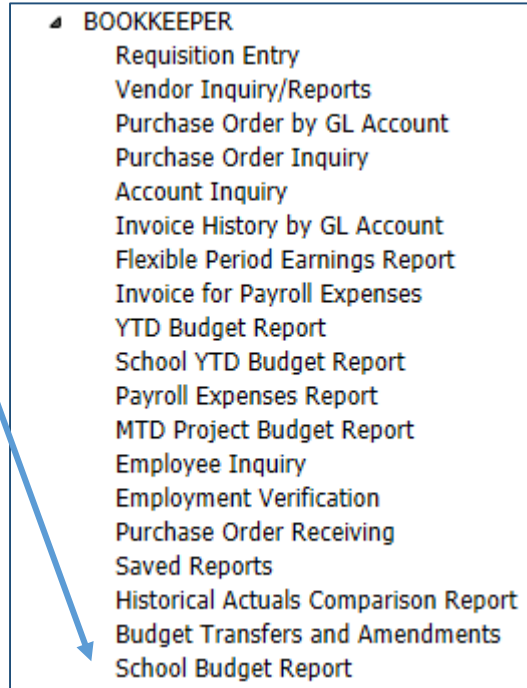
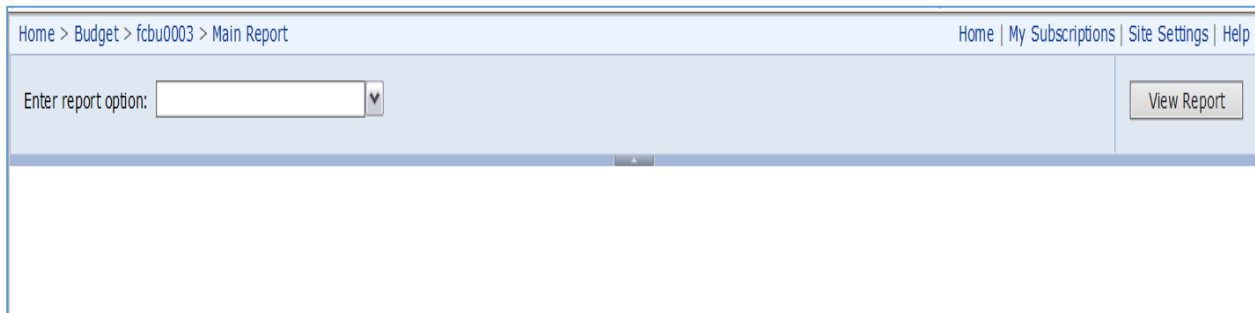


SCHOOL BUDGET REPORT

The new year-to-date budget report for schools is found inside the BOOKKEEPER and MANAGER menus. Select School Budget Report.

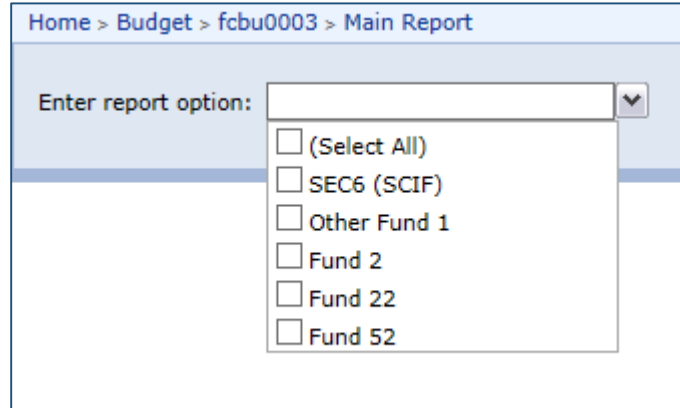


The report server will open to the screen below.

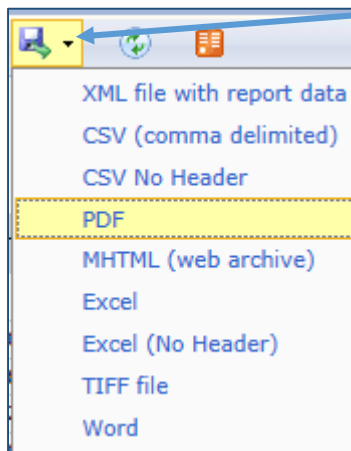


SCHOOL BUDGET REPORT

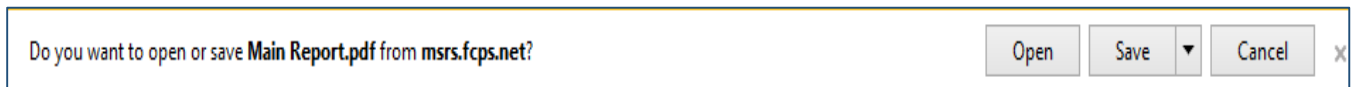
To view all reports together, Select All. Check the boxes next to one or multiple individual reports you want to print, if you do not want all the reports. Next click View Report.



The report/s can be printed and/or saved. From the report Select the arrow next to the Save icon.



Select PDF. The pop-up prompt below will appear. Select Open or Save as desired.



If you choose Save on the prompt shown above, select a location on your desktop or in your documents where you can save future reports as well. Once the report is saved it can be printed as many times as needed or sent as an email attachment.