How to View FY2020 Budget

In the Tyler Menu, choose “Account Inquiry”

Click on “Seg Find”
Enter the information on the account that you are looking for. Note that an asterisk (*) following a number will return search results for all accounts beginning in that number. For example, 5* may return objects 510500, 512100, etc.

Click “Browse”

At the top, you’ll see a list of accounts and their budgets. The budgets appear in the order of current fiscal year, the previous two fiscal years and next fiscal year. Until the end of August 2019, when ‘hard close’ is completed, 2019 will show as the current year. Use the scroll bar at the bottom of the accounts to view your 2020 budget. You may also choose to export to an excel sheet (found at the top of the page) so that you can manipulate what years and accounts are visible to you.
You can further view an account by double clicking on it. A page that shows Actual and Encumbrances will appear. You can view items that have been invoiced and paid by clicking the yellow folder next to “Actual”, or you can view requisitions and Pos within the account by clicking the yellow folder next to “Encumbrances”.