R. Reports Menu: C. Budget Worksheet

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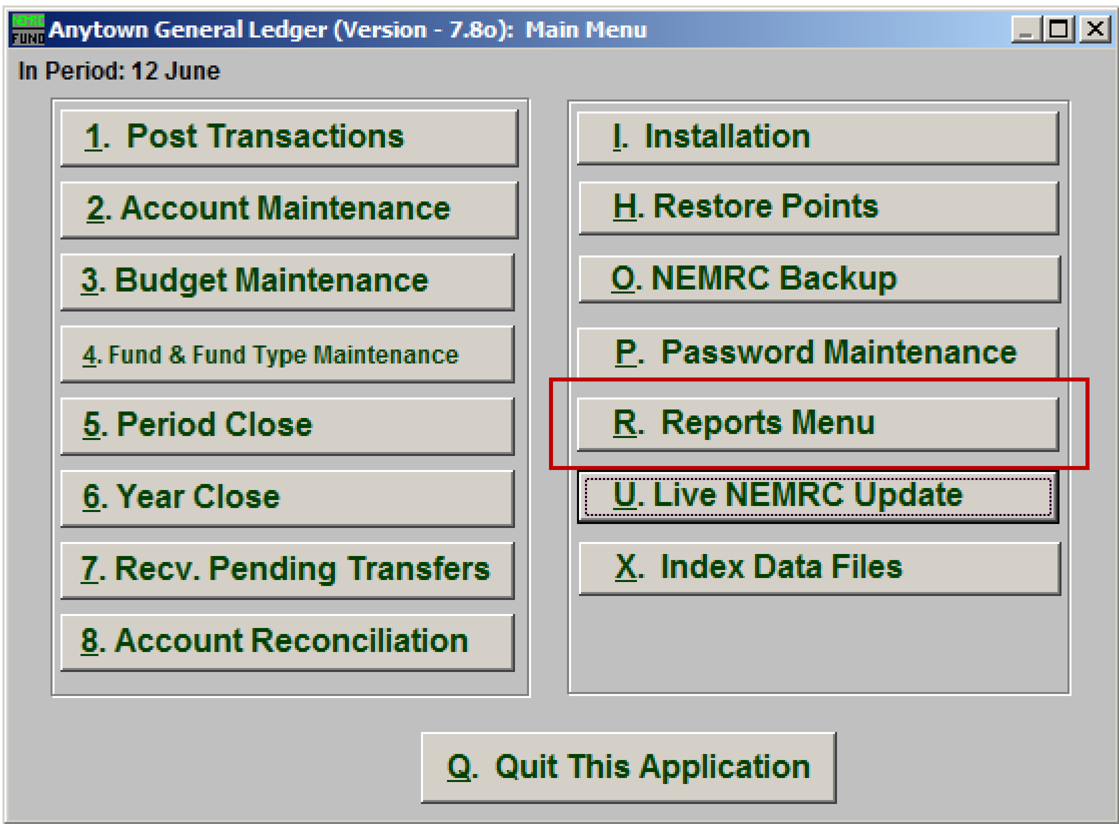
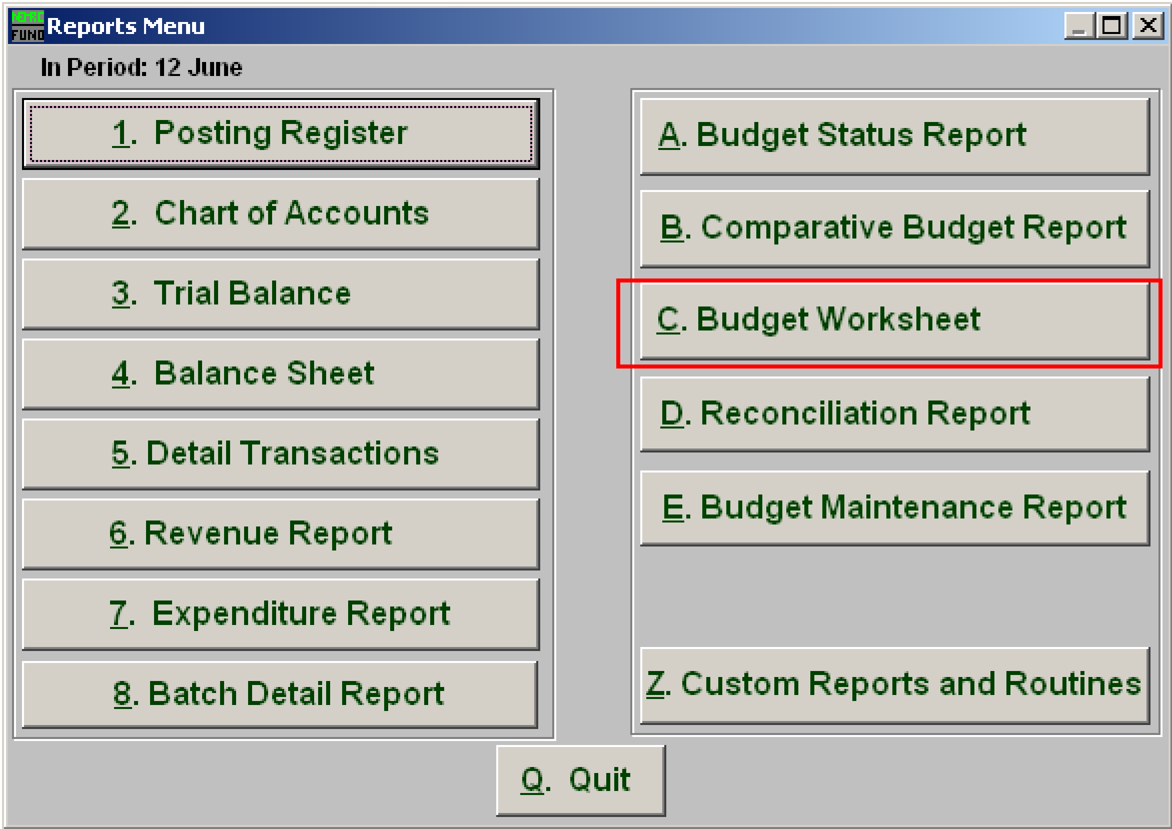


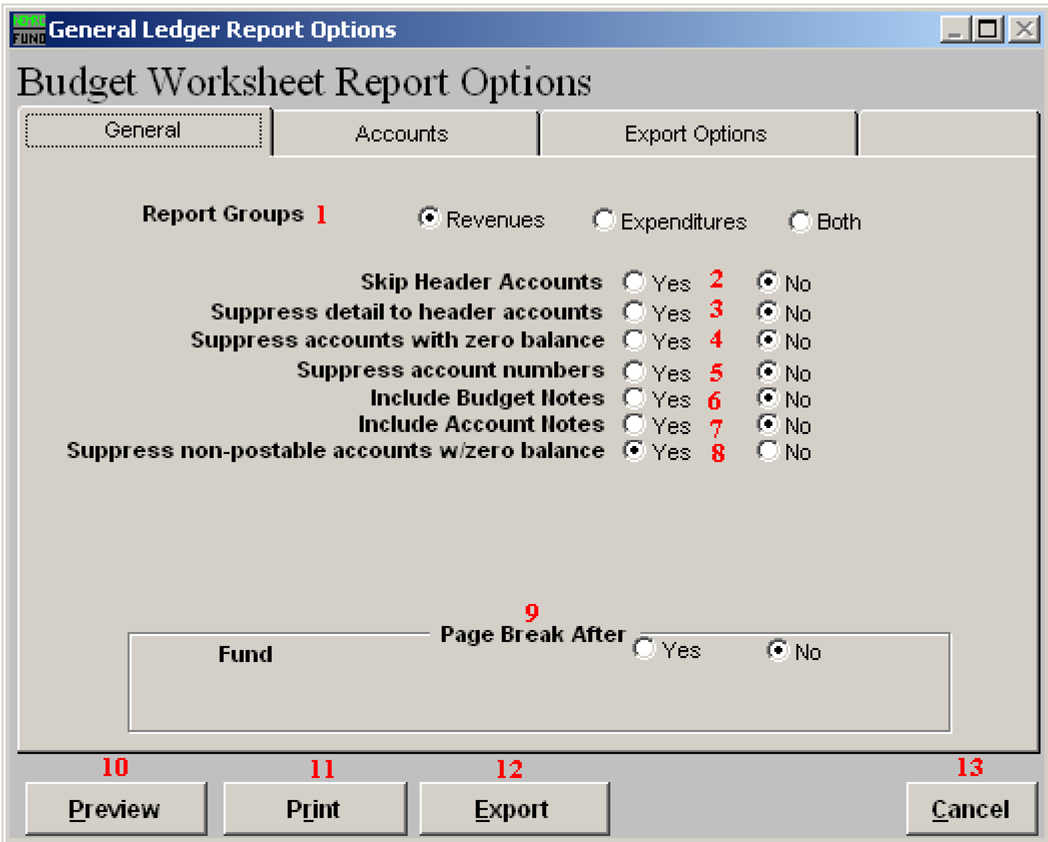
Click on "R. Reports Menu" from the Main Menu and the following window will appear:



Click on “C. Budget Worksheet” from the Reports Menu and the following window will appear:

Comparative Budget Report

The "General" tab



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. **Skip Header Accounts:** Header accounts are defined by incomplete account numbers. The system determines a sub-total on all accounts that match what has been defined in the header account. Selecting "Yes" removes the sub-totals.

3. **Suppress detail to header accounts:** Selecting "Yes" will cause the system to report on header accounts defined and all accounts without header accounts defined.

4. **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.

5. **Suppress account numbers:** You can choose to remove the General Ledger account number from reporting so that only the account description is shown on the report.

6. **Include Budget Notes:** Choose "Yes" to have this report include Budget Notes that can be entered during Budget Maintenance.

7. **Include Account Notes:** Choose "Yes" to have this report include Account Notes that can be entered in Account Maintenance.

8. **Suppress non-postable accounts w/zero balance:** You can have the system remove from reporting inactive accounts that have zero like in item **4**. This option stops the inactive accounts from reporting. Item **4** would stop all zero balance accounts from reporting.

9. **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.

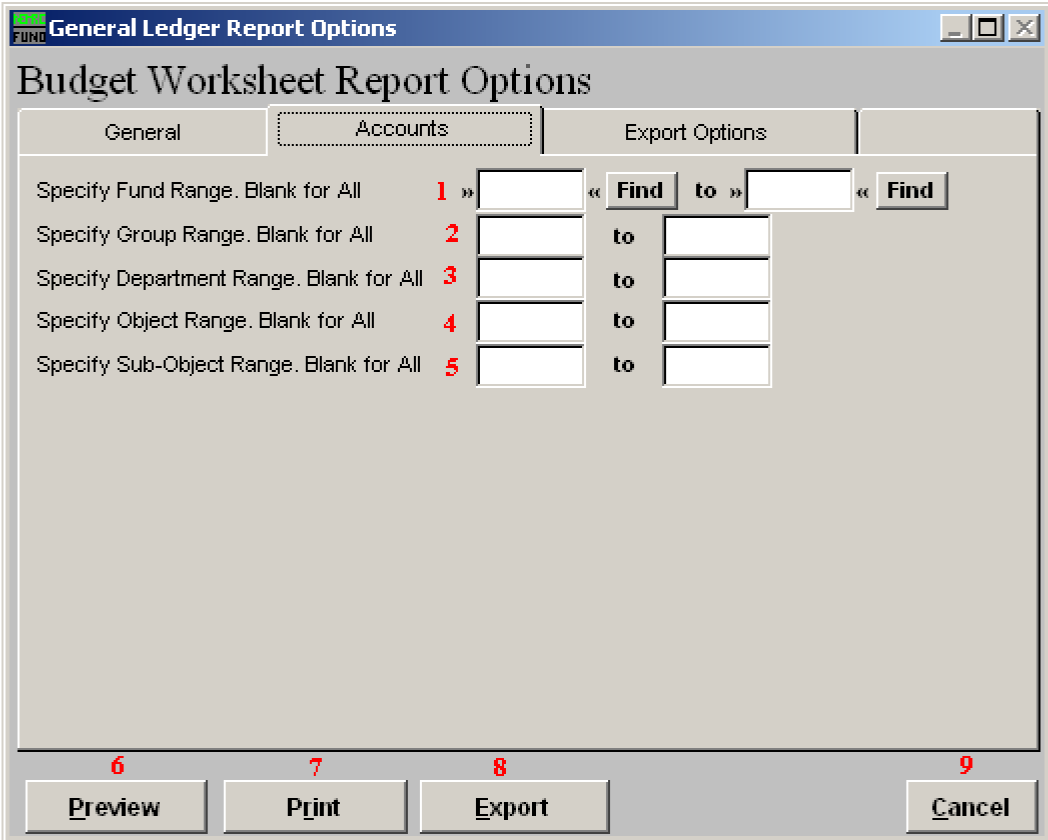
10. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

11. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

12. **Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

13. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

The "Accounts" tab



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.

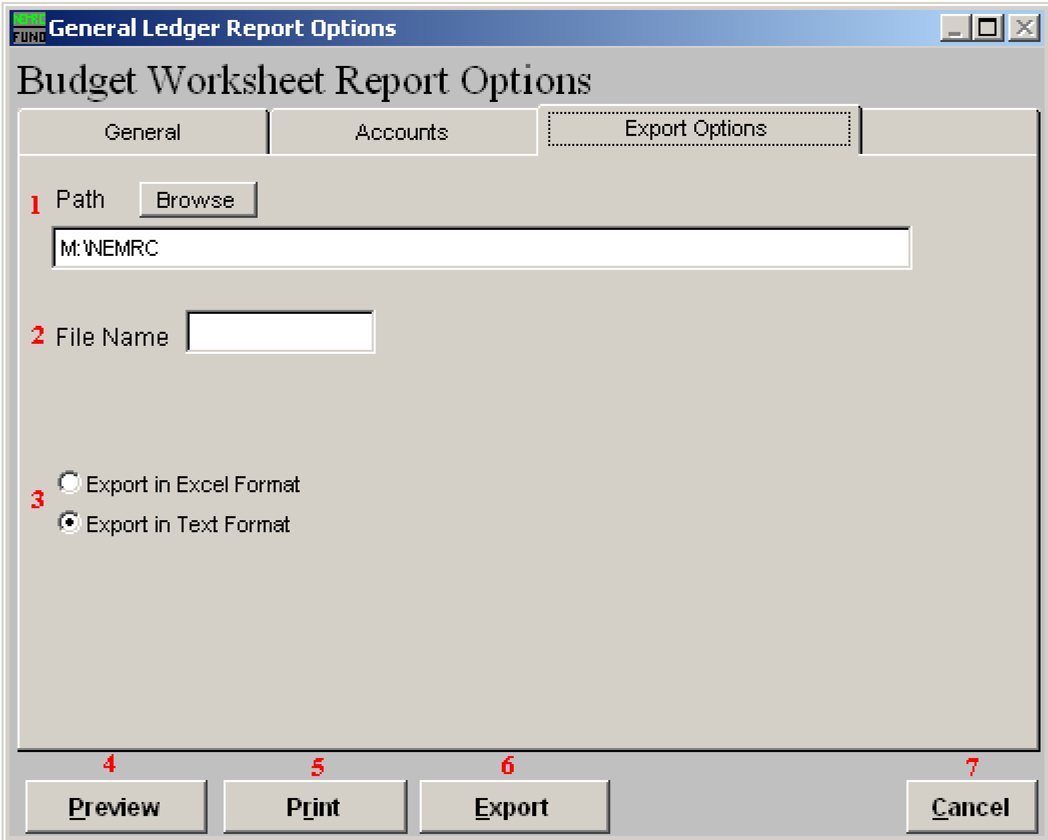
6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

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.

The "Export Options" tab



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.