# Year to Date Budget Report

1. Choose Tyler Menu→ Departmental Functions→ YTD Budget Report
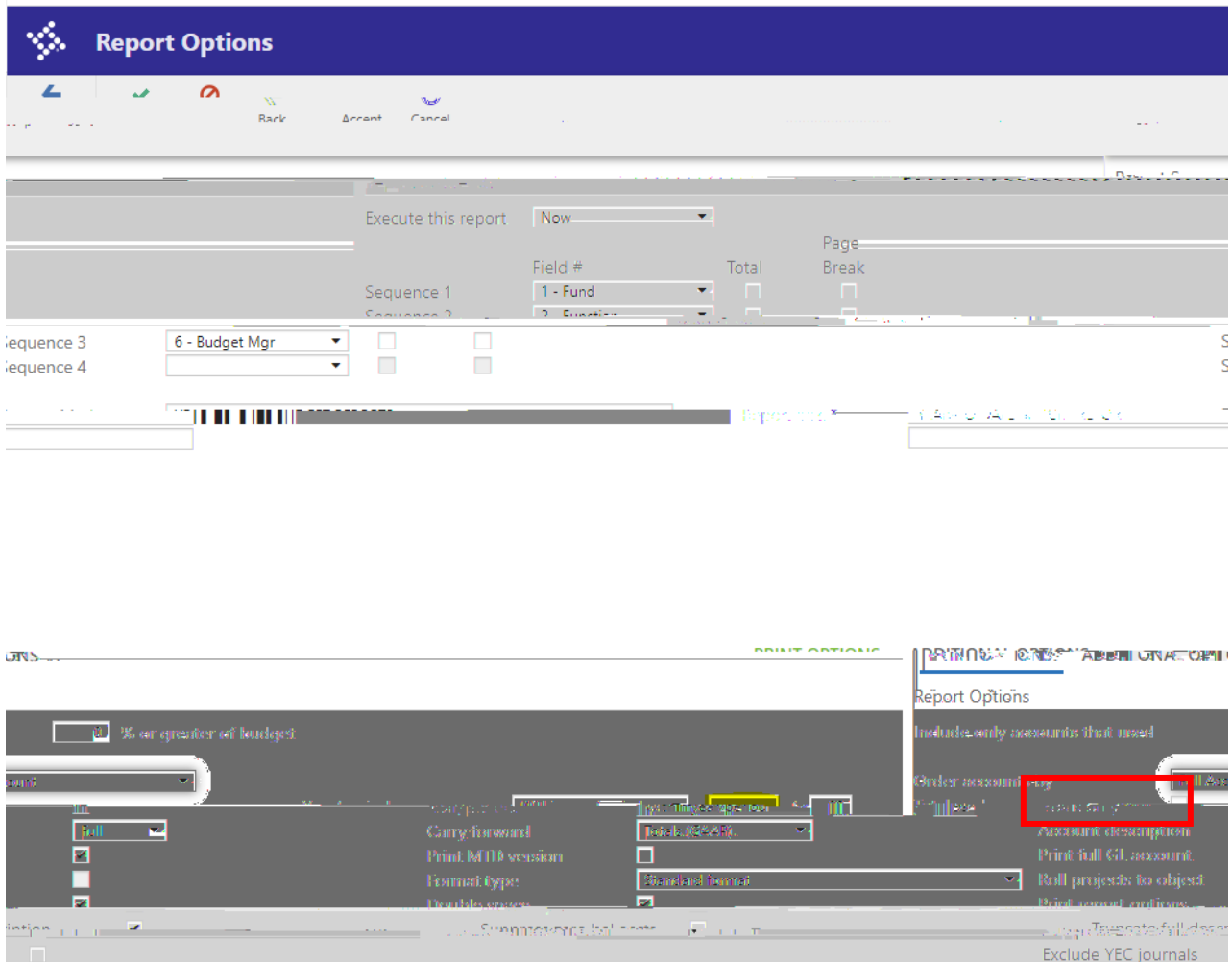
2. Choose Segment Find

3. Enter fund 199, your Budget Manager, Account type→ Expense, Account Status→ Active

4. At this screen, you will see at the bottom left hand corner XXX Records found.  You can choose to print your report in PDF, Excel, or Word, click on the format you want to use to pull up report.



112 Record(s) found.
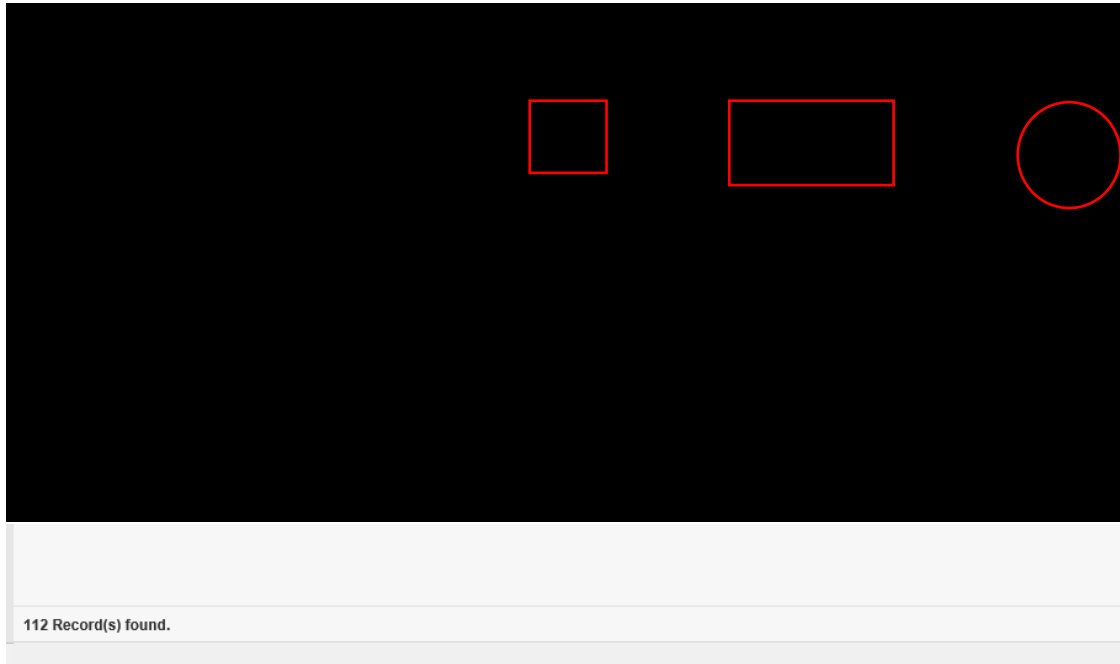
5. Before you print/save your report, check your Report Options to make sure you're pulling current year budget.
6. Under Print Options, change year to current year i.e., 2024, 2025, 2026) and use 99 for period.

7. Under Additional Options, set up as shown below

You will get a message that looks like this, click on it to Open and view your file.


munistemp220823....xlsx

Your report will look like this.