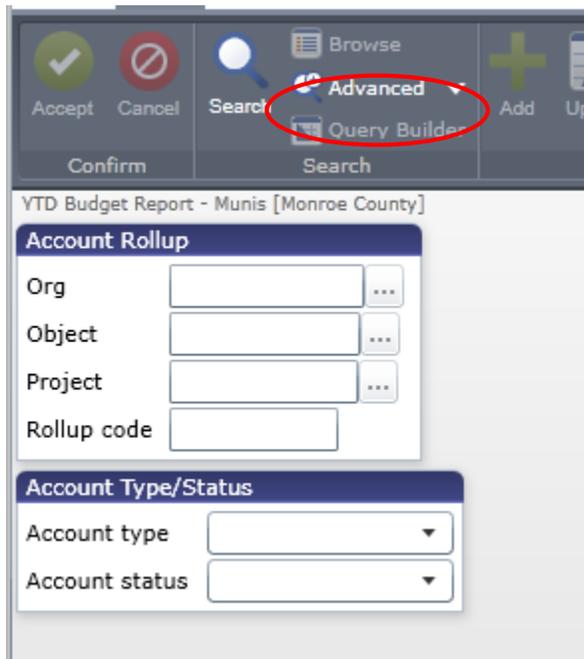


HOW TO PRINT MONTHLY COMMITTEE REPORT

Select YTD Budget Report from the Menu on your Munis Home Screen.

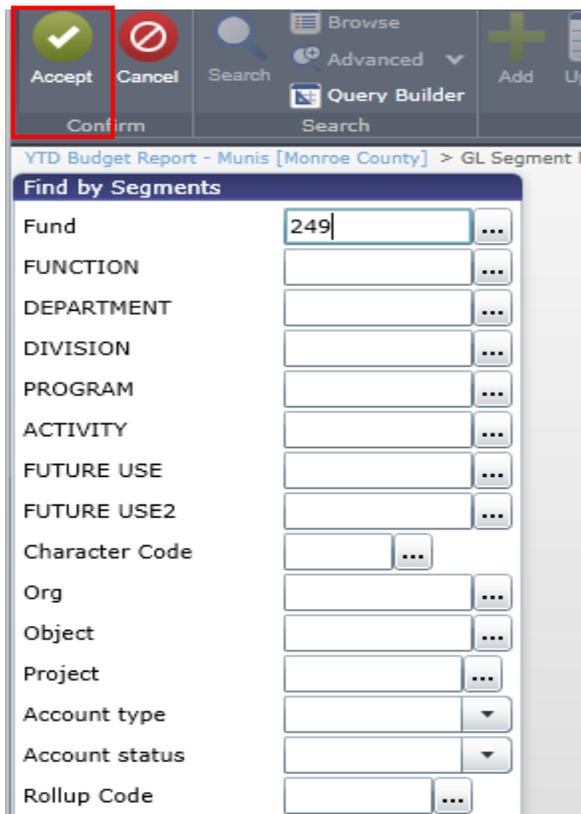
From the dashboard ribbon, select **Advanced** then **Segment Find**.



The screenshot shows the 'Advanced' search options in the YTD Budget Report interface. The 'Advanced' button is circled in red. Below the search options, there are two sections: 'Account Rollup' and 'Account Type/Status'. The 'Account Rollup' section includes fields for Org, Object, Project, and Rollup code. The 'Account Type/Status' section includes dropdown menus for Account type and Account status.

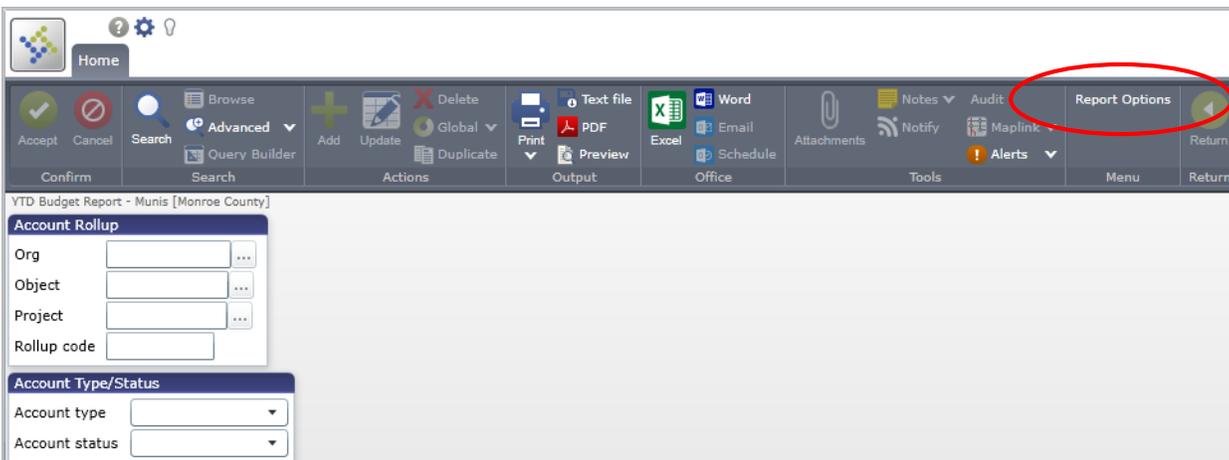
Your screen will appear as shown below, type 249 in as the Fund number to generate the report for. (You can also generate the report by any of the other segments available here.)

Click **Accept**.



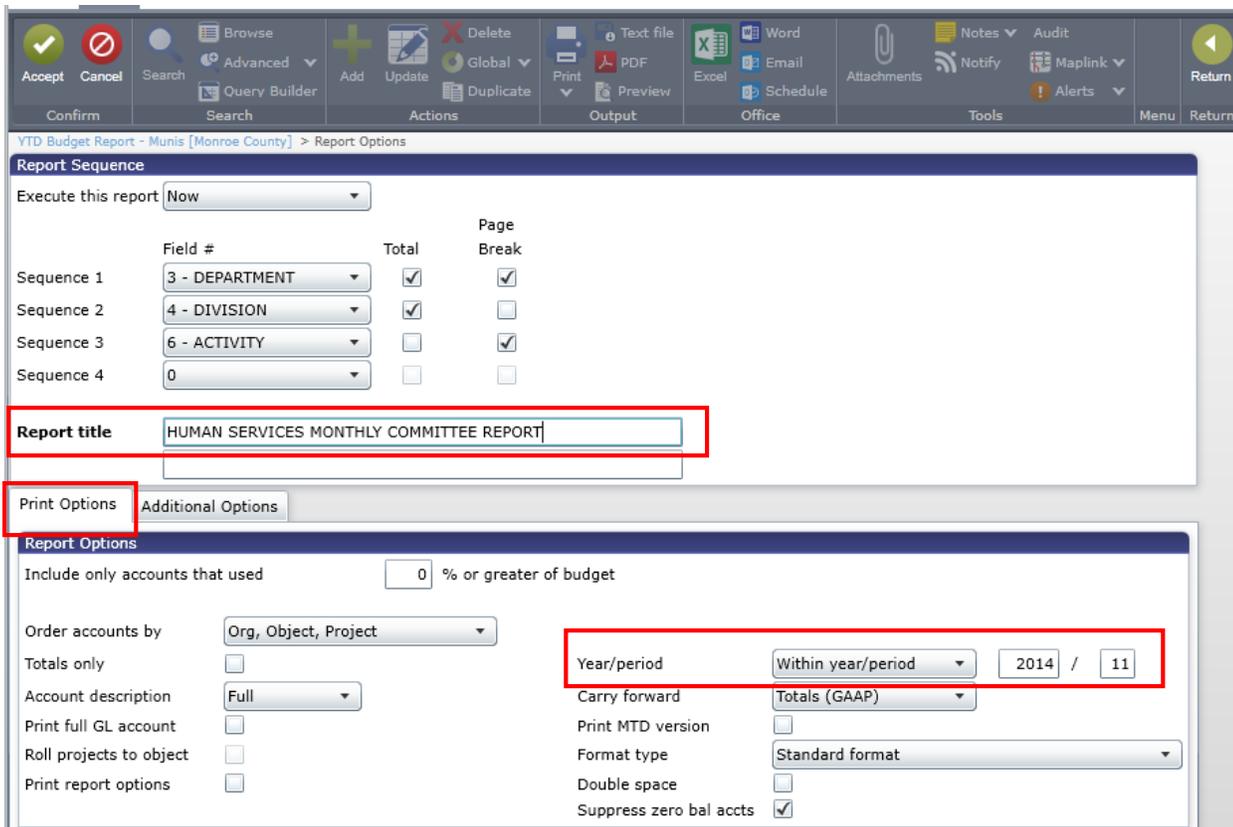
The screenshot shows the 'Find by Segments' form in the YTD Budget Report interface. The 'Accept' button is highlighted with a red box. The 'Fund' field is populated with the number 249. Other fields include FUNCTION, DEPARTMENT, DIVISION, PROGRAM, ACTIVITY, FUTURE USE, FUTURE USE2, Character Code, Org, Object, Project, Account type, Account status, and Rollup Code.

Your screen will appear as shown below. Click **Report Options** on the dashboard ribbon.



These are the **Report Options** I have used to generate the current format of the report, these can be modified at your discretion to run other reports.

On the **Print Options** tab, update the **Report title** and the **Year/period** for which you are generating the report.



On the **Additional Options** tab, update the **From yr/per** and the **To yr/per** for which you are generating the report.

Click **Accept**.

YTD Budget Report - Munis [Monroe County] > Report Options

Report Sequence

Execute this report: Now

| Sequence | Field # | Total | Page Break |
|------------|----------------|-------------------------------------|-------------------------------------|
| Sequence 1 | 3 - DEPARTMENT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sequence 2 | 4 - DIVISION | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sequence 3 | 6 - ACTIVITY | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sequence 4 | 0 | <input type="checkbox"/> | <input type="checkbox"/> |

Report title: HUMAN SERVICES MONTHLY COMMITTEE REPORT

Print Options | **Additional Options**

Additional Options

| | |
|---|--|
| Include requisition amounts <input type="checkbox"/> | Include budget entries <input checked="" type="checkbox"/> |
| Print Revenues-Version headings <input type="checkbox"/> | Include encumb/liq entries <input type="checkbox"/> |
| Print revenue as credit <input checked="" type="checkbox"/> | Sort option: Purchase orders |
| Print revenue budgets as zero <input type="checkbox"/> | Detail format option: Standard format |
| Include fund balance <input type="checkbox"/> | Include additional JE comments <input type="checkbox"/> |
| Print journal detail <input checked="" type="checkbox"/> | Multiyear view: Default view |
| | Amounts/totals exceed 999 million dollars <input type="checkbox"/> |

From yr/per: 2014 11
To yr/per: 2014 11

Your screen will then appear as shown below.

Click **PDF**.

YTD Budget Report - Munis [Monroe County]

Account Rollup

Org:

Object:

Project:

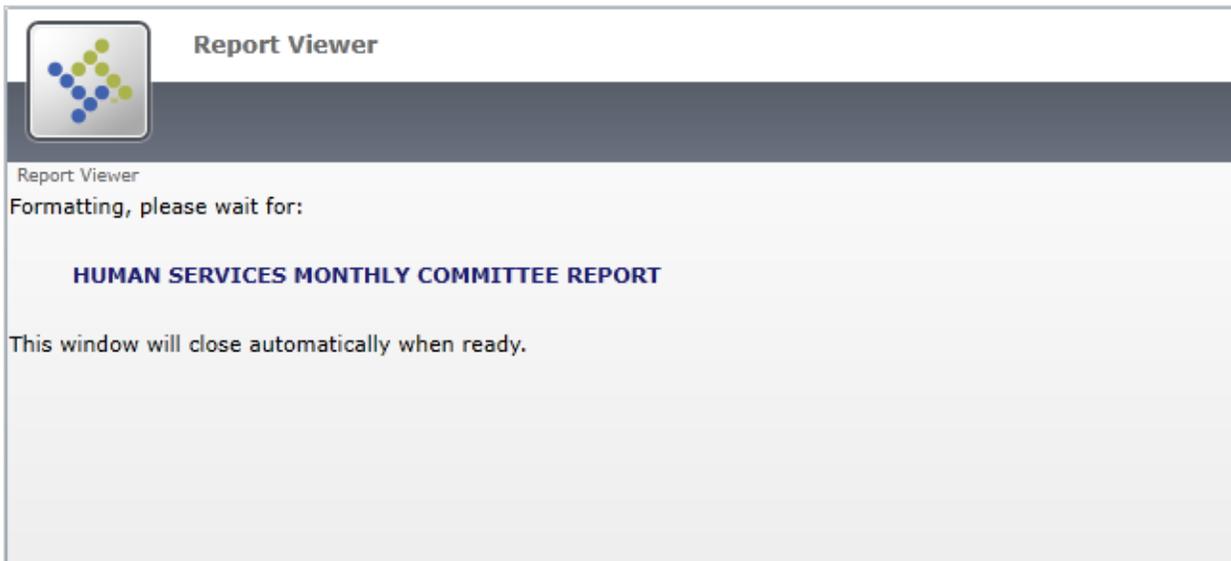
Rollup code:

Account Type/Status

Account type:

Account status:

Your screen will appear as shown below for several moments as the report generates.



When the report completes generating, it will automatically open on your screen and appear similar to that shown below. You can now save, print or email the report.

12/10/2014 15:15
8516cscch

Monroe County
HUMAN SERVICES MONTHLY COMMITTEE REPORT

P 1
glytdbud

FOR 2014 11

JOURNAL DETAIL 2014 11 TO 2014 11

| ACCOUNTS FOR: 0000 UNDEFINED | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| 00000 UNDEFINED | | | | | | | |
| 00000 UNDEFINED | | | | | | | |
| 24900000 499999 TRANSFER IN HUMAN | -477,338 | 6,219 | -471,119 | -259,727.16 | .00 | -211,391.84 | 55.1% |
| 24900000 599999 TRANSFER OUT HUMAN | 0 | 51,188 | 51,188 | 51,188.00 | .00 | .00 | 100.0% |
| TOTAL UNDEFINED | -477,338 | 57,407 | -419,931 | -208,539.16 | .00 | -211,391.84 | 49.7% |
| TOTAL UNDEFINED | -477,338 | 57,407 | -419,931 | -208,539.16 | .00 | -211,391.84 | 49.7% |
| TOTAL REVENUES | -477,338 | 6,219 | -471,119 | -259,727.16 | .00 | -211,391.84 | |
| TOTAL EXPENSES | 0 | 51,188 | 51,188 | 51,188.00 | .00 | .00 | |