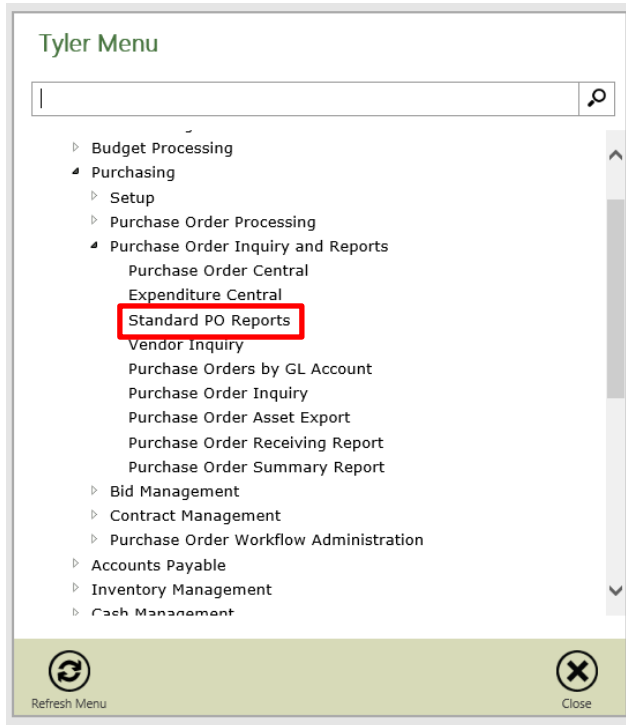


MONTH END REPORTS

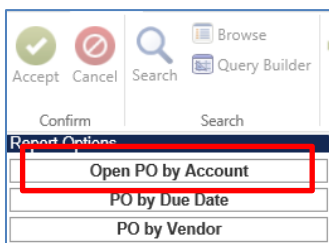
These reports can be run as needed.

A. Encumbrance Report

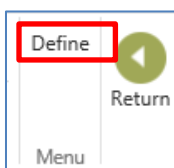
1. From the Tyler Menu, open “Standard PO Reports”.



2. Click “Open PO by Account”.



3. Click “Define”.

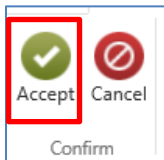


4. Select “Sort by: Fund.” Enter the “PO fiscal year” and “PO entered” dates and the “Fund”.
5. “PO fiscal year” should be “current” if the prior fiscal year is closed. If the prior fiscal year is not closed, then “current” will be the prior fiscal year and the “PO entered” is the prior fiscal year’s beginning date and the “to” date is the prior fiscal year’s ending date. When the prior fiscal year is not closed, then “Next” is the current fiscal year and the “PO entered” is the current fiscal year’s beginning date and the “to” date is the current (or desired) date. The “Expense” field will be checked automatically. This can be changed if needed.

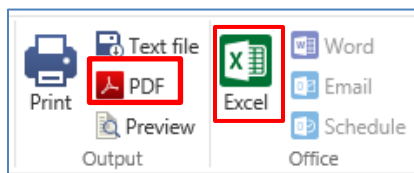
The screenshot shows a 'General' dialog box with the following settings:

- General:**
 - Initially sort by Dept/Loc:
 - Sort by: Fund, Organization, Account
- Inclusion options:**
 - PO fiscal year: Current (dropdown), 2018 (text)
 - PO entered: 07/01/2015 (calendar) to 04/16/2018 (calendar)
 - Dept/Loc: [] to []
 - Fund: 112 to 112
 - Sub-Fund: [] to []
 - Maj Category: [] to []
 - Department: [] to []
 - Location: [] to []
 - Entity Wide: [] to []
 - Org: [] to []
 - Object: [] to []
 - Project: [] to []
 - Accounts:
 - Expense
 - Revenue
 - Balance Sheet

6. Click “Accept”.



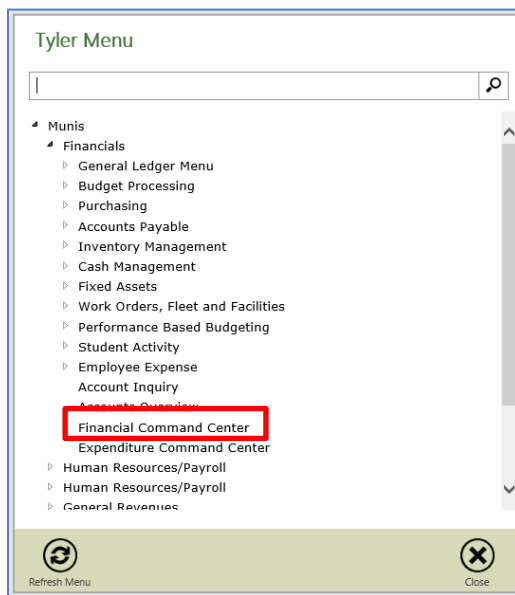
7. Click “PDF” to open the document, which can be printed or saved to your computer. See the example below. To view this in Excel, click “Excel”.



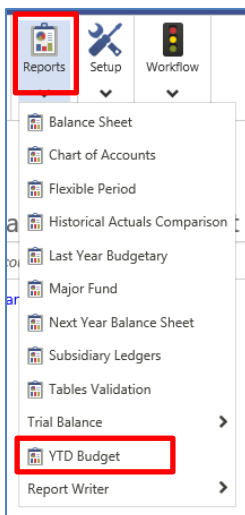
PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description
02/03/2016 13:41 Summer County, TN MUNIS LIVE P 1 dlawing OPEN PURCHASE ORDERS BY ACCOUNT poreport DATE RANGE: 07/01/2015 TO 06/30/2016 CURRENT YEAR POS GROUPED BY FUND							
DETAILS FOR ACCOUNT: 112-0000-51800-518-0000-51-533400- Maintenance Agreement (annual)							
16000097	001	102321	SIMPLEXGRINNELL LP	07/09/15	13,488.00	2,918.50	yearly po for Admin, archives, Ct
16000150	001	100331	ATECH INC	07/16/15	20,789.24	15,839.42	yearly po maintenance agreement f
16000152	001	102006	ONSITE ENVIRONMENTAL	07/16/15	7,590.00	3,795.00	yearly po maintenance agreement f
16000177	001	100426	KONE INC	07/20/15	5,692.56	2,846.28	yearly po for jail elevator
16000356	001	101619	ALPHA MECHANICAL SERVICE INC	08/07/15	14,129.00	7,167.25	Hvac contract for Ema/Ems. this r
16000454	001	100540	THE COMFORT GROUP INC	08/24/15	138,037.48	104,287.48	Hvac Yearly Contract for County B
					199,726.28	136,853.93	

B. YTD Budget Report

- From the Tyler Menu, open Financial Command Center.



- Click "Reports" then click "YTD Budget" on the dropdown menu.



3. Enter the “Fund” and “Major Category”. Click “Accept”.

Confirm Search

Find by Segments

Fund	101	...
Sub-Fund		...
Maj Category	52100	...
Department		...
Location		...
Entity Wide		...
Object		...
Project		...
Character code		...
Account type	Expense	▼
Account status		▼
Rollup Code		...

4. Click “Report Options”.

Report Options

Menu

5. Choose the following sequences.

Report Sequence

Execute this report Now ▼

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	2 - Sub-Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3	12 - Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 4	11 - Object	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Report title YEAR-TO-DATE BUDGET REPORT

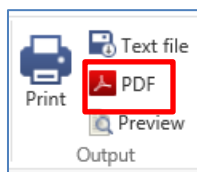
6. Choose the following “Print Options”, with the appropriate period selected.

7. Choose the following “Additional Options”.

8. Click “Accept”.

9. Click “Return”.

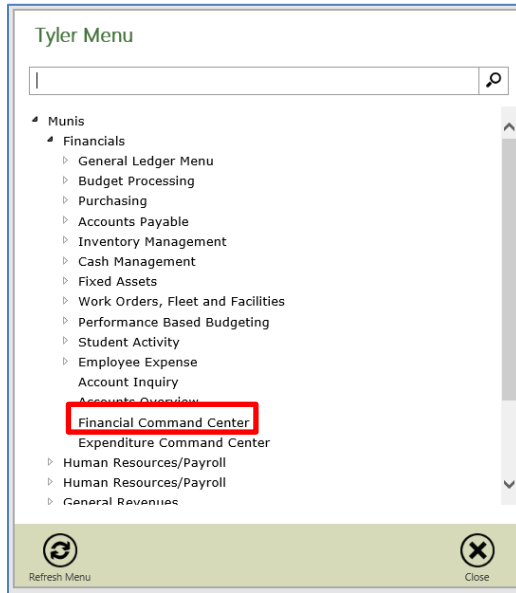
10. Click “PDF” to open the document, which can be printed or saved to your computer.



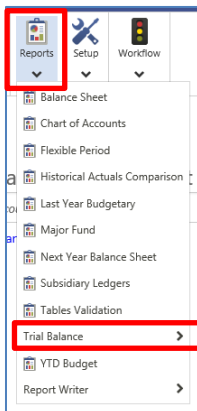
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0000	Undefined-Sub Fund	APPROP	BUDGET				BUDGET	USED
51800 County Buildings								

C. Account Trial Balance Report

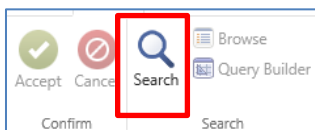
1. From the Tyler Menu, open the “Financial Command Center”.



2. Click “Reports.” Click “Trial Balance” then click “Account Trial Balance” on the drop-down menu.



3. Click “Search”.



4. Enter the “Fund” and “Major Category”. Click “Accept”.

Accept Cancel Search Browse Query Builder Add

Confirm Search

Find by Segments

Fund	101	...
Sub-Fund		...
Maj Category	52100	x ...
Department		...
Location		...
Entity Wide		...
Object		...
Project		...
Character code		...
Account type		▼
Account status		▼
Rollup Code		...

5. Click “Report Options”.

Report Options

Menu

6. Update the “Reporting from period” and “Journal Detail from” based on the date range you want reported.

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Excel Office

Confirm Search Actions Output

Report Options

Execute this report Now

Print (D)etail or (S)ummary D

Fiscal year-to-date version

Reporting year 2018

Reporting from period 1 JUL to 10 APR

Journal Detail from 07/01/2017 to 04/19/2018

(B)alance sheet or (A)ll accounts A

Roll up projects to object level

Omit zero balance accounts

Sort By 1 - Fund, Segments

Print Org Code

Print Fund Header and Org/Obj on total line

Include page break between funds

Amounts/totals exceed 999 million dollars

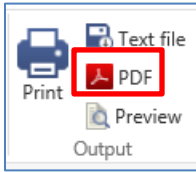
Print report options

Exclude fund balance YEC/AJE for prior years

Include page break between each subfund

Print subfund totals

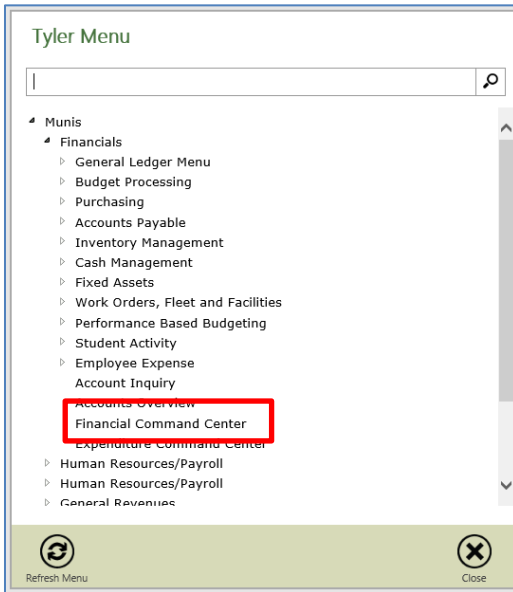
7. Click “Accept”.
8. Click “PDF” to open the document, which can be printed or saved to your computer. See the example below.



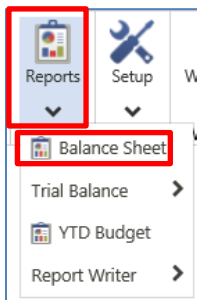
ACCOUNT		ACCOUNT NAME		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE REFERENCE					
101-0000-52100-521-1100-52-543700-				.00	3,739.87	.00	3,739.87	3,739.87
Periodicals								
1	856	API	07/31/17 000004 135142	ONE TIME - PCAR	536.99	.00	536.99	
4	770	API	10/31/17 000004 150254	ONE TIME - PCAR	373.35	.00	373.35	
5	466	API	11/30/17 000004 151753	ONE TIME - PCAR	.00	13.07	13.07	
5	512	API	11/30/17 000004 152135	ONE TIME - PCAR	.00	44.88	44.88	
5	512	API	11/30/17 000004 152136	ONE TIME - PCAR	.00	7.94	7.94	
5	512	API	11/30/17 000004 152142	ONE TIME - PCAR	.00	42.11	42.11	
5	512	API	11/30/17 000004 152145	ONE TIME - PCAR	.00	3.05	3.05	
5	512	API	11/30/17 000004 152149	ONE TIME - PCAR	.00	7.38	7.38	
5	512	API	11/30/17 000004 152200	ONE TIME - PCAR	113.88	.00	113.88	
7	458	API	01/31/18 000004 156251	ONE TIME - PCAR	520.00	.00	520.00	
8	441	APT	02/28/18 000004 157874	ONE TIME - PCAR	.00	101.86	101.86	
8	458	API	02/28/18 000004 157944	ONE TIME - PCAR	20.00	.00	20.00	
					1,564.22	219.39	1,344.83	1,344.83

D. Balance Sheet

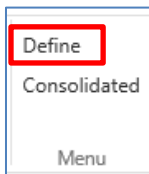
1. From the Tyler Menu, open the “Financial Command Center”.



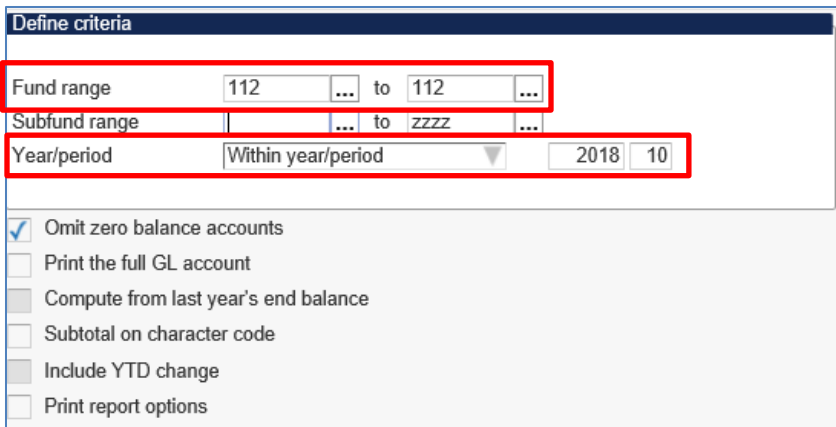
2. Click “Reports.” Click “Balance Sheet” from the drop-down menu.



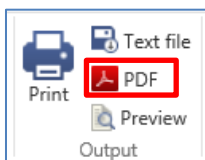
3. Click “Define.”



4. Define the following criteria with the desired “Fund range” and “Year/period” populated.



5. Click “Accept.”
6. Click “PDF” to open the document, which can be printed or saved to your computer. See the example below.



02/04/2016 12:02
drawing

Sumner County, TN MUNIS LIVE
BALANCE SHEET FOR 2016 8

FUND: 112 Courthouse and Jail Maint Fund / SUB-FUND 0000			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	11140	Cash with Trustee	-16,583.03	32,306.65
112	11600	Prepaid Items	.00	3,788.00
TOTAL ASSETS FOR SUB-FUND 0000			-16,583.03	36,094.65
LIABILITIES				
112	21100	Accounts Payable	.00	-45.00
112	21400	PCard ACI Liabilities	.00	8,395.83
TOTAL LIABILITIES FOR SUB-FUND 0000			.00	8,350.83
FUND BALANCE				
112	14100	Estimated Revenues	.00	575,000.00
112	14200	Unliquidated Encumbrances-Ctl	-12,564.39	269,285.14
112	14500	Expenditures-Current Year-Ctl	16,583.03	271,983.12
112	28100	Appropriations-Ctl	.00	-574,150.00
112	28500	Revenues-Ctl	.00	-227,678.12
112	34110	Encumbrances-Current Year	12,564.39	-269,285.14
112	34120	Encumbrances-Prior Year	.00	-19,253.00
112	34510	Restricted for General Govt	.00	-69,497.48
112	39100	Budgetary Fund Balance	.00	-850.00
TOTAL FUND BALANCE FOR SUB-FUND 0000			16,583.03	-44,445.48
TOTAL LIABILITIES + FUND BALANCE FOR SUB-FUND 0000			16,583.03	-36,094.65
TOTAL ASSETS FOR FUND 112			-16,583.03	36,094.65
TOTAL LIABILITIES FOR FUND 112			.00	8,350.83
TOTAL FUND BALANCE FOR FUND 112			16,583.03	-44,445.48
TOTAL LIABILITIES + FUND BALANCE FOR 112			16,583.03	-36,094.65