

# How to run Budget to Actual Report

Main Menu > PPS Reports & Processes > Budget to Actual Report

- Enter Run Control ID, then click [Search] (generally initials, lowercase; if you haven't created a Run Control ID before, you will want to select the Add a New Value tab).



## Budget to Actual Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

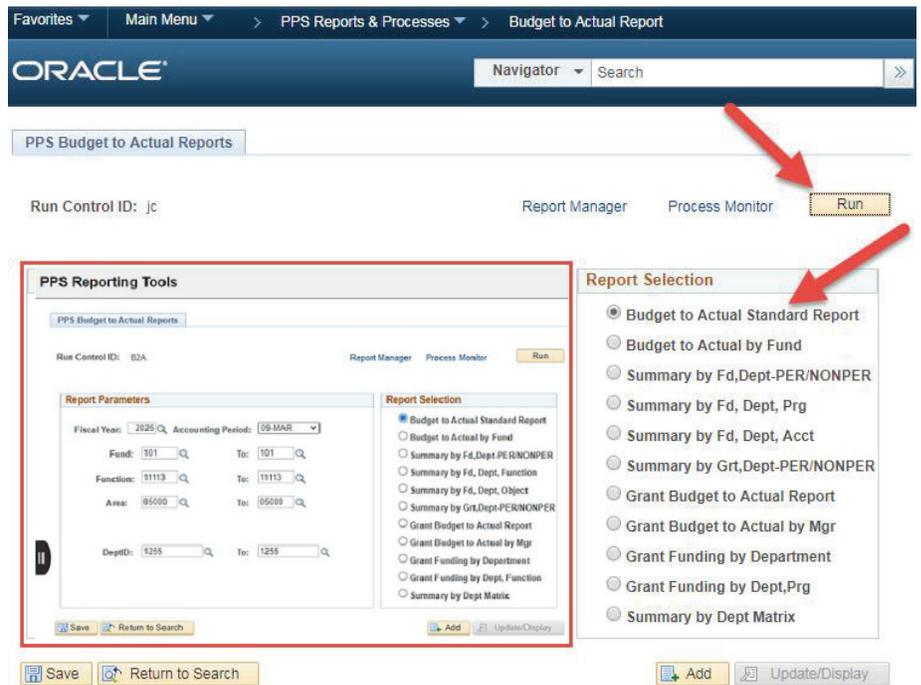
Run Control ID: begins with | jc

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

- Under Report Parameters window: Enter the Fiscal Year 2025
- Select Accounting Period – Selecting a specific month will give you a snapshot of all information for that month, as well as everything up until that month. Selecting “12-JUN” will give you all information for the entire fiscal year.
- Enter “101” in both Fund: and To: fields.
- Enter your department number in both DeptID: and To: fields.
- Enter the following for Program: and To: fields:
  - “11113” for elementary schools
  - “11213” for middle schools
  - “11313” for high schools
- Enter “05000” in both Class: and To: fields.
- Under Report Selection window: Select “Budget to Actual Standard Report”, click [Save] if these are parameters you use frequently, then click [Run].



Process Scheduler Request will pop up:

- Run Date and Run Time will auto-populate.
- Make sure to select \*Type "Window" and \*Format "PDF", then click [OK].

Process Scheduler Request

User ID: jchang1 Run Control ID: jc

Server Name: [Dropdown] Run Date: 07/31/2018 [B] [Reset to Current Date/Time]

Recurrence: [Dropdown] Run Time: 12:45:02PM

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PPS1093G	PPS1093G	SQR Report	Window	PDF	Distribution

OK Cancel

Queued

- This will open a new window that will look like this:

Process Name: PPS1093G PPS1093G  
 Process Instance: 2982879 Process Type: SQR Report

- When the report is finished generating, you should see something like this:

PORTLAND PUBLIC SCHOOLS  
**PPS Budget to Actual Report**  
 Budget to Actual Standard Report

Page No: 1  
 Run Date: 07/31/2018 12:46:32  
 Report ID: PPS1093G

Department: 1131 Abernethy

	Budget FTE	Budget Amount	Current Month Expenditures	Outstanding Encumbrances	Year To Date Expenditures	Remaining Budget Amount	Remaining Budget Percent
Fund: 101 General Fund							
Program: 11113 K-5K-8 Consolidated Budget							
Class: 05000 General Classroom Instruction							
Account 512100 Substitutes - Licensed	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
Account 512400 Temporary Misc - Classified	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
Account 513100 Extended Responsibility-LIC	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
Account 513300 Extended Hours	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
Account 513400 Overtime Pay	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
Account 521000 PERS	0.00	268.00	0.00	0.00	0.00	268.00	100.00%
Account 521310 PERS UAL	0.00	1,199.00	0.00	0.00	0.00	1,199.00	100.00%
Account 522000 Social Security - FICA	0.00	727.00	0.00	0.00	0.00	727.00	100.00%
Account 523100 Workers' Compensation	0.00	86.00	0.00	0.00	0.00	86.00	100.00%
Account 523200 Unemployment Compensation	0.00	19.00	0.00	0.00	0.00	19.00	100.00%
Account 524200 Other Employer Paid Benefits	0.00	25.00	0.00	0.00	0.00	25.00	100.00%
Account 524300 Retiree Health Insurance	0.00	113.00	0.00	0.00	0.00	113.00	100.00%
Account 524530 Early Retirement Benefits	0.00	40.00	0.00	0.00	0.00	40.00	100.00%
Account 531900 Other Instr Prof/Tech Svcs	0.00	2,000.00	0.00	7,500.00	0.00	(5,500.00)	(275.00%)
Account 532410 Leased Copy Machines	0.00	13,500.00	0.00	0.00	0.00	13,500.00	100.00%
Account 541000 Consumable Supplies	0.00	21,542.00	0.00	0.00	0.00	21,542.00	100.00%
Account 555010 Computers	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
Total Salaries and Benefits	0.00	11,977.00	0.00	0.00	0.00	11,977.00	100.00%
Total Supplies and Materials	0.00	38,042.00	0.00	7,500.00	0.00	30,542.00	80.28%
<b>* Class Total 05000</b>	<b>0.00</b>	<b>50,019.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>42,519.00</b>	<b>85.01%</b>
<b>** Program Total 11113</b>	<b>0.00</b>	<b>50,019.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>42,519.00</b>	<b>85.01%</b>
<b>*** Fund Total 101</b>	<b>0.00</b>	<b>50,019.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>42,519.00</b>	<b>85.01%</b>
Total Salaries and Benefits	0.00	11,977.00	0.00	0.00	0.00	11,977.00	100.00%
Total Supplies and Materials	0.00	38,042.00	0.00	7,500.00	0.00	30,542.00	80.28%
<b>**** Department Total 1131</b>	<b>0.00</b>	<b>50,019.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>42,519.00</b>	<b>85.01%</b>

end of report

Report Selection: Budget to Actual Standard Report  
 Fund: 101 Through: 101 Department: 1131 Through: 1131 Program: 11113 Through: 11113 Class: 05000 Through: 05000

The first two columns are your Budget FTE and Budget Amount. Current Month Expenditures is based on your selection under Report Parameters. Outstanding Encumbrances are charges that are known, but haven't been paid out yet. Year To Date Expenditures are items we have already paid out. Remaining Budget Amount is Budget Amount – Outstanding Encumbrances – Year To Date Expenditures. Remaining Budget Percent is Remaining Budget Amount / Budget Amount.