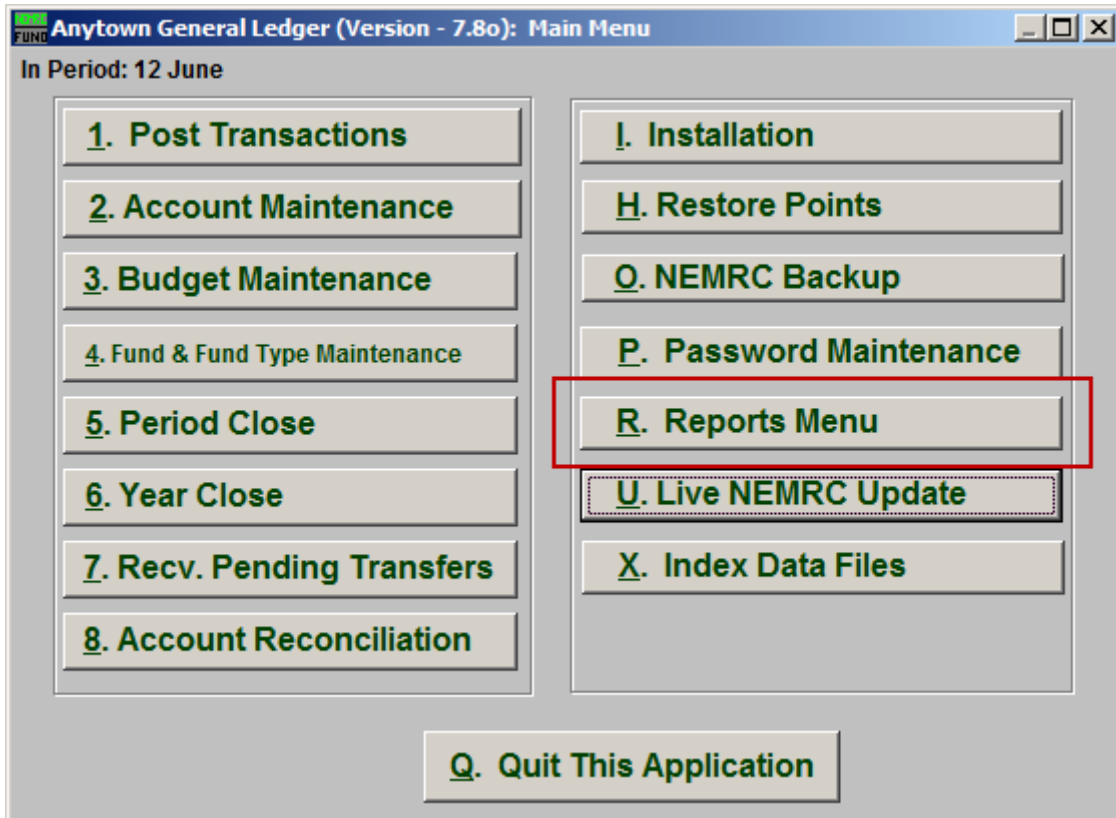


# General Ledger

## R. Reports Menu: B. Comparative Budget Report

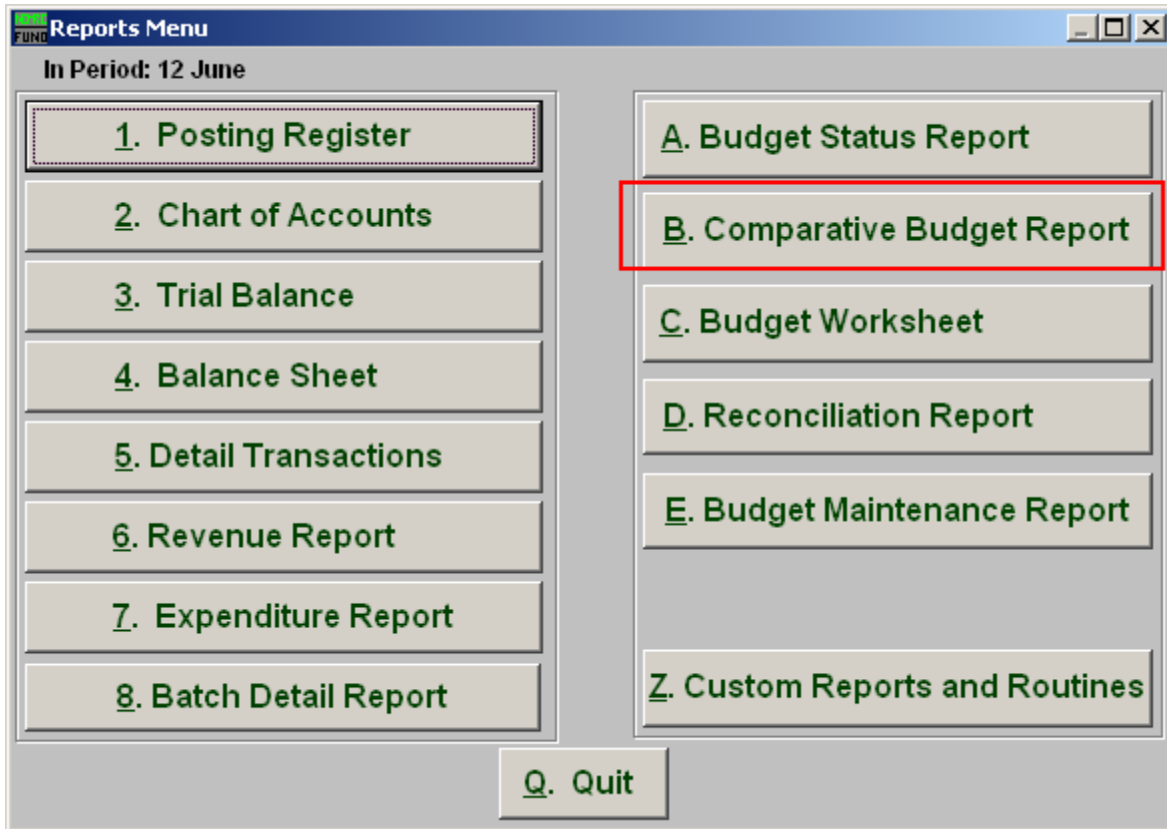
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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Click on “B. Comparative Budget Report” from the Reports Menu and the following window will appear:

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## Comparative Budget Report

The “General” tab

The screenshot shows a dialog box titled "General Ledger Report Options" with a sub-tab "Comparative Budget Report Options". The "General" tab is selected. It contains various options for generating a comparative budget report, each with a red number indicating its position in a list. The options are:

- 1 Report Groups:** Radio buttons for Revenues (selected), Expenditures, and Both.
- 2 Use two line format?:** Radio buttons for Yes and No (selected).
- 3 Skip Header Accounts:** Radio buttons for Yes and No (selected).
- 4 Suppress detail to header accounts:** Radio buttons for Yes and No (selected).
- 5 Suppress accounts with zero balance:** Radio buttons for Yes and No (selected).
- 6 Suppress the following:** Radio buttons for Account #, Description, and Nothing (selected).
- 7 Include Budget Notes:** Radio buttons for Yes and No (selected).
- 8 Include Account Notes:** Radio buttons for Yes and No (selected).
- 9 Suppress non-postable accounts w/zero balance:** Radio buttons for Yes and No (selected).
- 10 Show next year budget as a blank line?:** Radio buttons for Yes and No (selected).
- 11 Show budget change as?:** Radio buttons for \$ and % (selected).
- 12 Page Break After:** Radio buttons for Yes and No (selected).
- 13 Preview:** Button.
- 14 Print:** Button.
- 15 Export:** Button.
- 16 Cancel:** Button.

There is also a text field labeled "Fund" next to the "Page Break After" option.

- 1. Report Groups:** Select the group of budget accounts to report. Depending on your chart of accounts definition you may not see an option for both.
- 2. Use two line format?:** The two line format allows for current year actual or anticipated values to be added to the report by placing the account number on a line above the description and values.
- 3. Skip Header Accounts:** Header accounts are defined by incomplete account numbers that the system determines you want all like accounts match what has been defined to sub-total upon. Selecting “Yes” removes the sub-totals.
- 4. Suppress detail to header accounts:** Selecting “Yes” will cause the system to report on header accounts defined and all accounts without header accounts defined.
- 5. Suppress accounts with zero balance:** You can choose to remove from reporting an account when it has a value of zero in both last year and this year for budget, actual and encumbrance.

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- 6. Suppress the following:** You can include the current year actual or anticipated balances by suppressing the account number or description if you do not use the two line form.
- 7. Include Budget Notes:** Choose “Yes” to have this report include Budget Notes that can be entered during Budget Maintenance.
- 8. Include Account Notes:** Choose “Yes” to have this report include Account Notes that can be entered in Account Maintenance.
- 9. Suppress non-postable accounts w/zero balance:** You can have the system remove from reporting inactive accounts that have zero like in item **5**. This option stops the inactive accounts from reporting. Item **5** would stop all zero balance accounts from reporting.
- 10. Show next year budget as a blank line?:** Selecting this option will replace the next year budget from reporting and replace it with an empty line. This can be used in budget preparation.
- 11. Show budget change as:** The change in budget can be represented as a percent or dollar value.
- 12. Page Break After:** Click to choose when a new page is started. The option for page breaks depends on the design for your chart of accounts.
- 13. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 14. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 15. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 16. Cancel:** Click “Cancel” to cancel and return to the previous screen.

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The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Comparative Budget Report Options". It has three tabs: "General", "Accounts" (which is selected), and "Export Options". The "Accounts" tab contains five rows of input fields for specifying ranges. Each row has a red number (1-5) to its left. The first row is "Specify Fund Range. Blank for All" with a red 1, followed by a right arrow, a text box, a left arrow, a "Find" button, a "to" label, another text box, a right arrow, and another "Find" button. The next four rows are "Specify Group Range. Blank for All" (red 2), "Specify Department Range. Blank for All" (red 3), "Specify Object Range. Blank for All" (red 4), and "Specify Sub-Object Range. Blank for All" (red 5). Each of these four rows has a text box followed by a "to" label and another text box. At the bottom of the window are four buttons: "Preview" (with a red 6 above it), "Print" (with a red 7 above it), "Export" (with a red 8 above it), and "Cancel" (with a red 9 above it).

- 1. Specify Fund Range:** This option appears for all charts of accounts. Type in a beginning and ending fund number range to further restrict the reporting if desired. Items **2** through **5** will vary according to the design and descriptions for your chart of accounts definitions.
- 2. Specify Group Range:** Enter a beginning and ending value range to further restrict the reporting if desired.
- 3. Specify Department Range:** Enter a beginning and ending value range to further restrict the reporting if desired.
- 4. Specify Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired.
- 5. Specify Sub-Object Range:** Enter a beginning and ending value range to further restrict the reporting if desired.

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6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
8. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

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The “Export Options” tab

The image shows a screenshot of the 'General Ledger Report Options' dialog box. The title bar reads 'General Ledger Report Options'. Below the title bar, the main heading is 'Comparative Budget Report Options'. There are three tabs: 'General', 'Accounts', and 'Export Options'. The 'Export Options' tab is selected. Inside this tab, there are several fields and buttons. At the top, there is a 'Path' label with a 'Browse' button next to it. Below this is a text box containing 'M:\NEMRC'. Below the text box is a 'File Name' label with an empty text box. Below the text box are two radio buttons: 'Export in Excel Format' and 'Export in Text Format'. The 'Export in Text Format' radio button is selected. At the bottom of the dialog box, there are four buttons: 'Preview', 'Print', 'Export', and 'Cancel'. Each button has a red number above it: 1 for Path, 2 for File Name, 3 for Export in Text Format, 4 for Preview, 5 for Print, 6 for Export, and 7 for Cancel.

1. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click “Browse” to locate the folder.
2. **File Name:** Type in the name that this report will be saved as.
3. **Export in Excel OR Text Format:** Click to choose whether this report will be exported in an Excel Format or in a Text Format.
4. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
6. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
7. **Cancel:** Click “Cancel” to cancel and return to the previous screen.