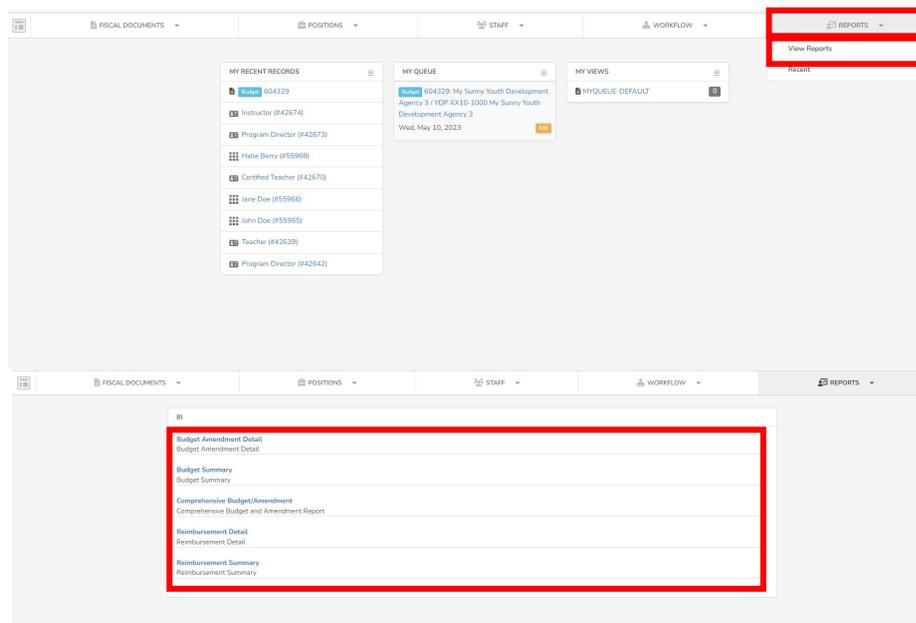


# Fiscal Reports Guide

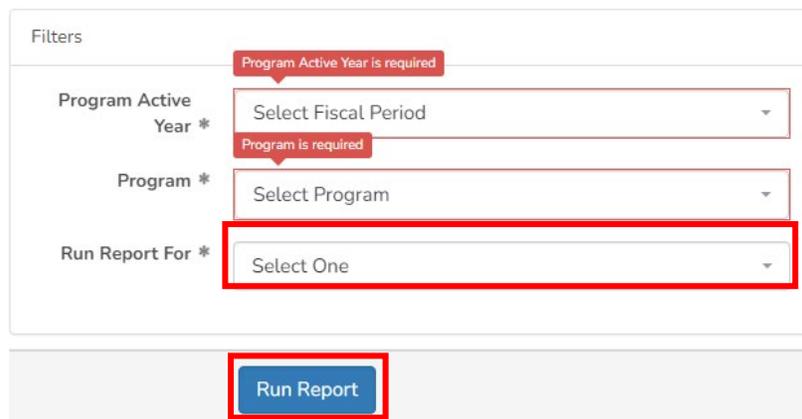
As a way to inform and review your work in **Fiscal**, you can view reports for the four different types of activities you can perform in the **Trust Central Fiscal** module: **Budget and Reimbursements**. This resource will outline how to access these reports and the type of information you can expect to find in each one.

## How to Access Reports

1. Access the **FISCAL** module from the home page or the navigation menu
2. Click **Reports** tab then click on **View Reports**. Click on the specific report you would like to see.



3. For **Budget** and **Reimbursement** reports, you will then arrive at a page where you will select the program for which you are seeking reports by selecting the corresponding **Fiscal Year** from the dropdown, selecting the **Program** from the dropdown, selecting the corresponding option from the third dropdown (varies across reports) , and clicking **Run Report**.



The screenshot shows the Filters section of the interface. It contains three dropdown menus: Program Active Year, Program, and Run Report For. The Run Report For dropdown menu is highlighted with a red box. Below the filters, there is a Run Report button, which is also highlighted with a red box. There are also two error messages: "Program Active Year is required" and "Program is required".



Filters

Program Active Year \* Program Active Year is required

Begin Date

End Date

Program \* Program is required

Status

Reimbursement \*

4. Your report will then be generated then select the **Report Format** you desire.

Filter Refresh Save Report Download XLS Download PDF

COMPREHENSIVE BUDGET/AMENDMENT REPORT  
MY SUNNY YOUTH DEVELOPMENT AGENCY 3 - YDP XX10-1000 MY SUNNY YOUTH DEVELOPMENT AGENCY 3  
FISCAL YEAR 23-24 (8/15/23 - 8/14/24)  
CONTRACT #:  
ORIGINAL BUDGET

Position	Orig Salary	Amended Salary	Orig FICA	Amended FICA	Orig Retirement	Amended Retirement	Orig Insurance	Amended Insurance	Orig Workers Comp	Amended Workers Comp	Orig Unemployment	Amended Unemployment
Certified Teacher (42670)												
Staff: ***TBD (Vacant) (55967)												
Gross:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSC:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



## What You Will Find in Each Fiscal Report

### Budget

- **Budget Amendment Detail** – This report will help you review your work after completing an amendment. Includes the summary of all the accounts, narratives and remaining balances for the selected amendment(s).
- **Budget Summary** – This report provides an at-a-glance overview of a budget, which is helpful as a way to review your work after entering a budget. Includes a summary of salaries, expenses and program funder information in the selected budget.
- **Comprehensive Budget/Amendment** – This report is attached to your contract or contract amendment. Includes a highly detailed view of every salary, non-personnel expenses and narratives included in the original budget and amendments if applicable. This report also is part of The Children's Trust contract.

### Reimbursements

- **Reimbursement Detail** – This report will help you to review the information entered in your reimbursement. It includes a detailed breakdown of payments made by position and budget account for a specific reimbursement period.
- **Summary Reimbursement** – A summary of all the reimbursements submitted for a specific contract year including amounts for each reimbursement and a total for all submitted.