

# Year to Date Budget Report

## OBJECTIVE:

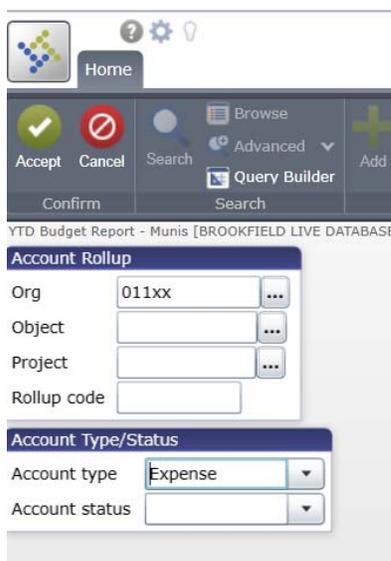
- A. CREATE YEAR TO DATE BUDGET REPORT - TRANSACTION DETAIL
- B. CREATE YEAR TO DATE BUDGET REPORT - ONE SUMMARY PAGE
- C. SET UP RECURRING YTD BUDGET REPORT ON SCHEDULED TIME
- D. OPEN SCHEDULED YTD REPORT THRU "SAVED REPORT" MENU

## Procedure

To create a year-to-date budget report:

- 1). Open the Year to Date Budget program.

*Menu > Departmental Functions > YTD Budget Report > Search*



YTD Budget Report - Munis [BROOKFIELD LIVE DATABASE]

**Account Rollup**

Org: 011xx

Object:

Project:

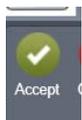
Rollup code:

**Account Type/Status**

Account type: Expense

Account status:

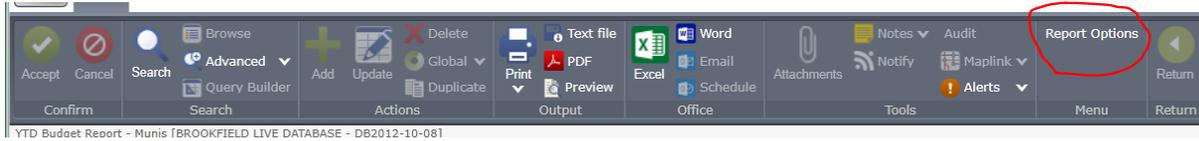
- 2). Enter your department Org and select Expense on Account type
- 3). Click **Accept**



- 4). The program displays the number of records found.

## A. YEAR TO DATE BUDGET REPORT - TRANSACTION DETAIL

1). Click Report Options on the top menu

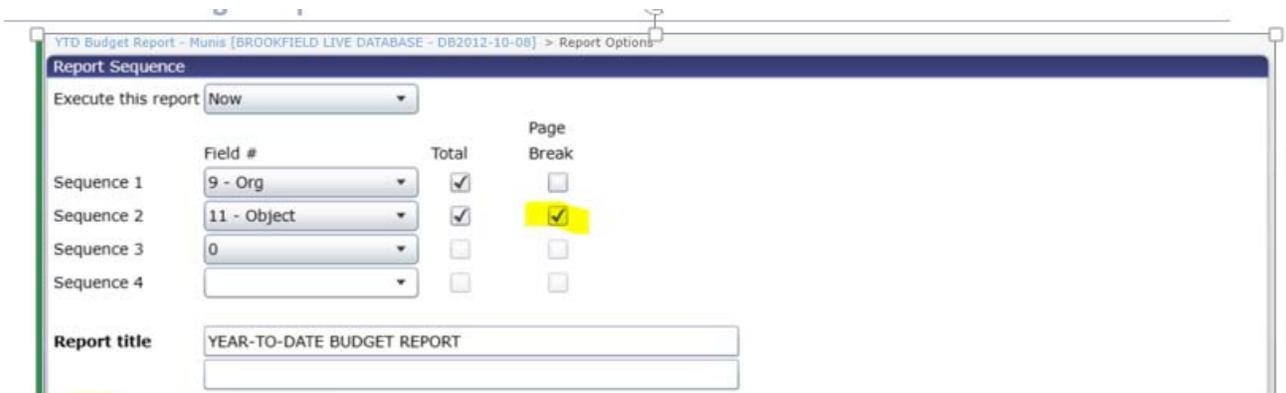


The program displays the Report Sequence and Report Options screen.

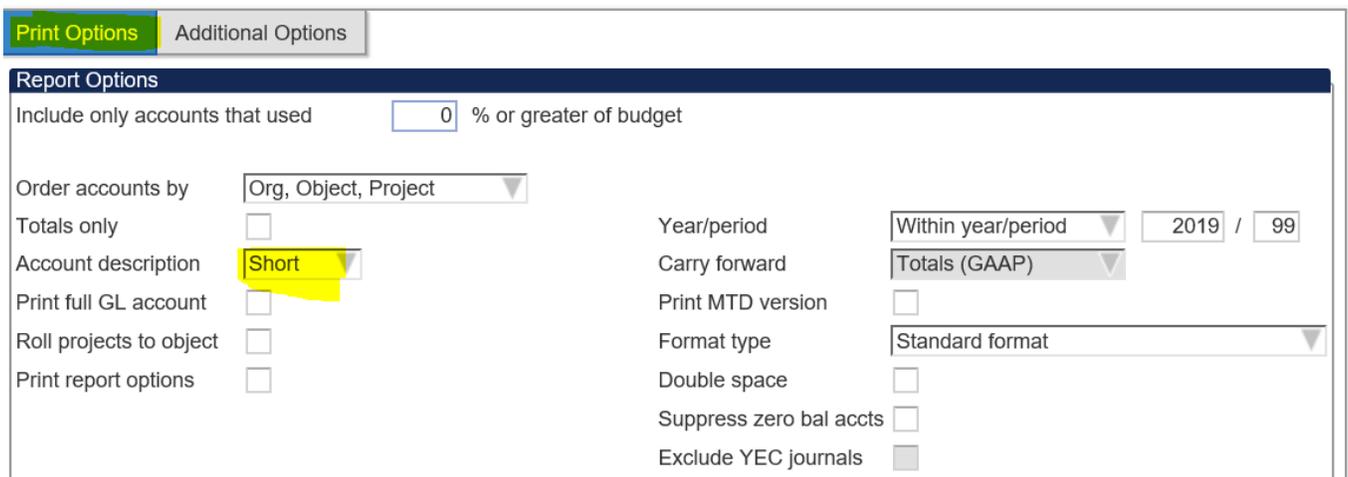
Complete the fields to define the report settings.

Here are the suggesting report settings:

### Report Sequence



### Print Options Tab and Additional Options Tab



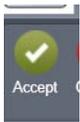
Print Options **Additional Options**

**Additional Options**

Include requisition amounts	<input checked="" type="checkbox"/>	Include budget entries	<input type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Purchase orders
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 checked="" type="checkbox"/>	Multiyear view	Default view
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>

From yr/per 2019 1  
To yr/per 2019 13

2). Click Green Accept



3). Click **Return** on the ribbon to close the Report Options screen

4). On the main screen, click to display your report and print if needed

SAMPLE REPORT – YTD DETAIL

12/01/2014 11:17 443dyau	BROOKFIELD LIVE DATABASE - DB2012-10-08 YEAR-TO-DATE BUDGET REPORT						P 6 glytdbud
FOR 2015 99	JOURNAL DETAIL 2015 1 TO 2015 6						
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5352 SOFTWARE MAINT/UPGRADES							
01179 5352 SOFT MT UP	44,891	0	44,891	8,833.07	428.25	35,629.68	20.6%
2015/02/000003 08/01/2014 API	816.25 VND 000297 PO		CHARTER COMMUNICATIO	8/4-9/3/14			900182
2015/02/000028 08/11/2014 API	-19.97 VND 008688 PO		AMERICAN EXPRESS	SAFECART			900317
2015/02/000028 08/11/2014 API	125.00 VND 008688 PO		AMERICAN EXPRESS	VSN DOT GOV			900317
2015/02/000028 08/11/2014 API	213.72 VND 008688 PO		AMERICAN EXPRESS	VERIZON			900317
2015/02/000028 08/11/2014 API	19.97 VND 008688 PO		AMERICAN EXPRESS	SAFECART			900317
2015/03/000035 09/12/2014 API	816.25 VND 000297 PO		CHARTER COMMUNICATIO	9/4-10/3/14			900776
2015/04/000042 10/10/2014 API	5,910.25 VND 000418 PO 15000173		MUNIS/TYLER TECH	Munis Application services 10/			901034
2015/04/000087 10/31/2014 API	356.60 VND 005527 PO 15000338		VERIZON WIRELESS	8/26-9/25/14			901237
2015/05/000011 11/01/2014 API	595.00 VND 007412 PO 15000355		DIGICERT, INC	domain SSL Encryption & Authen			901271
TOTAL SOFTWARE MAINT/UPGRADES	44,891	0	44,891	8,833.07	428.25	35,629.68	20.6%

Vender number - VND 00xxxx  
 PO number - PO 15000xxx  
 Check number - last column 90xxxx

## B. YEAR TO DATE BUDGET REPORT - ONE SUMMARY PAGE

Click **Report Option**

Deselect **page Break**, select **Total only** > **Accept**



>click **Return** > click



Execute this report Now

	Field #	Total	Page Break
Sequence 1	9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	11 - Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title:

**Print Options** | Additional Options

**Report Options**

Include only accounts that used  % or greater of budget

Order accounts by Org, Object, Project

Totals only

Account description Short

Print full GL account

Roll projects to object

Print report options

Year/period Within year/period 2019 / 99

Carry forward Totals (GAAP)

Print MTD version

Format type Standard format

Double space

Suppress zero bal accts

Exclude YEC journals

### SAMPLE REPORT – YTD SUMMARY PAGE

03/08/2019 07:59 443dyau		BROOKFIELD LIVE DATABASE - DB2012-10-08 YEAR-TO-DATE BUDGET REPORT				P 1 glytdbud	
FOR 2019 99		JOURNAL DETAIL 2019 1 TO 2019 12					
	ORIGINAL APPROP	TRANPRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1054143 GF-INFORMATION TECHNOLOGY							
51609 PUBLIC MEDIA	5,000	0	5,000	1,231.25	.00	3,768.75	24.6%
51618 NON UNION WAGES	153,735	0	153,735	100,759.84	.00	52,975.16	65.5%
53305 TECHNICAL CONSULTING	7,500	0	7,500	.00	.00	7,500.00	.0%
53909 USER TRAINING	6,500	0	6,500	27.50	.00	6,472.50	.4%
54323 SOFTWARE MAINT./UPGRADES	90,000	0	90,000	56,809.74	8,768.20	24,422.06	72.9%
54325 HARDWARE MAINTENANCE	21,000	0	21,000	9,392.14	14,352.03	-2,744.17	113.1%
56100 OFFICE SUPPLIES	7,500	0	7,500	3,956.20	915.08	3,228.72	57.0%
56116 TECHNICAL SUPPLIES	16,000	0	16,000	2,715.31	5,097.02	8,187.67	48.8%
58100 DUES & FEES	5,500	0	5,500	196.78	65.00	5,238.22	4.8%
TOTAL GF-INFORMATION TECHNOLOGY	312,735	0	312,735	174,488.76	29,197.33	109,048.91	65.1%
GRAND TOTAL	312,735	0	312,735	174,488.76	29,197.33	109,048.91	65.1%

**YTD EXPENDED** – the total amount paid

**ENC/REQ** – the total of **BLANKET** PO remaining and REQ amount

### C. SET UP RECURRING YTD BUDGET REPORT ON SCHEDULED TIME



Report Option > Execute this report>At a scheduled time> **Accept**

YTD Budget Report - Munis [BROOKFIELD LIVE DATABASE - DB2012-10-08] > Report Options

**Report Sequence**

Execute this report	Total	Page Break
Sequence 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 3	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	<input type="checkbox"/>	<input type="checkbox"/>

**Report title** YEAR-TO-DATE BUDGET REPORT

1). Click **Recur** to define schedule

Munis Scheduler Recurrence

**Recurrence pattern**

Daily  
 Weekly  
 Monthly  
 Yearly

Day 1 of every 1 month(s)  
 The first Thursday of every 1 month(s)

**Time**

Run at 08:00:00

**Range of recurrence**

Start 03/07/2019
  No end date  
 End after 10 occurrences  
 End by 01/01/2020

2). Click **Notify** to define notifications

Munis Scheduler Notifications

Please select the job events for which you would like to send notices and provide the user ID, role ID or the email address of the recipients for each type of event.

Event	Recipient
When job completes, include document link(s)	Users: 443dyau Roles: Email: dmyau@brookfieldct.gov
	Users: Roles: Email:
	Users: Roles: Email:

Add Remove Clear All OK Cancel

3). Click **Output** to save report to Spool Directory

Output type

Munis printer  
 Save

Save in: Both Munis spool directory & TylerCM archive

File name: glytdbud [nnnn]

Save as type: PDF (.pdf)

Comment: Saves to a file retrievable from the Saved Reports program.  
You may accept the default or enter your own file name.

Report title

YEAR-TO-DATE BUDGET REPORT

Output style

Presentation  
 Standard

Output options

Landscape      Copies: 1

Enable hyperlinks if present

OK Cancel

Click **OK** at the bottom of the page

**E-mail notification for scheduled job completion**

 Thu 3/7/2019 3:12 PM  
munisadmin@brookfieldct.gov  
Munis scheduled job 1872 complete

To: Dah-Miin Yau

**Suggested Meetings**

Munis Scheduler job 1872 scheduled for 03/07/2019 at 15:11:00 has completed successfully.

Started: 03/07/2019 15:11:01  
Completed: 03/07/2019 15:11:08

Message: Output complete

Saved: YEAR-TO-DATE BUDGET REPORT as glytdbud0053.pdf

Archived: YEAR-TO-DATE BUDGET REPORT as glytdbud0053.pdf  
View at [https://yvwindash063.tylertech.com/sites/mu0443/Live/layouts/15/DashboardMunisV6.3/PassThru.aspx?-t=035BLrlll\\*\)%2B%3AX757](https://yvwindash063.tylertech.com/sites/mu0443/Live/layouts/15/DashboardMunisV6.3/PassThru.aspx?-t=035BLrlll*)%2B%3AX757)

Description: YEAR-TO-DATE BUDGET REPORT  
Owner: 443dyau  
Schedule: Every Thu of every week at 15:11:00, starting 03/07/2019.  
Next run: 03/14/2019 15:11:00

**D. OPEN "MY SAVED REPORT"**

1). Add "My Saved reports" to Programs menu

Menu>Departmental Functions> Right click "MY Saved reports" >Add to My Programs>

2.) Click " My Saved Reporrns" to open the report

**REPORT FIELDS DESCRIPTION**

Field	Description
Execute This Report	This list allows you to use Munis Scheduler to process the report. <ul style="list-style-type: none"> <li>You can process Now ,then save or print</li> <li>you can select At a Scheduled Time to establish a specific time</li> </ul>
Total	This check box, if selected, causes the report to print a subtotal line whenever the sequence changes
Page Break	This check box, if selected, causes the program to start a new page whenever the particular sequence changes. If this check box is not selected in Sequence 1, there is no label in the page header and this level has a header label like all other sequence levels.
Report Title	These boxes contain the title for the YTD report. The default value for the first line of the title is Year-to Date Budget Report

**Print Options**

Field	Description
Order Accounts By	This list allows you to select in what order accounts are sorted: org/object/project or full account.
Totals Only	This check box, if selected, causes the report to print totals as described in the Field # Sequence selections.
Account Description	This list determines the description that prints next to the account: full or short. The full description contains up to 30 characters; the short description contains 10.
Print Report Options	This check box, if selected, causes the program to append the Search criteria and report option settings at the end of the report.
Year/Period	This list indicates the time period for which information for the budget report is selected. Period 99 retrieves up-to-the-minute totals.

**Additional Options**

Field	Description
Include Requisition Amounts	This check box, if selected, causes the program to add requisition amounts to the report
Print Journal Detail	This report, if selected, causes the program to extract detail transactions from the GL Journal Hold and GL History tables and prints these detail lines for each account.
Sort Option	This options determines the sort order if the Print Journal Detail check box is selected; sort options are journal entries or purchase orders.
From Yr/Period To Yr/Period	These boxes define the range of years and periods for which to include account detail to include on the report. These boxes are only accessible if the Print Journal Detail check box is selected.