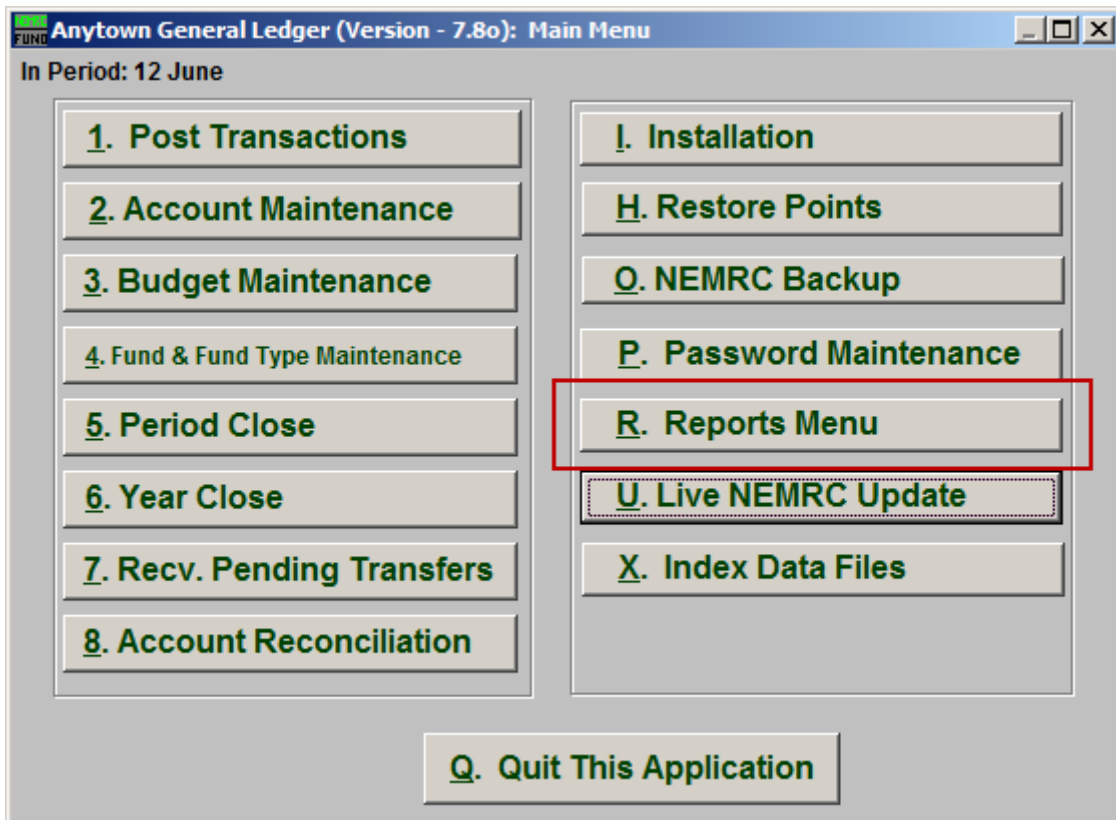


General Ledger

R. Reports Menu: C. Budget Worksheet

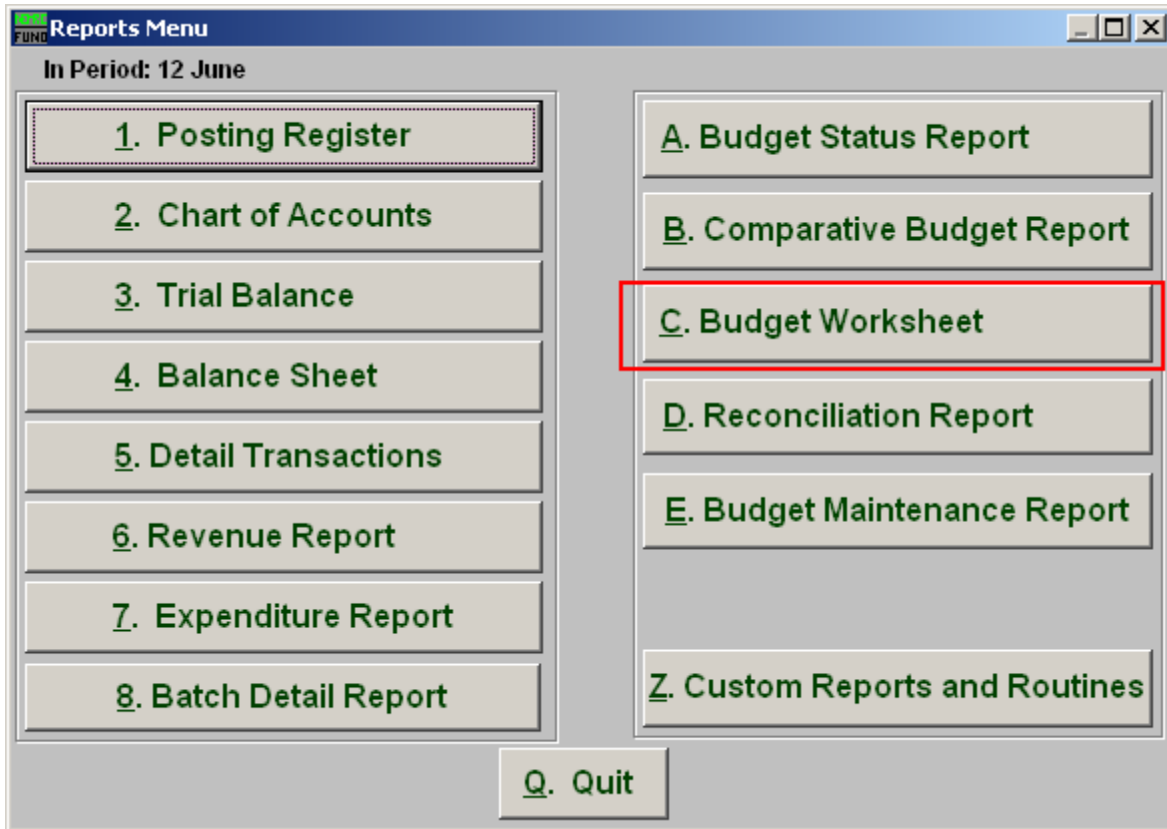
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

General Ledger



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

General Ledger

Comparative Budget Report

The “General” tab

The screenshot shows a dialog box titled "General Ledger Report Options" with a sub-tab "Budget Worksheet Report Options". The dialog has three tabs: "General", "Accounts", and "Export Options". The "General" tab is selected. It contains several options for report generation, each with a radio button for "Yes" or "No" and a red number indicating a step in a sequence. The options are: "Report Groups" (1), "Skip Header Accounts" (2), "Suppress detail to header accounts" (3), "Suppress accounts with zero balance" (4), "Suppress account numbers" (5), "Include Budget Notes" (6), "Include Account Notes" (7), and "Suppress non-postable accounts w/zero balance" (8). Below these is a "Page Break After" section with a "Fund" label and a "Page Break After" label (9), followed by "Yes" and "No" radio buttons. At the bottom are four buttons: "Preview" (10), "Print" (11), "Export" (12), and "Cancel" (13).

Option	Yes	No
Report Groups 1	<input checked="" type="radio"/> Revenues	<input type="radio"/> Expenditures
Skip Header Accounts 2	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Suppress detail to header accounts 3	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Suppress accounts with zero balance 4	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Suppress account numbers 5	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Include Budget Notes 6	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Include Account Notes 7	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Suppress non-postable accounts w/zero balance 8	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Fund _____ Page Break After 9 ☐ Yes ☒ No

10 Preview 11 Print 12 Export 13 Cancel

- 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.

General Ledger

- 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.

General Ledger

The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-tab "Budget Worksheet Report Options". The "Accounts" tab is selected. It contains five rows for specifying ranges: Fund, Group, Department, Object, and Sub-Object. Each row has a red number (1-5) and a "Blank for All" option. The Fund row has additional "Find" and "to" buttons. At the bottom, there are buttons for "Preview" (6), "Print" (7), "Export" (8), and "Cancel" (9).

General	Accounts	Export Options
Specify Fund Range. Blank for All 1 » <input type="text"/> « Find to » <input type="text"/> « Find		
Specify Group Range. Blank for All 2 <input type="text"/> to <input type="text"/>		
Specify Department Range. Blank for All 3 <input type="text"/> to <input type="text"/>		
Specify Object Range. Blank for All 4 <input type="text"/> to <input type="text"/>		
Specify Sub-Object Range. Blank for All 5 <input type="text"/> to <input type="text"/>		
6 Preview 7 Print 8 Export 9 Cancel		

- 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.

General Ledger

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.

General Ledger

The “Export Options” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Budget Worksheet Report Options". It features three tabs: "General", "Accounts", and "Export Options". The "Export Options" tab is selected. Inside this tab, there is a "Path" label with a "Browse" button next to it, followed by a text box containing "M:\NEMRC". Below this is a "File Name" label with an empty text box. Further down are two radio buttons: "Export in Excel Format" (unselected) and "Export in Text Format" (selected). At the bottom of the window are four buttons: "Preview", "Print", "Export", and "Cancel". Red numbers 1 through 7 are used as markers: 1 is next to the Path label, 2 is next to the File Name label, 3 is next to the radio buttons, 4 is above the Preview button, 5 is above the Print button, 6 is above the Export button, and 7 is above the Cancel button.

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.