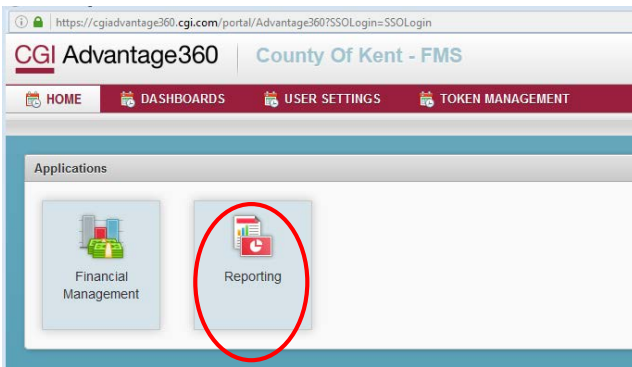
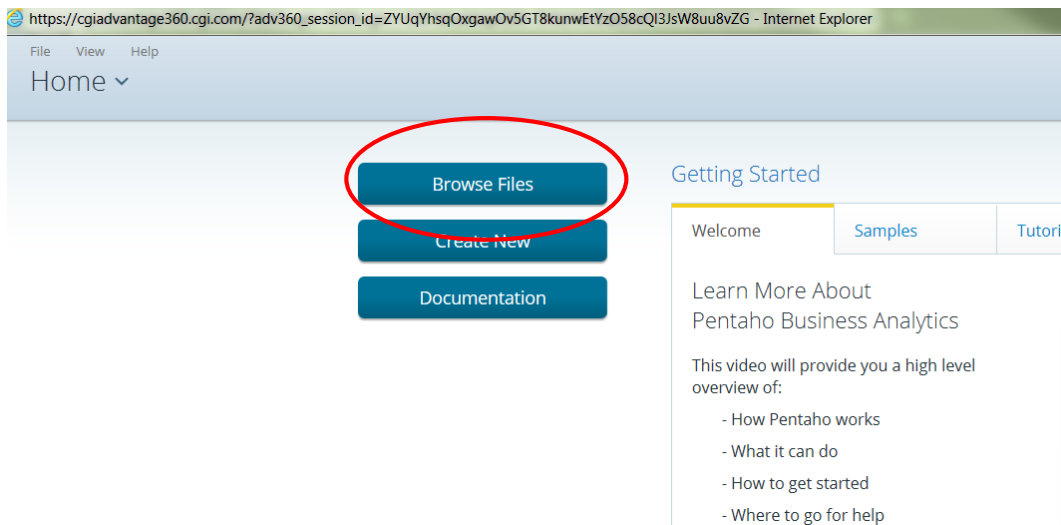


Budget Vs. Actuals Report

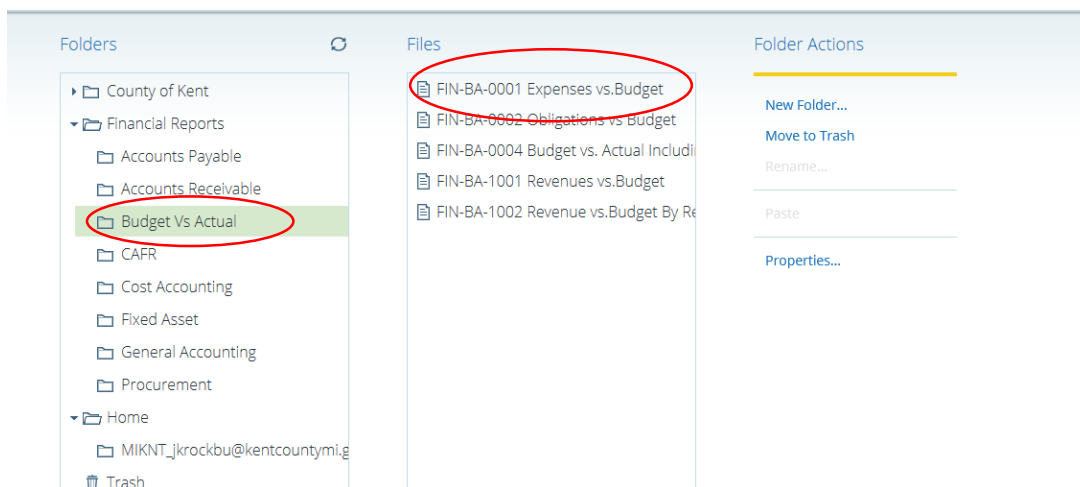
1. Log in to A360. At the A360 portal, select **Reporting**.



2. The Pentaho reporting tool will appear. This may take several seconds to a couple minutes to fully display with the Browse Files/Create New/ and Documentation buttons to appear. Select **Browse Files**



3. Navigate to Financial Reports/Budget Vs Actual and Select the first report in the listing, **FIN-BA-001**



Budget Vs. Actuals Report

- The report will open and display report prompts. Select your reporting criteria. You will want to use the scroll bar under the parameters to move to the right so you can change your report output type to PDF. Next Select **View report**



- Your report will display. If you position your mouse pointer in the bottom middle of the report a toolbar will display where you can select to save or print the report.

Report ID : FIN-BA-0001														
County Of Kent - FMS														
Expenses vs. Budget														
Run Date : 06/13/2016														
Run Time : 05:48 PM, UTC														
For Fiscal Year 2016 / Accounting Period 12														
For Budget Fiscal Year 2016														
Page 7 of 13														
Fund		101 - General Fund												
Department		228 - Information Technology												
Unit		2204 - GIS												
Appropriation		101228000 - Information Technology												
Object	Object Name	Current Period Pre-Encumbrance	Current Period Encumbrance	Current Period Expenditure	YTD Pre-Encumbrance	YTD Encumbrance	YTD Expenditure	ITD Pre-Encumbrance	ITD Encumbrance	ITD Expenditure	Current Budgeted Amount	Unobligated Budget Balance	Percent	
7030	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188,879.00	188,879.00	100.00%	
7070	Other Post Employment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,149.00	6,149.00	100.00%	
7090	Unemployment Compensation (SUTA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	301.00	301.00	100.00%	
7090	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,255.00	14,255.00	100.00%	
7130	Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,193.00	1,193.00	100.00%	
7170	Defined Benefit Pension Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,311.00	14,311.00	100.00%	
7180	Health Insurance Premiums (Current EE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,702.00	42,702.00	100.00%	
7230	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,279.00	5,279.00	100.00%	
8030	Dues & Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355.00	355.00	100.00%	
8630	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,250.00	9,250.00	100.00%	
8690	Education & Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00	3,800.00	100.00%	
9330	Software Maintenance Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73,200.00	73,200.00	100.00%	
9840	Equipment-Computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00%	
Total For Appropriation 101228000 - Information Technology		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	361,174.00	361,174.00	100.00%	
Total For Unit 2204 - GIS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	361,174.00	361,174.00	100.00%	

The screenshot shows a toolbar at the bottom of the report page. It contains several icons: a save icon, a print icon, a home icon, a back icon, a forward icon, a page number indicator '8 / 14', a zoom in icon, a zoom out icon, and a refresh icon. The entire toolbar is circled in red.