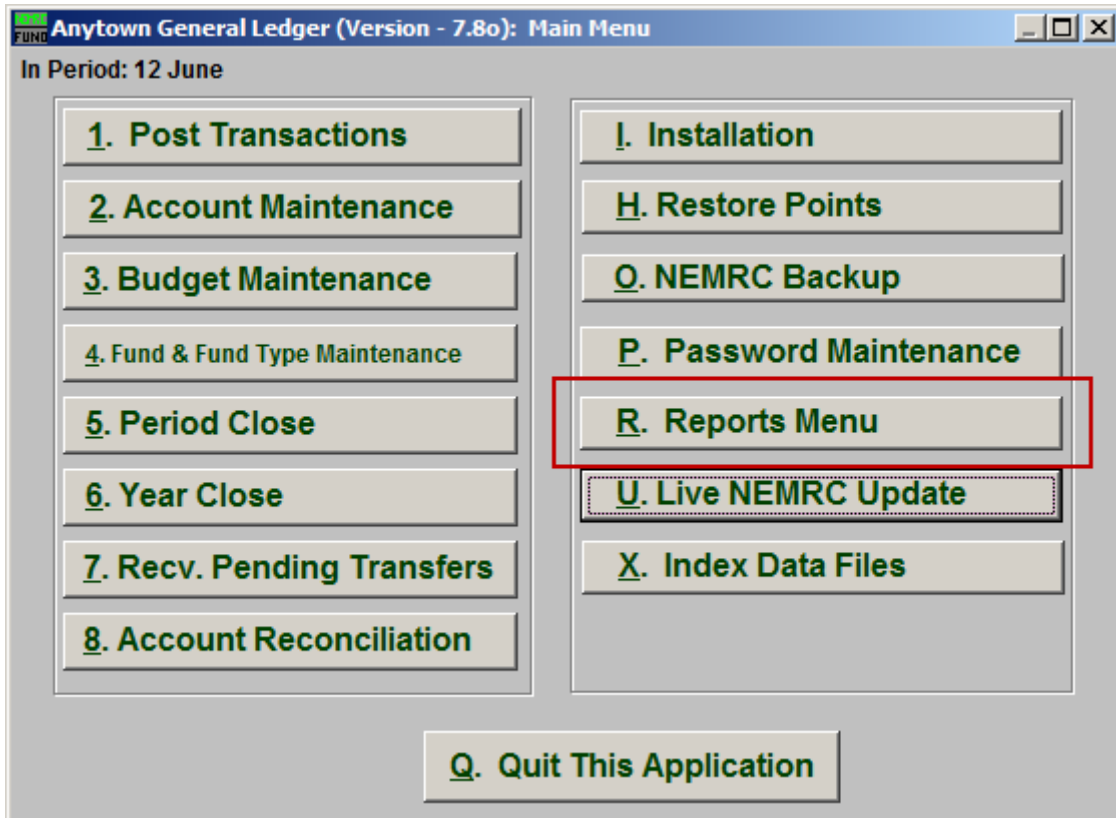


# General Ledger

## R. Reports Menu: E. Budget Maintenance Report

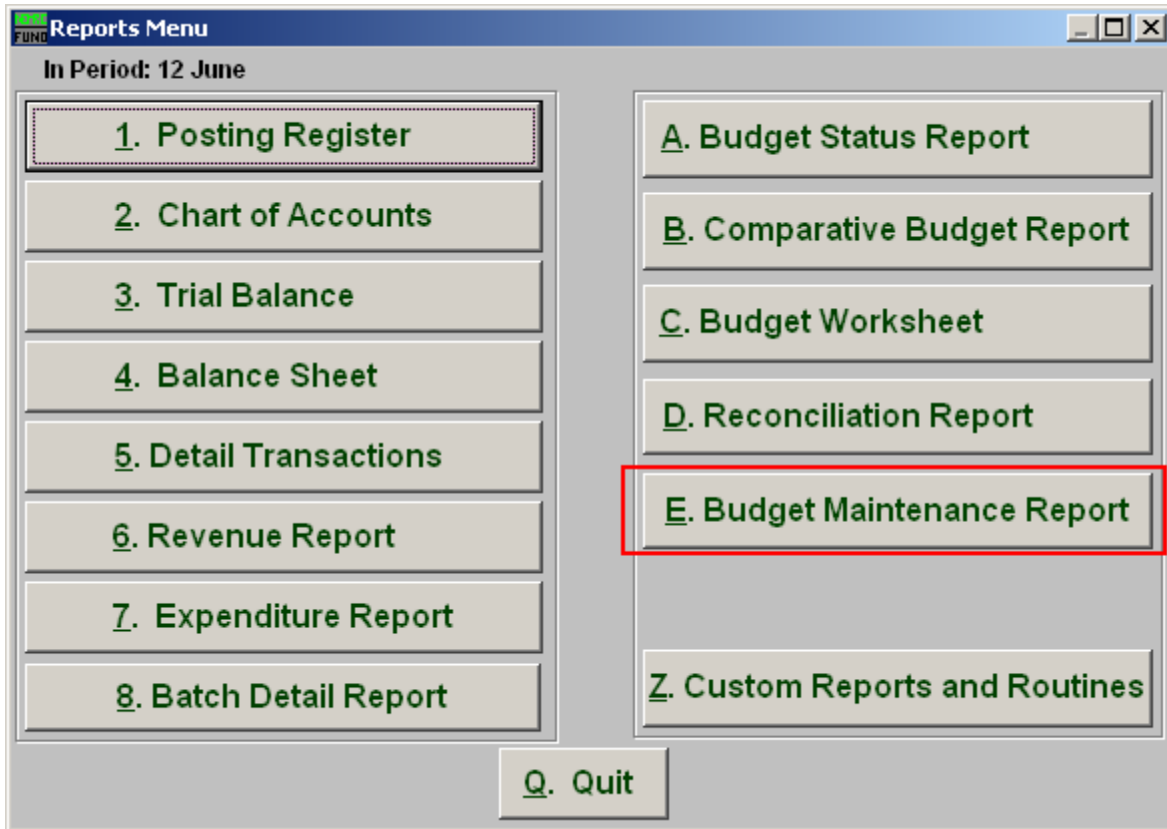
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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

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## Budget Maintenance Report

The “General” tab

The screenshot shows a dialog box titled "General Ledger Report Options" with a sub-tab "Budget Maintenance Report Options". The dialog has three tabs: "General", "Accounts", and "Export Options". The "General" tab is selected. It contains the following options:

- Report Groups** 1: ☒ Revenues, ☐ Expenditures, ☐ Both
- Skip Header Accounts**: ☐ Yes 2, ☒ No
- Suppress detail to header accounts**: ☐ Yes 3, ☒ No
- Suppress accounts with zero balance**: ☐ Yes 4, ☒ No
- Suppress account numbers**: ☐ Yes 5, ☒ No
- Include Budget Notes**: ☐ Yes 6, ☒ No
- Include Account Notes**: ☐ Yes 7, ☒ No
- Suppress non-postable accounts w/zero balance**: ☒ Yes 8, ☐ No

Below these options is a section labeled "Page Break After" 9, which contains a table with three rows: "Fund", "Group", and "Department". Each row has two columns: "Yes" and "No". The "No" column is selected for all three rows.

At the bottom of the dialog are four buttons: "Preview" 10, "Print" 11, "Export" 12, and "Cancel" 13.

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.

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- 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.

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The “Accounts” tab

The screenshot shows a window titled "General Ledger Report Options" with a sub-header "Budget Maintenance 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 fields 1 and 2, and "Find" and "to" buttons. The other four rows are "Specify Group Range. Blank for All", "Specify Department Range. Blank for All", "Specify Object Range. Blank for All", and "Specify Sub-Object Range. Blank for All", each with fields 3, 4, 5 and "to" buttons. At the bottom, there are four buttons: "Preview" (labeled 6), "Print" (labeled 7), "Export" (labeled 8), and "Cancel" (labeled 9).

Tab	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9
General									
Accounts	Specify Fund Range. Blank for All					Find	to		Find
	Specify Group Range. Blank for All						to		
	Specify Department Range. Blank for All						to		
	Specify Object Range. Blank for All						to		
	Specify Sub-Object Range. Blank for All						to		
Export Options									
Preview Print Export 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.

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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 Maintenance 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 callouts: 1 points to the Path label, 2 to the File Name label, 3 to the radio buttons, 4 to the Preview button, 5 to the Print button, 6 to the Export button, and 7 to 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 Format OR in 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.