PROJECT BUDGET REPORT INSTRUCTIONS

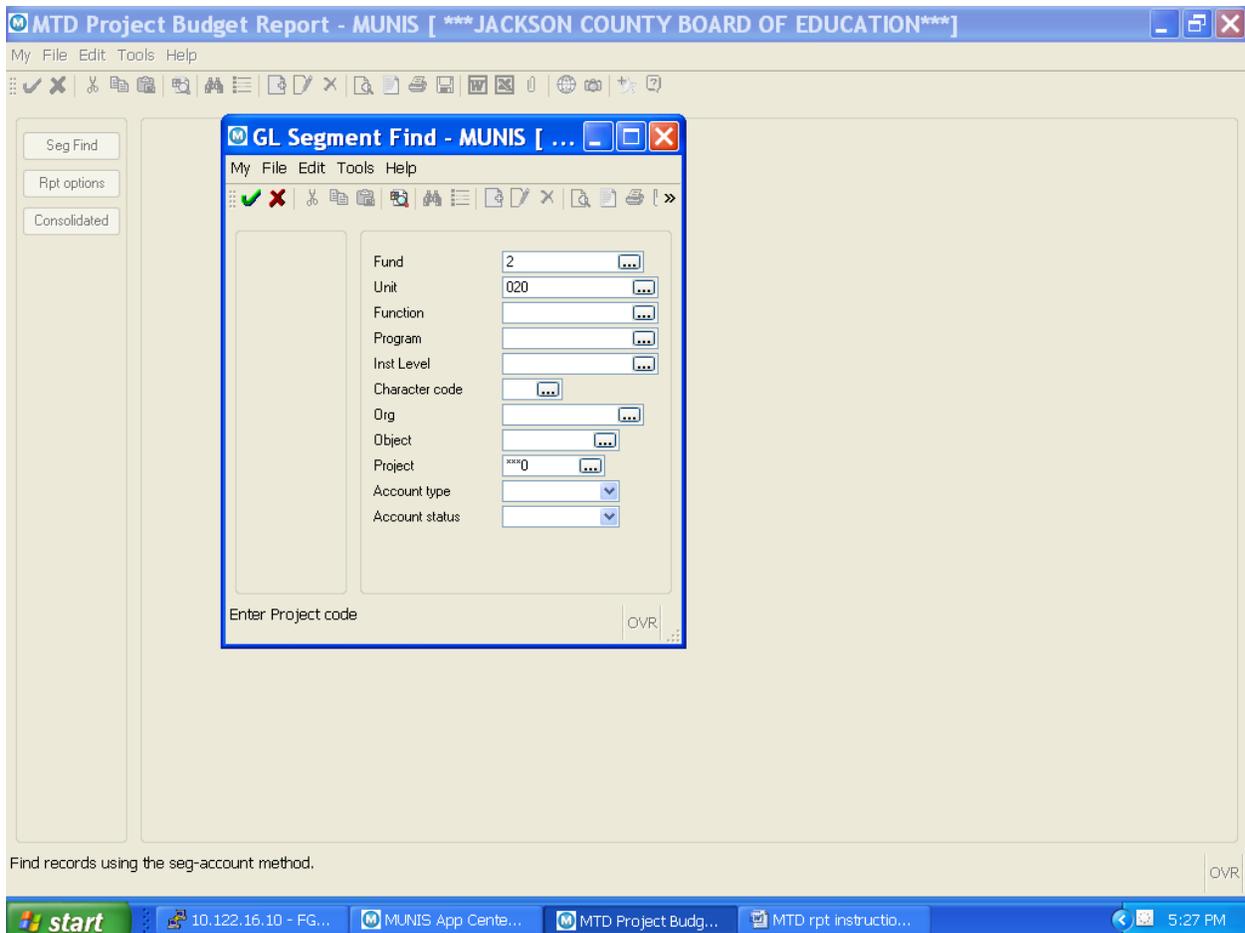## USE FOR ALL GRANT REPORTING

Follow above screen to get to the MTD Project Budget Report option (E). Once you get there I suggest you save this to your Favorites. You will see a yellow star with a plus sign on the menu list at the top of the screen. Click on this star and the next time you get into MUNIS you will be able to just click on the Favorites tab to find the MTD report option.

My File Edit Tools Help

Seg Find

Rpt options

Consolidated

GL Segment Find - MUNIS [...

My File Edit Tools Help

Fund   2
Unit   020
Function
Program
Inst Level
Character code
Org
Object
Project   ***0
Account type
Account status

Enter Project code   OVR

Find records using the seg-account method.   OVR

start   10.122.16.10 - FG...   MUNIS App Cente...   MTD Project Budg...   MTD rpt instructio...   5:27 PM

For grant budget reports go to the above screen and click Seg-find. Enter 2 in the Fund box, your school number in the Unit box and the grant number you want to see in the project field box. If you wish to see all the current grants for your location then you can enter (***0) in the project field.

Click the green arrow.
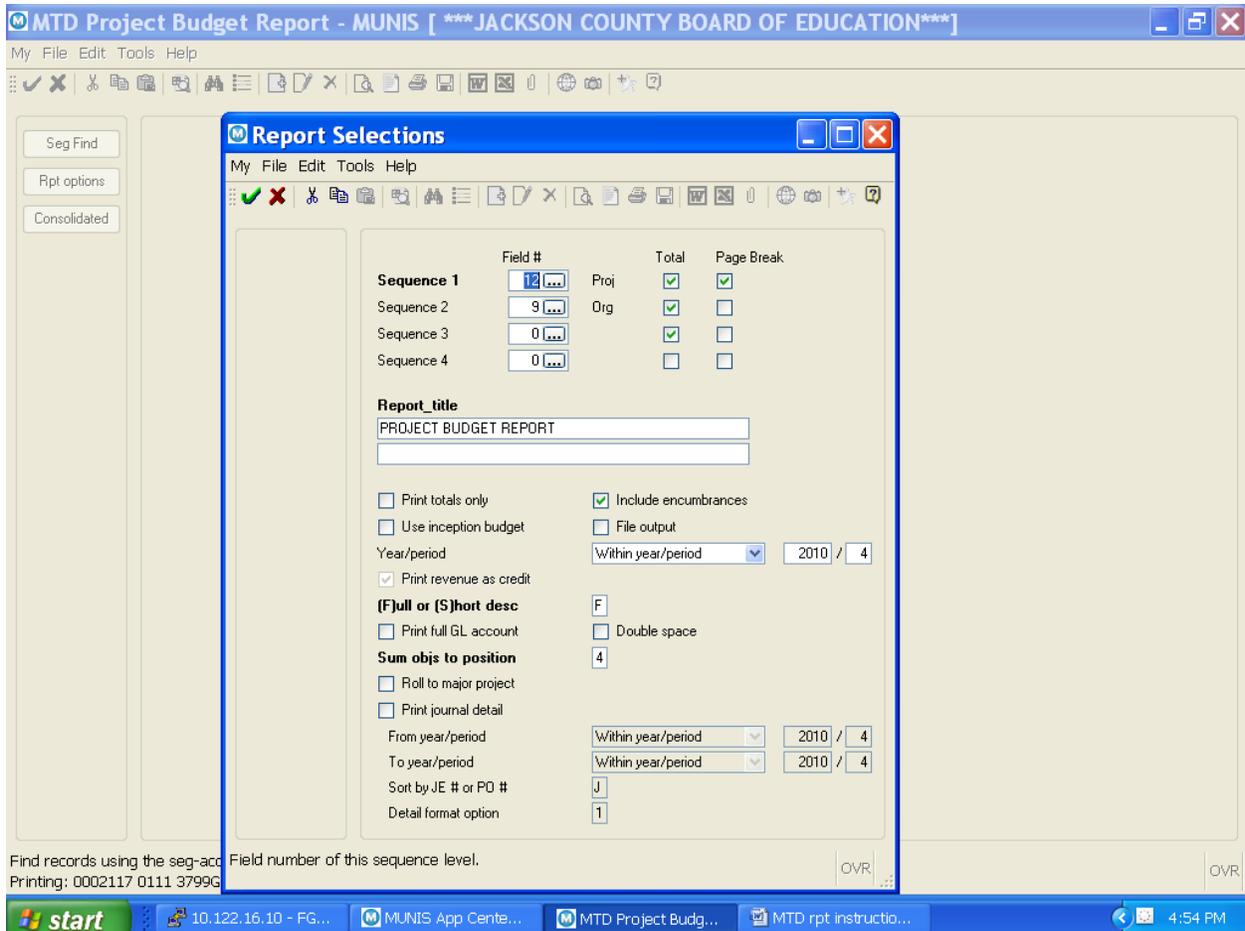
Click on Rpt options and enter the above information.   This will give a report that shows totals only.

 If you want to see detail then you can also enter a check in the Print journal detail box and enter the months you wish to see (ex: July is period 1, Aug is per. 2, etc.)

Click on the green arrow. You will be taken back to the beginning screen. At this point you may display or print the report by clicking on File, then display or print, or you can click on the print or display icon at the top of the screen.

MUNIS Pager

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rcoffey          |PROJECT BUDGET REPORT                                                    |paprjrl0

  PROJECT NUMBER: 3799F                                          GEAR UP - FRESHMAN SUCCESS
  STATE CODE:                                                    THROUGH OCT 2009
  CFDA NUMBER:    84.334A
  GRANT AMOUNT:        25,000
----------------------------------------------------------------------------------------------------
                                           * * * * * E X P E N D I T U R E S *  * * * *
DESCRIPTION                       ENCUMBRANCE    REVISED     MONTH     QUARTER      YEAR      PROJECT    AVAILABLE
                                                BUDGET     TO DATE    TO DATE     TO DATE    TO DATE     BUDGET
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  0202118  JCHS REGULAR INSTRUCTION.SRF
  ------------------------------------------

  0202118 0113 OTHER CERT                  0    2700.00      .00        .00       265.30    3207.80     -507.80
  0202118 0120 CERTIFIED SUBSTITUTE SALARY 0    2025.00      .00        .00          .00     865.00     1160.00
  0202118 0130 CLASSIFIED REGULAR SALARY   0        .00      .00        .00       192.00    1416.00    -1416.00
  0202118 0221 EMPLOYER FICA CONTRIBUTION  0        .00      .00        .00          .00      35.73      -35.73
  0202118 0222 EMPLOYER MEDICARE CONTRIBUTIO 0      .00      .00        .00         3.46      51.91      -51.91
  0202118 0231 KTRS EMPLOYER CONTRIBUTION  0        .00      .00        .00        34.77     440.04     -440.04
  0202118 0253 KSBA UNEMPLOYMENT INSURANCE 0        .00      .00        .00         2.66      10.41      -10.41
  0202118 0260 WORKMENS COMPENSATION       0        .00      .00        .00          .69      28.65      -28.65
  0202118 0320 EDUCATIONAL CONSULTANT      0    5000.00      .00        .00          .00        .00     5000.00
  0202118 0531 POSTAGE & PO BOX RENT       0     600.00      .00        .00          .00        .00      600.00
  0202118 0670 STUDENT ACTIVITIES          0    5000.00      .00        .00          .00    2990.00     2010.00

       TOTAL JCHS REGULAR INSTRUCTION.SRF  0   15325.00      .00        .00       498.88    9045.54     6279.46

  220      GRANT REVENUE SRF
  ------------------------------------------

  220 4700 FEDERAL REV THRU INTERMED SRC   0  -15325.00      .00        .00     -5028.01   -5188.09   -10136.91

       TOTAL GRANT REVENUE SRF             0  -15325.00      .00        .00     -5028.01   -5188.09   -10136.91
       TOTAL GEAR UP - FRESHMAN SUCCESS    0        .00      .00        .00     -4529.13    3857.45    -3857.45

        TOTAL REVENUES                     0  -15325.00      .00        .00     -5028.01   -5188.09   -10136.91
        TOTAL EXPENSES                     0   15325.00      .00        .00       498.88    9045.54     6279.46
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This is an example project budget report. Look at the Revised budget column, Project to date column, and available budget column. The available budget column shows how much is remaining in each object line.   The very bottom lines show the amounts for the total budget. TOTAL REVENUES shows how much we have received in funding, and TOTAL EXPENSES shows how much has been expended to date and how much is remaining.