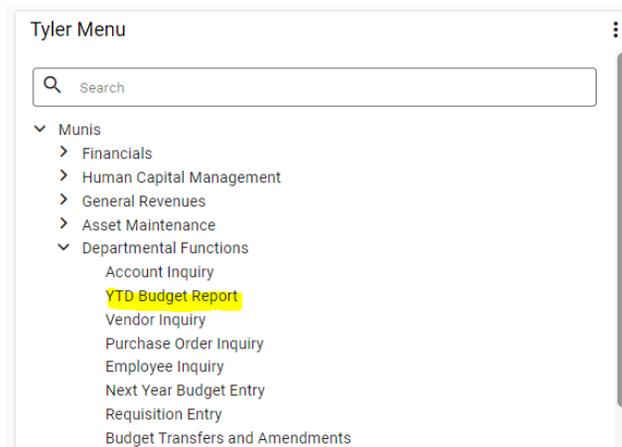
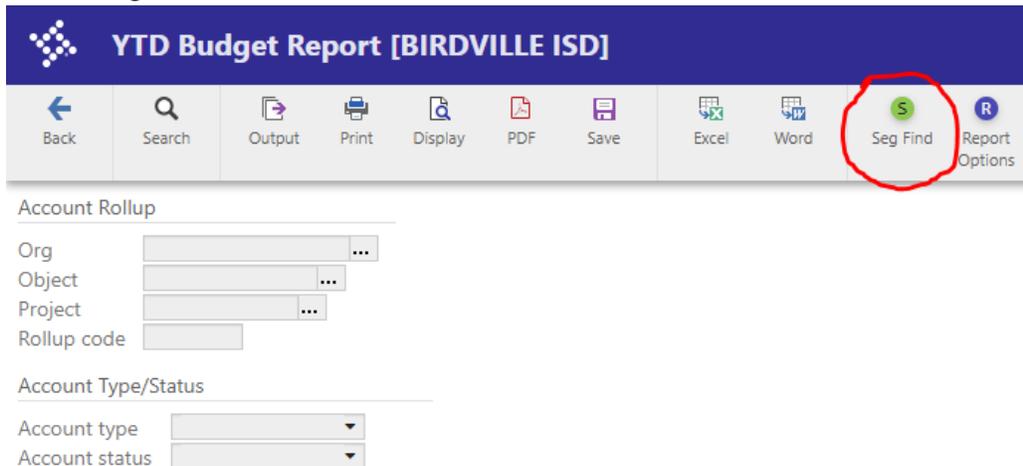


Year to Date Budget Report

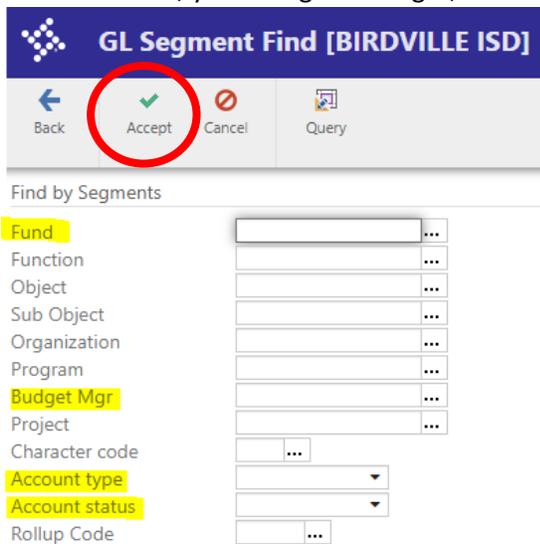
1. Choose Tyler Menu – Departmental Functions – YTD Budget Report



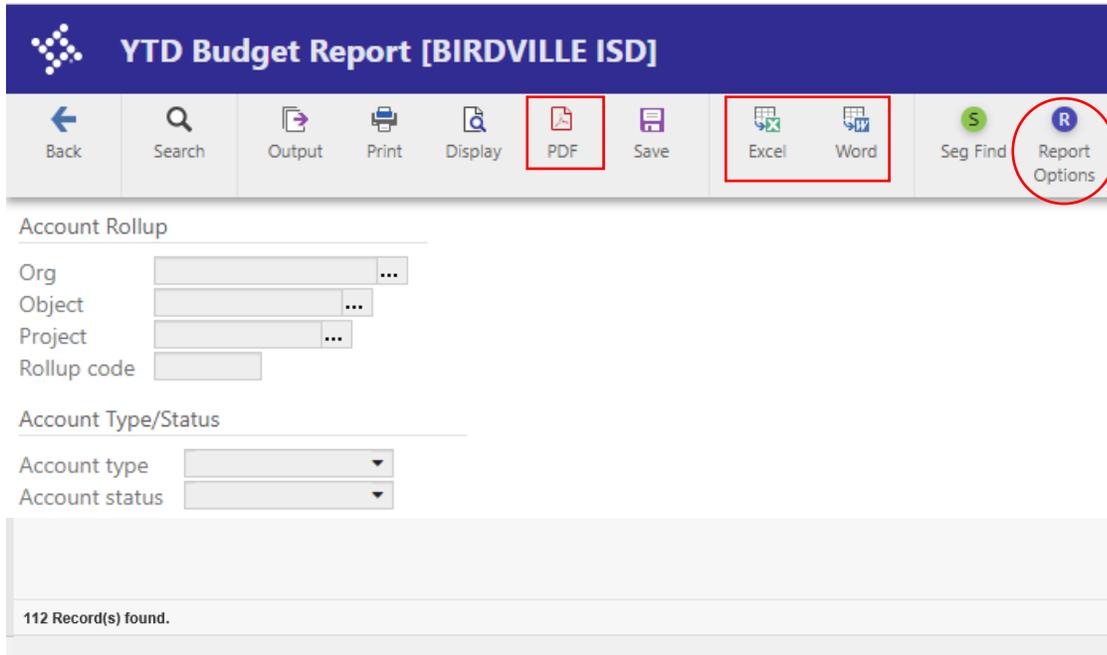
2. Choose Segment Find



3. Enter fund 199, your Budget Manager, Account type=Expense, Account Status=Active and ACCEPT.



- At this screen, you will see at the bottom left hand corner XXX Records found. You can choose to print your report in PDF, Excel, or Word, click on the format you want to use to pull up report.



YTD Budget Report [BIRDVILLE ISD]

Back Search Output Print Display PDF Save Excel Word Seg Find Report Options

Account Rollup

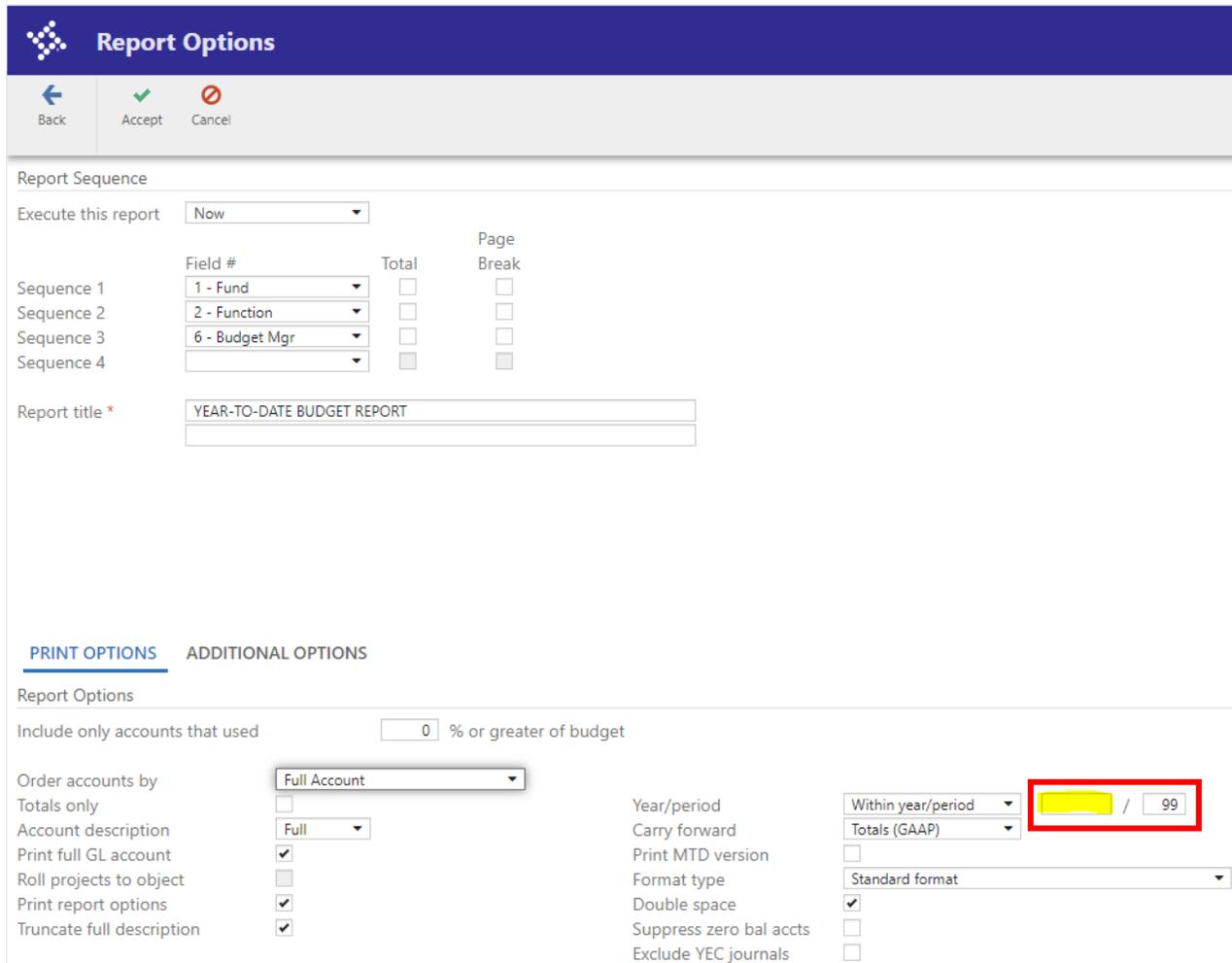
Org
Object
Project
Rollup code

Account Type/Status

Account type
Account status

112 Record(s) found.

- Before you print/save your report, check your Report Options to make sure you're pulling current year budget.
- Under Print Options, change year to current year (i.e., 2024, 2025, 2026) and use 99 for period.



Report Options

Back Accept Cancel

Report Sequence

Execute this report: Now

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	2 - Function	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	6 - Budget Mgr	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title *
YEAR-TO-DATE BUDGET REPORT

PRINT OPTIONS ADDITIONAL OPTIONS

Report Options

Include only accounts that used 0 % or greater of budget

Order accounts by: Full Account

Totals only:

Account description: Full

Print full GL account:

Roll projects to object:

Print report options:

Truncate full description:

Year/period: Within year/period

Carry forward: Totals (GAAP)

Print MTD version:

Format type: Standard format

Double space:

Suppress zero bal accts:

Exclude YEC journals:

Year/period field: [Yellow box] / 99

7. Under **Additional Options**, set up as shown below

Report Sequence

Execute this report Now

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	2 - Function	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	6 - Budget Mgr	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title * YEAR-TO-DATE BUDGET REPORT

PRINT OPTIONS **ADDITIONAL OPTIONS**

Additional Options

Include requisition amounts	<input checked="" type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	
Print journal detail	<input type="checkbox"/>	Multiyear view	Fiscal year view
		Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

From yr/per 2022 1

To yr/per 2022 13

← You don't need to change this, leave as is.

Hit Accept and Back. Your settings will be saved and you do not have to change again.

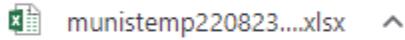
8. If exporting to Excel, you will see this screen after choosing this option. Choose the fields checked below. Once you have selected/de-selected, click Accept.

Export Filter

Back Accept Cancel Search Select All Select None Save Save and Exit

Select	Field
<input type="checkbox"/>	FUND
<input type="checkbox"/>	FUNCTION
<input type="checkbox"/>	BUDGET MGR
<input type="checkbox"/>	ORG
<input type="checkbox"/>	OBJ
<input type="checkbox"/>	PROJECT
<input checked="" type="checkbox"/>	ACCOUNT
<input checked="" type="checkbox"/>	ACCOUNT DESCRIPTION
<input type="checkbox"/>	TYPE
<input type="checkbox"/>	ROLLUP
<input type="checkbox"/>	SUB-ROLLUP
<input checked="" type="checkbox"/>	ORIGINAL APPROP
<input checked="" type="checkbox"/>	TRANFRS/ADJSMTS
<input checked="" type="checkbox"/>	REVISED BUDGET
<input checked="" type="checkbox"/>	YTD EXPENDED
<input checked="" type="checkbox"/>	ENCUMBRANCE/REQ
<input checked="" type="checkbox"/>	AVAILABLE BUDGET
<input type="checkbox"/>	% USED

You will get a message that looks like this, click on it to Open and view your file.



Your report will look like this.

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REC	AVAILABLE BUDGET
199-11-6112-SB-104-11-104-	PROFESSIONAL SUBSTITUTES	0	2,085	2,085	2,625.76	0.00	-541
199-11-6112-TC-104-11-104-	PROFESSIONAL SUBSTITUTES	0	378	378	377.50	0.00	0
199-11-6118-TC-104-11-104-	PROFESSIONAL EXTRA DUTY	0	2,400	2,400	0.00	0.00	2,400
199-11-6126-CF-104-11-104-	SALARY CAFETERIA MONITOR	4,750	0	4,750	4,461.06	0.00	289
199-11-6126-PT-104-11-104-	BENCHMARK ASSESSOR	0	2,970	2,970	2,830.16	0.00	140
199-11-6141-CF-104-11-104-	MEDICARE TAX	0	61	61	64.69	0.00	-3
199-11-6141-PT-104-11-104-	MEDICARE TAXES	0	30	30	41.02	0.00	-11
199-11-6141-SB-104-11-104-	MEDICARE TAXES	0	27	27	27.48	0.00	0
199-11-6141-TC-104-11-104-	MEDICARE TAXES	0	5	5	5.47	0.00	0
199-11-6143-CF-104-11-104-	WORKERS' COMPENSATION	0	16	16	17.40	0.00	-1
199-11-6143-PT-104-11-104-	WORKERS' COMPENSATION	0	30	30	32.77	0.00	-3
199-11-6143-SB-104-11-104-	WORKERS' COMPENSATION	0	26	26	28.17	0.00	-3