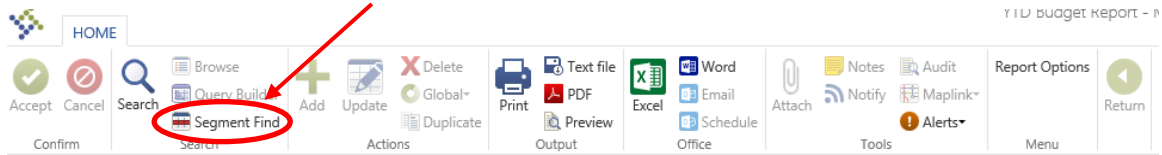


# Munis YTD Budget Reports

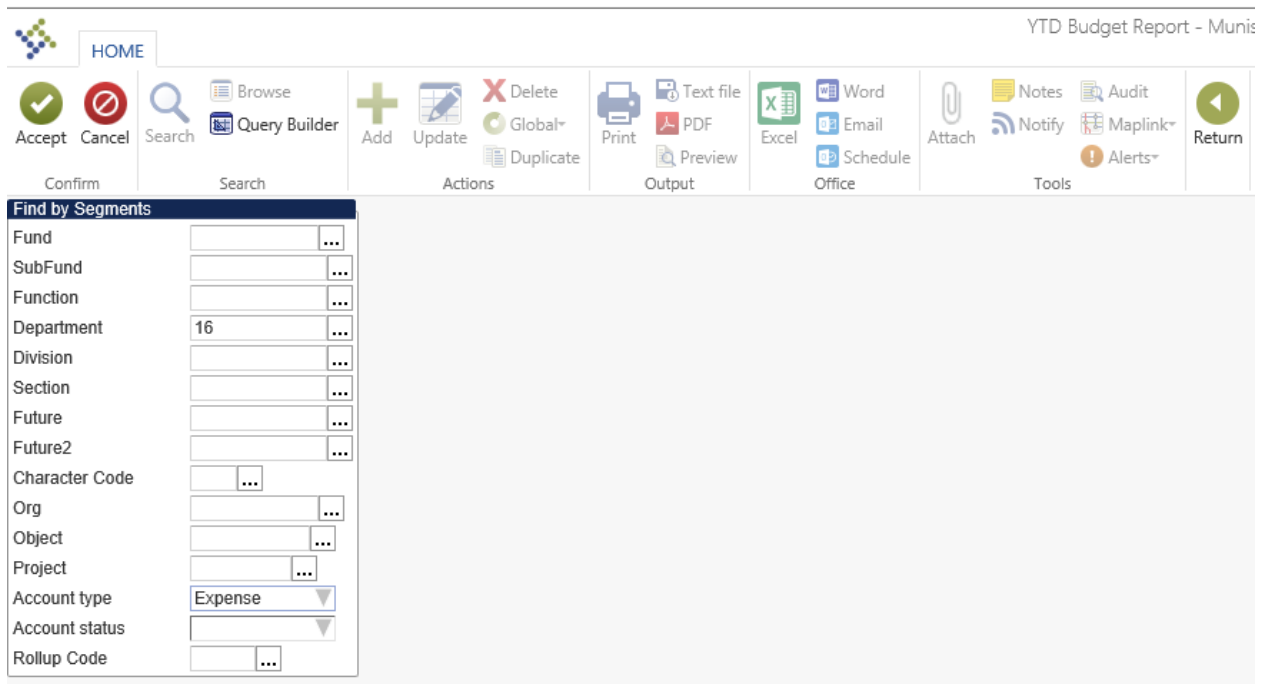
January 5, 2018

Producing a report similar to the Legacy 10C:

1. Open the YTD Budget Report
2. Click the  Segment Find command

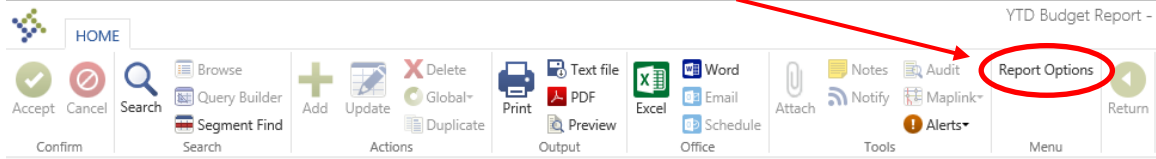


3. In the Segment Find select:
  - a. At least the department
  - b. Account type – Expense



4. Click the  Accept command

5. Set the reporting options by clicking the Report Options command



- This presents the Report Options screens to set the various options
- Set the options to match the screen shots below

YTD Budget Report -

HOME

Accept Cancel Search Browse Query Builder Segment Find Search Add Update Duplicate Print Text file PDF Preview Excel Word Email Schedule Office Attach Notes Notify Audit Maplink+ Alerts+ Menu Return

**Report Sequence**

Execute this report Now

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	6 - Section	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3	10 - Character	<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

**Report Options**

Include only accounts that used 0 % or greater of budget

Order accounts by: Org, Object, Project

Totals only:  Year/period: Within year/period 2018 / 13

Account description: Full Carry forward: Totals (GAAP)

Print full GL account:  Print MTD version:

Roll projects to object:  Format type: Standard format

Print report options:  Double space:

Suppress zero bal accts:

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	<span>Journal entries</span>
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	<span>Standard format</span>
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	<span>Default view</span>
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>


From yr/per 2001 1

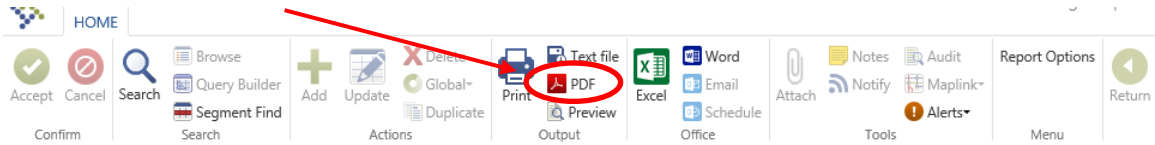
To yr/per 2001 1

c. Click the  command to save the settings

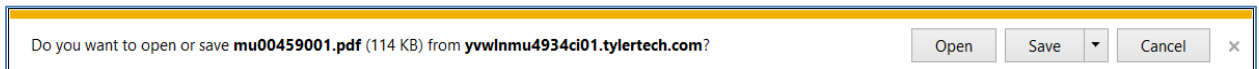
d. Note: The settings are saved and appear next time you run the YTD Budget Report

e. Click the  command to return to the previous screen

6. Click the  PDF command to generate a report in Adobe Acrobat Reader



5-7. It may take a few moments to generate but once complete you are prompted to save or open the report:



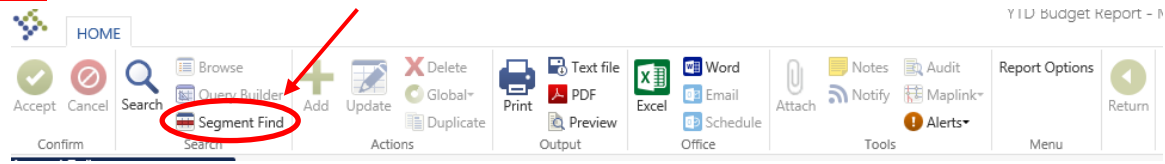
6-8. The report should look similar to:

CITY OF Tulsa A New Kind of Energy.							www.cityoftulsa.org	
01/04/2018 10:52 4934impl	City of Tulsa YEAR-TO-DATE BUDGET REPORT						P 1 glytdbud	
FOR 2018 13								
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
100 General Fund								
1612 AM Dir STW Directs								
57 Nonbudgetary expend								
1001612 571101 Outstanding M&S inv	0	0	-16,332.04	.00	.00	16,332.04	100.0%	
1001612 571201 Outstanding service	0	0	-21,613.39	.00	.00	21,613.39	100.0%	
TOTAL Nonbudgetary expend	0	0	-37,945.43	.00	.00	37,945.43	100.0%	
TOTAL AM Dir STW Directs	0	0	-37,945.43	.00	.00	37,945.43	100.0%	
1621 AM Admin Svs Admin								
51 Personal services								
1001621 511101 Regular salaries &	39,848	39,848	16,082.78	.00	.00	23,765.22	40.4%	
1001621 511201 Shift differential	0	0	.01	.00	.00	-.01	100.0%*	
1001621 511301 Overtime	0	0	38.79	.00	.00	-38.79	100.0%*	
1001621 512101 Social security	0	0	153.18	.00	.00	-153.18	100.0%*	
1001621 512201 Municipal pension c	0	0	330.59	.00	.00	-330.59	100.0%*	
1001621 512206 Group life insuranc	0	0	8.75	.00	.00	-8.75	100.0%*	
1001621 512301 Employee plan	0	0	300.13	.00	.00	-300.13	100.0%*	
1001621 512401 Parking & bus subsi	0	0	4.92	.00	.00	-4.92	100.0%*	
TOTAL Personal services	39,848	39,848	16,919.15	.00	.00	22,928.85	42.5%	
TOTAL AM Admin Svs Admin	39,848	39,848	16,919.15	.00	.00	22,928.85	42.5%	
1642 AM Security								
51 Personal services								
1001642 511101 Regular salaries &	135,117	135,117	55,352.76	.00	.00	79,764.24	41.0%	

Use similar steps to create a report similar to the Legacy 9C report

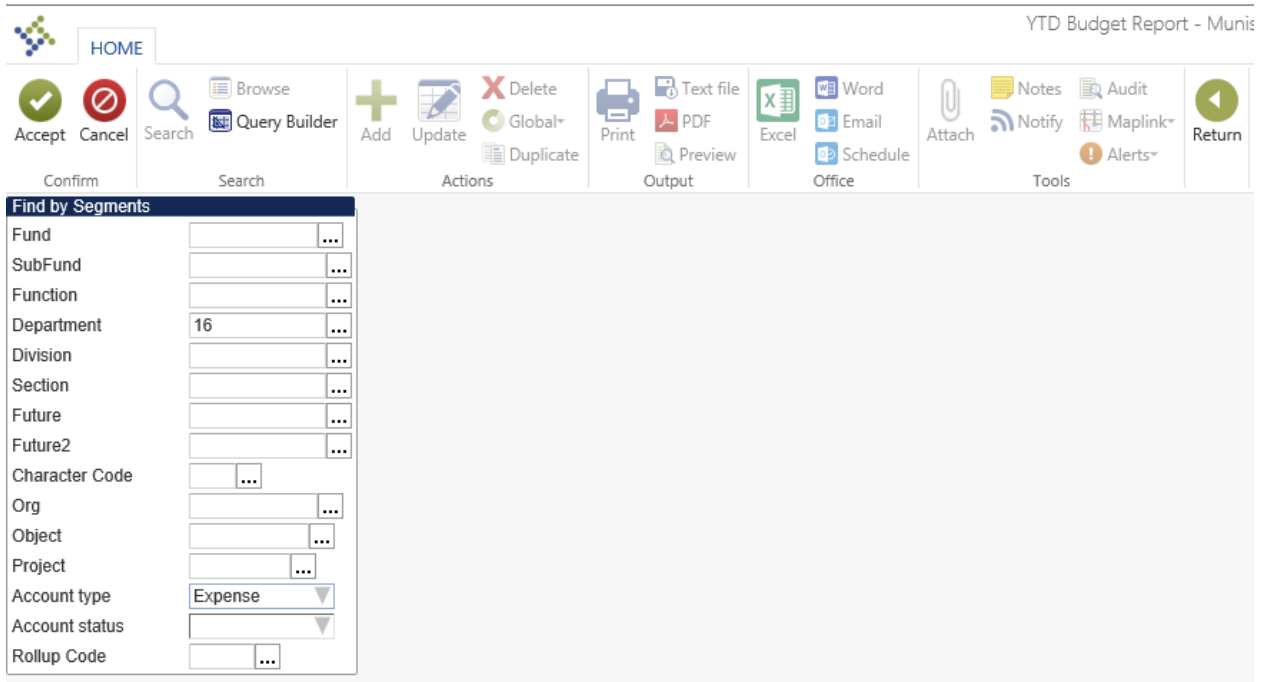
1. Open the YTD Budget Report

2. Click the  Segment Find command



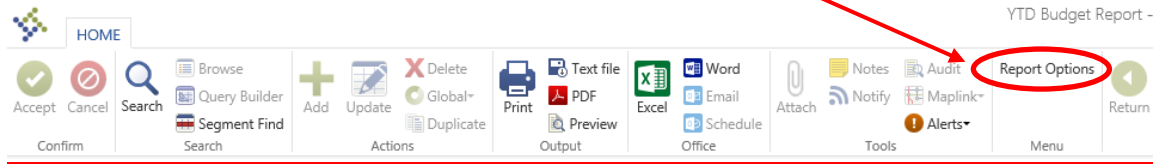
2.3. In the Segment Find select:

- a. At least the department
- b. Account type – Expense

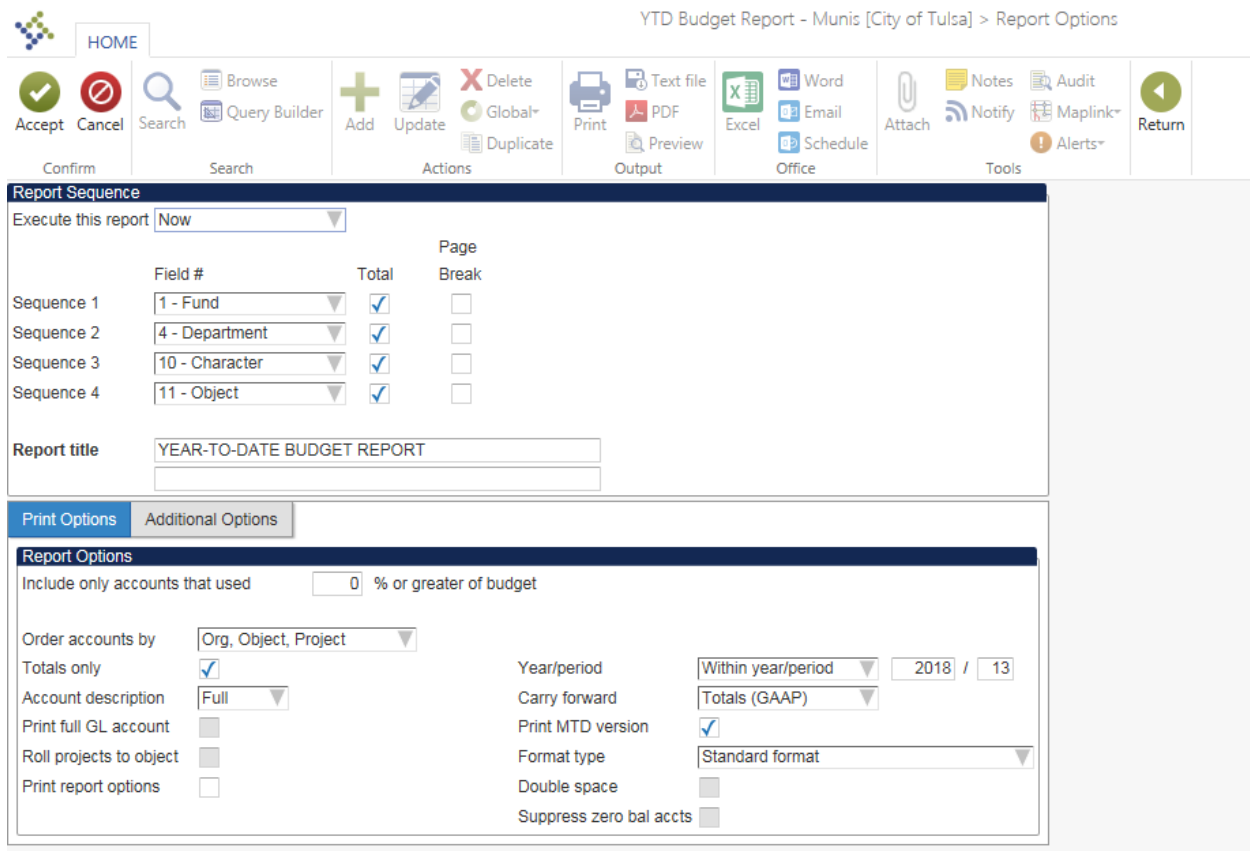


3.4. Click the  Accept command

5. Set the reporting options by clicking the Report Options command



- a. This presents the Report Options screens to set the various options
- b. Set the options matching the options noted in the screen shots below (Note: you may need to click to another field after selecting Sequence 4 in order to click the Total column for Sequence 4)



Report title



Print Options **Additional Options**

**Additional Options**

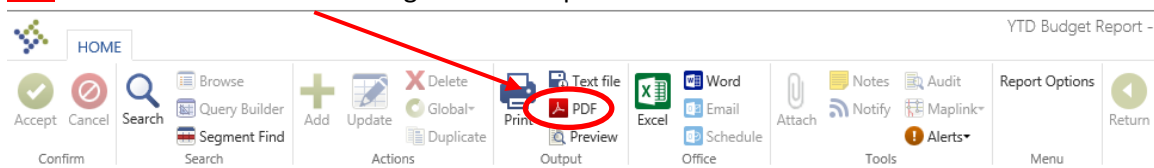
Include requisition amounts	<input checked="" type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	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	<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

To yr/per

- f. Click the  Accept command to save the settings
- g. Note: The settings are saved and appear next time you run the YTD Budget Report
- h. Click the  Return command to return to the previous screen

6. Click the  PDF command to generate a report in Adobe Acrobat Reader



4-7. It may take a few moments to generate but upon completion you are prompted to save or open the report:



5-8. The report should look similar to:



01/04/2018 10:59  
4934impl

City of Tulsa  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytdbud

FOR 2018 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
100 General Fund							
16 Asset Management							
51 Personal services							
511101 Regular salaries & wages	1,771,100	1,771,100	724,116.02	.00	.00	1,046,983.98	40.9%
511102 Part time & temporary	14,050	14,050	.00	.00	.00	14,050.00	.0%
511201 Shift differential	0	0	8.62	.00	.00	-8.62	100.0%
511203 Out of class pay	0	0	198.20	.00	.00	-198.20	100.0%
511204 Longevity pay	1,535	1,535	1,195.45	.00	.00	339.55	77.9%
511301 Overtime	0	0	818.56	.00	.00	-818.56	100.0%
511402 Car allowance	3,000	3,000	.00	.00	.00	3,000.00	.0%
512101 Social security	18,269	18,269	13,602.37	.00	.00	4,666.63	74.5%
512102 Workers compensation	3,093	3,093	1,063.35	.00	.00	2,029.65	34.4%
512201 Municipal pension contributio	25,847	25,847	28,005.93	.00	.00	-2,158.93	108.4%
512204 Deferred compensation stipend	0	0	15.53	.00	.00	-15.53	100.0%
512206 Group life insurance	777	777	694.84	.00	.00	82.16	89.4%
512301 Employee plan	33,330	33,330	25,684.09	.00	.00	7,645.91	77.1%
512401 Parking & bus subsidy	0	0	749.21	.00	.00	-749.21	100.0%
TOTAL Personal services	1,871,001	1,871,001	796,153.17	.00	.00	1,074,847.83	42.6%
52 Materials & supplies							
521101 Motor fuels	3,500	3,500	.00	.00	.00	3,500.00	.0%
521103 Office supplies	1,566	1,566	189.65	.00	.00	1,376.35	12.1%
521104 Computer supplies	2,261	2,261	.00	.00	.00	2,261.00	.0%
521106 Janitorial supplies	9,000	9,000	.00	.00	.00	9,000.00	.0%
521112 Safety supplies	1,000	1,000	.00	.00	.00	1,000.00	.0%
521115 Safety shoes	400	400	407.97	.00	.00	-7.97	102.0%
521119 Clothing	1,460	1,460	.00	.00	.00	1,460.00	.0%
521121 Non capitalized equipment	3,090	3,090	950.00	.00	.00	2,140.00	30.7%
521124 Other operating supplies	516	516	282.91	.00	.00	233.09	54.8%
521126 Reference material	516	516	.00	.00	.00	516.00	.0%
522105 Hardware, paint & lumber	2,000	2,000	3,589.41	.00	.00	-1,589.41	179.5%
522106 Structural & molded metal	0	0	12.95	.00	.00	-12.95	100.0%
522108 Minor tools	4,000	4,000	.00	.00	.00	4,000.00	.0%