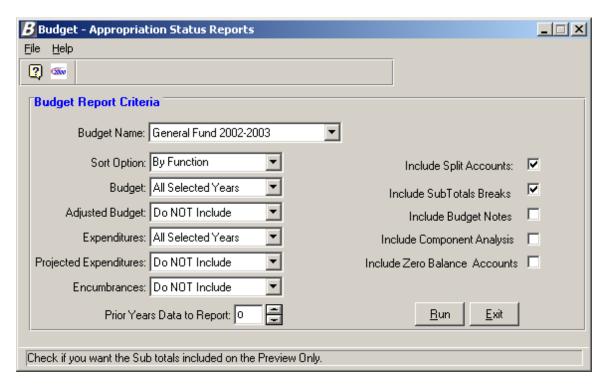# Appropriation Status Report

To access the Appropriation Status Report, select the Appropriation Status option from the Budget Manager Reports tree menu. The Appropriation Status Report routine is used to print a report containing the budget, adjusted budget, expenditures, projected expenditures, and/or encumbrances for each reporting year selected.   You may also choose to include split accounts, subtotal breaks, budget notes, component analysis, and/or zero balance accounts. The report criteria selection window is displayed.

To run the Appropriation Status Report:
1. Enter the name of the budget or use the drop-down list to select a valid appropriation budget name.
2. Specify the report sort by option. The information on the report may be sorted by function, object, location, or ST3 code.
3. **Budget** - Indicate the year(s) for which you wish to include the original budget amount. Choose **All Selected Years** to include the original budget amount for the current year and each prior year specified. Select **Current Fiscal Year** to include the original budget amount for the current fiscal year only. Select **Prior Fiscal Year** to include the original prior year budget amount for each prior year specified. Select **Do NOT Include** if you do not want to include the original budget amount for the current or prior fiscal years.
4. **Adjusted Budget** - Indicate the year(s) for which you wish to include the adjusted budget amount. Choose **All Selected Years** to include the adjusted budget amount for the current year and each prior year specified. Select **Current Fiscal Year** to include the adjusted budget amount for the current fiscal year only. Select **Prior Fiscal Year** to include the adjusted prior year budget amount for each prior year specified. Select **Do NOT Include** if you do not want to include the adjusted budget amount for the current or prior fiscal years.
5. **Expenditures** - Indicate the year(s) for which you wish to include the expenditure amount. Choose **All Selected Years** to include the expenditure amount for the current

year and each prior year specified. Select **Current Fiscal Year** to include the expenditure amount for the current fiscal year only. Select **Prior Fiscal Year** to include the prior year expenditure amount for each prior year specified. Select **Do NOT Include** if you do not want to include the expenditure amount for the current or prior fiscal years.

1. **Projected Expenditures** - Indicate the year(s) for which you wish to include the projected expenditure amount. Projected Expenditures represent the Expensed amount plus the Encumbered amount minus the Liquidated amount.

Expensed Amount	+	Encumbered Amount	-	Liquidated Amount	=	Projected Expenditures

Choose **All Selected Years** to include the projected expenditure amount for the current year and each prior year specified. Select **Current Fiscal Year** to include the projected expenditure amount for the current fiscal year only.   Select **Prior Fiscal Year** to include the projected expenditure amount for each prior year specified. Select **Do NOT Include** if you do not want to include the projected expenditure amount for the current or prior fiscal years.

6. **Encumbrances** - Indicate the year(s) for which you wish to include the encumbrance amounts. Choose **All Selected Years** to include the encumbrance amounts for the current year and each prior year specified. Select **Current Fiscal Year** to include the encumbrance amounts for the current fiscal year only. Select **Prior Fiscal Year** to include the prior year encumbrance amounts for each prior year specified. Select **Do NOT Include** if you do not want to include the encumbrance amounts for the current or prior fiscal years.

7. Enter the number of years of prior data on which you wish to report. Type the number or use the up/down arrows to assist you in finding the correct number.

8. Place a check in the **Include Split Accounts** checkbox if you want the report to include split accounts. The report will then include the details for each split. Leave the box unchecked if you do not want to include split accounts in the report. The report will not display detail for each split.

9. Place a check in the **Include Subtotal Breaks** checkbox if you want the report to provide subtotals for each function, object, location, etc., based on the Sort Option selected. Leave the box unchecked if you do not want the report to include subtotal breaks.

10. Place a check in the **Include Budget Notes** checkbox if you want the report to display budget notes. Leave the box unchecked if you do not want the report to include budget notes.

11. Place a check in the **Include Component Analysis** checkbox if you want the report to break by component (Administrative, Program, and Capital) and to provide grand totals for each component as well as a component percentage analysis. Leave the box unchecked if you do not want a component analysis report.

12. Place a check in the **Include Zero Balance Accounts** checkbox if you want the report to include all accounts that do not have budget detail for both the current and prior years. Leave the box unchecked if you do not want the report to include accounts that have no budget detail for both the current and prior years.

13. Press the Run button. From the Report Output window, select the desired reporting output destination.

A sample report is shown on the following page.

APPROPRIATION BUDGET REPORT BY FUNCTION

ACCOUNT	ACCOUNT NAME		2000-01 BUDGET	2000-01 EXPENSES	2001-02 BUDGET	2001-02 EXPENSES	2002-03 NEW BUDGET
A124010163AO	Substitutes - Clerical		0	0	0	0	4,000
A124015050	Superintendent Salary		5,501	1,277,557	2,000	0	0
A1240150501	Asst Superintendent Salary		13,400	1,727,825	0	0	0
A1240150AO	Salaries - Administrator		0	0	0	0	190,000
A1240160AO	Clerical Salaries		0	0	0	0	75,000
	1240....CHIEF SCHOOL ADMINISTRATOR	*	18,901	3,005,382	2,000	0	269,000
	1200....CENTRAL ADMINISTRATION	**	18,901	3,005,382	2,000	0	269,000
A1320161AO	Salaries - Clerical (Internal Au		0	0	0	0	30,000
	1320....AUDITING	*	0	0	0	0	30,000
A1325161AO	Salaries - Clerical - Treasurer		0	0	0	0	16,000
	1325....TREASURER	*	0	0	0	0	16,000
	1300....FINANCE	**	0	0	0	0	46,000
A1460160AO	Records Mgmt - Clerical Salaries		0	0	0	0	60,000
A1460204AO	Records Mgmt - Equip (Non Instru		0	0	0	0	18,000
	1460....RECORDS MANAGEMENT OFFICER	*	0	0	0	0	78,000
A1480150AO	Administrative Asst		0	0	0	0	80,000
A1480160AO	Non Certificated Administrator		0	0	0	0	40,000
A1480161AO	Salaries - Clerical		0	0	0	0	27,000
A1480169AO	Overtime		0	0	0	0	4,000
	1480....PUBLIC INFORMATION & SERVICES	*	0	0	0	0	151,000
	1400....STAFF	**	0	0	0	0	229,000
A1620150AO	Salaries - Administrator		0	0	0	0	37,000
A1620169AO	Overtime - Custodians/Cleaners		0	0	0	0	5,000
A1620170AO	Salaries - Custodians		0	0	0	0	80,000
A1620203AO	Equipment - Bldg & Grounds		0	0	0	0	10,000
	1620....OPERATION OF PLANT	*	0	0	0	0	132,000
	1600....CENTRAL SERVICES	**	0	0	0	0	132,000
	1999....GENERAL SUPPORT	***	696,371	6,893,401	292,300	1,108,774	1,036,773