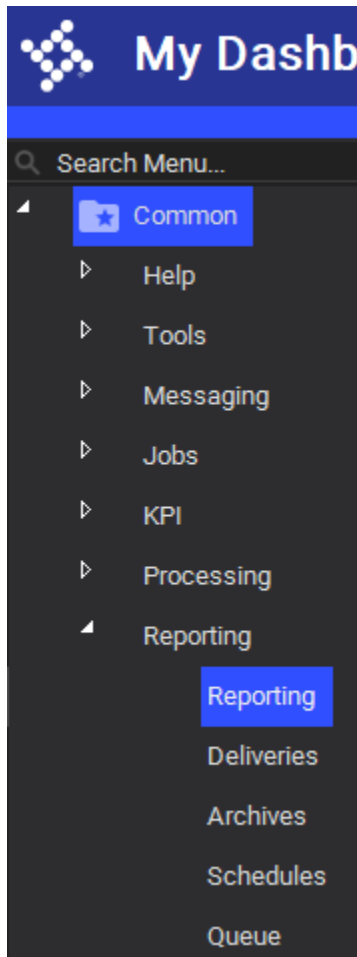


## Guide to Running A Budget Report

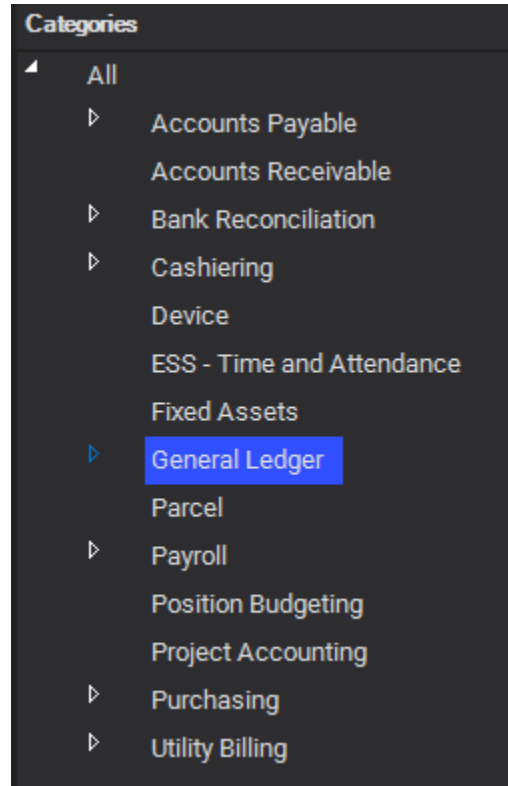
1. Open and log in to Incode 10



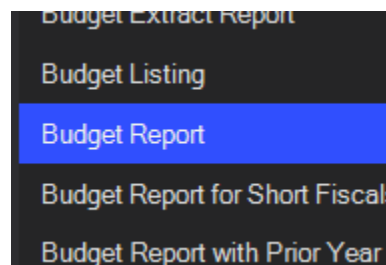
2. On “My Dashboard”, select the arrow dropdown next to Common, then the arrow next to reporting and click on Reporting in the drop down menu.



3. A new Window should appear on the main section of the screen, with a selection of categories on the right side. From the options, click General Ledger.

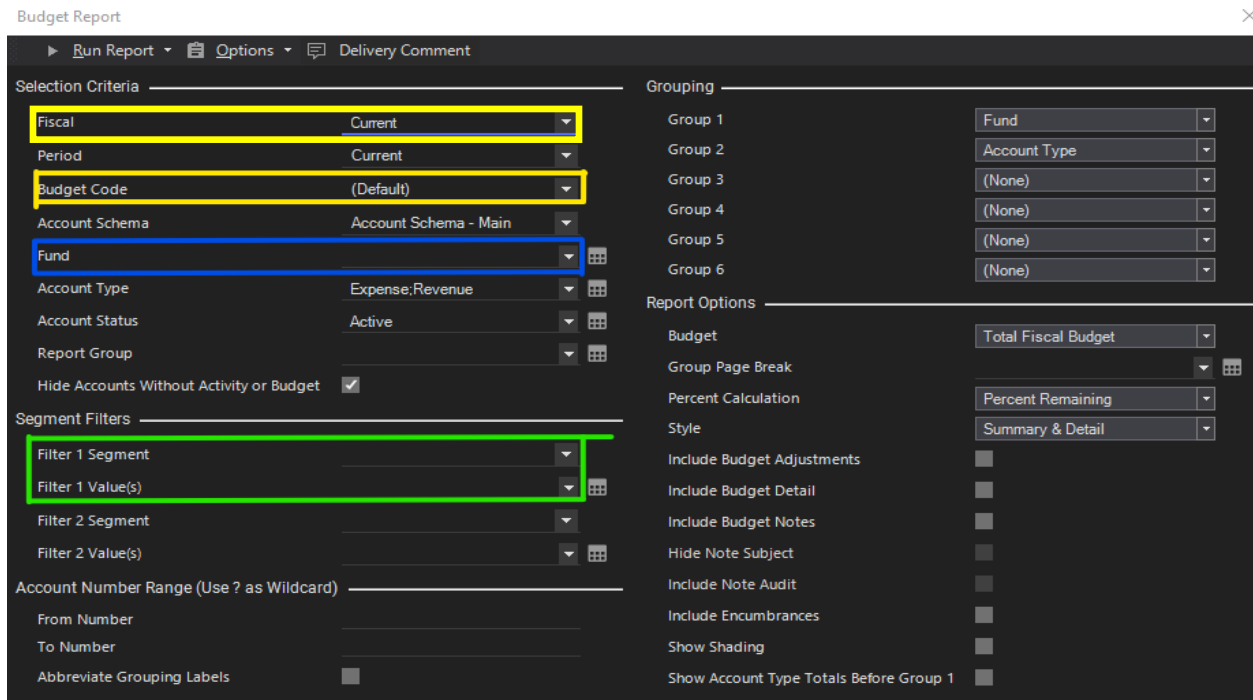


4. A list of reports will appear, double click on Budget Report.



Continued next page

5. A menu for you to select options for the report will appear

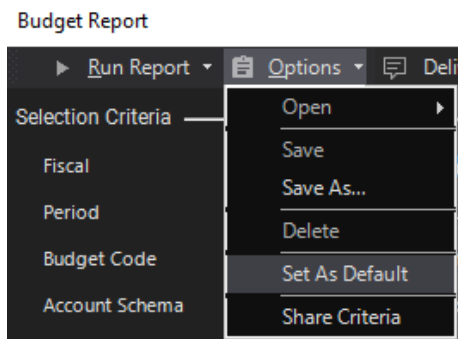


On this menu there are a few important options to select.

In **Yellow**, if you want to run a Budget Report for a different fiscal year, you can change these options to match your desired fiscal year and budget respectively.

In **Blue**, you can specify a particular fund such as 302 Water and Sewer, 312 Airport, or 001 General.

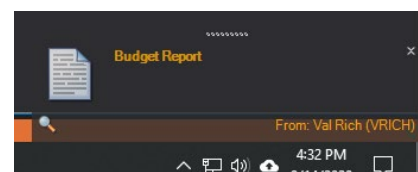
In **Green**, you can select the Department segment, and type a specific department in the Value line to narrow down to see only your specific department. Below is an example producing a 2020 Finance Budget Report.



6. Once your options have been selected, you can save the settings as the default for your future reports. You can do this by selecting options at the top, then clicking Set As Default.

7. When ready, you can click run report at the top to get your report. A small popup in the bottom right corner will appear when complete, seen below. Or another location to retrieve the report is on the left side menu below Reporting is Deliveries, seen in step 2 image. This is where completed reports are stored for you to review as well.

For additional help or questions you can reach out to Val Rich, ext. 2237.



# 2020 Finance Budget Report Example

## Budget Report

Run Report Options Delivery Comment

**Selection Criteria**

Fiscal: Current  
 Period: Current  
 Budget Code: FY 2020 Adopted Budg FY 202  
 Account Schema: Account Schema - Main  
 Fund: 001  
 Account Type: Expense,Revenue  
 Account Status: Active  
 Report Group:   
 Hide Accounts Without Activity or Budget

**Segment Filters**

Filter 1 Segment: Department  
 Filter 1 Value(s): 111  
 Filter 2 Segment:   
 Filter 2 Value(s):   
 Account Number Range (Use ? as Wildcard)  
 From Number:   
 To Number:   
 Abbreviate Grouping Labels

**Grouping**

Group 1: Fund  
 Group 2: Account Type  
 Group 3: (None)  
 Group 4: (None)  
 Group 5: (None)  
 Group 6: (None)

**Report Options**

Budget: Total Fiscal Budget  
 Group Page Break:   
 Percent Calculation: Percent Remaining  
 Style: Summary & Detail  
 Include Budget Adjustments  
 Include Budget Detail  
 Include Budget Notes  
 Hide Note Subject  
 Include Note Audit  
 Include Encumbrances  
 Show Shading  
 Show Account Type Totals Before Group 1



City of Ennis

## Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 09/30/2020

|                               | Original<br>Total Budget          | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining    |
|-------------------------------|-----------------------------------|-------------------------|--------------------|--------------------|--|-------------------------|
| <b>Fund: 001 - General</b>    |                                   |                         |                    |                    |  |                         |
| <b>Expense</b>                |                                   |                         |                    |                    |  |                         |
| <a href="#">001-111-41010</a> | Salaries and Wages                | 241,788.00              | 238,570.00         | 9,691.89           | 239,862.39                             | -1,292.39 -0.54 %       |
| <a href="#">001-111-41040</a> | Longevity                         | 1,100.00                | 1,100.00           | 0.00               | 1,100.00                               | 0.00 0.00 %             |
| <a href="#">001-111-41070</a> | Cell Phone Allowance              | 1,200.00                | 1,200.00           | 0.00               | 0.00                                   | 1,200.00 100.00 %       |
| <a href="#">001-111-41080</a> | Performance Pay                   | 6,000.00                | 0.00               | 0.00               | 0.00                                   | 0.00 0.00 %             |
| <a href="#">001-111-41501</a> | Employee Retirement               | 41,727.18               | 41,177.01          | 1,640.34           | 40,922.35                              | 254.66 0.62 %           |
| <a href="#">001-111-41502</a> | FICA                              | 18,496.78               | 18,250.60          | 714.05             | 18,028.25                              | 222.35 1.22 %           |
| <a href="#">001-111-41503</a> | Unemployment Insurance            | 380.08                  | 380.08             | 0.00               | 568.22                                 | -188.14 -49.50 %        |
| <a href="#">001-111-41505</a> | Employee Insurance                | 35,345.52               | 35,345.52          | 2,315.65           | 46,295.68                              | -10,950.16 -30.98 %     |
| <a href="#">001-111-41506</a> | Vacation Buyback                  | 2,324.88                | 2,324.88           | 0.00               | 0.00                                   | 2,324.88 100.00 %       |
| <a href="#">001-111-42002</a> | Software and Hardware             | 0.00                    | 0.00               | 855.00             | 855.00                                 | -855.00 0.00 %          |
| <a href="#">001-111-42010</a> | Office Supplies                   | 1,500.00                | 1,500.00           | 6.59               | 1,417.97                               | 82.03 5.47 %            |
| <a href="#">001-111-44010</a> | Telephone                         | 3,000.00                | 3,000.00           | 251.77             | 5,151.55                               | -2,151.55 -71.72 %      |
| <a href="#">001-111-44040</a> | Other Services                    | 0.00                    | 0.00               | 75.80              | 75.80                                  | -75.80 0.00 %           |
| <a href="#">001-111-44043</a> | Contract Services                 | 5,087.00                | 35,087.00          | 437.50             | 587.50                                 | 34,499.50 98.33 %       |
| <a href="#">001-111-47007</a> | Training and Travel               | 7,000.00                | 7,000.00           | 0.00               | 4,103.71                               | 2,896.29 41.38 %        |
| <a href="#">001-111-47120</a> | Dues & Subscriptions              | 1,874.00                | 1,874.00           | 0.00               | 290.00                                 | 1,584.00 84.53 %        |
|                               | <b>Expense Total:</b>             | <b>366,823.44</b>       | <b>386,809.09</b>  | <b>15,988.59</b>   | <b>359,258.42</b>                      | <b>27,550.67 7.12 %</b> |
|                               | <b>Fund: 001 - General Total:</b> | <b>366,823.44</b>       | <b>386,809.09</b>  | <b>15,988.59</b>   | <b>359,258.42</b>                      | <b>27,550.67 7.12 %</b> |
|                               | <b>Report Total:</b>              | <b>366,823.44</b>       | <b>386,809.09</b>  | <b>15,988.59</b>   | <b>359,258.42</b>                      | <b>27,550.67 7.12 %</b> |