

Budget to Actual (with Encumbrances) Report

This report will show how much money the selected budget account code has in its budget, what has been spent, encumbered amounts, and how much money is left.

The screenshot shows the BusinessPlus interface. On the left is a 'Complete Menu' with options: AP Accounts Payable, BQ Bid/Quote Mgmt (Triad), FA Fixed Assets, PE Person/Entity Database, PO Purchasing, and SI Stores Inventory. The main area is titled 'PR/PO' and contains a sub-menu with 'POUPPR Purchase Requests' and 'POUPRC Receiving Information'. To the right is a 'Reports' list with items: 1226 - POST Report by PO#, 1227 - POST Report by PR#, 1232 - Open PR Status, 1233 - Open PO Report, 1234 - PO's by Location Project, 1225 - Vendor Information (PhoneAddress), 1235 - Receiving Information, 1279 - Assets by Location, Bldg and Room, 1290 - Bid Number Report, and 1261 - Budget to Actuals with Encumbrances (GLIQBA). A blue box with an arrow points to the 'PR/PO' tab in the top navigation bar, containing the text: '- Sign into B+' and '- Click on your PR/PO tab'. Another blue box with an arrow points to the '1261 - Budget to Actuals with Encumbrances (GLIQBA)' report, containing the text: 'Click on Budget to Actuals with Encumbrances (GLIQBA)'.

The screenshot shows the configuration screen for the '1261 - Budget to Actuals with Encumbrances (GLIQBA)' report. At the top, it says 'Selection Criteria' with a dropdown menu set to 'Selection by Org Key'. Below are four input fields with labels and callouts: 'Enter the Report Date:' with a callout 'The date will default to the current date but can be changed by using the calendar icon to the right of the date box or typing in the date you want.' and a date field containing '07/10/2023'; 'Enter the Org Key:' with a callout 'Enter the budget account code.' and a text field containing '102510000'; 'Enter the Function/Object:' with a text field containing '%'; and 'Enter the Fiscal Year:' with a callout 'The fiscal year will default to the current year. To look at previous fiscal years, enter a different date above and the corresponding fiscal year.' and a text field containing '2024'. At the bottom right are three buttons: 'Add Prompt', 'Cancel', and 'Submit'.

Charlotte County Public Schools
Budget to Actual (with Encumbrances)

Fiscal: 2024
Ledger: GL

Org Key: 1025100000 Deep Creek Elementary

Report Date: 07/10/2023 Period: 1

Description	Budget Amount	YTD Actual	Encumbrances	Balance
5100350 Basic (K-12)/Reprs & Maint	\$500.00	\$0.00	\$0.00	\$500.00
5100373 Basic (K-12)/Postage	\$400.00	\$0.00	\$0.00	\$400.00
5100392 Basic (K-12)/Printing	\$3,000.00	\$0.00	\$0.00	\$3,000.00
5100510 Basic (K-12)/Supplies	\$6,000.00	\$0.00	\$0.00	\$6,000.00
7300373 Schl Admin/Postage	\$250.00	\$0.00	\$0.00	\$250.00
7300392 Schl Admin/Printing	\$1,000.00	\$0.00	\$0.00	\$1,000.00
7300510 Schl Admin/Supplies	\$2,500.00	\$0.00	\$0.00	\$2,500.00
7300795 Schl Admin/Other Misc Exp	\$8,110.00	\$0.00	\$0.00	\$8,110.00
7900510 Oper Plant/Supplies	\$13,250.00	\$0.00	\$0.00	\$13,250.00
8100395 Maint Plant/Oth Purch Serv	\$7,000.00	\$0.00	\$0.00	\$7,000.00
Total Revenue:	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense:	\$42,010.00	\$0.00	\$0.00	\$42,010.00
Net (RV - XP):	(\$42,010.00)	\$0.00	\$0.00	(\$42,010.00)

Clicking this icon will turn the report into a PDF document so it can be saved or printed. NOTE: The "drill down" feature will not work on a PDF document.

Drill to Report

When the mouse pointer hovers over the blue numbers it will turn into a hand. That means you can click or "drill down" to get more information about that number.