

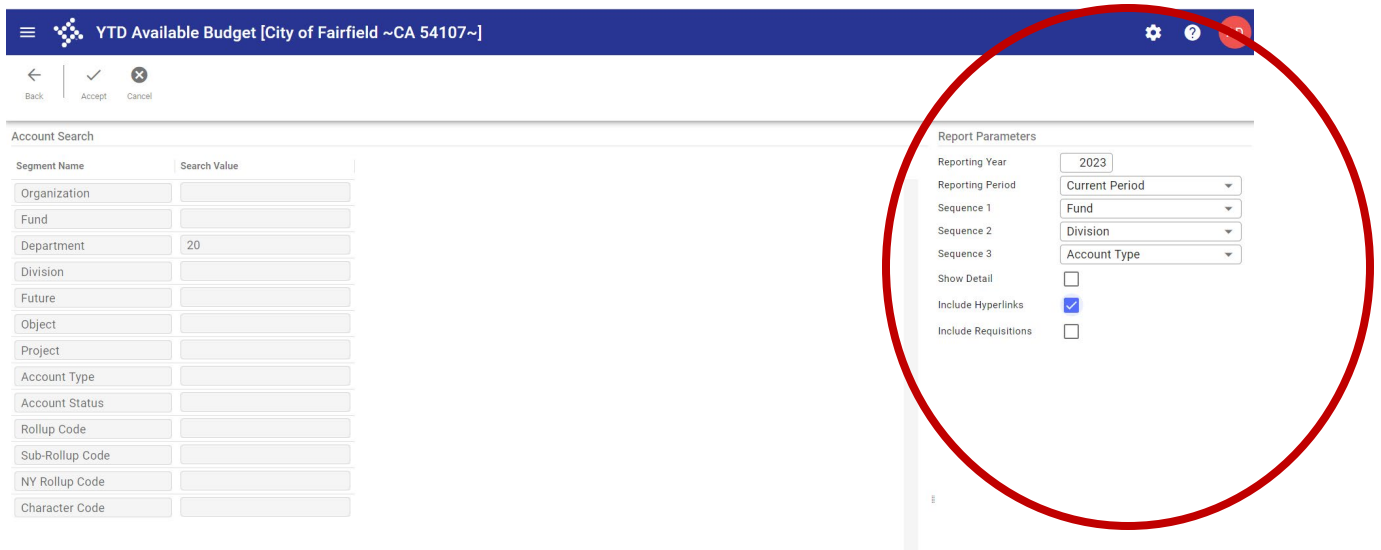
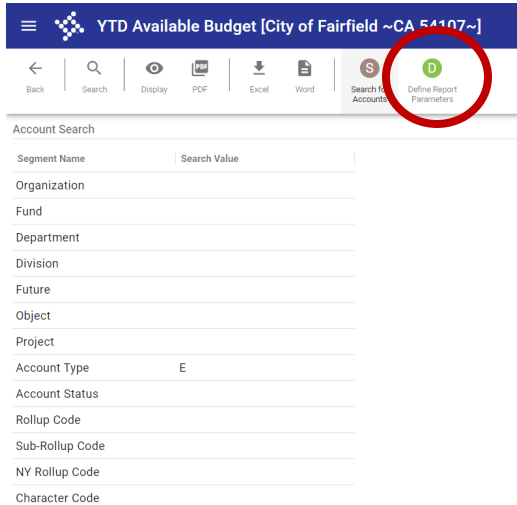
Tyler Topic: YTD Available Budget Report

The screenshot shows the 'FAIRFIELD Landing Page' header. Below it is a red banner for 'City of Fairfield, CA - Home'. There are two main buttons: 'Approvals' (green) with a thumbs-up icon and 'Notifications' (orange) with a speech bubble icon. The 'Tyler Menu' is expanded, showing a search bar and a tree structure. The 'Munis' folder is expanded to 'Financials', which is further expanded to 'General Ledger Menu'. Under 'General Ledger Menu', the 'Inquiries and Reports' folder is expanded, and 'YTD Available Budget' is highlighted in yellow.

The screenshot shows the 'YTD Available Budget [City of Fairfield ~CA 54107~]' page. At the top, there is a navigation bar with icons for Back, Search, Display, PDF, Excel, Word, Search for Accounts, and Generate Report Parameters. The 'Search for Accounts' icon is circled in red. Below the navigation bar is the 'Account Search' form with the following fields:

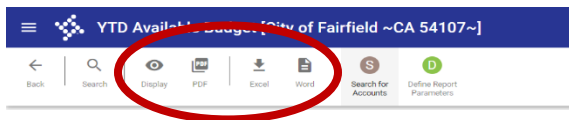
Segment Name	Search Value
Organization	
Fund	
Department	
Division	
Future	
Object	
Project	
Account Type	E
Account Status	
Rollup Code	
Sub-Rollup Code	
NY Rollup Code	
Character Code	

You can search by any of the Segments listed.



You must “Define Report Parameters”. You can decide how to segment and what kind you want included.


Do not select “Include Requisitions” this can include any requisitions that were entered in error or not yet approved.



You can then decide how you want the report generated. The examples created below is for Finance, both revenue and expense accounts and all funds.

Display:

1 of 2 Find | Next



YTD Available Budget Report

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
10	GENERAL FUND	1,753,833.94	0.00	1,753,833.94	32,620.27	296,228.00	1,424,985.67	18.75 %
2000	FINANCE ADMINISTRATION	489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
	Revenue Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Accounts	489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
20200	REVENUE	(23,371.18)	0.00	(23,371.18)	578.53	0.00	(23,949.71)	-2.48 %
	Revenue Accounts	(2,000.00)	0.00	(2,000.00)	0.00	0.00	(2,000.00)	0.00 %
	Expense Accounts	(21,371.18)	0.00	(21,371.18)	578.53	0.00	(21,949.71)	-2.71 %
20300	ACCOUNTING	497,650.53	0.00	497,650.53	30,245.94	256,119.00	211,285.59	57.54 %
	Revenue Accounts	(5,000.00)	0.00	(5,000.00)	0.00	0.00	(5,000.00)	0.00 %
	Expense Accounts	502,650.53	0.00	502,650.53	30,245.94	256,119.00	216,285.59	56.97 %
20301	ACCOUNTS PAYABLE	401,033.26	0.00	401,033.26	0.00	14,416.00	386,617.26	3.59 %
	Expense Accounts	401,033.26	0.00	401,033.26	0.00	14,416.00	386,617.26	3.59 %
20400	PAYROLL	389,029.79	0.00	389,029.79	859.82	13,193.00	374,976.97	3.61 %
	Expense Accounts	389,029.79	0.00	389,029.79	859.82	13,193.00	374,976.97	3.61 %
102	SUCCESSOR AGENCY ADMIN FUND	24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
20300	ACCOUNTING	24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
	Expense Accounts	24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
155	SPECIAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20100	FINANCE ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20199	FINANCE CAP PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
267	FEMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20199	FINANCE CAP PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
501	CENTRAL STORES	231,541.97	0.00	231,541.97	4,179.53	0.00	227,362.44	1.81 %
20500	STORES ADMIN	133,041.97	0.00	133,041.97	191.81	0.00	132,850.16	0.14 %
	Expense Accounts	133,041.97	0.00	133,041.97	191.81	0.00	132,850.16	0.14 %
20501	COPYING	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00 %
	Expense Accounts	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00 %
20502	POSTAGE	71,500.00	0.00	71,500.00	162.56	0.00	71,337.44	0.23 %
	Expense Accounts	71,500.00	0.00	71,500.00	162.56	0.00	71,337.44	0.23 %
20503	PRINTING	13,500.00	0.00	13,500.00	3,765.16	0.00	9,734.84	27.89 %
	Expense Accounts	13,500.00	0.00	13,500.00	3,765.16	0.00	9,734.84	27.89 %
20504	RETENTION	2,500.00	0.00	2,500.00	60.00	0.00	2,440.00	2.40 %

You can expand to see the account detail, hyperlinks will take you to Account Central where you can drill into further detail.



YTD Available Budget Report

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
101 GENERAL FUND		1,753,833.94	0.00	1,753,833.94	32,620.27	296,228.00	1,424,985.67	18.75 %
20100 FINANCE ADMINISTRATION		489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
Revenue Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
10120100 7048	LIENREL FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 7315	OTHMISCREV	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Accounts		489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
10120100 8101	SALARIES	472,605.33	0.00	472,605.33	0.00	0.00	472,605.33	0.00%
10120100 8102	ASNEEDLABR	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00%
10120100 8105	LEAVETIME	65,443.58	0.00	65,443.58	0.00	0.00	65,443.58	0.00%
10120100 8107	EMGPDSCKLV	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8108	PTLVTM	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8206	TUITNREIMB	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8209	SOCSECTAX	8,054.61	0.00	8,054.61	0.00	0.00	8,054.61	0.00%
10120100 8210	DEFCOMP	43,575.42	0.00	43,575.42	0.00	0.00	43,575.42	0.00%
10120100 8211	ICMAVNTGCR	1,680.00	0.00	1,680.00	0.00	0.00	1,680.00	0.00%
10120100 8212	POBERRATE	28,247.57	0.00	28,247.57	0.00	0.00	28,247.57	0.00%
10120100 8213	PARSCONTRB	111.00	0.00	111.00	0.00	0.00	111.00	0.00%
10120100 8216	SOCSECP	123.00	0.00	123.00	0.00	0.00	123.00	0.00%
10120100 8219	UNFEQBOOT	1,350.00	0.00	1,350.00	0.00	0.00	1,350.00	0.00%
10120100 8220	MEDICAL	52,622.20	0.00	52,622.20	0.00	0.00	52,622.20	0.00%
10120100 8221	DENTALVISN	2,301.75	0.00	2,301.75	0.00	0.00	2,301.75	0.00%
10120100 8235	LIFEDSBINS	1,788.30	0.00	1,788.30	0.00	0.00	1,788.30	0.00%
10120100 8240	PERMSCCLA	35,571.72	0.00	35,571.72	0.00	0.00	35,571.72	0.00%
10120100 8241	PERMSCPEP	15,594.74	0.00	15,594.74	0.00	0.00	15,594.74	0.00%
10120100 8242	PERMSCUNF	124,000.26	0.00	124,000.26	0.00	0.00	124,000.26	0.00%
10120100 8301	OFFICESUPP	1,092.00	0.00	1,092.00	453.56	0.00	638.44	41.58%
10120100 8302	PSTGOUTSDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8305	CMPTR<\$5K	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8306	OFFICE<\$5K	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8418	CMPTCONTMN	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8441	OTHCONTSVC	13,109.25	0.00	13,109.25	11.00	0.00	13,098.25	0.08%
10120100 8707	TELEPHBILL	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8708	TELSVCCALL	0.00	0.00	0.00	208.39	0.00	(208.39)	100.00%
10120100 8810	TECHISFCHG	172,815.43	0.00	172,815.43	0.00	0.00	172,815.43	0.00%
10120100 8811	INTRISFCHG	3,461.69	0.00	3,461.69	0.00	0.00	3,461.69	0.00%
10120100 8812	PHNRPLCMNT	10,271.85	0.00	10,271.85	0.00	0.00	10,271.85	0.00%
10120100 8814	WCINSURCHG	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8828	BUILDNGUSE	2,453.26	0.00	2,453.26	0.00	0.00	2,453.26	0.00%
10120100 8830	VACSICKLVE	33,715.68	0.00	33,715.68	0.00	0.00	33,715.68	0.00%
10120100 8840	GENSVCSISF	235.70	0.00	235.70	0.00	0.00	235.70	0.00%
10120100 8902	LEGALFEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 8911	OTHCLTSVC	51,704.50	0.00	51,704.50	0.00	12,500.00	39,204.50	24.18%
10120100 9003	ADVERTISNG	1,092.00	0.00	1,092.00	193.75	0.00	898.25	17.77%
10120100 9006	TRNGCNFRNC	10,136.30	0.00	10,136.30	0.00	0.00	10,136.30	0.00%
10120100 9007	TRAVELMLGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
10120100 9008	ORGZTNDUES	1,092.00	0.00	1,092.00	0.00	0.00	1,092.00	0.00%

PDF:

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
101 GENERAL FUND		1,753,833.94	0.00	1,753,833.94	32,620.27	296,228.00	1,424,985.67	18.75 %
20100 FINANCE ADMINISTRATION		489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
Revenue Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Accounts		489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
20200 REVENUE		(23,371.18)	0.00	(23,371.18)	578.53	0.00	(23,949.71)	-2.48 %
Revenue Accounts		(2,000.00)	0.00	(2,000.00)	0.00	0.00	(2,000.00)	0.00 %
Expense Accounts		(21,371.18)	0.00	(21,371.18)	578.53	0.00	(21,949.71)	-2.71 %
20300 ACCOUNTING		497,650.53	0.00	497,650.53	30,245.94	256,119.00	211,285.59	57.54 %
Revenue Accounts		(5,000.00)	0.00	(5,000.00)	0.00	0.00	(5,000.00)	0.00 %
Expense Accounts		502,650.53	0.00	502,650.53	30,245.94	256,119.00	216,285.59	56.97 %
20301 ACCOUNTS PAYABLE		401,033.26	0.00	401,033.26	0.00	14,416.00	386,617.26	3.59 %
Expense Accounts		401,033.26	0.00	401,033.26	0.00	14,416.00	386,617.26	3.59 %
20400 PAYROLL		389,029.79	0.00	389,029.79	859.82	13,193.00	374,976.97	3.61 %
Expense Accounts		389,029.79	0.00	389,029.79	859.82	13,193.00	374,976.97	3.61 %
102 SUCCESSOR AGENCY ADMIN FUND		24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
20300 ACCOUNTING		24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
Expense Accounts		24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
155 SPECIAL PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20100 FINANCE ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20199 FINANCE CAP PROJECTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
267 FEMA		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20199 FINANCE CAP PROJECTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %

Excel:

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
101	GENERAL FUND	1,753,833.94	0.00	1,753,833.94	32,620.27	296,228.00	1,424,985.67	18.75 %
20100	FINANCE ADMINISTRATION	489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
	Revenue Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Accounts	489,491.54	0.00	489,491.54	935.98	12,500.00	476,055.56	2.74 %
20200	REVENUE	(23,371.18)	0.00	(23,371.18)	578.53	0.00	(23,949.71)	-2.48 %
	Revenue Accounts	(2,000.00)	0.00	(2,000.00)	0.00	0.00	(2,000.00)	0.00 %
	Expense Accounts	(21,371.18)	0.00	(21,371.18)	578.53	0.00	(21,949.71)	-2.71 %
20300	ACCOUNTING	497,650.53	0.00	497,650.53	30,245.94	256,119.00	211,285.59	57.54 %
	Revenue Accounts	(5,000.00)	0.00	(5,000.00)	0.00	0.00	(5,000.00)	0.00 %
	Expense Accounts	502,650.53	0.00	502,650.53	30,245.94	256,119.00	216,285.59	56.97 %
20301	ACCOUNTS PAYABLE	401,033.26	0.00	401,033.26	0.00	14,416.00	386,617.26	3.59 %
	Expense Accounts	401,033.26	0.00	401,033.26	0.00	14,416.00	386,617.26	3.59 %
20400	PAYROLL	389,029.79	0.00	389,029.79	859.82	13,193.00	374,976.97	3.61 %
	Expense Accounts	389,029.79	0.00	389,029.79	859.82	13,193.00	374,976.97	3.61 %
102	SUCCESSOR AGENCY ADMIN FUND	24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
20300	ACCOUNTING	24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
	Expense Accounts	24,393.96	0.00	24,393.96	0.00	0.00	24,393.96	0.00 %
155	SPECIAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20100	FINANCE ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
20199	FINANCE CAP PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
501	CENTRAL STORES	231,541.97	0.00	231,541.97	4,179.53	0.00	227,362.44	1.81 %
20500	STORES ADMIN	133,041.97	0.00	133,041.97	191.81	0.00	132,850.16	0.14 %
	Expense Accounts	133,041.97	0.00	133,041.97	191.81	0.00	132,850.16	0.14 %
20501	COPYING	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00 %
	Expense Accounts	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00 %
20502	POSTAGE	71,500.00	0.00	71,500.00	162.56	0.00	71,337.44	0.23 %
	Expense Accounts	71,500.00	0.00	71,500.00	162.56	0.00	71,337.44	0.23 %
20503	PRINTING	13,500.00	0.00	13,500.00	3,765.16	0.00	9,734.84	27.89 %
	Expense Accounts	13,500.00	0.00	13,500.00	3,765.16	0.00	9,734.84	27.89 %
20504	RETENTION	2,500.00	0.00	2,500.00	60.00	0.00	2,440.00	2.40 %
	Expense Accounts	2,500.00	0.00	2,500.00	60.00	0.00	2,440.00	2.40 %
20505	MISCELLANEOUS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00 %
	Expense Accounts	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00 %

You can select the "2" on the top left to expand the fields for a summary level based on the segments selected in the report options.

