

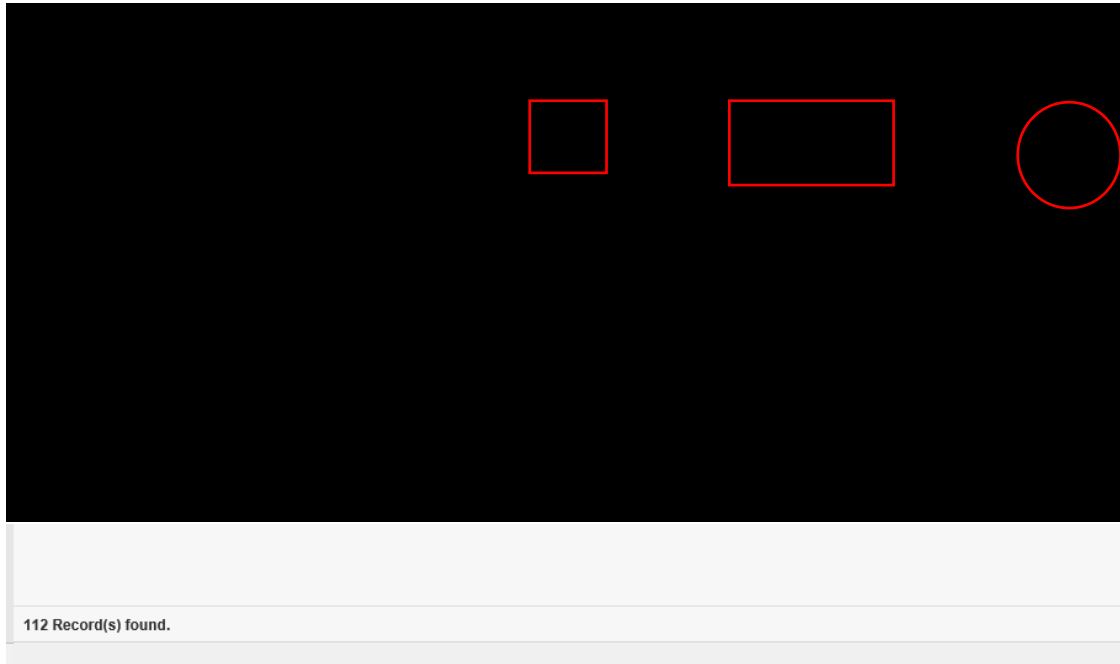
Year to Date Budget Report

1. Choose Tyler Menu Departmental Functions YTD Budget Report

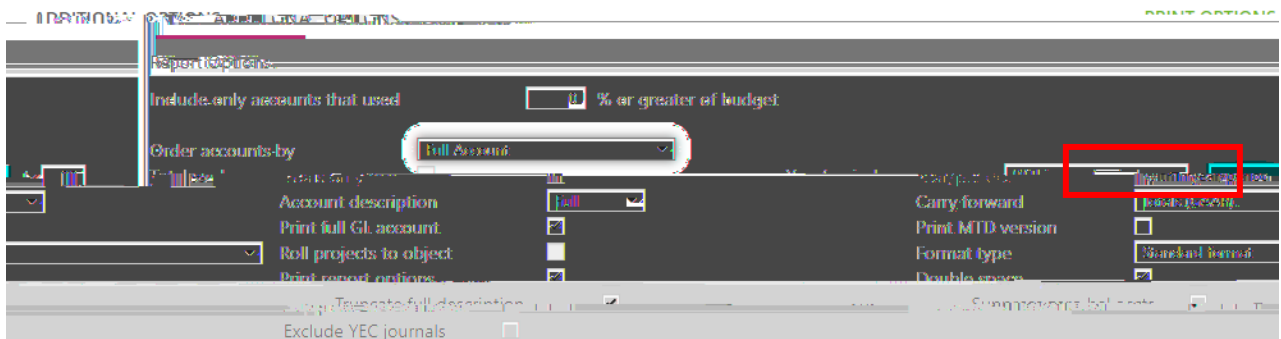
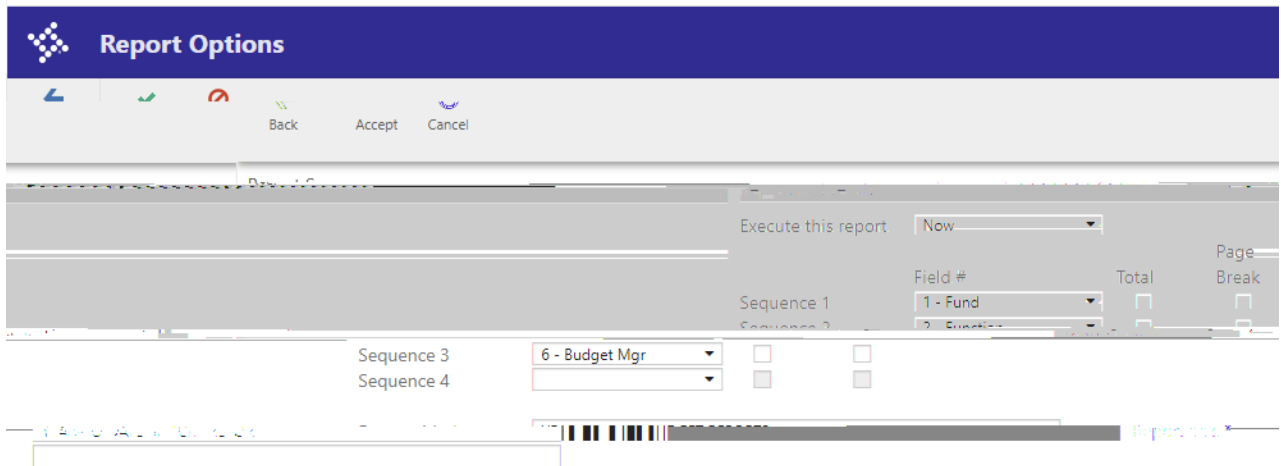
2. Choose Segment Find

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.

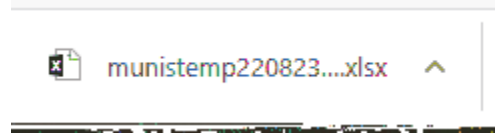


5. Before you print/save your report, check your Report Options to make sure you're pulling current year budget.
6. Under Print Options, change year to current year (e., 2024, 2025, 2026) and use 99 for period



7. Under **Additional Options** set up as shown below

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



Your report will look like this.

A screenshot of an Excel spreadsheet showing payroll data. The spreadsheet has columns for 'ACCOUNT', 'ACCOUNT DESCRIPTION', 'ORIGINAL', '2000', '2001', '2002', '2003', '2004', '2005', '2006', '2007', '2008', '2009', '2010', '2011', '2012', '2013', '2014', '2015', '2016', '2017', '2018', '2019', '2020', '2021', '2022', '2023', '2024', '2025', '2026', '2027', '2028', '2029', '2030', '2031', '2032', '2033', '2034', '2035', '2036', '2037', '2038', '2039', '2040', '2041', '2042', '2043', '2044', '2045', '2046', '2047', '2048', '2049', '2050'. The data is organized into rows for different payroll components. The 'BENCHMARK ASSESSOR' row shows a salary of 2,830.16 and a Medicare tax of 2,970. Other rows include 'PROFESSIONAL SUBSTITUTES' and 'SALARY CARETAKER MONITOR'. The spreadsheet is partially obscured by a blue selection bar.