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Incode Version X — Revenue and Expense Report

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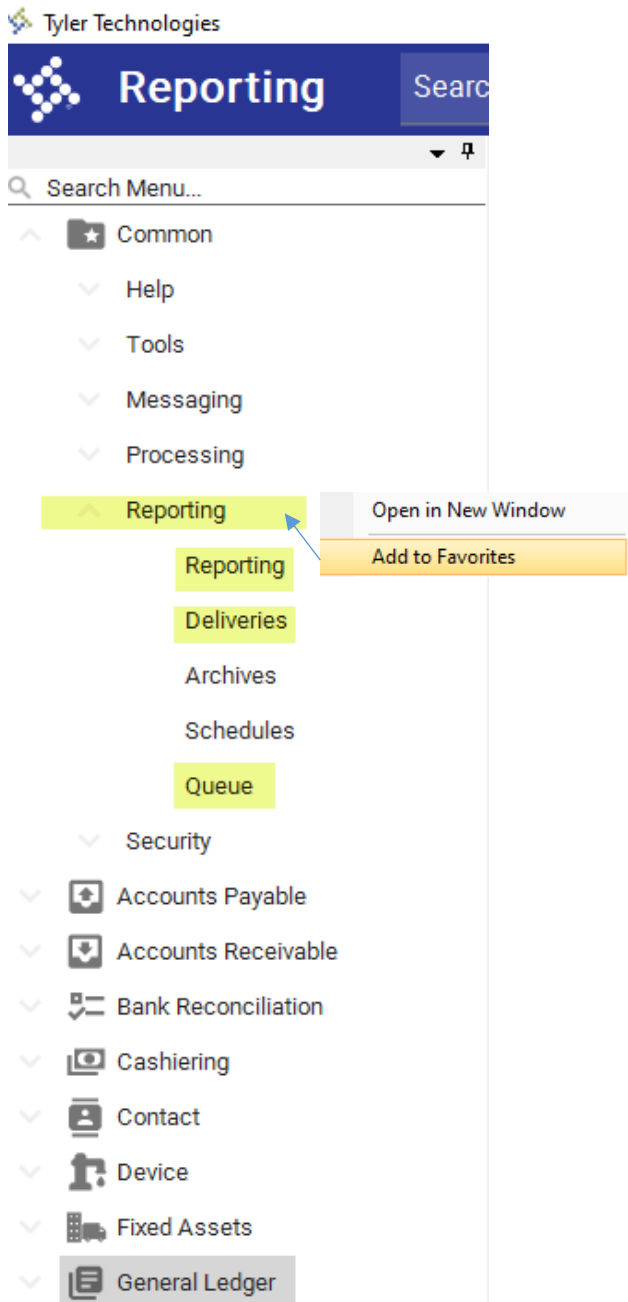
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Report List

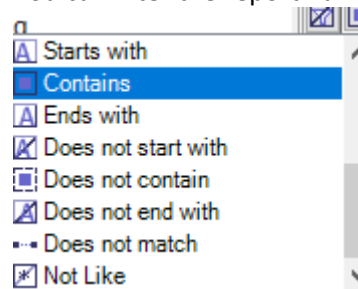
- All reports available for you to run
- Under Menu go to **Common > Reporting**.
- To add this to your Favorites list, right click and select **Add to Favorites**.

This will move Reporting into Favorites. Open Favorites by clicking the “nine box”...



Reporting list:

- Click Report Name column heading to sort list alphabetically.
- You can filter the report name to narrow list.



Example: Contains rev... (or starts with reven)

Report Name	
<input checked="" type="checkbox"/>	reven
<input checked="" type="checkbox"/>	Revenue and Expense
<input type="checkbox"/>	Revenue and Expense - Biennium

- “Revenue and Expense” report for a fiscal year
- “Revenue and Expense – Biennium” is for a 2-year budget.

The only difference between these two reports are the headings, so you’re not running a biennial report that says fiscal year at the top.

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Once you have opened **Reporting** and have that tab at the top of your Incode page, right click on that tab and lock tab, so it will already be there the next time you open Incode.

Report Selections

Sample below reflects running report with totals by Department.

- Fiscal and Budget Code should always be the same.
- Period is selected for the month the activity will be through.
(If June is saved as the default in the template, the total Activity will be YTD, but the monthly Activity Column will be zero until in the month of June.)
- Choose funds or leave blank for all the funds that you have access (see how below this screen).
- Filtering is optional.
 - You may want only one department in the Engineering Fund, so the Fund field would be 680 and the Segment Filter 1 Value = 681 for Management.
 - Additional filtering will shorten the report. Example: To filter for Materials and Services — select Category and Filter Value 420.

Revenue and Expense ×

▶ Run Report ▾ Options ▾ Delivery Comment

Selection Criteria

Fiscal: 2019-2020 ▾

Period: June ▾

Budget Code: 2019-2020 ▾

Account Schema: Account Schema - Main ▾

Fund: 100;180;280;290;320;550;5 ▾

Account Type: Expense;Revenue ▾

Account Status: Active;Inactive ▾

Hide Accounts Without Activity or Budget:

Segment Filters

Filter 1 Segment: Department ▾

Filter 1 Value(s): ▾

Filter 2 Segment: ▾

Filter 2 Value(s): ▾

Grouping

Group 1: Fund ▾

Group 1 Segment: ▾

Group 2: Segment (Select Below) ▾

Group 2 Segment: Department ▾

Group 3: Account Type ▾

Group 3 Segment: ▾

Group 4: Segment (Select Below) ▾

Group 4 Segment: Category ▾

Report Options

Budget: Total Fiscal Budget ▾

Group Page Break: Group 1;Group 2 ▾

Percent Calculation: Percent Used ▾

Percent of Budget: ▾

Style: Summary & Detail ▾

Include Budget Detail:

Include Budget Notes:

Include Encumbrances:

Show Shading:

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Choosing Funds options:


1. Click the down arrow and click on each fund needed for the report.

Fund 50;910;920;930;940 ▼

Account Type 100 - GENERA...
 180 - CAPITAL...

Account Status 200 - LIBRARY...
 215 - MUNICIP...

Hide Accounts Without Activity or Budget 260 - ADULT C...
 280 - TOURIS...

2. Click the Box next to Fund field  , then double-click on the funds to include *or* highlight the funds needed and drag and drop.


Selection ✕

Available Values

Fund ID	Fund Name	Status
100	GENERAL FU...	Active
180	CAPITAL RES...	Active
280	TOURISM FU...	Active
290	TROLLEY FUN...	Active
320	BUILDING FU...	Active
550	GOLF COURS...	Active
560	TENNIS FACIL...	Active
570	PUBLIC ART F...	Active
590	PARKS BOND...	Active
610	WATER FUND	Active
620	SEWER FUND	Active
625	STORMWATE...	Active
650	STREET FUND	Active
660	SYSTEMS DE...	Active
670	PUBLIC WOR...	Active
680	ENGINEERIN...	Active
810	BONDED DEB...	Active
815	CITY/LORA D...	Active
820	ASSESSMENT...	Active
830	BICYCLE PAT...	Active

Included Values

Fund ID	Fund Name	Status
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3. Type the fund number in the field. If more than one fund... put a semi-colon; between each fund number.

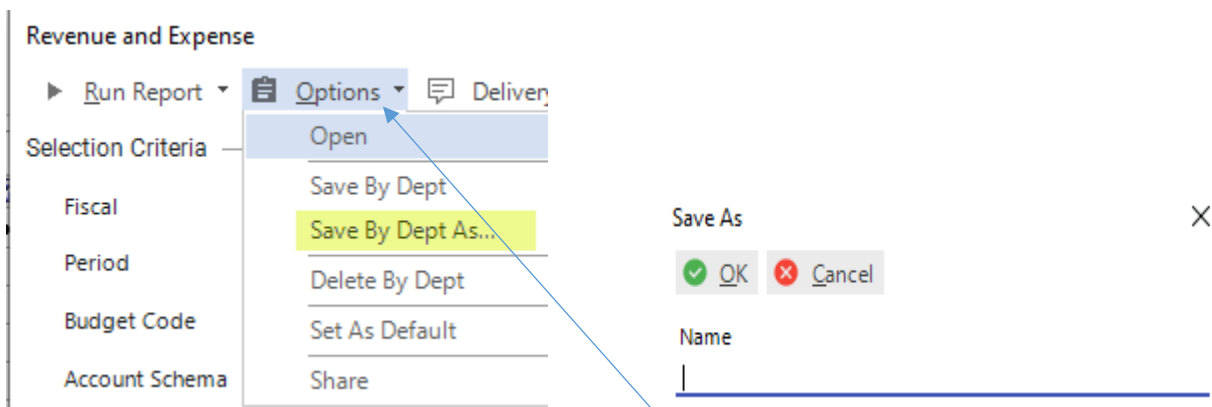
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Report Selections continued

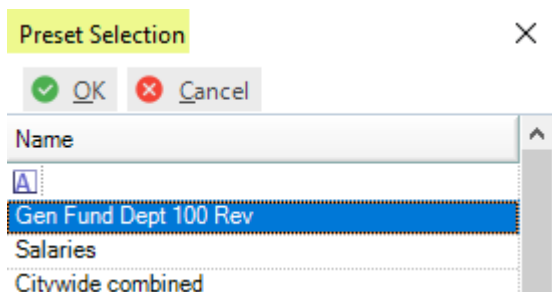
- **Grouping** provides sub-totals at the levels chosen.
- **Report Options** section on the sample on page 2 reflect standard selections.
 - If running just a Summary report you may prefer to page break only at the Fund level.
 - **Percent of Budget** in Incode is based on the total budget amount. For a biennial budget the end of December would be on track at 25% of budget (versus 50% of budget for an annual budget). Therefore, the percentages in the drop down selection are not useful for a biennial budget.
 - Encumbrances is not always checked — as some prefer not showing that separate column as have few or no encumbrances typically open.

Save Report Template

- Click Options > Save As > and name report – OK.



The next time open the Revenue and Expense Report, click Options > Open , then will see your template name in a list to choose.



Note: For Revenue and Expense templates that you run often: after you open that template, click **Options**, then **Save As Default**. Next time open Revenue and Expense report that template will open.

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Run Report with options

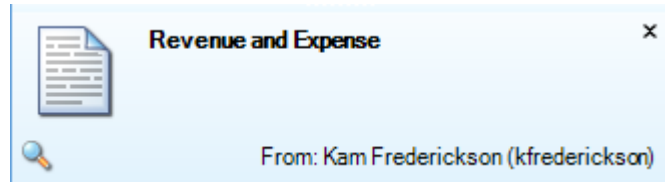
- **Delivery Comment** (Optional) – Before running the report... Click Delivery Comment and enter a short description of report reason — that will show next to that report in your **Deliveries** list.
- **Share Report** — Before running the report... Click Options > Share and select recipients to receive the report in their Deliveries the same time as you.
- *After* save Template can run the report by clicking on **Run Report** in the upper left corner.

Queue

- Click **Queue** to see status of report running (*need to keep clicking Refresh View for progress*)
 - “Opening Report” shows while compiling
 - “Opening Report – Page XX” as processing pages
 - “Opening Report – Finishing” just before it is complete

Report Delivered

A pop-up notification in the lower right portion of your screen will appear when the report is completed.



If you miss the pop-up, you can retrieve your report from Deliveries.

Double click on the report to open.

Report	Format	Type	Delivery	Expiration	Comment
Revenue and Expense - Biennium	Default	Report	10/23/2019	12/22/2019	with enc

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- All report account numbers are hyperlinked to the Incode Financial software, which allows you to view the activity associated with the line item.

Revenue and Expense - Biennium

For Biennium 2019-2021 Period Ending: 09/30/2019

		Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Budget Remaining	Percent Used
613 - Water Project Management							
Expense							
420 - MATERIALS & SERVICES							
610-613-421000-0000	General Office Supplies	4,000.00	0.00	0.00	0.00	4,000.00	0.00 %
610-613-422200-0000	Printing and Binding Services	20,000.00	463.95	463.95	0.00	19,536.05	2.32 %
610-613-422300-0000	Postage	50,000.00	1,449.71	4,392.19	0.00	45,607.81	8.78 %
610-613-431000-0000	Misc Professional & Technical	460,000.00	1,084.40	4,645.00	0.00	455,355.00	1.01 %
610-613-431540-0000	Software, Purchases & Licenses	4,000.00	0.00	0.00	0.00	4,000.00	0.00 %
610-613-431610-0000	Bank Service Charges	84,000.00	6,225.60	15,919.13	0.00	68,080.87	18.95 %
610-613-431932-0000	Contracted Services	224,000.00	8,037.72	24,112.49	87,887.51	112,000.00	50.00 %
610-613-432300-0000	Membership Dues	8,000.00	0.00	0.00	0.00	8,000.00	0.00 %
610-613-437270-0000	Building Maint-Rental Property	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
610-613-438110-0000	Internal Fees for Service - Admin	411,000.00	16,750.00	50,250.00	0.00	360,750.00	12.23 %
610-613-438680-0000	Internal Fees for Service - Engin	1,308,000.00	51,833.00	155,503.00	0.00	1,152,497.00	11.89 %
610-613-439900-0000	Other Miscellaneous Exp	4,000.00	0.00	0.00	0.00	4,000.00	0.00 %
	420 Total:	2,579,000.00	85,844.38	255,285.76	87,887.51	2,235,826.73	13.31 %
460 - DEBT SERVICE							
610-613-461252-0000	Principal, Water FFC 2013	4,875,000.00	0.00	0.00	0.00	4,875,000.00	0.00 %
610-613-461402-0000	Principal, FFC Refunded 2018	470,000.00	0.00	0.00	0.00	470,000.00	0.00 %
610-613-462252-0000	Interest, Water FFC 2013	6,072,000.00	0.00	0.00	0.00	6,072,000.00	0.00 %
610-613-462402-0000	Interest, FFC Refunded 2018	230,000.00	0.00	0.00	0.00	230,000.00	0.00 %
	460 Total:	11,647,000.00	0.00	0.00	0.00	11,647,000.00	0.00 %
480 - CAPITAL OUTLAY							
610-613-481310-0000	Rehabilitation/Replacem Dev	6,018,000.00	70,214.26	144,815.60	517,219.70	5,355,964.70	11.00 %
	480 Total:	6,018,000.00	70,214.26	144,815.60	517,219.70	5,355,964.70	11.00 %
490 - CONTINGENCY							
610-613-490100-0000	General Operating Contingency	8,944,049.00	0.00	0.00	0.00	8,944,049.00	0.00 %
	490 Total:	8,944,049.00	0.00	0.00	0.00	8,944,049.00	0.00 %
	Expense Total:	29,188,049.00	156,058.64	400,101.36	605,107.21	28,182,840.43	3.44 %
	613 Total:	29,188,049.00	156,058.64	400,101.36	605,107.21	28,182,840.43	3.44 %

You can drill down to General Ledger detail when click on the blue account number.

See Account Number Lookup for more information on that.

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Segment Value Listing for SubCategory — Roll-up by 1st three digits of account

RESOURCES	
302	Beginning Fund Balances
303	Property Taxes
304	Franchise Fees
305	Intergovernmental
306	Licenses and Fees
307	Fines and Forfeitures
308	Sales and Services
309	Special Assessments
310	Miscellaneous Revenues
311	General Revenue
312	Charges for Services
321	Cost Reimbursement Transfers
322	Operating Transfers
323	Intrafund Transfers
326	Residual Equity Transfers
344	Other Financing Sources
355	Other Financing Sources

REQUIREMENTS	
411	Salaries and Wages
412	Employee Benefits
420	<i>Materials</i>
421	General Office Supplies
422	Printing, Binding and Postage
423	Microfilming Supplies & Services
424	Library Print Materials
425	Library Non-Print Materials
427	Uniforms and Safety Materials
428	Small Tools and Supplies
429	Other Materials and Supplies
430	<i>Services</i>
431	Professional & Technical Svcs
432	Development and Training
433	Mandated Requirements
434	Merchandise & Svcs for Resale
435	Other Purchased Services
436	Internal Overhead
437	Repairs and Maintenance
438	Internal Fees for Service
439	Miscellaneous Charges

442	Intergovernmental Expense
452	Other Financing Uses
461	Principal Payments
462	Interest Payments
471	Cost Reimbursement Transfers
472	Operating Transfers
473	Intrafund Transfers
476	Residual Equity Transfers
481	Capital and Improvements
485	Vehicles and Equipment
490	Contingency
498	Unappropriated Ending Fund Balance