1. Under Financials, General Ledger Menu, Project Accounting, Projects with General Ledger, choose <u>YTD Project Budget Report.</u>



2. Next click on <u>Segment Find</u>.

HOME									(TD Projec	t Budget Repo	ort - Munis [City	of Melb
Accept Cancel Search	Browse	Add Upda	te Duplicate	Print	Dext file	X Excel	Word Email Schedule	() Attach	Notes	Audit Maplink-	Report Options	Return
Confirm Sec. Account Description	Search	4	ctions		Output		Office		Tools		Menu	
Org		1.44										
Object	1											
Project												
Account type	∇											
Account status	7											
Project start date												
Estimated completion da	ate											
Actual completion date												
Major Project												

3. Enter your search parameters and click on the green check mark. In this example we are searching by fund

311
Expense V
Active V

Fund Numbers for Projects:	
CDBG	100
General Projects	311
General Projects – Grant	312
Transportation Projects	361
Recreation	371
Bikeways	381
Public Facilities	391
Water & Sewer	413
Stormwater	431
Golf Courses	491

4. You can also search by <u>Project number</u>. Click on the Project box and a <u>list of projects</u> will pop up. You can selec: which project you want or you can simply type in the project number.

Find by Segments			
Fund			
Function			
Department			
Division		K K	
State COA			rd
Location		Accept Cancel Search Bearch Add Update Add Update Duplicate Print	edule
Drog/Orant		Confirm Search Actions Output Office	
Prog/Grant		Project Code Description	
GASB Categor		00102 (D) LIPSCOMB PARK 01/02	
Cribb Oalcyor		00103 (D) WASTERSON PARK IMPROV 02/03	
Character Code		00105 (D09) LIPSCOMB PARK 04/05	
		00106 (D08)LIPSCOMB PARK PH 1 IMPVT 05/06	5
Org		00107 (D09) LIPSCOMB PK PH2 IMPVT FY06/07	
Object		00109 (D11)LPSCOMB PRK IMPV PH II-B 09/10	
Object	¥	00115 LIPSCOMB PARK SCOREBOARDS	
Project	69017	00199 MISCELLANEOUS PROJECTS	
rioject		00204 (D) IPSCOMB PRK MSTR PLN 03/04	
Account type		00215 (16D)RIVERVIEW PARK IMROVEMENTS	
	· · · ·	00299 DISASTER RECOVERY INITIATIVE	
Account status		00302 (D) BTW REVITALIZATION 01/02	
		D BTW REVITALIZATION 03/04	

YTD Project Budget Report For MUNIS 11.2

5. Click Accept. 🔲 Browse Query Builder Accept Cancel Search Search Confirm Find by Segments Fund Function Department |... Division |.... State COA |.... Location Prog/Grant |... GASB Categor Character Code Org Object Project 68017 Account type w Account status 6. Click Accept again. E Browse Ø Query Builder Accept Cancel Search Ade dh Search firm Seg-Account Description Org 1 Object Project ... Account type Account status Project start date Estimated completion date Actual completion date Major Project 7. Now click on Report Options



YTD Project Budget Report For MUNIS 11.2

8. Select the <u>sequences</u> you would like shown. This is how the report will sort the information. For this example we are selecting Fund, Org, and Project which are sequence numbers 1, 9, and 12. To change a sequence click on the box, a list of all the sequence numbers will pop up. Close the pop up window and type in the sequence number.

Execute this report	Now		
	Field # Total	Page Break	
Sequence 1	1 Fund	\checkmark	
Sequence 2	9 Org	\checkmark	
Sequence 3	12 Project		
Sequence 4	0		
Description	Full V		
Format type	1 = Standard format	V	
Year/period	Within year/period	2017 / 1	
Print revenue as credit		7	
Totals only			
Suppress zero balance	accts		、
Fint full GL account			Select the Year a
Double space			Period (Month) to
Multiyear view	Default	V	run.
Print journal detail			
From yr/period	Within year/period	2016 / 11	
To yr/period	Within year/period	2016 / 11	
Sort by	Journal entries	V	

9. Select <u>Print revenue as credit</u> and <u>Suppress zero balance accounts</u>. Click on <u>Accept</u> when you are ready to run the report.

10. You will now be back to this screen. From here you can preview, print, or save the file as a pdf. Click on <u>Preview.</u>

Accept Cancel Search	Browse Query Builder Segment Find Search	Add	Update Actic	C Global+	Print	Text file PDF Preview Output	X II Excel	Word Email Schedule Office	Attach	Notes Notify Tools	Audit Maplink*	Report Options Menu	Return
Seg-Account Description													
Org													
Object	1												
Project													
Account type													
Account status	∇												
Project start date													
Estimated completion da	te												
Actual completion date													

11. You will see a report that looks similar to this.

paprbudr0011.txt - Notepad						(- 0 -	×
File Edit Format View Help								
 11/16/2016 14:50 City of Melbourne elizabeth.sack PROJECT ACCOUNTING BUD	GET REPORT		Ι				P 1 paprbudr	•
FOR 2017 01								Ξ
ACCOUNTS FOR: 361 TRANSPORTATION PROJECT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
36441 TRANSPORTATION PROJECT								
68017 FY17 RESURFACING PROGRAM								
36441 546240 68017 REPAIR & MAINT-INFRASTR	1,476,378	0	1,476,378	.00	.00	1,476,378.00	. 0%	
TOTAL TRANSPORTATION PROJECT	1,476,378	0	1,476,378	.00	.00	1,476,378.00	. 0%	
364810 TRANSPORTATION PROJECT								
68017 FY17 RESURFACING PROGRAM								
364810 381000 68017 INTER IN (001) GENERAL	-1,251,378	0	-1,251,378	.00	.00	-1,251,378.00	. 0%	
TOTAL TRANSPORTATION PROJECT	-1,251,378	0	-1,251,378	.00	.00	-1,251,378.00	. 0%	
364870 TRANSPORTATION PROJECT								
68017 FY17 RESURFACING PROGRAM								
364870 387021 68017 INTRA IN (368) LOGT	-225,000	0	-225,000	.00	.00	-225,000.00	. 0%	
TOTAL TRANSPORTATION PROJECT	-225,000	0	-225,000	.00	.00	-225,000.00	. 0%	
TOTAL TRANSPORTATION PROJECT	0	0	0	.00	.00	.00	. 0%	
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•							•	