list of report options is shown, with 'BUD2000 - Budget Board Report By Fund' selected. The main area is titled 'BUD2000 - Budget Board Report By Fund' and contains a table for parameter configuration:

Parameter Description	Value
By Fund Breakdown (B) or No Breakdown (N)	<input type="text"/>
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	<input type="text"/>
Select Fund(s), or blank for ALL	<input type="text"/>
Include Levels (Select From List)	<input type="text"/>

[Budget > Utilities > Mass Delete Zero Balance Accounts](#)

Accounts with a zero amount in the **Current Year Original**, **Current Year Amendment**, and **Current Year Actual** columns are deleted.

Utilities > Mass Delete Zero Balance Accounts Budget

Execute

CY Original, CY Amended and CY Actual amounts must also be zero for an account to be deleted

Fund/Yrs Available:

Select	Fund/ Year
<input type="checkbox"/>	199 / 7
<input type="checkbox"/>	211 / 7
<input type="checkbox"/>	240 / 7
<input type="checkbox"/>	281 / 7
<input type="checkbox"/>	282 / 7
<input type="checkbox"/>	283 / 7
<input type="checkbox"/>	289 / 7
<input type="checkbox"/>	410 / 7
<input type="checkbox"/>	429 / 7
<input type="checkbox"/>	491 / 7
<input type="checkbox"/>	513 / 7
<input type="checkbox"/>	690 / 7
<input type="checkbox"/>	693 / 7
<input type="checkbox"/>	697 / 7
<input type="checkbox"/>	755 / 7

Fund/Yrs To Delete:

Select	Fund/ Year
No Rows	

→

→

←

←

Process
Cancel

Date Run: Delete Zero Balance Accounts Report

Cnty Dist: ISD Page: 1 of 1

File ID: N

Fnd-Fnc-Obj-So-Org-Prog	Delete	Description	LY Amount	CY Original	CY Amend	CY Actual	NY Request	NY Recom.	NY Appr.
281-00-5919.00-000-700000	Y	REVENUE	.00	.00	.00	.00	.00	.00	.00
281-00-5929.00-000-700000	Y	FEDERAL FUNDS	.00	.00	.00	.00	.00	.00	.00
282-00-5929.00-000-700000	Y	FEDERAL REVENUE	.00	.00	.00	.00	.00	.00	.00
283-00-5919.00-000-700000	Y	FEDERAL REVENUE	.00	.00	.00	.00	.00	.00	.00
283-00-5929.00-000-700000	Y	FED REV DISTRIBUTED BY TEA	.00	.00	.00	.00	.00	.00	.00


End of Report

[Budget > Utilities > Mass Lock/Unlock Funds](#)


Lock or unlock single or multiple funds/accounts as needed. Remember, locked funds or accounts cannot be manually updated by the user, updated through utilities, or by a NY payroll interface.

Important: Before performing a final backup, unlock funds and account codes as locked accounts are not moved to Finance.

Utilities > Mass Lock/Unlock Funds Budget

Execute 

Delete	Account Code	Action
	XXX-XX 6112 XX-XXX-XXXXXX	<input checked="" type="radio"/> Lock <input type="radio"/> Unlock



Date Run: Budget System Mass Lock/Unlock Funds Change Report
Cnty Dist: ISD Page: 1 of 1
File ID: N

Fnd-Fnc-Obj,So-Org-Prog	Description	Action
199-11-6112.00-001-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-001-724000	SUB SAL - HS COMP ED TEACHER	Lock
199-11-6112.00-041-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-041-724000	SUB SAL - JH COMP ED TEACHER	Lock
199-11-6112.00-101-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-101-711001	SUBSTITUTE - PRINCIPAL DISCRET	Lock
199-11-6112.00-101-724000	SUB SAL - INTRM COMP ED TEACHE	Lock
199-11-6112.00-102-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-103-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.71-001-722000	SUB SAL - CAREER TECH HS	Lock
199-11-6112.80-001-723000	SUB SAL - HS SPEC ED TEACHER	Lock
199-11-6112.80-041-723000	SUB SAL - JH SPEC ED TEACHER	Lock
199-11-6112.80-101-723000	SUB SAL - INTRM SPEC ED TEACHE	Lock
199-11-6112.80-102-723000	SUB SALARY SE	Lock
199-33-6112.00-999-799000	SUB - NURSE	Lock
199-41-6112.00-750-799000	SALARY - SUB - ADMIN OFFICE	Lock
211-11-6112.00-101-700000	SAL TITLE IA SUBSTITUTE ELEM	Lock
283-11-6112.00-999-799000	SUBSTITUTE TEACHERS	Lock

End of Report



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