

Step 1 Expenditures:

GL > Reports > OR-Budget Development Report

1. Actions > Generate Records
2. Choose the following Selection Parameters:

Type	Expenditure
Account Selection	Leave Blank
Budget Definition	Choose the Definition you created
Element Ranges	Leave All Blank
Report Name	Type in name of your choosing

- a. Click OK
- b. Verify the total in the Proposed Column is the correct amount

3. Actions > Account Crosswalk Setup
 - a. Account Type: Expenditures
 - b. Click Apply Selection (do this every time because if there is something already on the screen, it doesn't change unless you hit apply selection)
 - c. Actions > Import Missing Accounts
 - d. Actions > Element Crosswalk and enter the following:

Fund	1
Function	4
Object	9
Center	12
Area	15
Sub Area	0

- e. Click Apply. Once completed, a message regarding how many account lines were updated will pop up. Click OK.
- f. Go back to OR-Budget Development screen. Make sure the expenditure report you generated is listed in Report Name field. If not, choose the report > Apply Selection.
- g. Actions > Apply Crosswalk > Yes. You will receive a message when completed.
- h. Click OK. You should now see that in the new account column the leading "0" is dropped from the object.

Step 2 Revenue:

GL > Reports > OR-Budget Development Report

1. Actions > Generate Records
2. Choose the following Selection Parameters:

Type	Revenue
Account Selection	Leave Blank
Budget Definition	Choose the Definition you created
Element Ranges	Leave All Blank
Reverse Signs	Check
Report Name	Type in name of your choosing

- a. Click Ok
- b. Verify the total in the 1819 Proposed Column is the correct amount

3. Actions > Account Crosswalk Setup

- a. Account Type: Revenue
- b. Click Apply selection (do this every time because if there is something already on the screen, it doesn't change unless you hit apply selection)
- c. Actions > Import Missing Accounts
- d. Actions > Element Crosswalk and enter the following:

Fund	1
Function	8
Object	0
Center	0
Area	0
Sub Area	0

- e. Apply Selection
- f. Click Ok. This takes you back to the main screen.
- g. Make sure 1819 Revenues are still in report name
- h. Action and click Apply crosswalk
- i. Click OK, you should now see that in the new account column Fund. Object followed by all zeros.

Step 3 Printing:

1. Actions > Reporting
2. The following window pops up. Please note that your settings are not retained on this screen. It will always default to what is shown in the image.

The items you choose here will depend on how you want your report to look once printed. Items to consider:

- Will you need to add charts and/or graphs?
- Do you want different funds to total differently? 100 Funds to be totaled at the Function level but Special Revenue Funds just total at the Fund level.
- Where do you want totals to show? By Fund only, by Function, by Object?

Function = Individual Function (1111, 1112, 1131, 1132, etc.)

Major Function = Rollup Function (1000, 2000, 3000, 4000 etc.)

TIP: choose items and review the reports until you get it to look like you want. Screen shot your settings for next year!

A very basic report might look like this:

Oregon Budget Development Report

Report Name: 18/19 Expenditures
 Collapse Mask: ????.?????.????.????.???

Element Ranges

Fund Beginning:	100	Ending:	100
Function Beginning:	1100	Ending:	1140
Object Beginning:		Ending:	
Center Beginning:		Ending:	
Area Beginning:		Ending:	
SubArea Beginning:		Ending:	

Show Actual Numbers Remove Fund Total
 Bounding For Total Remove Function Detail
 Show Center and Area Remove Total Function
 Suppress Footer Remove Major Function
 Include Page Number Remove Area Information
 Page Break By Function Remove Total Area
 Page Break By Major Function Remove Object Detail
 Page Break By Center Remove Major Object

Starting Page #: 1

School Info

Requirements Report

	Actual 1516	Actual 1617	Adopted 1718	Adopted 1718 FTE	Proposed 1819	Proposed 1819 FTE	Approved 1819	Adopted 1819	Adopted 1819 FTE
Fund 100 General Fund									
Function 1100 Regular Programs									
210 Public Employees Retirement System	15,682.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240 Contractual Employee Benefits	4,656.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Function 1111 Elementary K-5									
111 Licensed Salaries	739,096.72	767,882.40	840,609.00	17.50	866,486.00	18.00	866,486.00	866,486.00	18.00
112 Classified Salaries	59,257.62	67,673.59	73,937.00	4.00	70,788.00	4.25	70,788.00	70,788.00	4.25
121 Substitutes - Licensed	38,553.46	40,772.29	31,000.00	0.00	30,000.00	0.00	30,000.00	30,000.00	0.00
122 Substitutes - Classified	4,636.04	6,966.34	5,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00	0.00
123 Substitutes - Licensed	0.00	7,351.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
356 Student and Blind	0.00	710.80	0.00	0.00	1,300.00	0.00	1,300.00	1,300.00	0.00
390 Other General Professional and Technological Serv	374.00	486.75	400.00	0.00	400.00	0.00	400.00	400.00	0.00

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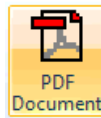
Requirements Report

	Actual 1516	Actual 1617	Adopted 1718	Adopted 1718 FTE	Proposed 1819	Proposed 1819 FTE	Approved 1819	Adopted 1819	Adopted 1819 FTE
Fund 100 General Fund									
Function 1132 High School Extra-curricular									
216 OPRP Employer Contrib	2,217.96	1,836.52	1,871.00	0.00	3,808.00	0.00	3,808.00	3,808.00	0.00
220 Social Security Administration	9,302.46	9,826.51	9,232.00	0.00	9,587.00	0.00	9,587.00	9,587.00	0.00
231 Workers Compensation	813.51	1,060.40	1,157.00	0.00	1,193.00	0.00	1,193.00	1,193.00	0.00
542 Replacement Equipment Purchase	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640 Dues and Fees	4,966.63	8,048.75	8,250.00	0.00	7,150.00	0.00	7,150.00	7,150.00	0.00
Total Fund 100 General Fund	3,543,032.49	3,743,607.30	4,162,965.00	48.41	3,811,769.00	44.90	3,811,769.00	3,811,769.00	44.90

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If you use Adobe Pro and would like to add charts and/or graphs you will want to suppress the footer. This example is totaling by function and then also page breaking by the function.

Once you have the report in report viewer choose the PDF Document icon. Once saved, open the document in Adobe Pro to work with footers and add charts.



Oregon Budget Development Report

Report Name: 18/19 Expenditures

Collapse Mask: ????.?????.????.????.???

Element Ranges:

Fund Beginning: 100	Ending: 100
Function Beginning: 1100	Ending: 1140
Object Beginning: 	Ending:
Center Beginning: 	Ending:
Area Beginning: 	Ending:
SubArea Beginning: 	Ending:

Show Actual Numbers Remove Fund Total
 Rounding For Total Remove Function Detail
 Show Center and Area Remove Total Function
 Suppress Footer Remove Major Function
 Include Page Number Remove Area Information
 Page Break By Function Remove Total Area
 Page Break By Major Function Remove Object Detail
 Page Break By Center Remove Major Object

Starting Page #: 1

School Info										
Requirements Report										
Fund 100 General Fund										
Function 1100 Regular Programs										
	Actuals 1516	Actuals 1517	Adopted 1718	Adopted 1718 FTE	Proposed 1819	Proposed 1819 FTE	Approved 1819	Adopted 1819	Adopted 1819 FTE	
210 Public Employees Retirement System	15,882.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240 Contractual Employee Benefits	4,855.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Function 1100 Regular Programs	20,338.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Requirements Report										
Fund 100 General Fund										
Function 1111 Elementary K-5										
	Actuals 1516	Actuals 1517	Adopted 1718	Adopted 1718 FTE	Proposed 1819	Proposed 1819 FTE	Approved 1819	Adopted 1819	Adopted 1819 FTE	
111 Licensed Salaries	739,096.72	767,882.40	840,809.00	17.50	865,485.00	18.00	865,485.00	865,485.00	18.00	
112 Classified Salaries	59,257.62	67,673.59	73,937.00	4.00	70,785.00	4.25	70,785.00	70,785.00	4.25	
121 Substitutes - Licensed	38,653.16	40,772.29	31,000.00		30,000.00	0.00	30,000.00	30,000.00	0.00	
Non-durable items	1,366.00	2,001.00	6,773.00		6,793.00		6,793.00	6,793.00		
470 Computer Software	0.00	120.59	8,995.00	0.00	8,490.00	0.00	8,490.00	8,490.00	0.00	
Total Function 1111 Elementary K-5	1,375,944.27	1,433,514.66	1,605,864.00	21.50	1,591,805.00	22.25	1,591,805.00	1,591,805.00	22.25	