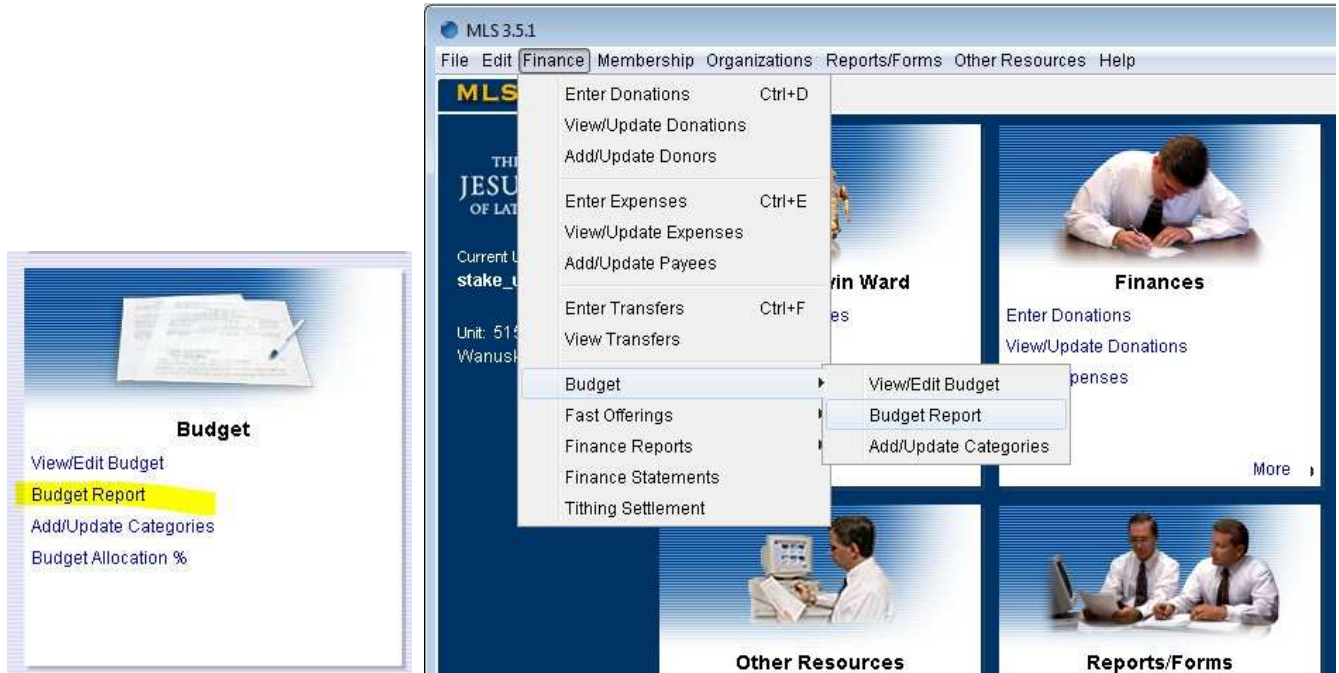


## How to Print a Budget Report

Here's an easy reminder about how to get the entire or pieces of the budget report to a format that you can save for later, or email to your leadership. If you select parts of it, or select an Auxiliary summary you can save it as PDF's and email them when Auxiliaries want to know how they are doing each half of the year.

1. Go through the Finances section by clicking on More and selecting Budget Report from the bottom left area... or you can go directly to it by using the menu as shown below.



2. Keep the Date Range as **Current Year** and Type as **Summary**. Click the **Preview** button. If you want something earlier than Previous Year, you'll have to enter Custom dates. For Type you can also select certain auxiliaries and use the **Auxiliary Summary**.

The screenshot shows the MLS 3.6.2 software interface. The 'Budget Report' window is open, showing a table of budget data. The window title is 'MLS 3.6.2'. The menu bar includes 'File', 'Edit', 'Finance', 'Membership', 'Organizations', 'Reports/Forms', 'Other Resources', and 'Help'. The 'Finance' menu is open, and the 'Budget Report' option is selected. The window shows the following fields: 'Start Date: 1 Jan 2014', 'End Date: 9 Jan 2014', 'Type: Summary', and 'Date Range: Current Year'. The table below shows the budget data for various subcategories.

Subcategory	Budget	*Previous Activity	Income	Expenses	Transfers	Balance	% Spent
<input checked="" type="checkbox"/> Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Conference Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Music	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Other Stake Acti...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Seminary & Inst...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Family History	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Public Affairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Budget Allocatio...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Emergency Pre...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Stake Mission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Stake YM & YW ...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Travel (Other th...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

\* This is Year-to-Date activity prior to the beginning report date.

Buttons: Print Selected Items, Preview, Close

Last Session Status: "Send / Receive Changes" was successful. Send/Receive Changes

3. You will likely see something like the following report on your screen. You can now select how to print it by clicking on **Print**.

Document: "Budget Allowance Summary Report (1 Jan 2014 - 9 Jan 2014)"

First
Previous
Next
Last
Zoom In
Zoom Out
Page Setup
Print

<b>Budget Allowance Summary Report (1 Jan 2014 - 9 Jan 2014)</b>							Page 1 of 1
<b>Saskatoon Saskatchewan Stake (511447)</b>							
Subcategory	Annual Budget		Income	Expenses	Transfers	Assigned Budget	
	Assigned by Unit					Balance	% Spent
Activities	0.00	0.00	0.00	0.00	0.00	0.00	-
Conference Food	0.00	0.00	0.00	0.00	0.00	0.00	-
Music	0.00	0.00	0.00	0.00	0.00	0.00	-
Other Stake Activities	0.00	0.00	0.00	0.00	0.00	0.00	-
Seminary & Institute Grad	0.00	0.00	0.00	0.00	0.00	0.00	-
Administration	0.00	0.00	0.00	0.00	0.00	0.00	-
Family History	0.00	0.00	0.00	0.00	0.00	0.00	-
Public Affairs	0.00	0.00	0.00	0.00	0.00	0.00	-
Budget Allocations	0.00	0.00	0.00	0.00	0.00	0.00	-
Emergency Preparedness	0.00	0.00	0.00	0.00	0.00	0.00	-
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	-
Stake Mission	0.00	0.00	0.00	0.00	0.00	0.00	-
Stake YM & YW Combined	0.00	0.00	0.00	0.00	0.00	0.00	-
Technology	0.00	0.00	0.00	0.00	0.00	0.00	-
Travel (Other than HC)	0.00	0.00	0.00	0.00	0.00	0.00	-
Curriculum	0.00	0.00	0.00	0.00	0.00	0.00	-
Distribution Center Charges	0.00	0.00	0.00	0.00	0.00	0.00	-
Elders Quorum	0.00	0.00	0.00	0.00	0.00	0.00	-
High Priests	0.00	0.00	0.00	0.00	0.00	0.00	-
Library	0.00	0.00	0.00	0.00	0.00	0.00	-

and when you scroll to the bottom...

**2014 Budget Balances:**

2013 Carry Forward Balance	\$11,660.76	Actual
First Quarter Allowance (January)	5,893.74	Actual
Second Quarter Allowance (April)		Estimated
Third Quarter Allowance (July)		Estimated
Fourth Quarter Allowance (October)		Estimated
Estimated/Actual Annual Budget	\$17,554.50	
Annual Budget Assigned by Unit	0.00	
Unassigned Annual Budget	\$17,554.50	

**Reconciliation of Assigned Budget Balance to Income and Expense Summary Report Budget Balance:**

Assigned Budget Balance Total	\$0.00
Add: Unassigned Annual Budget	17,554.50
Less: Sum of Budget Estimates	0.00
Actual Available Budget	\$17,554.50
Income and Expense Summary Report Budget Balance	\$17,554.50
Difference from Actual Available Budget	\$0.00

*(Contact Clerk Support if difference is not zero.)*

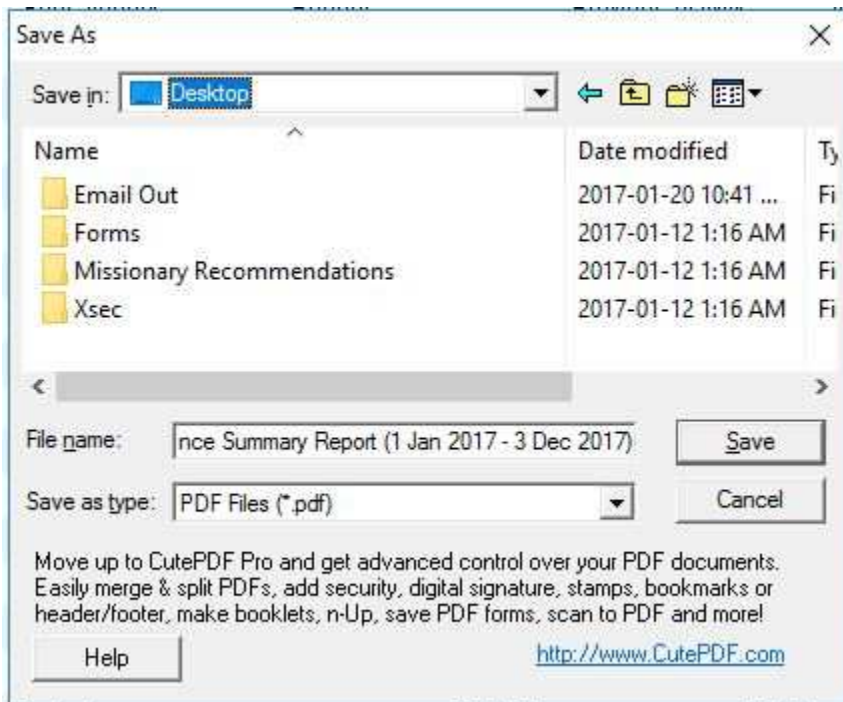
**Example Auxiliary Summary**

<b>Budget Allowance Auxiliary Report (1 Jan 2017 - 3 Dec 2017)</b>							
<b>Canada Dollar</b>							
<b>Saskatoon Saskatchewan Stake (511447)</b>							
							Page 1 of 1
Subcategory	Budget	*Previous Activity	Income	Expenses	Transfers	Balance	% Spent
Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Conference Food	\$2,000.00	\$0.00	\$0.00	-\$26.70	\$0.00	\$1,973.30	1%
Music	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
Other Stake Activities	\$100.00	\$0.00	\$0.00	-\$433.65	\$0.00	-\$333.65	434%
Seminary & Institute Grad	\$500.00	\$0.00	\$0.00	-\$338.61	\$0.00	\$161.39	68%
Stake History	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Stake Youth Combined	\$9,500.00	\$0.00	\$0.00	-\$8,747.48	\$0.00	\$752.52	92%

4. The Print dialog will appear and you can now select the CutePDF printer which you should be already installed.



5. Click OK and then save it to a location you can easily remember. The desktop is a good idea. You can delete it after you're done emailing it.



6. Now you can open your email (gmail, yahoo, outlook, etc) and prepare an email and attach this file you created to that and push SEND.