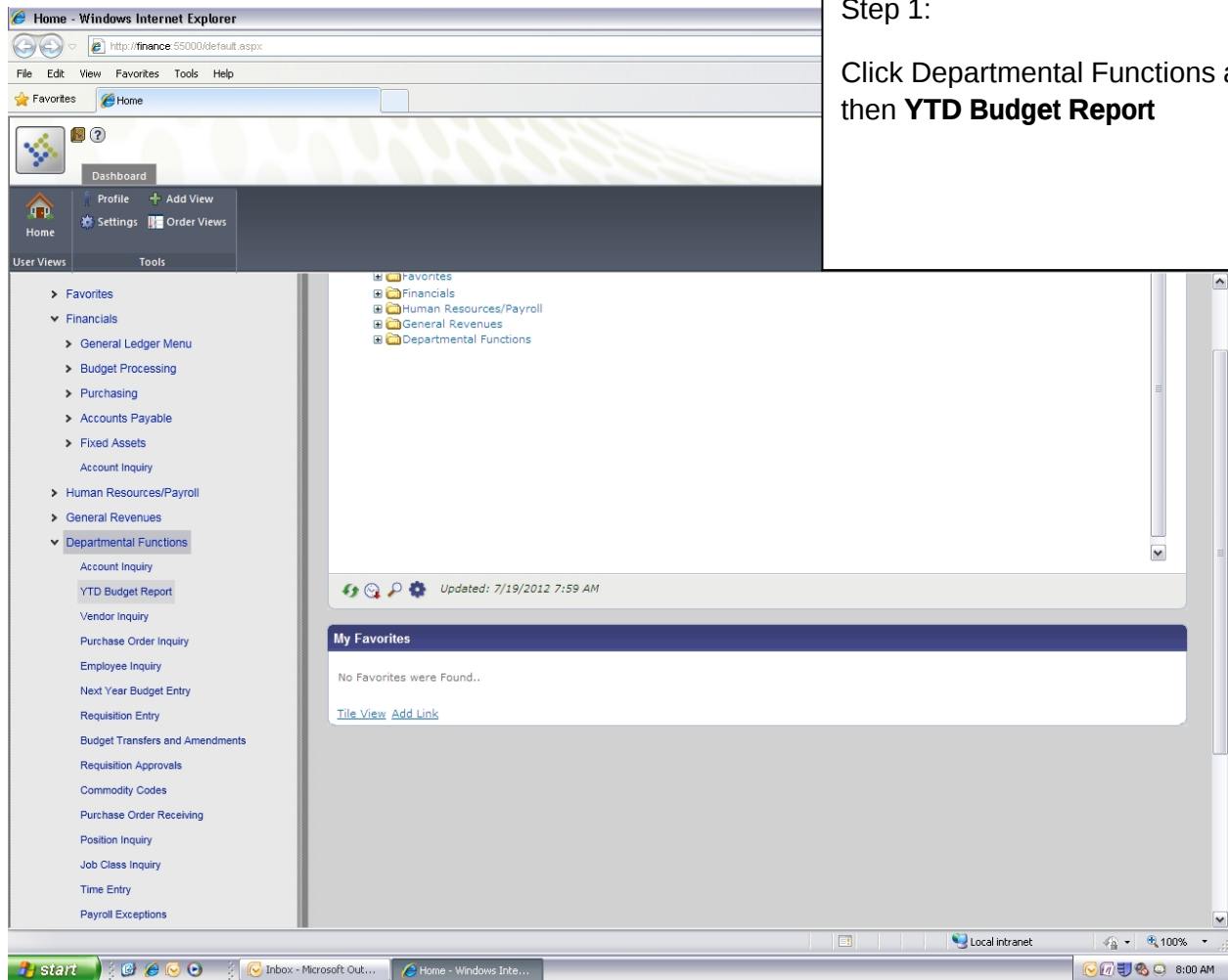




Step 1:

Click Departmental Functions and then **YTD Budget Report**

YTD Budget Report - Munis [YADKIN COUNTY] - Windows Internet Explorer

http://finance.igassdlive/wa/r/Imugwvcs/Ineloder?Arg=-ezpVQCpHvIOVWd2Y7p/C2DOn3UkdTRxb2ohBnmrCpOL04=

File Edit View Favorites Tools Help

YTD Budget Report - Munis [YADKIN COUNTY]

YTD Budget Report - Munis [YADKIN COUNTY]

Accept (Enter) prt - Munis [YADKIN COUNTY]

Account Rollup

Org

Object

Project

Rollup code

Rollup year

Rollup program

Account Type/Status

Account type

Account status

start

Inbox - Microsoft Out...

Home - Windows Inke...

Document1 - Microsof...

YTD Budget Report - ...

8:02 AM

Step 2:

Enter you ORG (and that is all)

Step 3:

Click on **Report Options** (located on the left hand menu)

YTD Budget Report - Munis [YADKIN COUNTY] - Windows Internet Explorer

http://finance.gasadl.live/wwa/r/Imugwvcs/lineorder?Arg=-ezpVQCpHvIOVd2Y7p/C2DOn3UkdTRxb2ohBnmrCpOL04=

File Edit View Favorites Tools Help

YTD Budget Report - Munis [YADKIN COUNTY]

YTD Budget Report - Munis [YADKIN COUNTY]

File Edit Tools Help munis

Seg Find

Report Options

Account Rollup

Define sequencing, totals, spacing, etc. ...

Object ...

Project ...

Rollup code

Rollup year

Rollup program

Account Type/Status

Account type

Account status

start

Inbox - Microsoft Out...

Home - Windows Inke...

Document1 - Microsof...

YTD Budget Report - ...

8:05 AM

Step 4:

Under PRINT OPTION change the Year/Period to 2013 / 13

Report Options - Windows Internet Explorer

http://finance.lgasadlive/wa/finugwvcs/lineorder?Arg=-ezpVQCpHvIOWM2Y7p/C2DOn3UkdTRxb2ohBnmrCpOL04=

File Edit View Favorites Tools Help

Favorites Report Options

Report Options

YTD Budget Report - Munis [VADKIN COUNTY] > Report Options

Report Sequence

	Field #	Total	Page Break
Sequence 1	01 - Fund	☒	☐
Sequence 2	09 - Org	☒	☐
Sequence 3	11 - Object	☐	☐
Sequence 4		☐	☐

Report title YEAR-TO-DATE BUDGET REPORT

Print Options Additional Options

Report Options

Include only accounts that used ☐ % or greater of budget

Totals only	☐	Year/period	Within year/period	2013 / 13
Account description	Full	Print MTD version	☒	
Print full GL account	☒	Format type	Standard format	
Roll projects to object	☐	Double space	☐	
Carry forward	Totals (GAAP)	Suppress zero bal accts	☒	
Print report options	☒			

start

Inbox - Microsoft Out... Home - Windows Inke... Document1 - Microsof... Report Options - Win...

8:03 AM

Step 5:

Under ADDITIONAL OPTIONS
change the Year/Period to
2013 / 1 TO 2013 / 13

Report Options - Windows Internet Explorer

http://finance.igassdlive/vwa/finugwvcs/lineorder?Arg=-ezpVQCpHvIOWM2Y7p/C2DOn3UkdTRxb2ohBnmrCpOL04+

File Edit View Favorites Tools Help

Report Options

Report Options

YTD Budget Report - Munis [VADKIN COUNTY] > Report Options

Report Sequence

	Field #	Total	Page Break
Sequence 1	01 - Fund	☒	☐
Sequence 2	09 - Org	☒	☐
Sequence 3	11 - Object	☐	☐
Sequence 4		☐	☐

Report title YEAR-TO-DATE BUDGET REPORT

Print Options Additional Options

Additional Options

Include requisition amounts	☒	Include budget entries	☐
Print Revenues-Version headings	☐	Include encumb/liq entries	☒
Print revenue as credit	☒	Sort option	Journal entries
Print revenue budgets as zero	☐	Detail format option	Standard format
Include fund balance	☐	Include additional JE comments	☒
Sort/total budget rollup	☐	Multiyear view	Default view
Print journal detail	☒	Amounts/totals exceed 999 million dollars	☒

From yr/per 2013 1

To yr/per 2013 13

start

Inbox - Microsoft Out... Home - Windows Inke... Document1 - Microsof... Report Options - Win...

8:03 AM

Step 6:

Once you have made all those changes, click on your green ACCEPT button - you will see the

Report Options - Windows Internet Explorer

http://finance.igassadlive.wafr/mugwvcs/lineorder?Arg=-ezpVQCpHvIOVWd2Y7p/C2DOn3UkdTRxb2ohBnmrCpOL04=

File Edit View Favorites Tools Help

Report Options

Report Options

YTD Budget Report - Munis [YADKIN COUNTY] > Report Options > Journal Entry Sort

Report Sequence

	Field #	Total	Page Break
Sequence 1	01 - Fund	☒	☐
Sequence 2	09 - Org	☒	☐
Sequence 3	11 - Object	☐	☐
Sequence 4		☐	☐

Report title YEAR-TO-DATE BUDGET REPORT

Print Options **Additional Options**

Additional Options

Include requisition amounts ☒	Include budget entries ☒
Print Revenues-Version headings ☐	Include encumb/liq ☐
Print revenue as credit ☒	Sort option ☐
Print revenue budgets as zero ☐	Detail format option ☐
Include fund balance ☐	Include additional JE ☐
Sort/total budget rollup ☐	Multiyear view ☐
Print journal detail ☒	Amounts/totals exce ☐

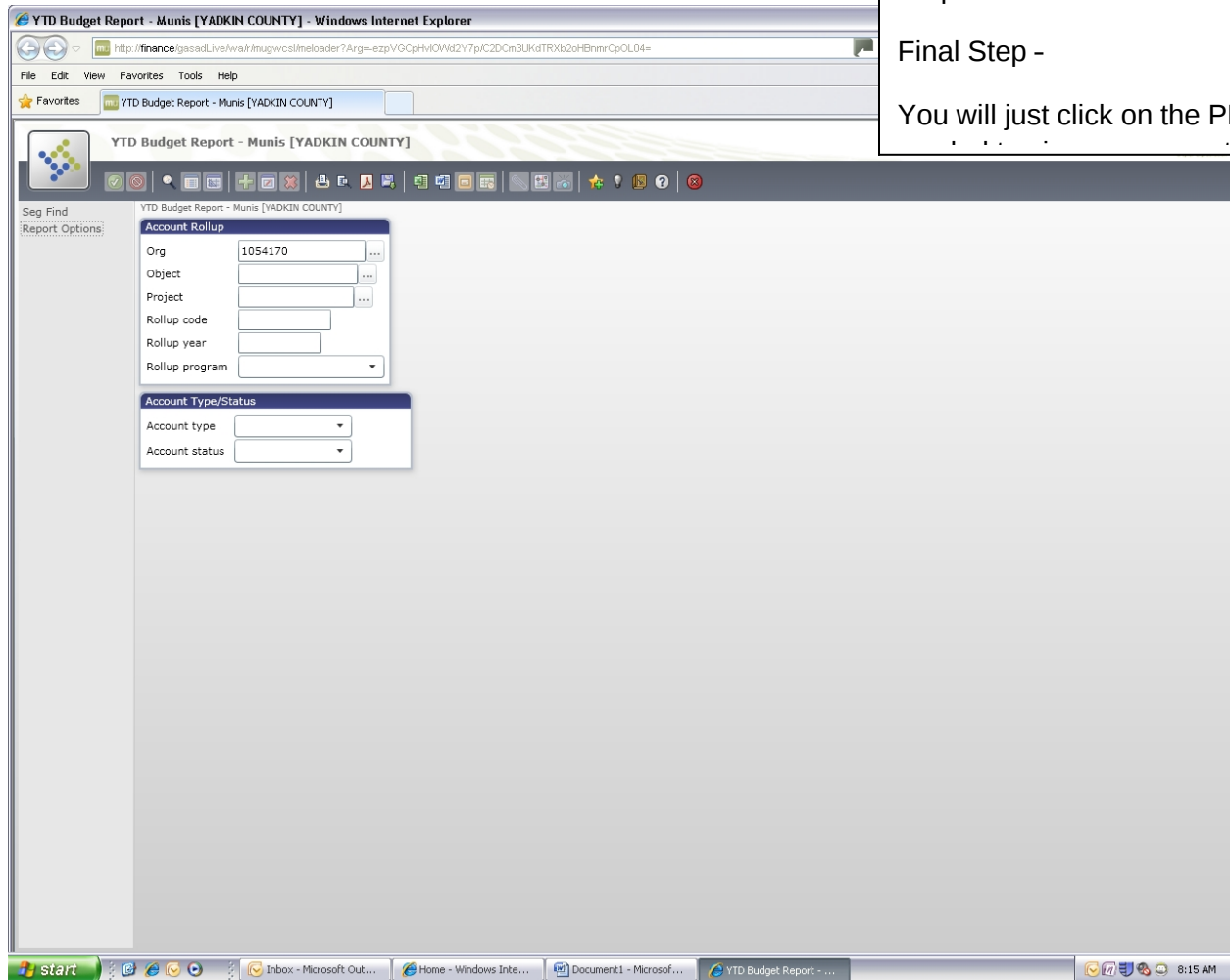
From yr/per 2013 1
To yr/per 2013 13

Journal Entry Sort

For AP source journals, show:

- (1) Voucher
- (2) PO
- (3) Invoice

OK Cancel



Step 7:

Final Step -

You will just click on the PDF