

## Reporting with Budget Categories

*AFD-426, AFD-531, APTAFUND-4044*

### Introduction

#### Enhancement of Key Reports Based on Customer Feedback

In response to valuable feedback from our Idea Portal and support tickets, we've introduced NEW **sorting and subtotalling options** to four key reports:

- **Account Summary Report**
- **Account Summary Break Report**
- **Account Summary by Element Report**
- **Proposed Budget Report**

These enhancements are designed to improve **workflow efficiency and productivity** by minimizing the need for manual report manipulation. Additionally, clients who utilize **budget categories in their Chart of Accounts** can now create more **customized reports** with greater ease.

This feature is now **available to all clients**.

### Parameters by Report

**Note: Parameters will vary by report, as each one presents and organizes data differently based on its specific reporting focus. This does not mean these reports will not work in the way they always have. These are additional selections for those who would like to report using the Budget Categories feature.**

#### Account Summary Report:

Users can use Budget Categories as a Subtotal option. For those not using Budget Categories, the same element selections for subtotals are still available. Users may also select to use all Budget Categories, No Budget Categories, or pick from the selection of categories in a multi-select fashion.

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**Account Summary Report (Continued):**

Home  
Reports

Modules [All]

Reports Account Summary Report

[Unnamed Settings] Save Clear

Cycle FY24-25

Begin Date 07/01/2024

End Date 06/23/2025

Account Type Expenditure

Subtotal Elements Budget Category

Account Expression [All]

Budget Category <All Categories>

Subtotal By Account Type No

Include Unposted Transactions No

**Account Summary Break Report:**

Similarly, Users can use Budget Categories as a Subtotal option. as well as the ability to select use **All Budget Categories**, **No Budget Categories**, or pick from the selection of categories in a multi-select fashion. For those not using Budget Categories, the same element selections for subtotals are still available, just like with the Account Summary Report.

Home  
Reports

Modules [All]

Reports Account Summary Break Report

[Unnamed Settings] Save Clear

Cycle FY24-25

Begin Date 07/01/2024

End Date 06/23/2025

Account Type Expenditure

Subtotal Element Budget Category

Break By Element [None]

Account Expression [All]

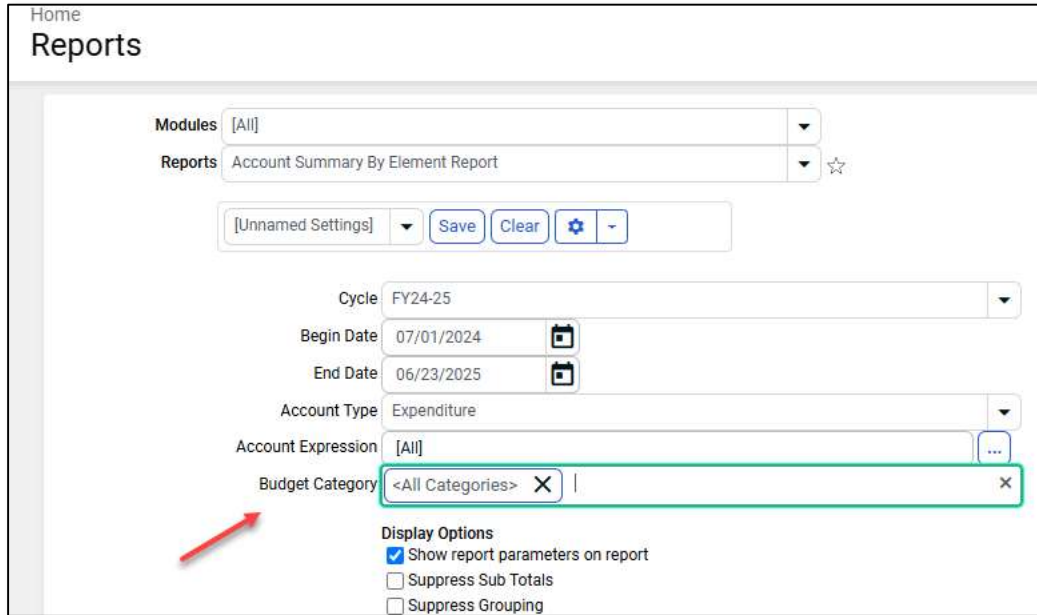
Budget Category <All Categories>

Subtotal By Account Type No

Display Options

### Account Summary By Element Report:

The Budget Categories selection on this report will filter based on users' selections. If users choose All it will bring in all account codes for the type and expression the user has selected. If users choose All Budget Categories, none or select, it will also bring in accounts based on these selections and filter out those which do not fit the criteria.



Home  
Reports

Modules [All]

Reports Account Summary By Element Report

[Unnamed Settings] Save Clear

Cycle FY24-25

Begin Date 07/01/2024

End Date 06/23/2025

Account Type Expenditure

Account Expression [All]

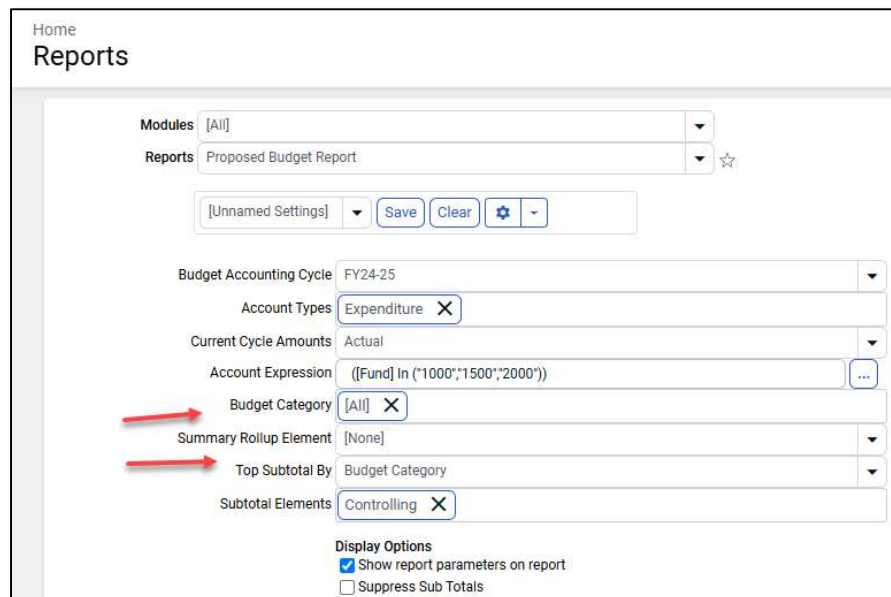
Budget Category <All Categories>

Display Options

- ☒ Show report parameters on report
- ☐ Suppress Sub Totals
- ☐ Suppress Grouping

### Proposed Budget Report:

In a similar fashion the proposed budget report is also allowing the Top Subtotal selection to be by Budget Category. Fund is the option if not using Budget Categories. Also Budget Category also has the same options of ALL, All Categories, No Categories or Select Categories.



Home  
Reports

Modules [All]

Reports Proposed Budget Report

[Unnamed Settings] Save Clear

Budget Accounting Cycle FY24-25

Account Types Expenditure

Current Cycle Amounts Actual

Account Expression ([Fund] In ("1000";"1500";"2000"))

Budget Category [All]

Summary Rollup Element [None]

Top Subtotal By Budget Category

Subtotal Elements Controlling

Display Options

- ☒ Show report parameters on report
- ☐ Suppress Sub Totals