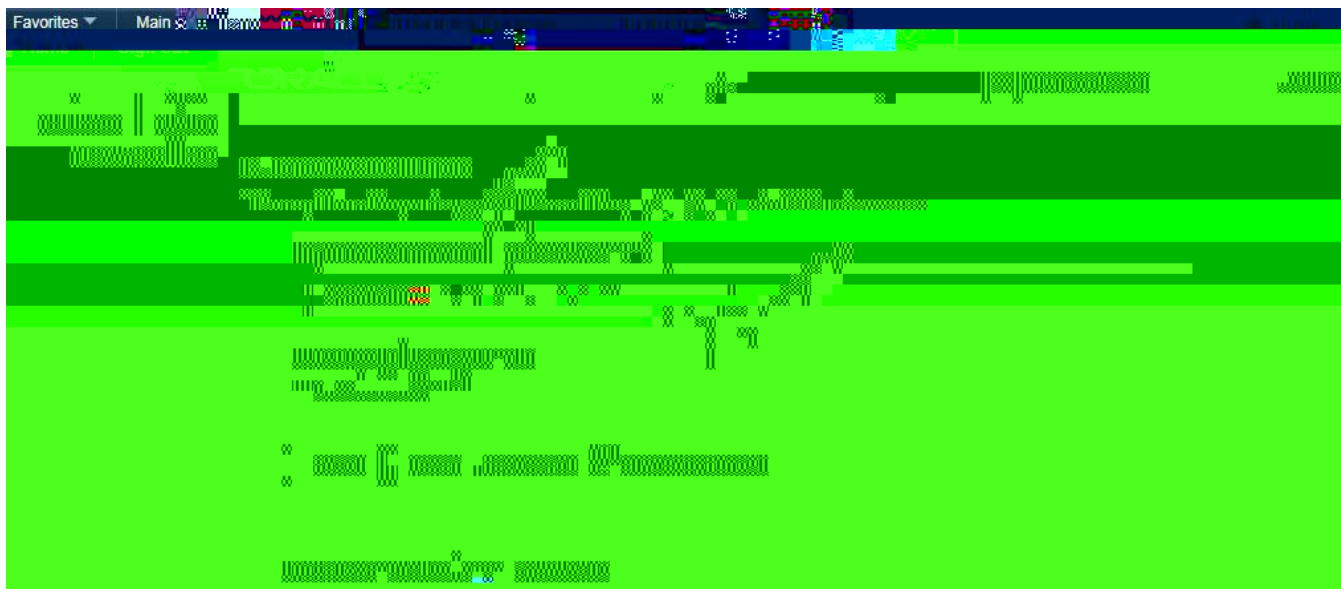


Enter Run Control ID, then click [Search] (generally initials, lowercase; if you haven't created a Run Control ID before, you will want to select the Add a New Value tab).



Under Report Parameters window: Enter the Fiscal Year **2021** .

Select Accounting Period – Selecting a specific month will give you a snapshot of all information for that month, as well as everything up until that month. Selecting "12-JUN" will give you all information for the entire fiscal year.

Enter "101" in both Fund: and To: fields.

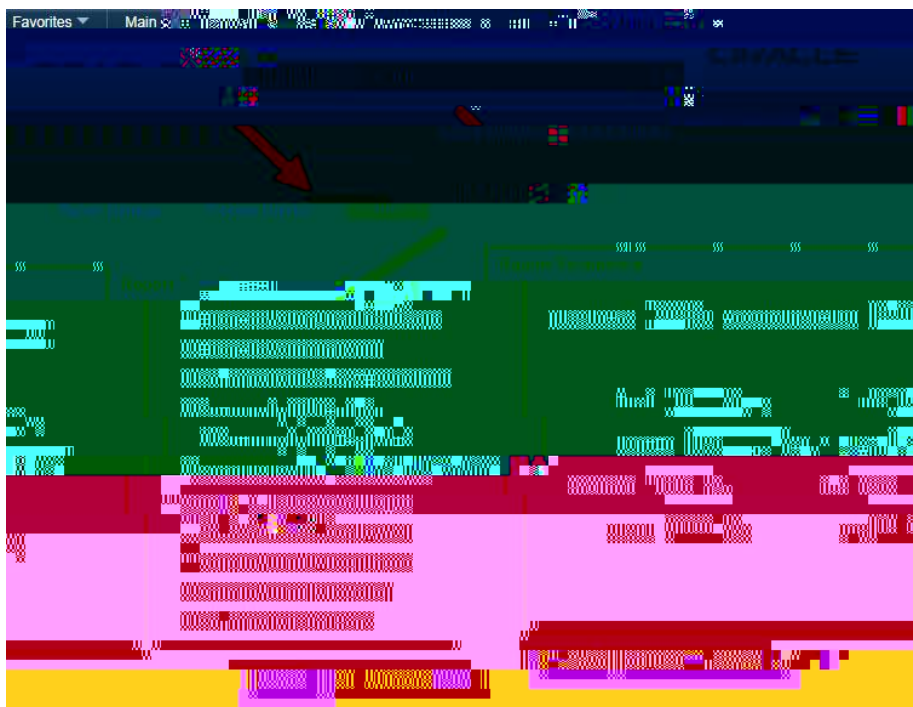
Enter your department number in both DeptID: and To: fields.

Enter the following for Program: and To: fields:

- "11113" for elementary schools
- "11213" for middle schools
- "11313" for high schools

Enter "05000" in both Class: and To: fields.

Under Report Selection window: Select "Budget to Actual Standard Report", click [Save] if these are parameters you use frequently, then click [Run].



Process Scheduler Request will pop up:

Run Date and Run Time will auto-populate.

Make sure to select *Type "Window" and *Format "PDF", then click [OK].

This will open a new window that will look like this:

When the report is finished generating, you should see something like this:

The first two columns are your Budget FTE and Budget Amount. Current Month Expenditures is based on your selection under Report Parameters. Outstanding Encumbrances are charges that are known, but haven't been paid out yet. Year