## Year to Date Budget Report

1. Choose Tyler Menu Departmental Functions ¥TD Budget Report

2. Choose Segment Find

3. Enter fund 199, your Budget Manager, Account typexpenseAccount StatusActive

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, changeyear to current year i(e., 2024, 20252026) and use 99 for period

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7. UnderAdditional Options set up as shown below

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



## Your report will look like this.

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