Monthly Budget Report

Purpose: *Compares current month and year-to-date to prior year*

Process

1. Choose **Search** then enter
   a. Project number = **3xxxx**
   b. Account Type = **Expense**
   c. Account Status = **Active**
   d. Click **Accept**
2. Choose **Define Report Peramiters** and set similar to below
   a. Select the **Report Year** and **Period** you want to include
   b. Sort Report Layout to **Monthly Budget**
   c. Ignore **Forecasting Method**
   d. Sequence 1 = Report Unit
   e. Sequence 2 = Budget Check
   f. Sequence 3 = Object

Period	Month
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June
13	EOY

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Accept Cancel Search Browse Query Builder Add Update Print Excel

Confirm   Search   Actions   Output   Office

Account Search

Segment Name	Search
Report Unit	
Fund	
Function	
Program	
Budget Ck	
Object	
Project	35090
Account Type	E
Account Status	A

Report Parameters

Report Year	2019
Report Period	Last Period
Report Layout	Monthly Budget
Forecasting Method	LY Actuals
Sequence 1	Report Unit
Sequence 2	Budget Ck
Sequence 3	Object Code
Show Detail	