Month(s) selected on dashboard panel before running the report become “current” for the report. In this sample, October is “current.”

1. Temporary Budget balance at the beginning of “current” period. In this case, the budgetary allocations as of Sept. 30.
2. Activity in the temporary budget during the “current” period. In this case, budget journals posted during October.
3. Total budget as of the end of “current” period. In this case, budgetary allocations as of October 31.
4. Actuals (expense) balance at the beginning of “current” period. In this case, total expenses through Sept. 30.
5. Actuals (expense) activity during the “current” period. In this case, expenses during October.
6. Total actuals (expenses) as of the end of the “current” period. In this case, total expenses as of October 31.
7. Encumbrance balance as of “current” period. In this case, total encumbrances as of October 31.
8. Pre-encumbrance (requisition/soft-lien) balance as of “current” period. In this case, total pre-encumb. as of October 31.

Totals in columns #2 & #5 (“current” columns) will match totals on detail section – Current Activity Detail (see next page).