Budget Status Report

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Process
1) Perform the steps listed below.

Result
Generate a report showing totals by Budgeted Amounts, Current Month Activity, Year-To-Date Expenditures, Percent of Budget Expended, Encumbrances, and Balance.

Start this instruction from the menu.

1. Click on the appropriate report and the Version Prompting window appears.
2. Choose Data Selection, then click Submit and the Data Selection window appears.
3. Change line one as follows:
   - Right Operand – Choose Literal – Enter 013, then click OK.

4. Add data as follows to line four:
   - Left Operand – Program Number (F0006) [BC]
   - Comparison – is equal to
   - Right Operand – Choose Literal – Enter your program number, then click OK.

5. Add data as follows to line five:
   - Left Operand – Agency Subprogram (F0006) [BC]
   - Comparison – is equal to
   - Right Operand – Choose Literal – Enter your subprogram number, then click OK.

   Note: There are more selections that can be used to narrow the scope of the report.

6. Click OK and the Processing Options window appears.
7. Change Period Number, Fiscal Year, Century, or Date Override as appropriate.
   a. Note: for Period Number, July is 1, August is 2, September is 3, December is 6, June is 12 etc.
   b. Note: for Fiscal Year, 04 is Fiscal Year beginning July 1, 2004, 05 is Fiscal Year beginning July 1, 2005.

8. Click OK on this window and then click OK on the Printer Selection window. You will return to the menu.

9. Click Submit Job and the Work With Batch Versions – Available Versions window appears.

10. Click Form, Submitted Jobs and the Submitted Job Search window appears.
11. Choose the report (R5509271_NIS0001) when the Description field is "Done".  
   Note: Click Find to refresh the window until "Done" is displayed.

12. Click Row, View PDF to see the report.
13. Review report and print if desired.


15. Click *Delete*, then *OK*, to remove the report from the Submitted Job Search window.

16. Click *Close* on this window.

17. Click *Close* on the Work With Batch Versions – Available Versions window to return to the menu.