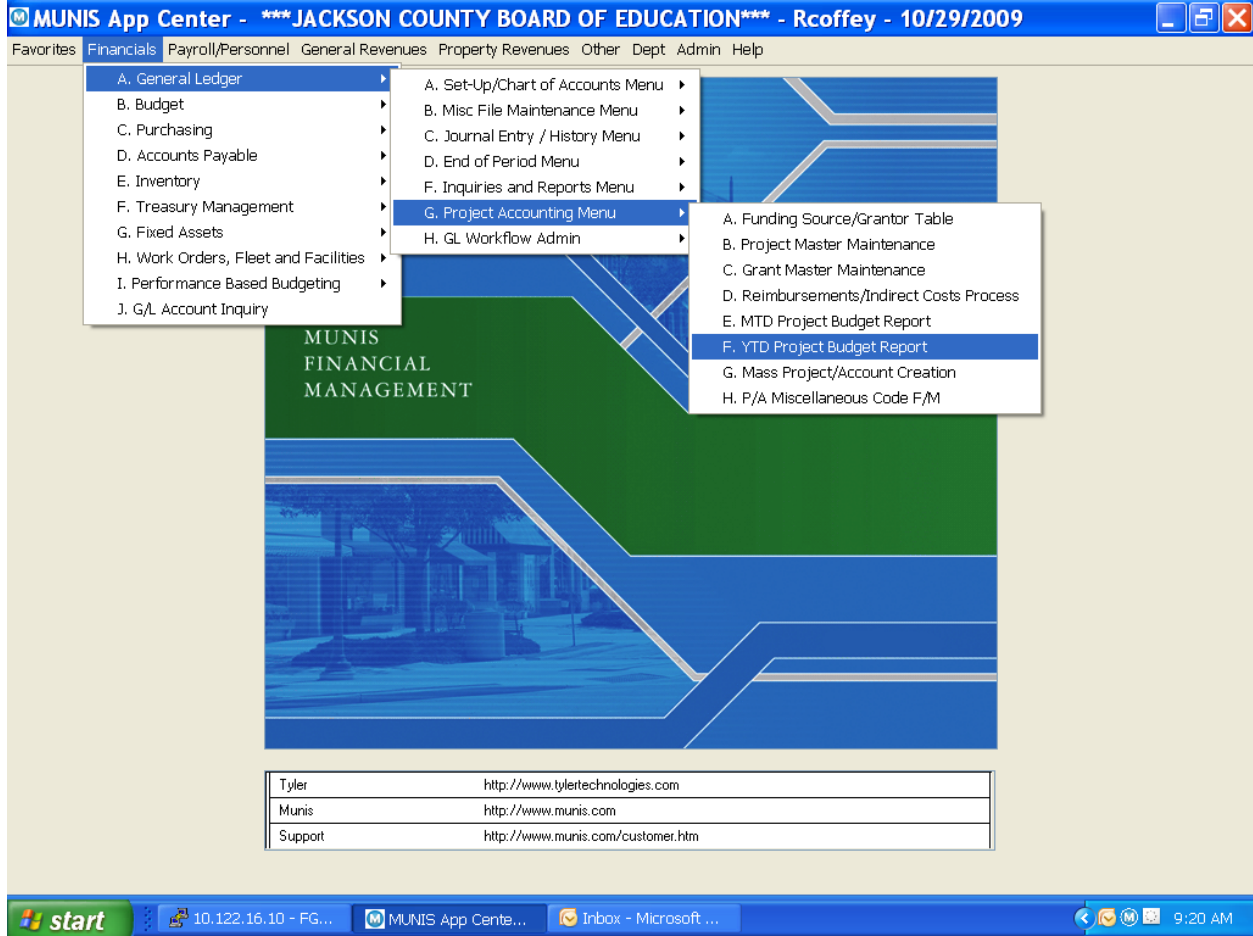
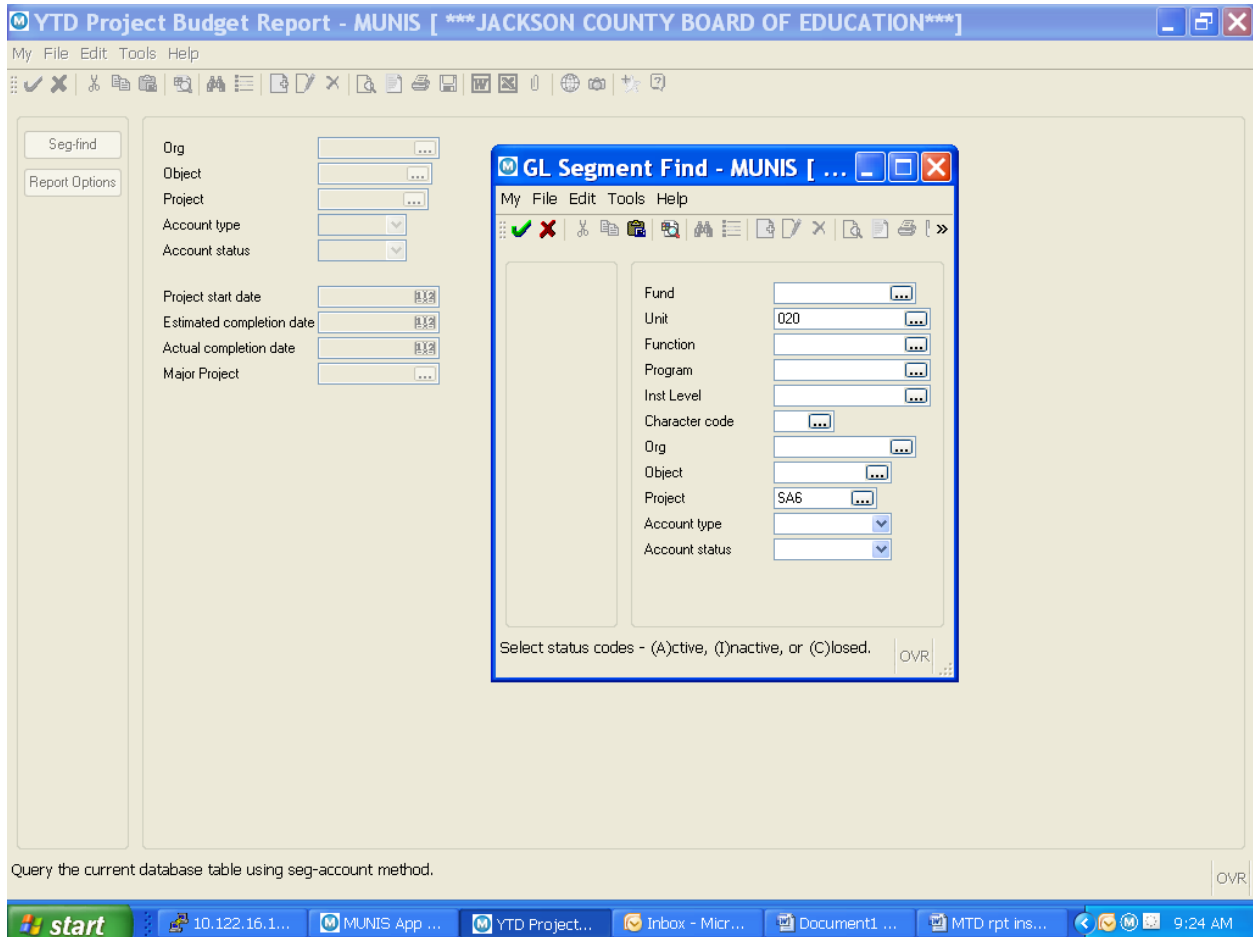


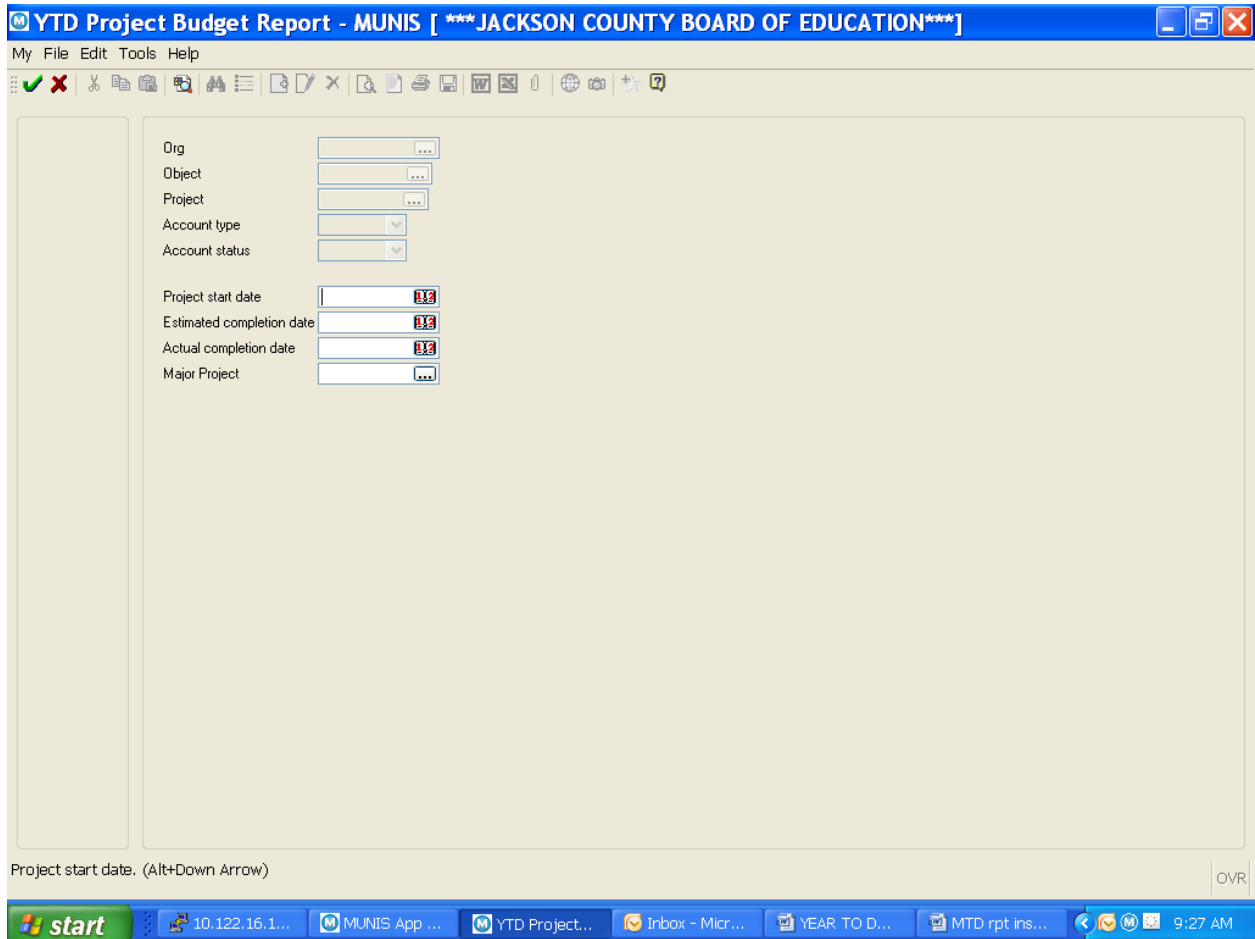
**YEAR TO DATE REPORT INSTRUCTION
FOR SECTION 6 FUNDS**



Follow above screen to get to the YTD Project Budget Report option (F). 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 YTD report option.



From this screen click on Seg-find. Enter your school number in the Unit box and SA6 in the Project box. Then click the green arrow.



Click the green arrow.

Go to next page.

YTD Project Budget Report - MUNIS [***JACKSON COUNTY BOARD OF EDUCATION***]

My File Edit Tools Help

Seg-find
Report Options

Org
Object
Project
Account type
Account status
Project start date
Estimated completion date
Actual completion date
Major Project

YTD Project Budget Report Options

My File Edit Tools Help

	Field #	Total	Page Break	
Sequence 1	1	Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	9	Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3	0		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	0		<input type="checkbox"/>	<input type="checkbox"/>

Description: Full
 Format type: 1 = Standard format
 Year/period: Within year/period 2010 / 4
 Print revenue as credit
 Totals only
 Suppress zero balance accts
 Print full GL account
 Double space
 Use Inception Budget/Actuals
 Print journal detail
 From yr/period: Within year/period 2010 / 4
 To yr/period: Within year/period 2010 / 4
 Sort by: Journal entries
 Detail format: 1 - Standard format

Field number of this sequence level.

Query the current database table using seg-account method.
54 Records found.

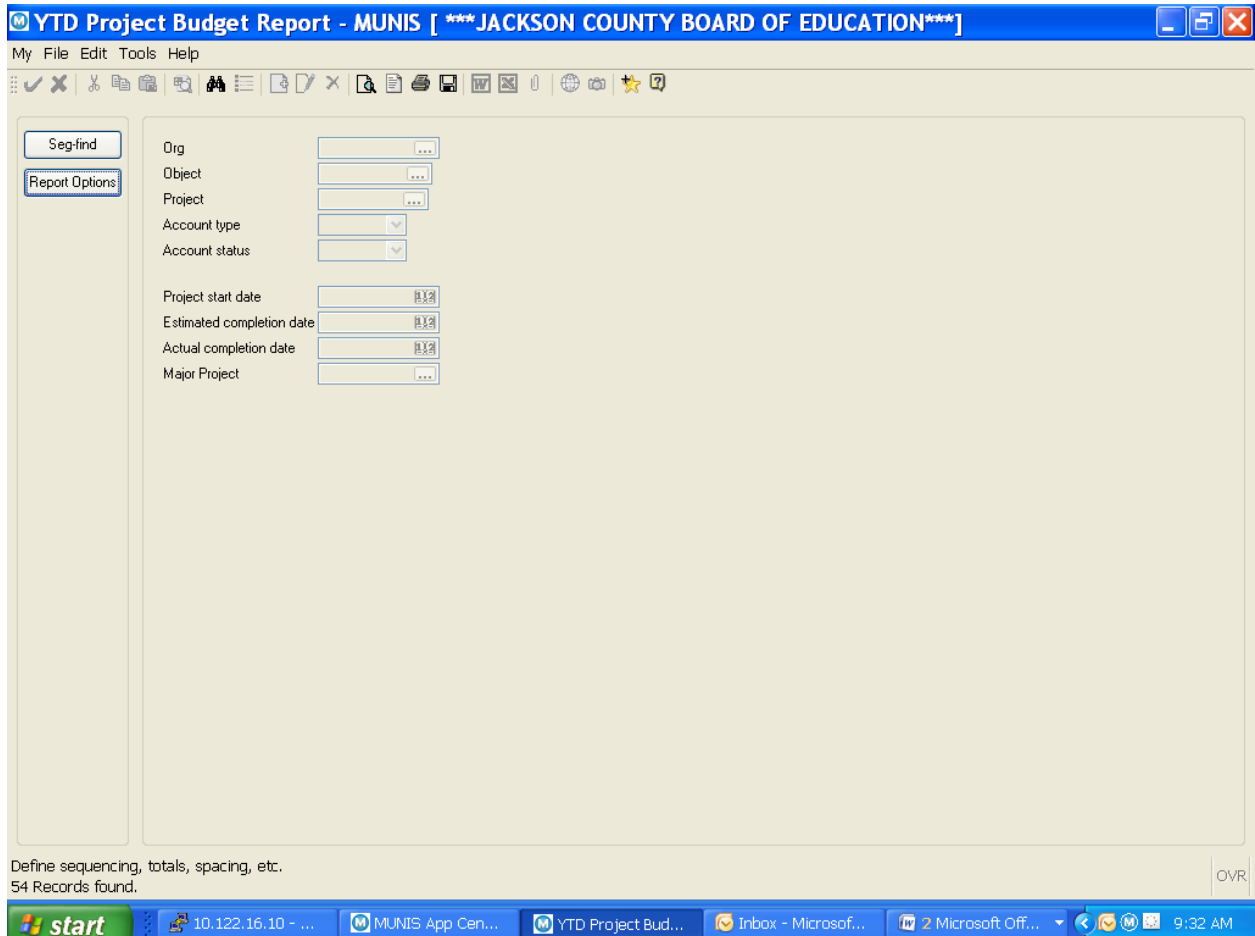
OVR

start 10.122.16.1... MUNIS App ... YTD Project... Inbox - Micr... YEAR TO D... MTD rpt Ins... 9:28 AM

Click on Report Options. Enter as above to see totals only.

If you wish to see detail then click on the Print journal detail box and enter the periods you wish to view. (July is period 1, August-period 2, September-period 3, etc.)

Click green arrow.



You will be taken back to this screen. You should see (# Records found) on the left bottom of the screen.

At this point you may print or display the report by clicking on File and choosing an option, or by clicking on the display or printer icon on the top of the screen.