Munis YTD Budget Reports

January 5, 2018

Producing a report similar to the Legacy 10C:

- 1. Open the YTD Budget Report
- 2. Click the Esgment Find command

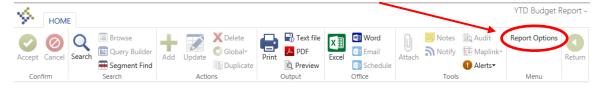
	Silver	, the		0	011111	iunu										
•	¢٠	НОМ	E												TID BUDGET F	керогт
A	Accept	0 Cancel	Search	Browse Ouery Build Segment Find		Update	X Delete O Global*	Print	PDF	X Excel	Word Email Schedule	U Attach	Notes Notify	🖹 Audit 🔂 Maplink+	Report Options	Return
	Con	firm		Search		Actio	ons		Output		Office		Tools		Menu	

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

К НОМЕ									YTD	3udget Repor	t – Munis
Accept Cancel Search		Add Update	Duplicate	Print	Text file PDF	X Excel	Word Email Schedule	U Attach	Notes Notify	Audit 🔂 Audit 🕅 Alaplink*	Return
Confirm	Search	Acti	ons	0	utput		Office		Tools		
Find by Segments											
Fund											
SubFund]									
Function]									
Department	16	1									
Division		1									
Section		il .									
Future		il .									
Future2		il i									
Character Code		1									
Org											
Object											
Project											
Account type	Expense V										
Account status	V										
Rollup Code											
·											

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 to match the screen shots below

Print journal detail

From yr/per

To yr/per

2001

2001

1

1

НОМЕ			YTD Budget Report
Accept Cancel Confirm Search	Add Update Colobal+ Actions Colobal+ Actions Colobal+ Duplicate Output	Excel Email Attach	Notes Audit Notify B Maplink~ Alerts~ Tools
Report Sequence			
Execute this report Now]		
	Page		
Field #	Total Break		
Sequence 1 1 - Fund			
Sequence 2 6 - Section			
Sequence 3 10 - Character			
Sequence 4			
Report title YEAR-TO-DATE BUDGE	TREPORT		
Print Options Additional Options			
Report Options			
Include only accounts that used	0 % or greater of budget		
Order accounts by Org, Object, Project	t V		
Totals only	Year/period	Within year/period 🔻 20	18 / 13
Account description Full	Carry forward	Totals (GAAP)	
Print full GL account	Print MTD version	\checkmark	
Roll projects to object	Format type	Standard format	V
Print report options	Double space		
	Suppress zero bal accts	\checkmark	
L			
Report title YEAR-TO-DATE BUD			
Print Options Additional Options			
Additional Options			
Include requisition amounts	✓ Include budget entries	\checkmark	
Print Revenues-Version headings	Include encumb/lig entries	\checkmark	
Print revenue as credit	✓ Sort option	Journal entries	
Print revenue budgets as zero	Detail format option	Standard format	
_			V
Include fund balance	Include additional JE comme	nis	

Multiyear view

Amounts/totals exceed 999 million dollars

Default view

- c. Click the Accept command to save the settings
- d. Note: The settings are saved and appear next time you run the YTD Budget Report

e. Click the Return command to return to the previous screen

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

УМ НОМ	E	•											5	
Accept Cancel	Q Search	🔲 Browse 🔝 Query Builder	Add	Update	X Delete	Print	PUP	X Excel	💷 Email	Attach		🖹 Audit 🔂 Maplink	Report Options	Return
		📻 Segment Find			Duplicate		🔍 Preview		Schedule			🕕 Alerts•		
Confirm		Search		Actio	ons		Dutput		Office		Tools	;	Menu	

5.7. It may take a few moments to generate but once complete you are prompted to save or open

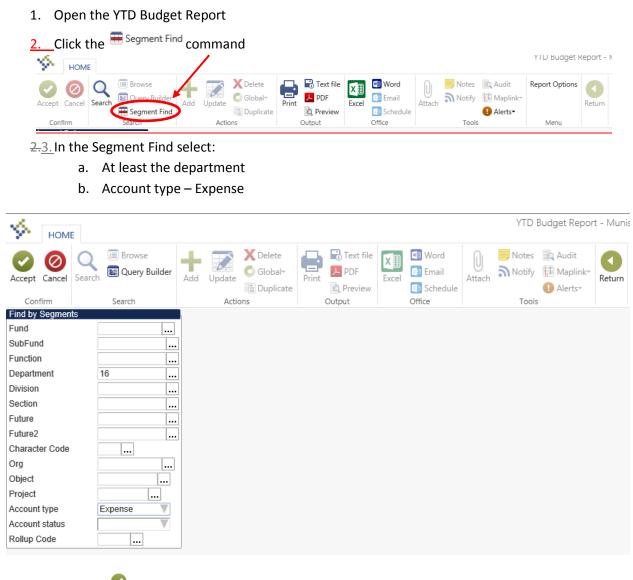
the repo	rt:
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Do you want to open or save mu00459001.pdf (114 KB) from yvwinmu4934ci01.tylertech.com?	Open	Save	•	Cancel	×
					·

6.8. The report should look similar to:

Tulsa A New Kind of Energy.					w	ww.cityoftulsa	-
01/04/2018 10:52 00 4934impl 1	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 							
57 Nonbudgetary expend 1001612 571101 Outstanding M&S im 1001612 571201 Outstanding service TOTAL Nonbudgetary expend TOTAL AM Dir STW Directs	2 0 0 0 0	0 0 0	-16,332.04 -21,613.39 -37,945.43 -37,945.43	.00 .00 .00	.00 .00 .00	16,332.04 21,613.39 37,945.43 37,945.43	100.0%
1621 AM Admin Svs Admin 51 Personal services							
1001621 511101 Regular salaries & 1001621 511201 Shift differential 1001621 511301 Overtime 1001621 512010 Social security 1001621 512201 Municipal pension & 1001621 512206 Group life insurand 1001621 512201 Employee plan 1001621 512401 Parking & bus subsi		39,848 0 0 0 0 0 0 0 0	16,082.78 .01 38.79 153.18 330.59 8.75 300.13 4.92	.00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00	-38.79 -153.18 -330.59 -8.75 -300.13	40.4% 100.0%* 100.0%* 100.0%* 100.0%* 100.0%* 100.0%*
TOTAL Personal services	39,848	39,848	16,919.15	.00	.00	22,928.85	42.5%
TOTAL AM Admin Svs Admin 1642 AM Security 51 Personal services 1001642 511101 Regular salaries &	39,848 135,117	39,848	16,919.15	.00	.00	22,928.85	42.5%

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





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

											\sim				
\$	HOME	E												YTD Budget I	Report -
Accept	Ø Cancel	Q Search	Browse Query Builder Segment Find	Add	Update	X Delete O Global+ Duplicate	Print	Text file	X Excel	Word Email Schedule	() Attach		Audit Maplink*	Report Options	Return
Cont	firm		Search		Actio	ons		Output		Office		Tools		Menu	

- 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)

МОМЕ			YTD Bud	dget Report - Munis [City of Tulsa] > Repo	ort Options
	Search Browse		plicate	Excel Dia Email Excel Dia Schedule	Attach Notify	Audit Maplink* Alerts*
Confirm	Search	Actions	Output	Office	Tools	
Report Sequence Execute this repo		V				
Execute this repo	NOW	Page				
	Field #	Total Break				
Sequence 1	1 - Fund					
Sequence 2	4 - Department					
Sequence 3	10 - Character					
Sequence 4	11 - Object					
Report title	YEAR-TO-DATE BUDG	ET REPORT				
Print Options	Additional Options					
Report Options						h l
Include only acc	ounts that used	0 % or greater of bu	dget			
Order accounts Totals only Account descrip Print full GL acc Roll projects to o Print report optio	tion Full V ount	ect V	Carry forward Print MTD version	Within year/period Totals (GAAP) Standard format		

Report title	YEAR-TO-DATE BU	DGET REPORT]			
]			
Print Options	Additional Options						
Additional Options	3						
Include requisition	amounts	\checkmark	Include budget entries		\checkmark		
Print Revenues-V	ersion headings		Include encumb/liq entr	ries	\checkmark		
Print revenue as o	redit	\checkmark	Sort option	[Journal entries		
Print revenue bud	gets as zero		Detail format option	[Standard format		
Include fund balar	nce		Include additional JE co	omments			
Print journal detai	I		Multiyear view	[Default view 🔍		
			Amounts/totals exceed	999 million dollars			
From yr/per	2001 1						
To yr/per	2001 1						
f. g. h. <u>6</u> Click t	Note: The se Click the Return	ettings are	d to save the set saved and appe d to return to th enerate a report	ar next time ne previous is		dget Repo	ort
HOME						YTD Budget R	leport -
Accept Cancel S	🛲 Segment Find	Add Update	Delete Global Duplicate	Excel Schedule	Attach Notes Audit Addit	Report Options	Return
Confirm	Search	Actions	Output	Office	Tools	Menu	
4 <u>-7.</u> It may	take a few mo	oments to	generate but up	on completio	on you are prompte	d to save	or oper
the re	port:						

5.8. The report should look similar to:

01/04/2018 10:59 49341mp1	City of Tulsa YEAR-TO-DATE BUDGE'	I REPORT				www.cityoftulsa	P 1 glytdbud
FOR 2018 13	ILAK-10-DATE DODOL.	, MILLONI					grycabaa
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 511102 Part time & temporary 511201 Shift differential 511203 Out of class pay 511204 Longevity pay 511301 Overtime 511402 Car allowance 512101 Social security 512102 Workers compensation 512201 Wunicipal pension contribut 512204 Deferred compensation stipe 512206 Group life insurance 512206 Gmployee plan 512401 Parking & bus subsidy	1,771,100 14,050 0 1,535 3,000 18,269 18,269 18,269 18,269 3,033 10 25,847 nd 777 33,330 0	1,771,100 14,050 0 1,535 3,000 18,269 3,093 25,847 777 33,330 0	724,116.02 8.62 198.20 1,195.45 818.56 13,602.37 1,063.35 28,005.93 634.84 25,684.09 749.21	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	00 00 00 00 00 00 00 00 00 00 00 00 00	$\begin{array}{c} 1,046,983.98\\ 14,050.00\\ -8,62\\ -9,82\\ 339,55\\ -818.56\\ 3,000.00\\ 4,666.63\\ 2,029.65\\ -2,158.93\\ -16,53\\ -16,53\\ 2,029.65\\ -7,16,93\\ -16,53\\ -16,53\\ -16,53\\ -749.21\end{array}$	0 100.0 100.0 77.9 100.0 0^{8} $.0^{8}$ 34.4^{8} 108.4^{8} 100.0^{8} 89.4^{8} 77.1^{8}
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 521103 Office supplies 521104 Computer supplies 521104 Janitorial supplies 521112 Safety supplies 521115 Safety shoes 521119 Clothing 521121 Non capitalized equipment 521124 Other operating supplies 521205 Hardware, paint & lumber 522105 Structural & molded metal 522108 Minor tools	3,500 1,566 2,261 9,000 1,000 1,460 3,090 516 516 2,000 4,000	3,500 1,566 2,261 9,000 1,000 1,400 3,090 516 2,000 4,000	.00 189.55 00 00 407.97 .00 282.91 .00 3,589.41 12.95 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	3,500.00 1,376.35 2,261.00 9,000.00 1,000.00 1,400.00 2,140.00 233.09 516.00 -1,589.41 -12.95 4,000.00	.0% 12.1% .0% .0% 102.0% 30.7% 54.8% .0% 179.5% 100.0% .0%