


Budget Summary Report

This report will provide a real time summary of the budget and expenses for your program(s).

☐ *Log into Financial 2000 (Fin2k) at the following location*

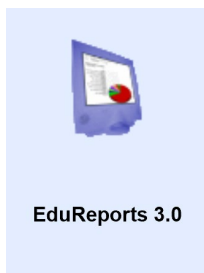
<https://f2kmt.prod.sbcss.k12.ca.us/Financial2000/AspNetSecurityLogin.aspx>

This page only works in Internet Explorer

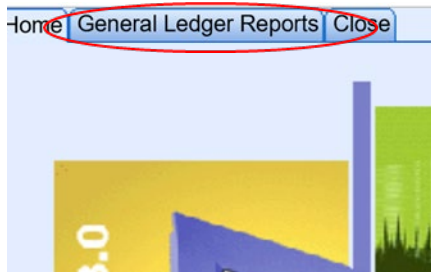


Please note the District Number is 70

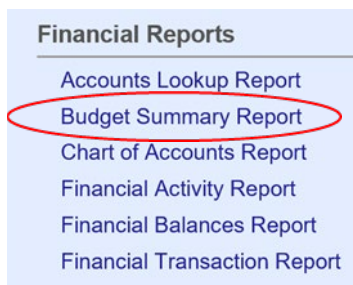
☐ *Select EduReports 3.0*



□ **Select General Ledger Reports tab** at the top of the page



□ **Select Budget Summary Report** under Financial Reports



This will load the Report Parameters page where you can select options to build your report.

This section is highly customizable. Feel free to try different options to create a report that works for your needs. Make the following selections on the Report Parameters page to build your report.

The options in this guide will pull a Budget Summary Report with standardized parameters including the current fiscal year start date through the end of the current month.

Report Type

There are two report type options Summary and Detail.

Summary - The Summary Report Type displays financial totals for the subsidiary ledger accounts (1xxx-8xxx) summarized by object in three columns: Revised Budget, Actual Activity and Running Balance/Balance.

**The Summary Report Type option will summarize the budget codes by object.

Detail - The Detail Report Type will display financial transactions in detail for the subsidiary ledger accounts (1xxx-8xxx) and provide totals for each object in each of the budget and actual activity columns.

**The Detail Report Type option will show the entire 24-digit account string for each object.

Select Detail (optional)

Budget Status

There are two Budget Status options, Revised and Adopted.

Revised - The revised budget option will include budget transfers and the budget column header will display Revised Budget. This is the recommended option.

Adopted - The adopted budget option will NOT include budget transfers and the budget column header will display Adopted Budget.

Select Revised (recommended)

Leave the default selections for the following: Include Accruals, Negative Balance Only and Include Budget Account Details.

From Date and To Date

There are two options to enter dates depending on the selection made on the report selection page, Builder Dates or Free Dates. The system default is set From: the beginning of the current fiscal year To: the end of the current month.

Builder Dates - The builder date option offers a date selection from a dropdown list with predefined dates. The list contains the beginning and ending date for a given month as long as data exists on the system.

Free Dates - The free date option allows the user to enter a date in the format MM/DD/YYYY. Slashes must be entered in order to retrieve the appropriate data for the dates selected. You can also select the date from the dropdown calendar menu option.

Leave default dates for the current period report. Click on the menu box next to the date field to select dates. Click OK.

No changes are needed in the Include GL Status section.

Sort Options

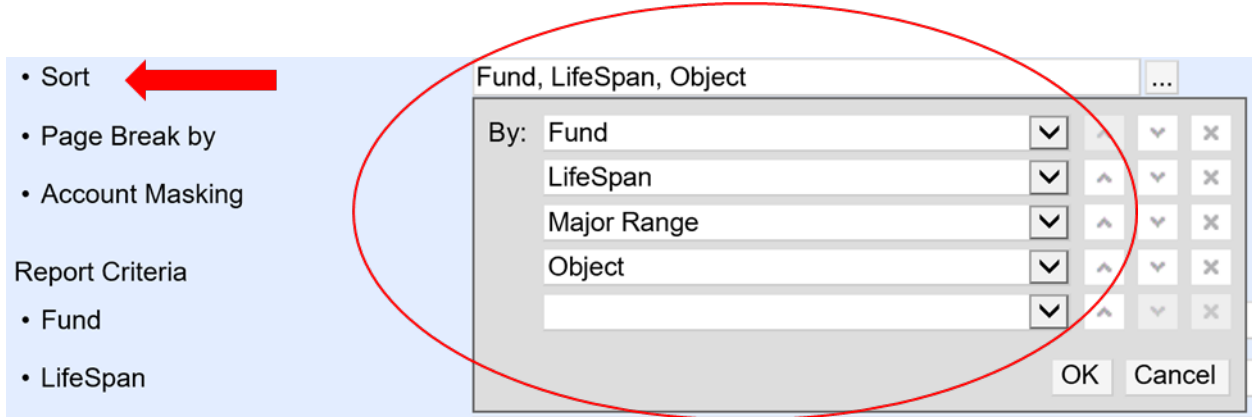
The sort feature will allow for sorting and summarizing capabilities. This feature allows the user to sort by any part of the account code structure.

Account Sections - The account sections displayed are based on the districts account code structure. Specific account selections can be entered or left blank. The criteria selected will display on the bottom of the report.

Click on the menu box next to the sort field to select Accounts. Leave the default Fund and LifeSpan options and change Object to Major Range from the dropdown menu and select Object from the next dropdown menu.

This will provide Major Range totals for each Object for the subsidiary ledger accounts (1xxx-8xxx).

Include Subprogram before Major Range if your program has multiple years of funding to report—applicable to categorical funding only. .



Click OK

No changes are needed for Page Break by and Account Masking

Select Report Criteria

Fill in the Report Criteria in the fields listed below using the instructions for each field entered.

Not all fields are required. To pull all data for your program enter the 4-digit program code only.

Report Criteria	Field	Hide
• Fund	01 general fund	x
• LifeSpan	00 for unrestricted general fund or 50 for restricted categorical	
• Site	00 for campus, 02 for Ft. Irwin	
• Program	enter your 4 digit program code	
• SubProgram	enter the subprogram code for categorical programs	
• Object	enter all 6 digits example: supplies, non-instructional 455000	
• Type	enter 4 digit type or activity code	

No changes are needed for Options, Report Drill Down Options (Financial Activity Report), and Report Drill Down Options (Financial Transaction Report)

Once you have selected your report criteria,

□ Click the  button at the top of the page.

Use the following pages to save, print and navigate other report features once the report is created.