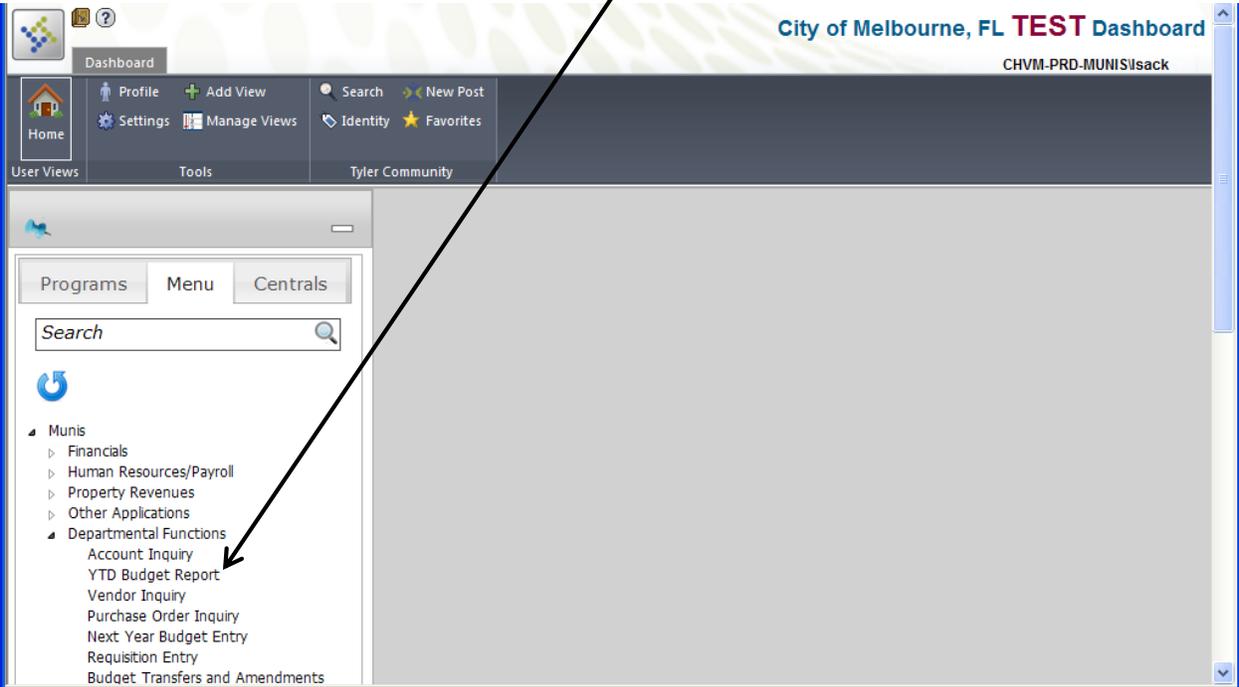
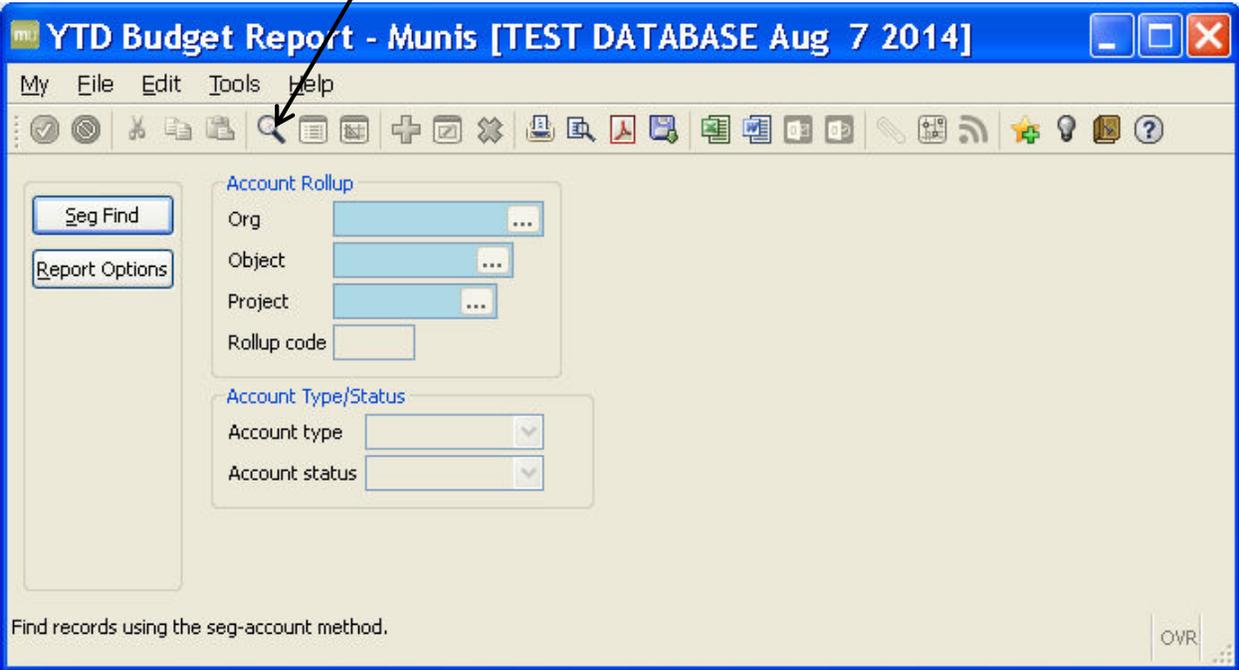


# How to run a Year To Date Budget Report in Munis 10.5

- 1. Under Departmental Functions choose **YTD Budget Report**. There are two ways to run this report.

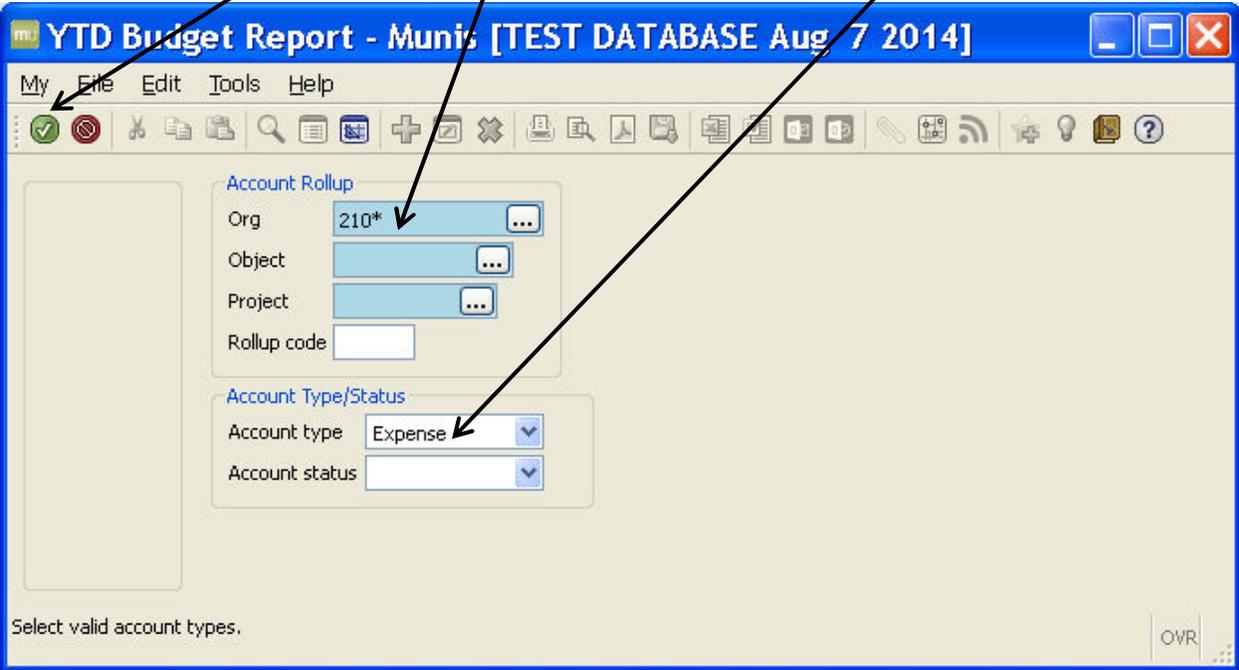


- 2. **Method 1:** Click on the **magnifier**.

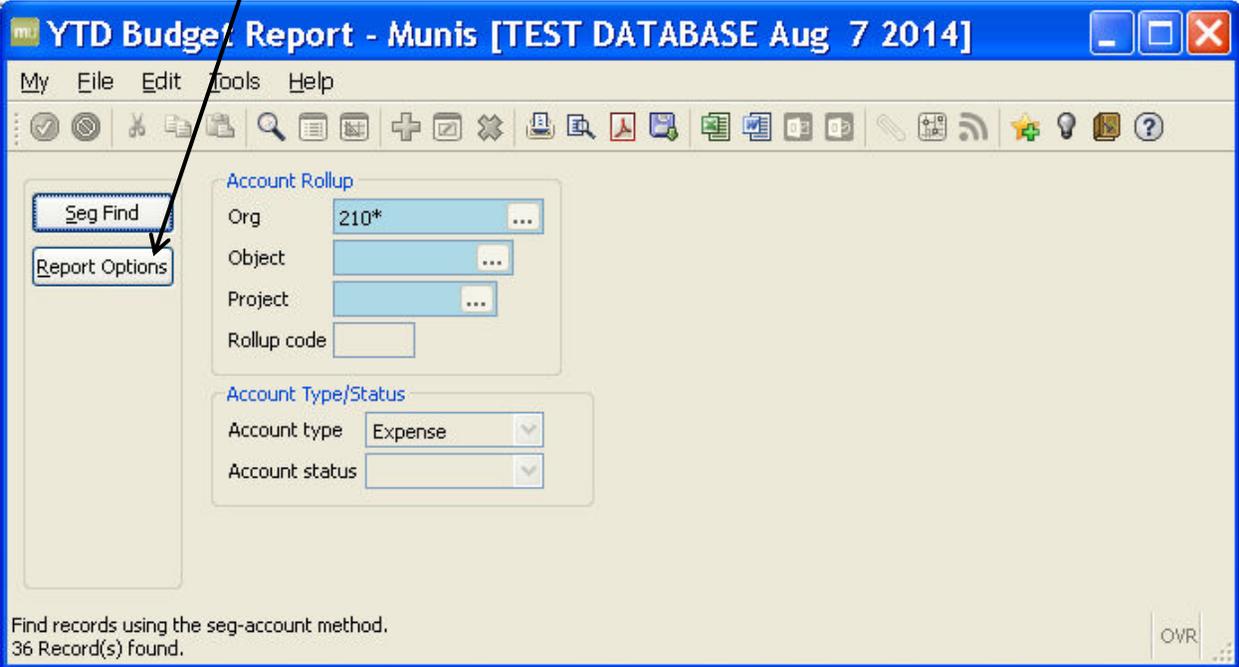


# How to run a Year To Date Budget Report in Munis 10.5

- 3. Enter the first three digits of your **org** with an asterisk and choose **Expense** as the Account Type. Then click the **Green check.**

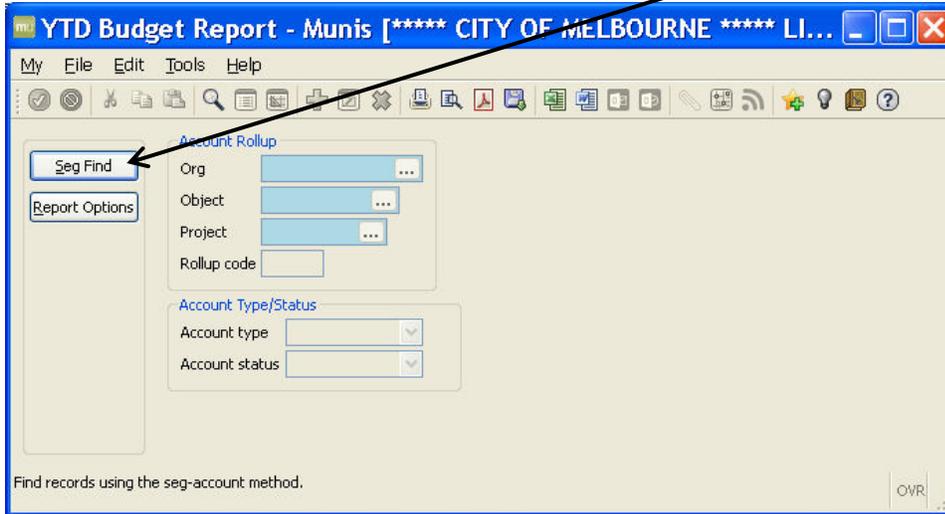


- 4. Click **Report Options**. Continue to step 7.

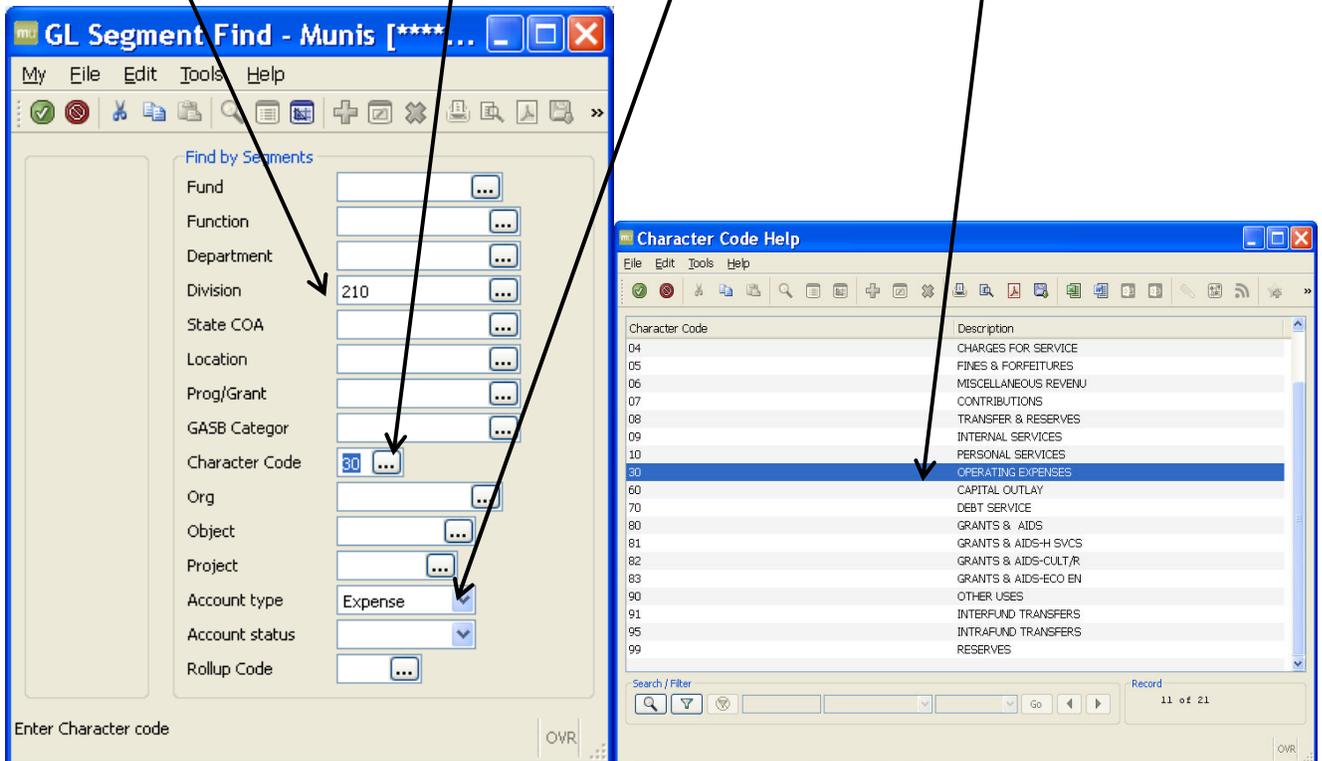


# How to run a Year To Date Budget Report in Munis 10.5

5. **Method 2:** Using the Segment Find option you can look up a single account or by character. After clicking on YTD Budget Report click on **Segment Find**.

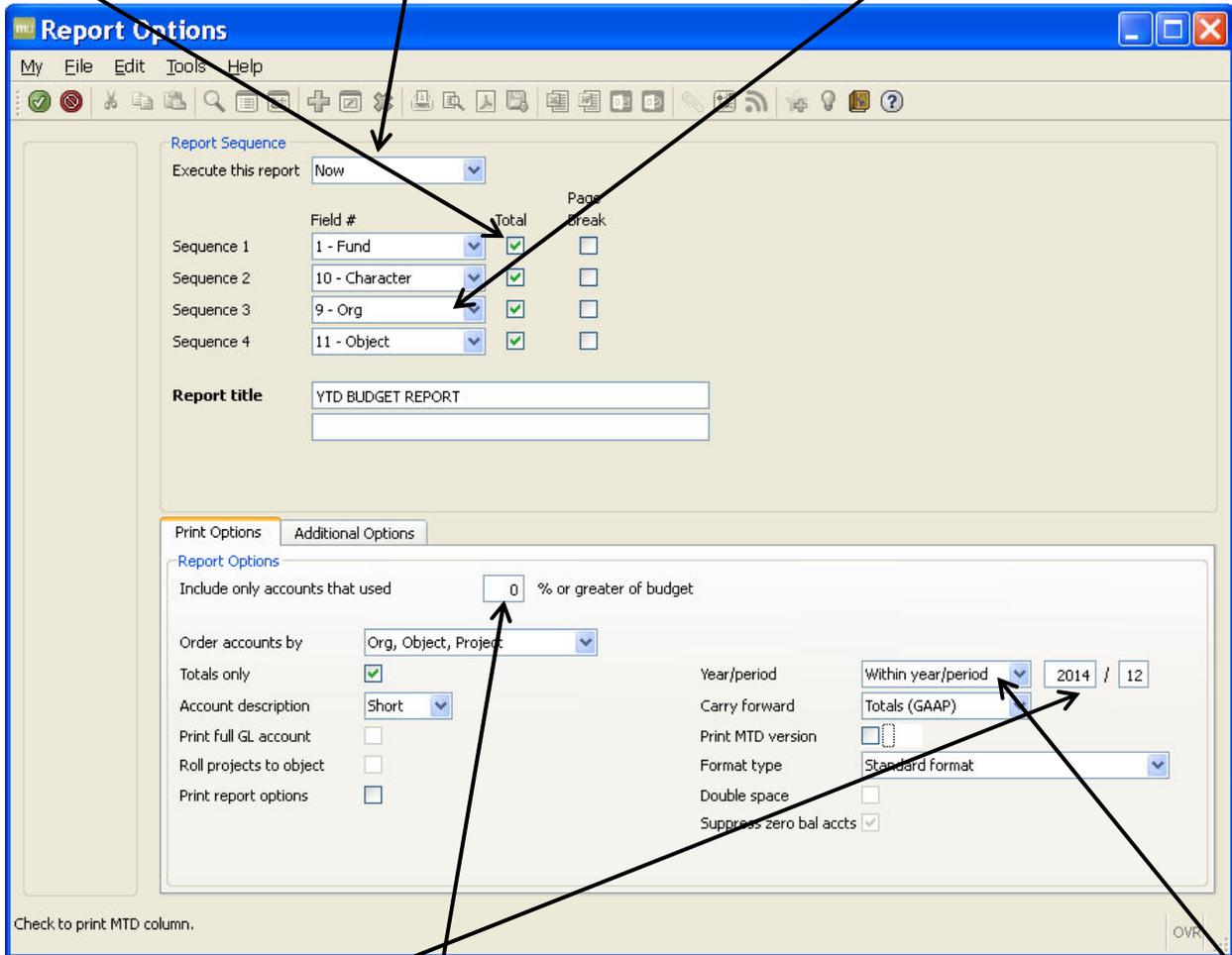


6. Enter the **Division number** and select **Revenue or Expense** as the account type. You can also choose the **character code** from a list of characters such as **operating expenses**. Click the green check.

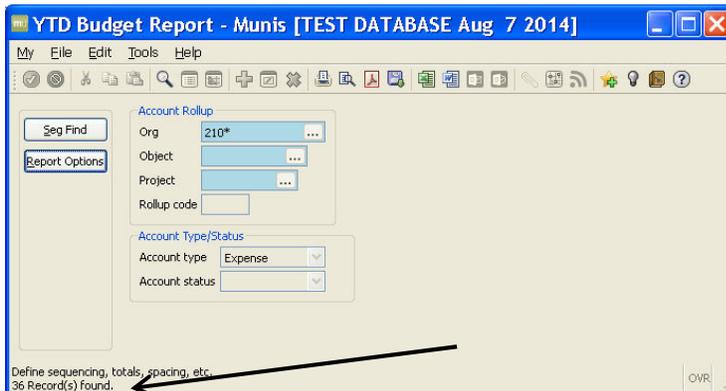


# How to run a Year To Date Budget Report in Munis 10.5

7. Choose execute this report **Now**. For sequences choose **Fund, Character, Org,** and **Object** with total checked.

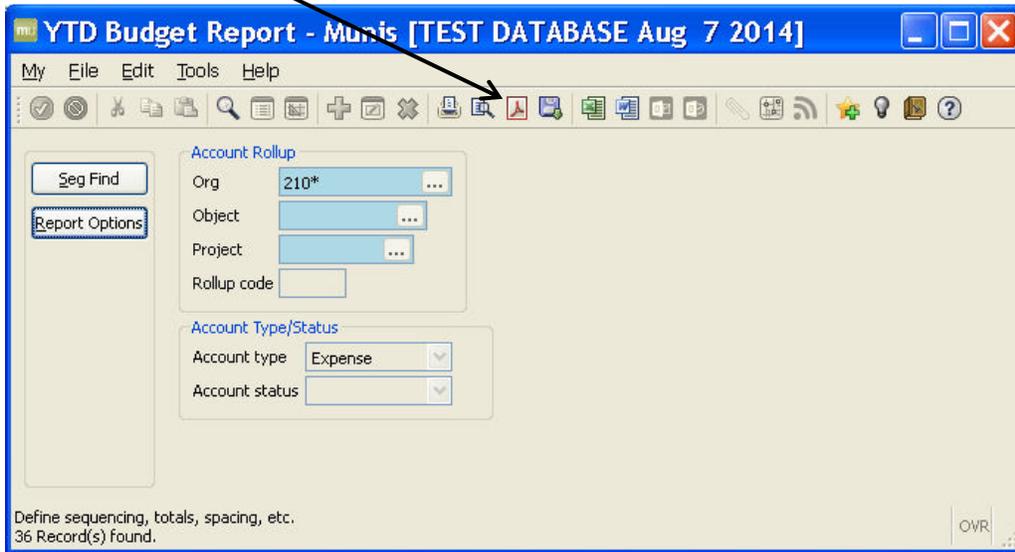


8. Include accounts that used **0%** or greater of budget. Make sure the year/period is **within year/period** and enter the year and period you want to run. In this example we are using **2014/12**. Click the Green check and exit.
9. Now you are back to the main screen. You will see that it has found **36 records**. You can choose to download the records as a pdf, excel, or word by clicking on the appropriate icon, or simply display the report to the screen. For this example we will view it as a pdf.

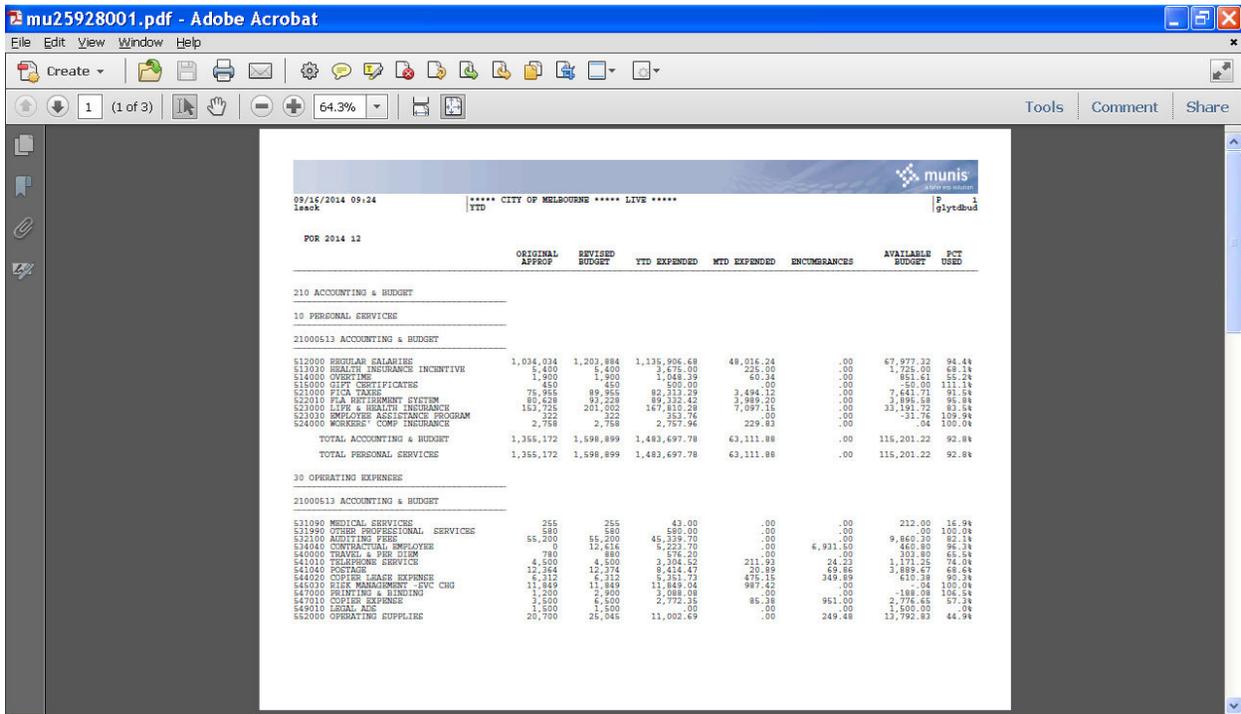


# How to run a Year To Date Budget Report in Munis 10.5

10. Click the PDF icon.



11. A PDF document will pop up. From here you can save the pdf.



12. Your report is now complete.