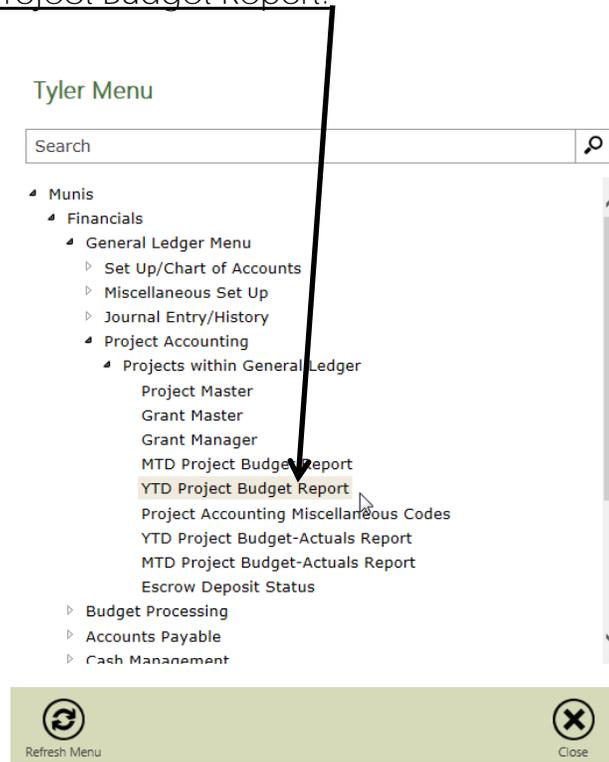
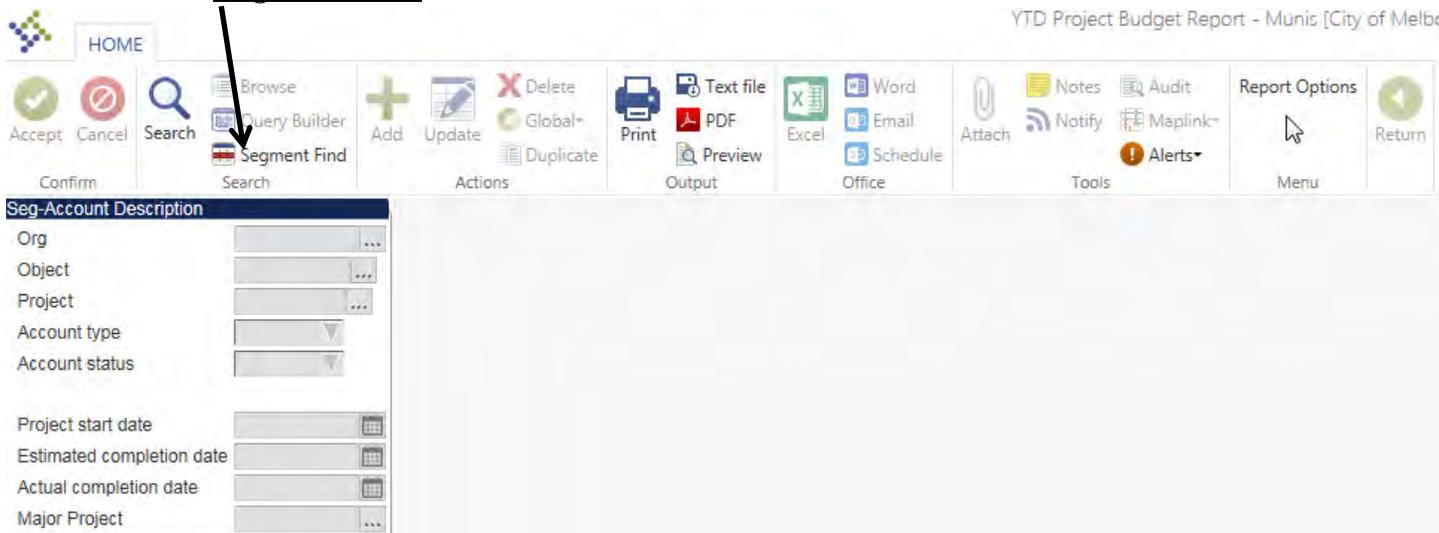


# YTD Project Budget Report For MUNIS 11.2

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



2. Next click on Segment Find.



# YTD Project Budget Report For MUNIS 11.2

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

**Find by Segments**

Fund  ...

Function  ...

Department  ...

Division  ...

State COA  ...

Location  ...

Prog/Grant  ...

GASB Categor  ...

Character Code  ...

Org  ...

Object  ...

Project  ...

Account type

Account status

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

- You can also search by Project number. Click on the Project box and a list of projects will pop up. You can select which project you want or you can simply type in the project number.

**Find by Segments**

Fund  ...

Function  ...

Department  ...

Division  ...

State COA  ...

Location  ...

Prog/Grant  ...

GASB Categor  ...

Character Code  ...

Org  ...

Object  ...

Project  ...

Account type

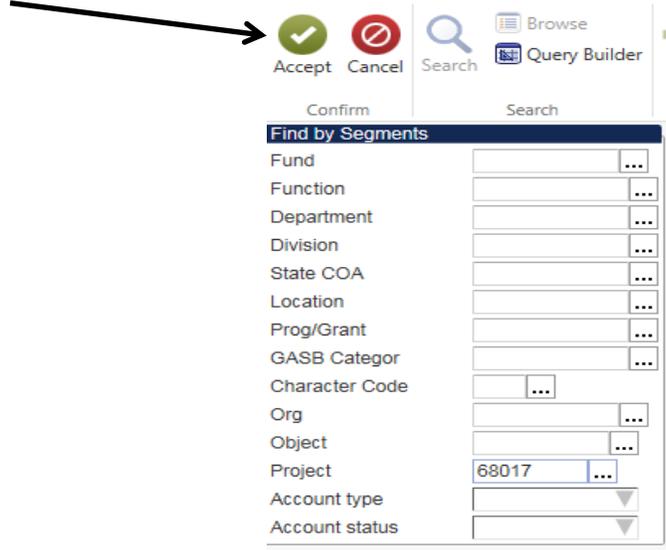
Account status

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office

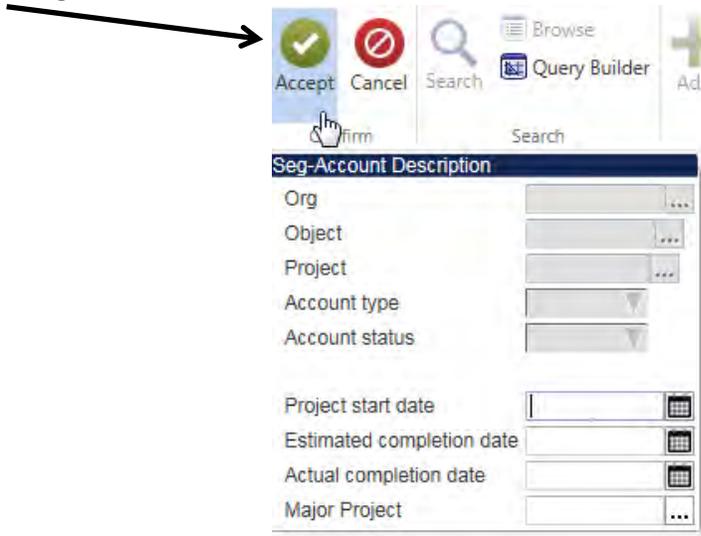
Project Code	Description
00102	(D) LIPSCOMB PARK 01/02
00103	(D) MASTERSON PARK IMPRV 02/03
00104	(D08) LIPSCOMB PRK IMPROV 03/04
00105	(D09) LIPSCOMB PARK 04/05
00106	(D08)LIPSCOMB PARK PH 1 IMPVT 05/06
00107	(D09) LIPSCOMB PK PH2 IMPVT FY06/07
00109	(D11)LIPSCOMB PRK IMPV PH II-B 09/10
00115	LIPSCOMB PARK SCOREBOARDS
00199	MISCELLANEOUS PROJECTS
00203	(D) CWG PARK IMPROV 02/03
00204	(D) IPSCOMB PRK MSTR PLN 03/04
00215	(16D)RIVERVIEW PARK IMROVEMENTS
00299	DISASTER RECOVERY INITIATIVE
00302	(D) BTW REVITALIZATION 01/02
00304	(D) BTW REVITALIZATION 03/04

# YTD Project Budget Report For MUNIS 11.2

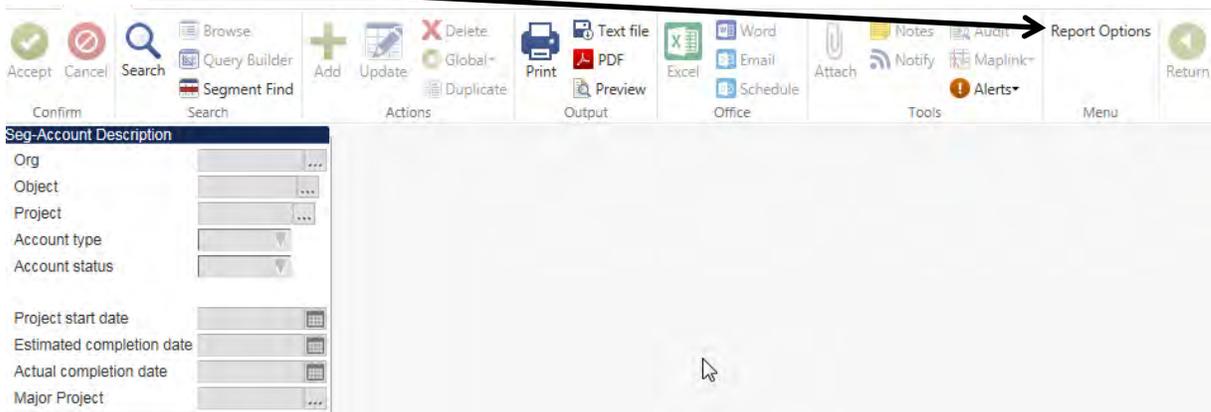
5. Click Accept.



6. Click Accept again.



7. Now click on Report Options.



# YTD Project Budget Report For MUNIS 11.2

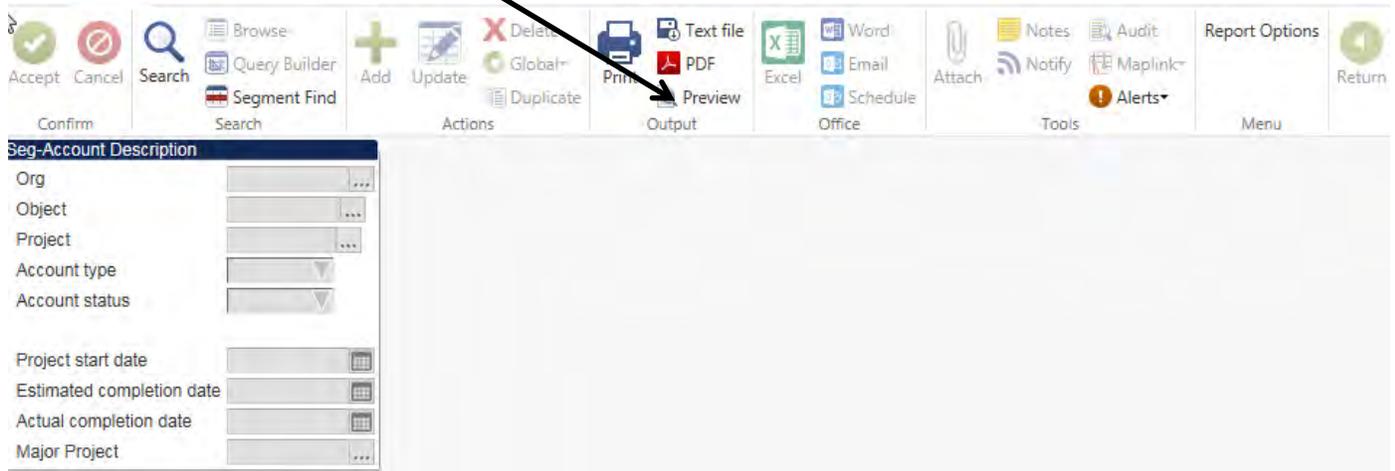
8. Select the sequences you would like shown. This is how the report will sort the information. For this example we are selecting Fund, Org, and Project which are sequence numbers 1, 9, and 12. To change a sequence click on the box, a list of all the sequence numbers will pop up. Close the pop up window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

Select the Year and Period (Month) to run.

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

# YTD Project Budget Report For MUNIS 11.2

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



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

paprbudr0011.txt - Notepad

11/16/2016 14:50 | City of Melbourne | P 1  
 elizabeth.sack | PROJECT ACCOUNTING BUDGET REPORT | paprbudr 1

FOR 2017 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
361 TRANSPORTATION PROJECT							
-----							
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%