



SUMNER COUNTY GOVERNMENT

Munis 2021.2 Reports

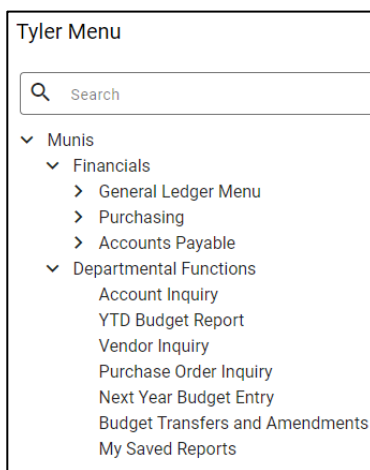
Section 1 General Information

- Year-to-Date (YTD) Budget reports can be run in Munis as often as needed but should be ran and reviewed on at least a monthly basis.
- If the end user needs access to a particular report, contact the finance department’s financial analyst.
- If the end user needs assistance with running a report, contact the finance department’s accounts payable coordinator.

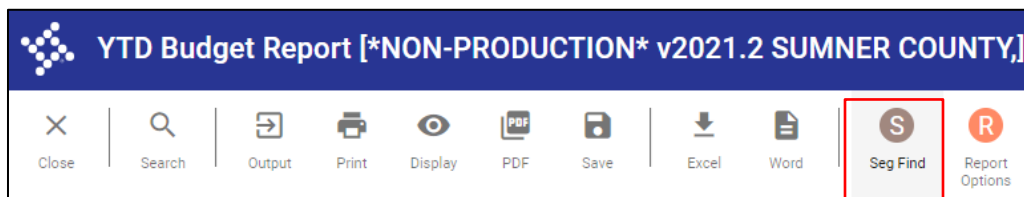
Section 2 Procedures

A. YTD Budget Report – shows budgeted amounts, expenditures, encumbrances, and account balances for the selected accounts

1. From the Tyler Menu, open “YTD Budget Report”.



2. Click “Seg Find” from the toolbar.



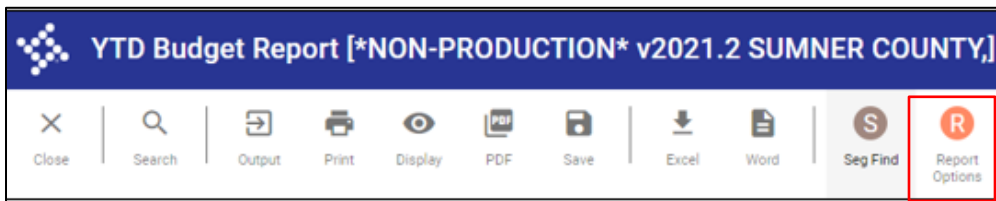
3. Enter the segments to be searched.
 - If running a report for expenses only, enter the “Fund” and “Major Category”.
 - If running a report for revenues only, enter the “Fund” and “Maj Category” then select “Revenue” as the “Account type”.
 - If running a report for both revenues and expenses, enter the “Fund” and “Maj Category” then leave the “Account type” blank.
4. Click “Accept”.

YTD Budget Report [*NON-PRODUCTION* v2021.2 SUMNER COUNTY,]

Find by Segments

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

5. Click “Report Options” from the toolbar.



6. Choose the following report sequence.

Report Sequence

	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 checked="" 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 *

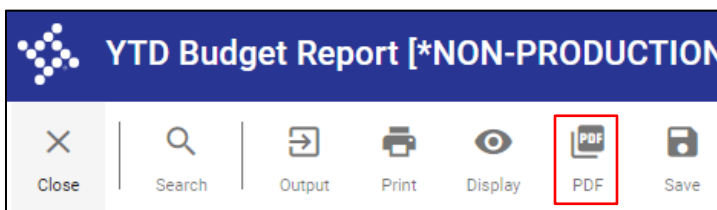
7. Choose the following “Print Options” with the appropriate “Year/period” selected.

8. If the report includes only revenues, click on the “Additional Options” tab, and check the box for “Print Revenues-Version Headings”.

9. Verify all fields match the screenshots above for the Print Options and Additional Options tabs.

10. Click “Accept”, then click “Back” on the toolbar.

11. Click “PDF” from the toolbar to open the document.



- This is an example of the report. It can be printed or saved to the computer.

ACCOUNTS FOR:	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
101 General Fund						
0000 Undefined-Sub Fund						