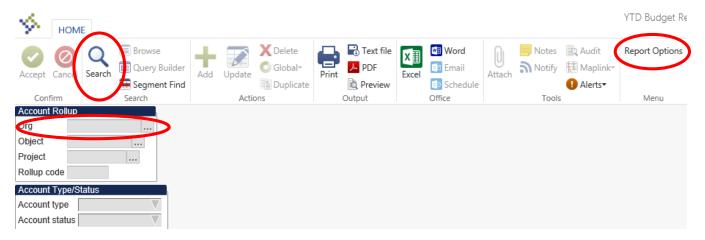
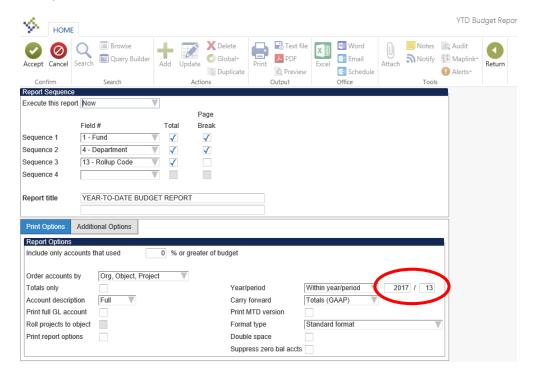
How to Generate the Year To Date Budget Report

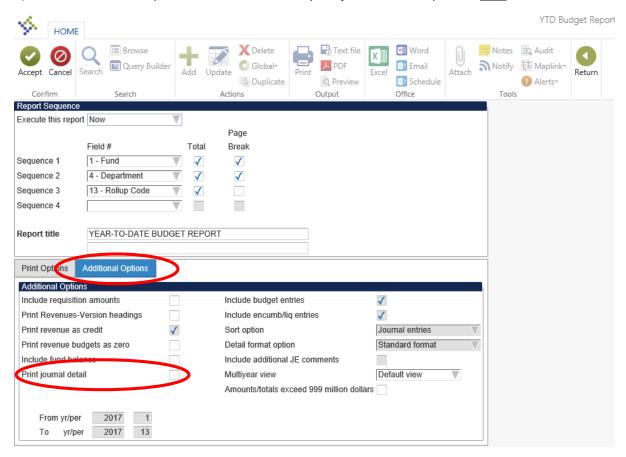
- 1) Open YTD Budget Report (from the Tyler Menu, select Munis > Departmental Functions > YTD Budget Report).
- 2) Click the Search button and enter your desired org in the Org field, then click accept. Next click on the Report Options on the right side of the Munis Ribbon.



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)"



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



- 5) Click Accept, then Return on the Munis Ribbon.
- 6) Click PDF to run the report.

