

How to Generate the Year To Date Budget Report

- 1) Open YTD Budget Report (from the Tyler Menu, select Munis > Departmental Functions > YTD Budget Report).
- 2) Click the Search button and enter your desired org in the Org field, then click accept. Next click on the Report Options on the right side of the Munis Ribbon.

The screenshot shows the software interface with the following elements highlighted in red circles:

- The **Search** button in the top ribbon.
- The **Report Options** button in the top ribbon.
- The **Org** field in the **Account Rollup** section.

The interface includes a ribbon with buttons for Accept, Cancel, Search, Browse, Query Builder, Segment Find, Add, Update, Global, Duplicate, Print, Text file, PDF, Preview, Excel, Word, Email, Schedule, Attach, Notes, Notify, Audit, Maplink, Alerts, and Menu. Below the ribbon are sections for Account Rollup (with fields for Org, Object, Project, Rollup code) and Account Type/Status (with dropdowns for Account type and Account status).

- 3) On the Report Options screen, make sure the year and period at the bottom right of the screen are appropriate. For a year to date report, make sure the period is set to 13 and that the Carry forward option is set to "Totals (GAAP)"

The screenshot shows the **Report Options** screen with the following elements highlighted in red circles:

- The **Year/period** dropdown menu, which is set to **2017 / 13**.
- The **Carry forward** dropdown menu, which is set to **Totals (GAAP)**.

The interface includes a ribbon with buttons for Accept, Cancel, Search, Query Builder, Add, Update, Global, Duplicate, Print, Text file, PDF, Preview, Excel, Word, Email, Schedule, Attach, Notes, Notify, Audit, Maplink, Alerts, and Return. Below the ribbon are sections for Report Sequence (with a table of sequences) and Report Options (with various settings).

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	4 - Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 3	13 - Rollup Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

4) On the additional options tab, make sure the print journal detail option is NOT checked.

YTD Budget Report

Report Sequence

Execute this report: Now

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	4 - Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 3	13 - Rollup Code	<input checked="" 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 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 balances	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	Default view
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>

From yr/per: 2017 1
To yr/per: 2017 13

5) Click Accept, then Return on the Munis Ribbon.

6) Click PDF to run the report.

YTD Budget Report

Report Options

PDF

Account Rollup

Org: ...
Object: ...
Project: ...
Rollup code: ...

Account Type/Status

Account type: ...
Account status: ...