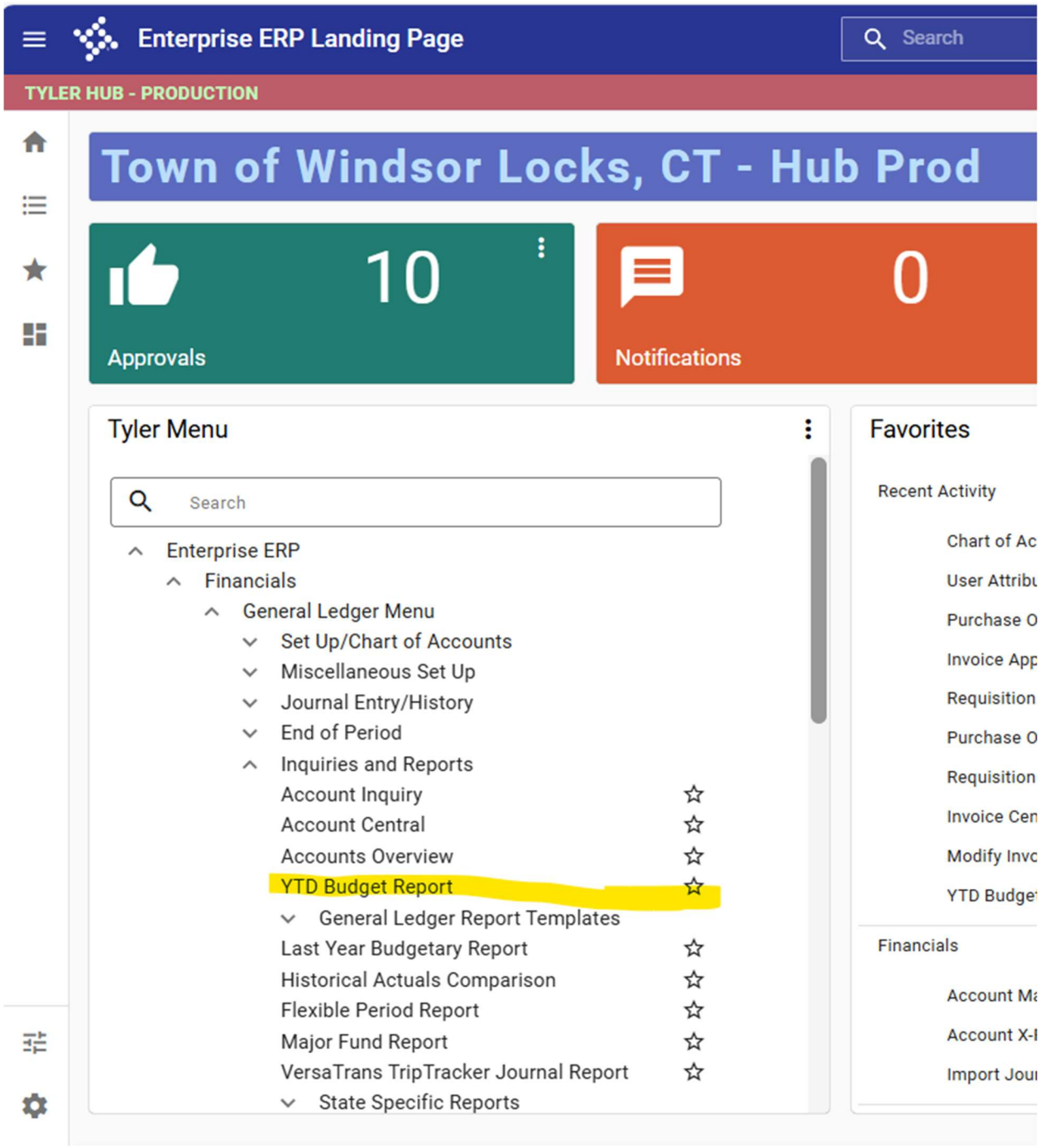
Running Reports In Enterprise ERP

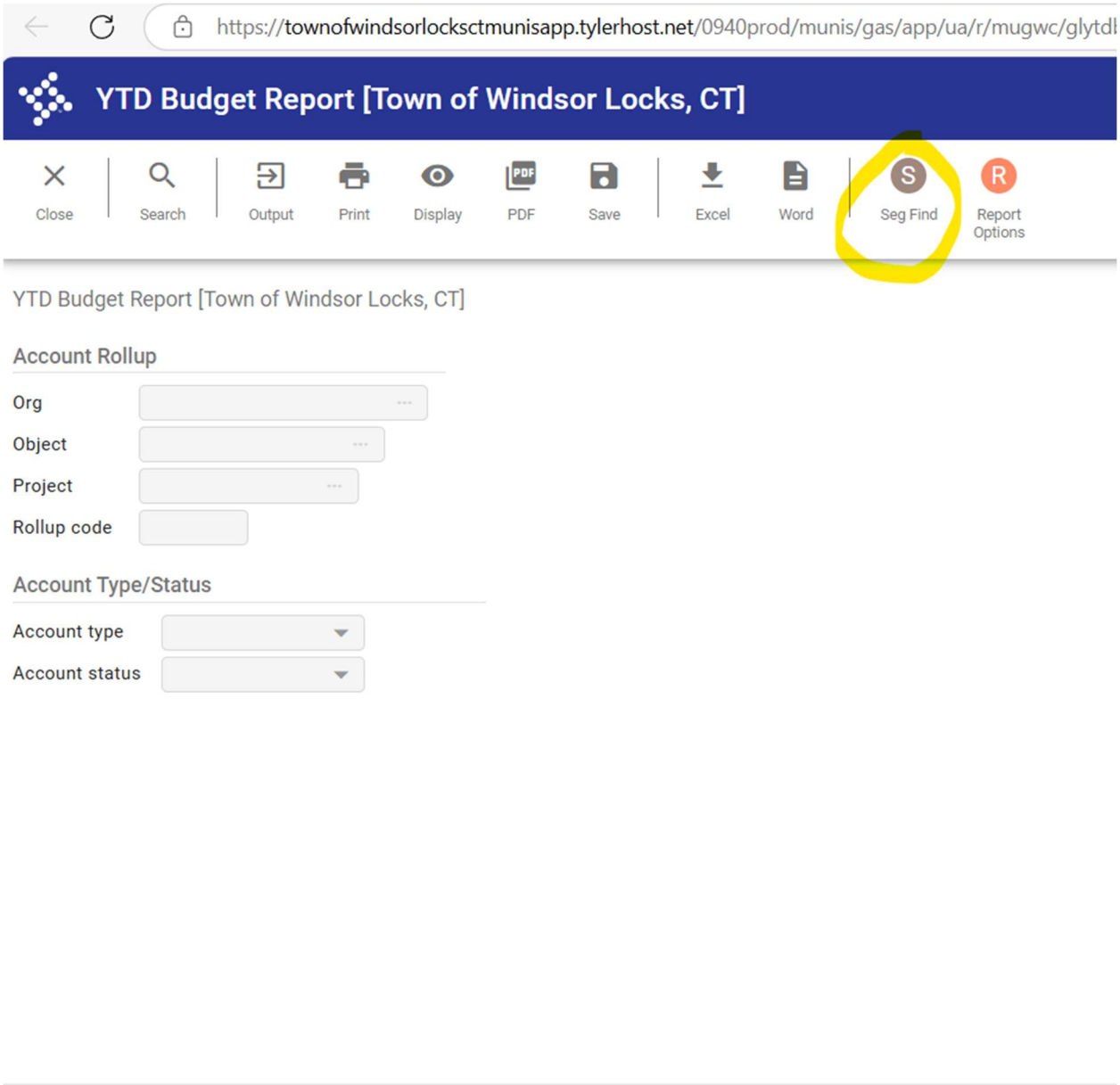
08/03/2025

jlathrop@wlocks.com

First Select Financials>General Ledger>Inquiries and Reports>YTD Budget Report



Then Select SEG FUND



SEG find utilizes these two common segments for running reports. Fund and Department.

Funds

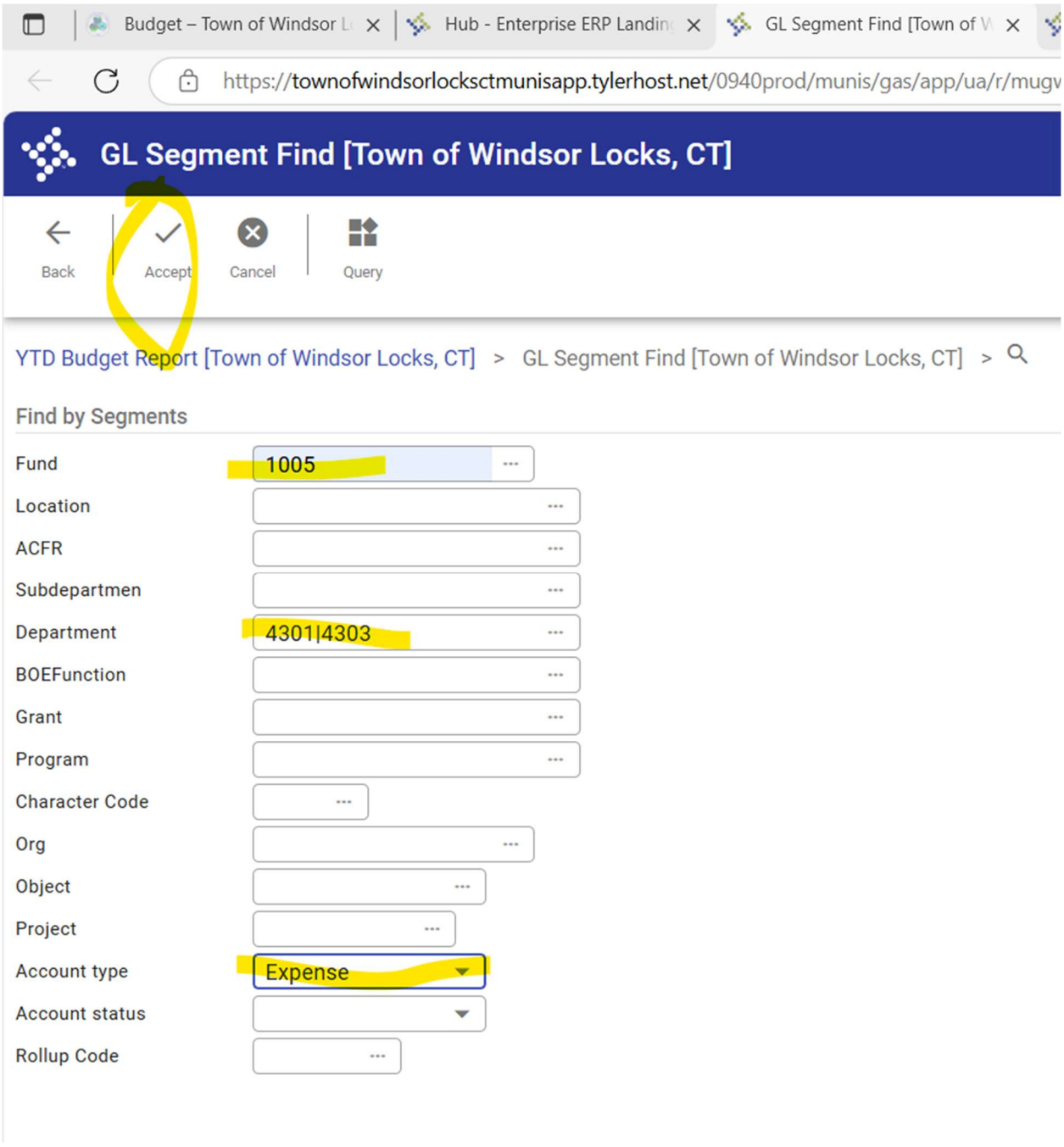
0000	TREASURY
1005	GENERAL FUND
2600	BOE SPECIAL GRANTS
2800	FUND 40-GRANTS
2825	POLICE REVOLVING
2826	DOG FUND
2827	POLICE ASSET FORFEITURE
2850	HIGHWAY FUND
2860	SOCIAL SERVICES FUND
2861	COMM ON NEEDS OF AGING (CONA)
2863	BOE CAFE
2870	PARK & REC FUND
2880	TIF
3000	CAPITAL PROJECTS
3400	BOE PROJECTS
3600	CAPITAL IMPROVEMENT PROGRAM
5000	J DEFOREST PHELPS FUND
6050	WPCA
6051	WPCA CAPITALS
7006	MEDICAL INSURANCE
8171	OPEB
9100	PERF BONDS
9200	C-PACE
9300	MONTGOMERY

Departments

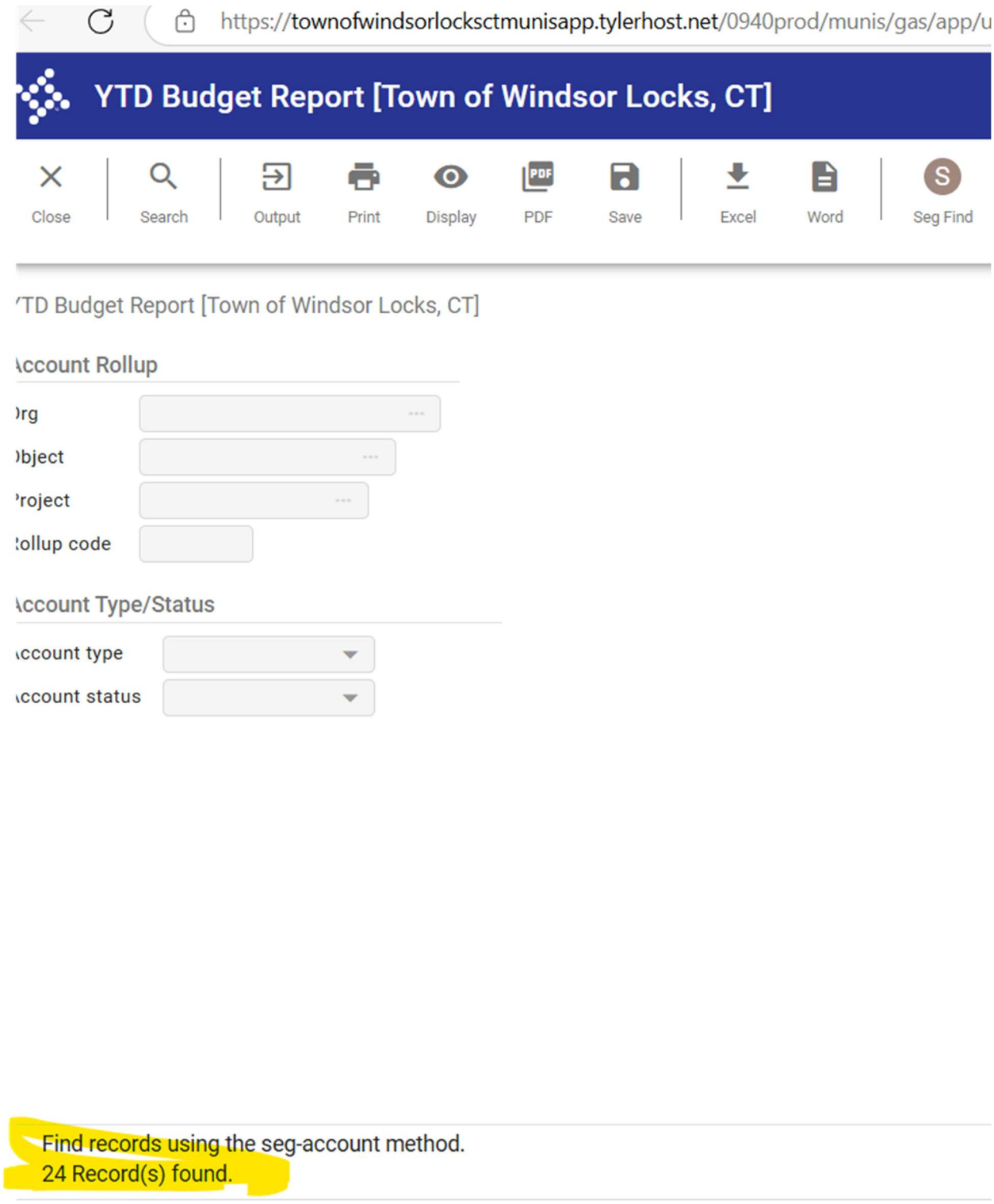
Code	Description
0000	UNDESIGNATED
0573	UNDESIGNATED
3100	FOOD SERVICE OPERATIONS
4101	BOARD OF FINANCE
4111	SELECTMAN
4117	FINANCE DEPT
4125	AUDITING SERVICES
4131	ASSESSOR
4132	BOARD OF ASSESSMENT APPEALS
4135	TAX COLLECTOR
4137	TOWN TREASURER
4139	LEGAL
4141	PERSONNEL
4143	INFORMATION TECH
4147	TOWN CLERK
4149	REGISTRAR OF VOTERS
4153	PLANNING & ZONING
4155	ZONING BOARD OF APPEALS
4157	BUILDING OFFICIAL
4161	PROBATE COURT
4163	INLAND/WETLANDS COMM
4171	CONSERVATION COMM
4173	EIDC
4177	TAX INCREMENT FIN DISTRICT
4199	OTHER GENERAL GOVT
4200	POLICE ADMIN
4201	POLICE
4202	POLICE DISPATCH
4203	FIRE COMMISSION
4204	FIRE MARSHAL
4205	PD ACO
4209	AMBULANCE
4217	MARINE
4223	EMERGENCY MANAGEMENT
4230	EMERGENCY/DISASTER RELIEF
4301	PW ADMINISTRATION
4302	PW TOWN AID ROAD
4303	PW HIGHWAYS AND STREETS
4305	ENGINEERING

4307	SNOW REMOVAL
4313	PW MACH & EQUIP
4315	STREET LIGHTING
4319	LANDFILL/REFUSE COLLECTION
4340	BUILDINGS
4417	COMM ON NEEDS OF THE AGING
4418	CONA SPECIAL REV
4419	YOUTH SERVICES BUREAU
4421	VETERANS' SERVICES
4427	SOCIAL SERVICES
4428	SOCIAL SERVICES GRANT
4499	OUTSIDE SERVICES
4501	LIBRARY
4503	PARK COMMISSION
4509	HISTORICAL COMM
4511	HOLIDAY OBSERVANCE
4610	EMPLOYEE BENEFITS
4620	POST EMPLOYMENT BENEFITS
4630	INSURANCE & BONDS
4700	BOARD OF EDUCATION
4710	BOE BUILDING IMPROVEMENT
4720	BOE IMPR OTHER THAN BLDG
4730	BOE TECHNOLOGY
4740	BOE VEHICLES
4750	BOE FURN & FIXTURES
4801	DEBT SERVICE PRINCIPAL
4803	DEBT SERVICE INTEREST
4900	CAPITAL IMPROV ALLOC
8200	WPCA UNDESIGNATED
8203	SUPPLIES-CHEMICALS
8205	MECHANICAL MAINTENANCE
8206	WPCA PLANT
8207	PUMP STATIONS
8211	WPCA ADMIN & GENERAL EXPENSES
8212	REP & MAINT SEWERS
8213	EMPLOYEE BENEFITS
8215	WPCA CAPITAL OUTLAY
9800	CONTINGENCY FUND

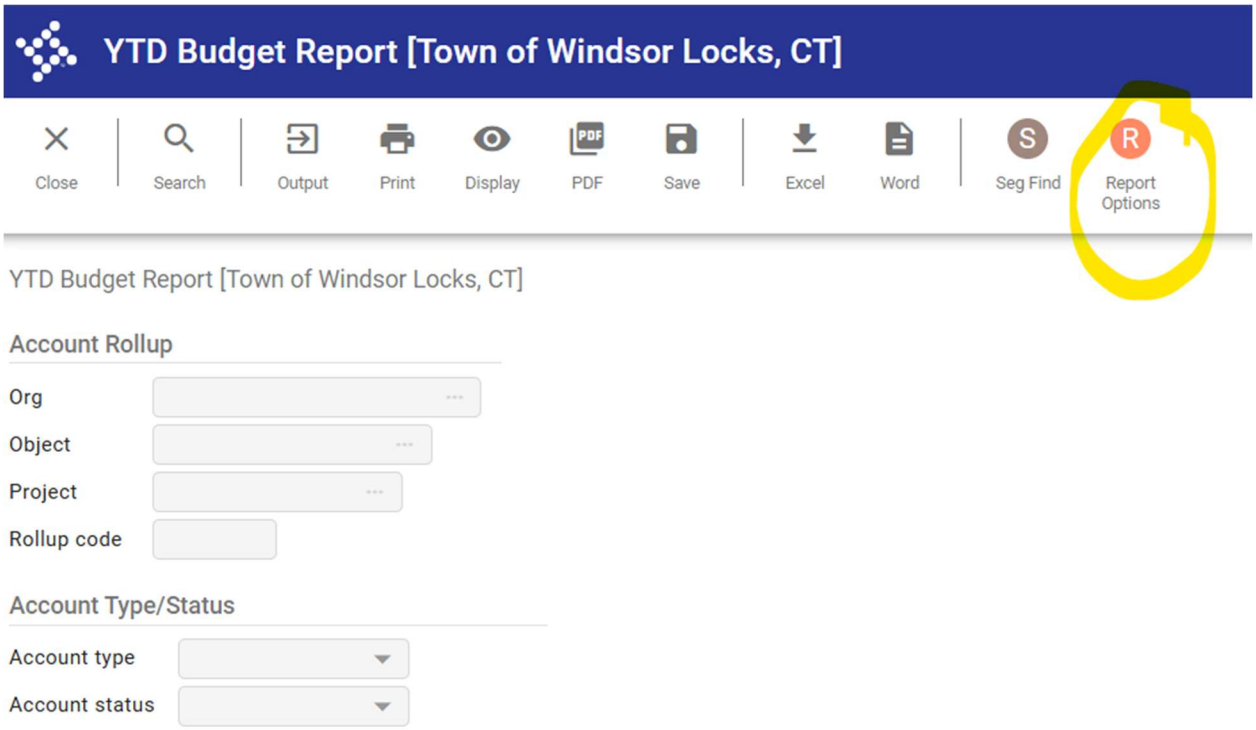
The following selects the expenses of two departments (4301 and 4303) appended via a pipe “|” within the general fund (1005) . Alternately, you can run a report with a range by utilizing a colon “:” instead of a pipe “|”.



It tells you how many accounts you have selected.

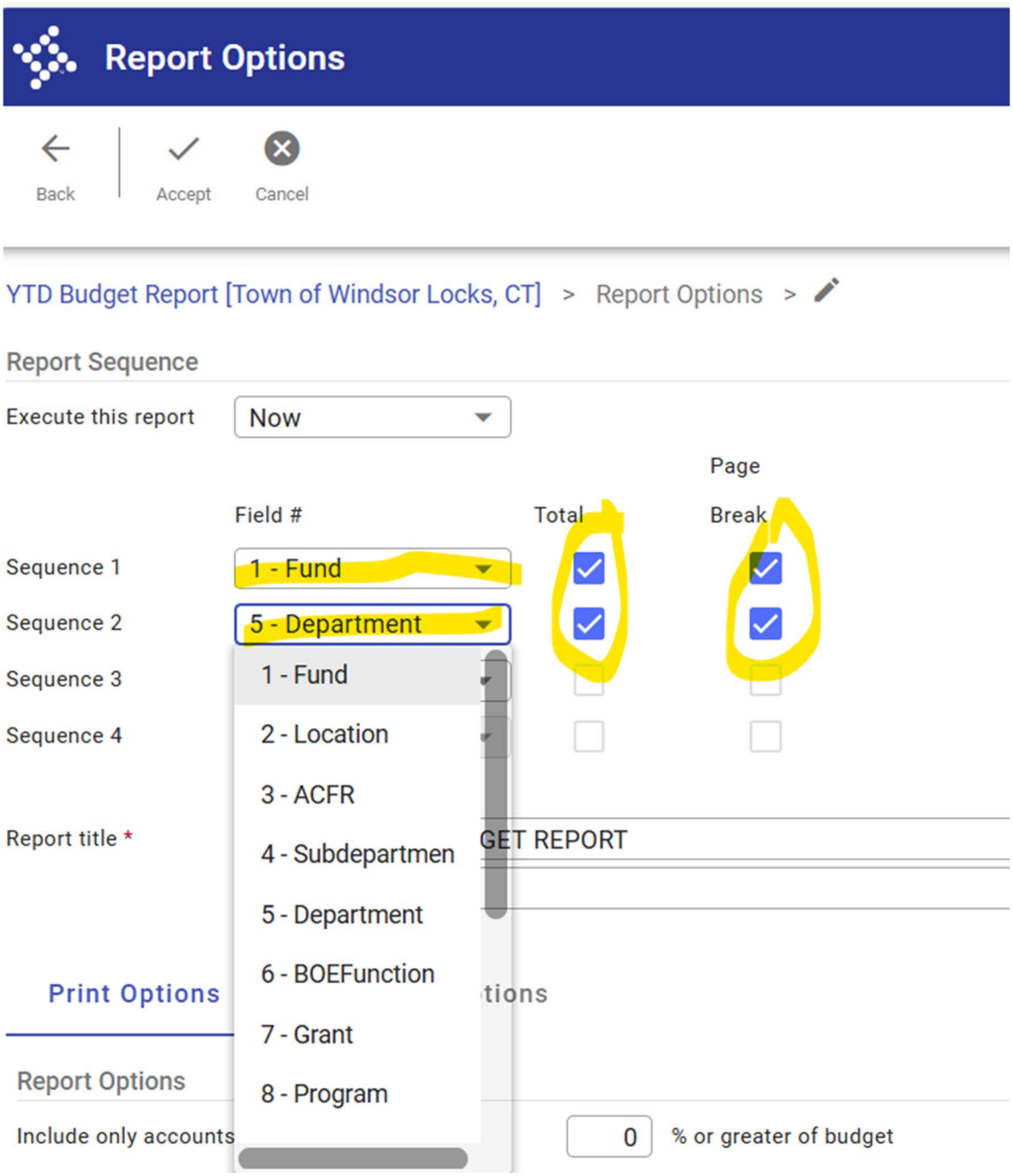


Then select Report Options

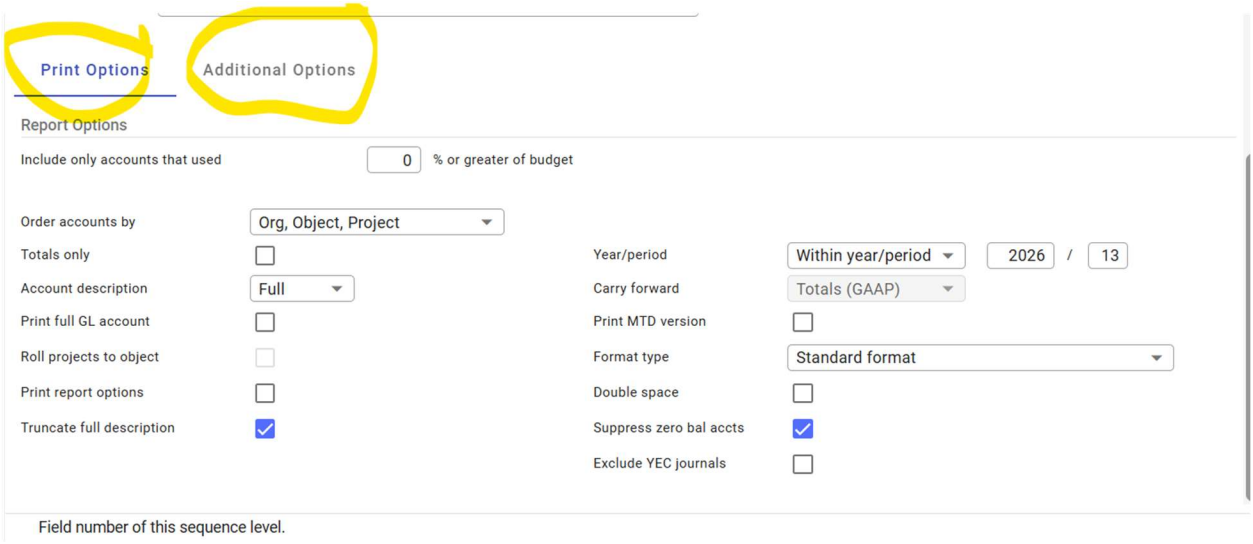


Find records using the seg-account method.
24 Record(s) found.

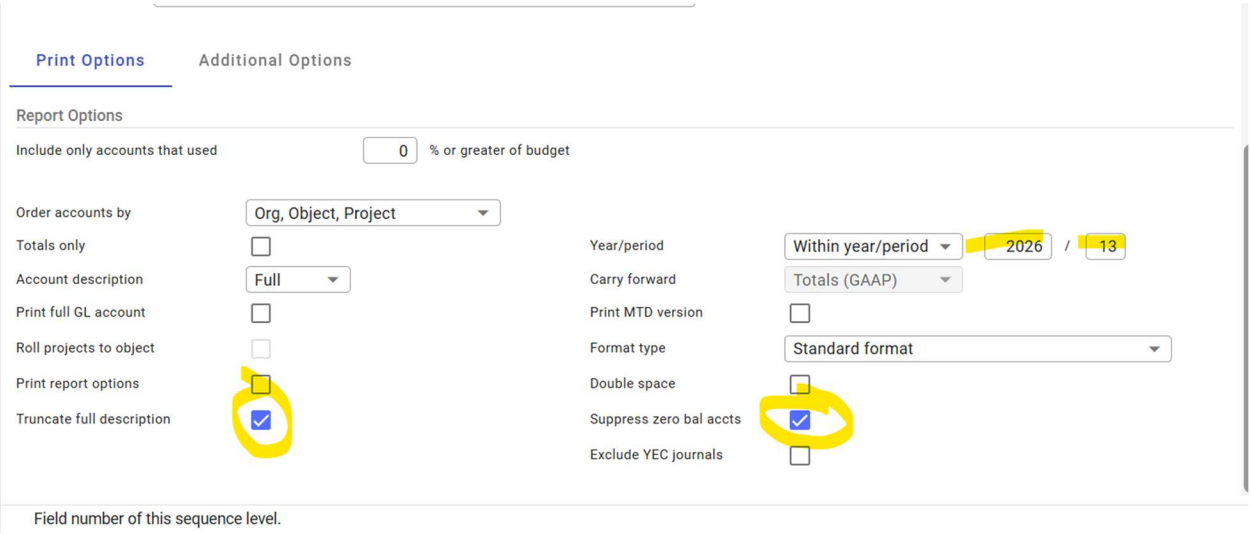
The upper half of the report is to sort and subtotal. Choose Fund (default) and then department. Other sorts are available in the pull down menu. Also select your total and page beak options



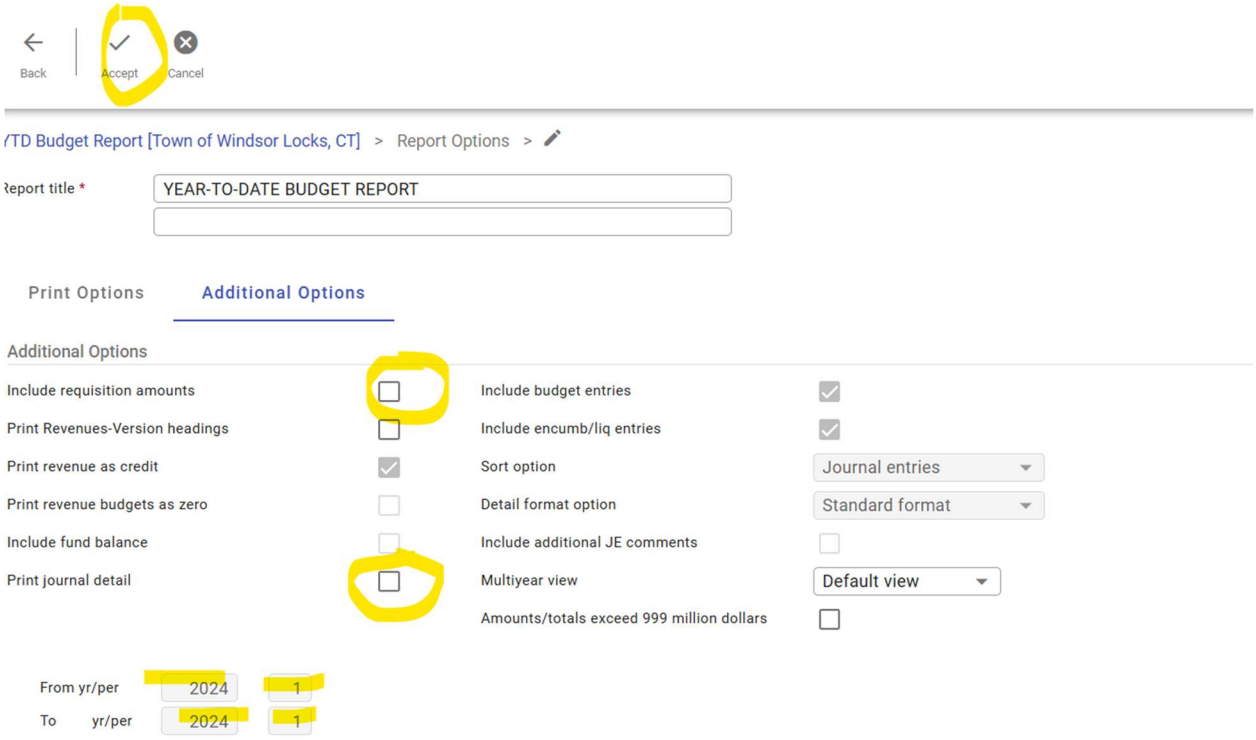
Then scroll down to review the print options and additional option tabs...



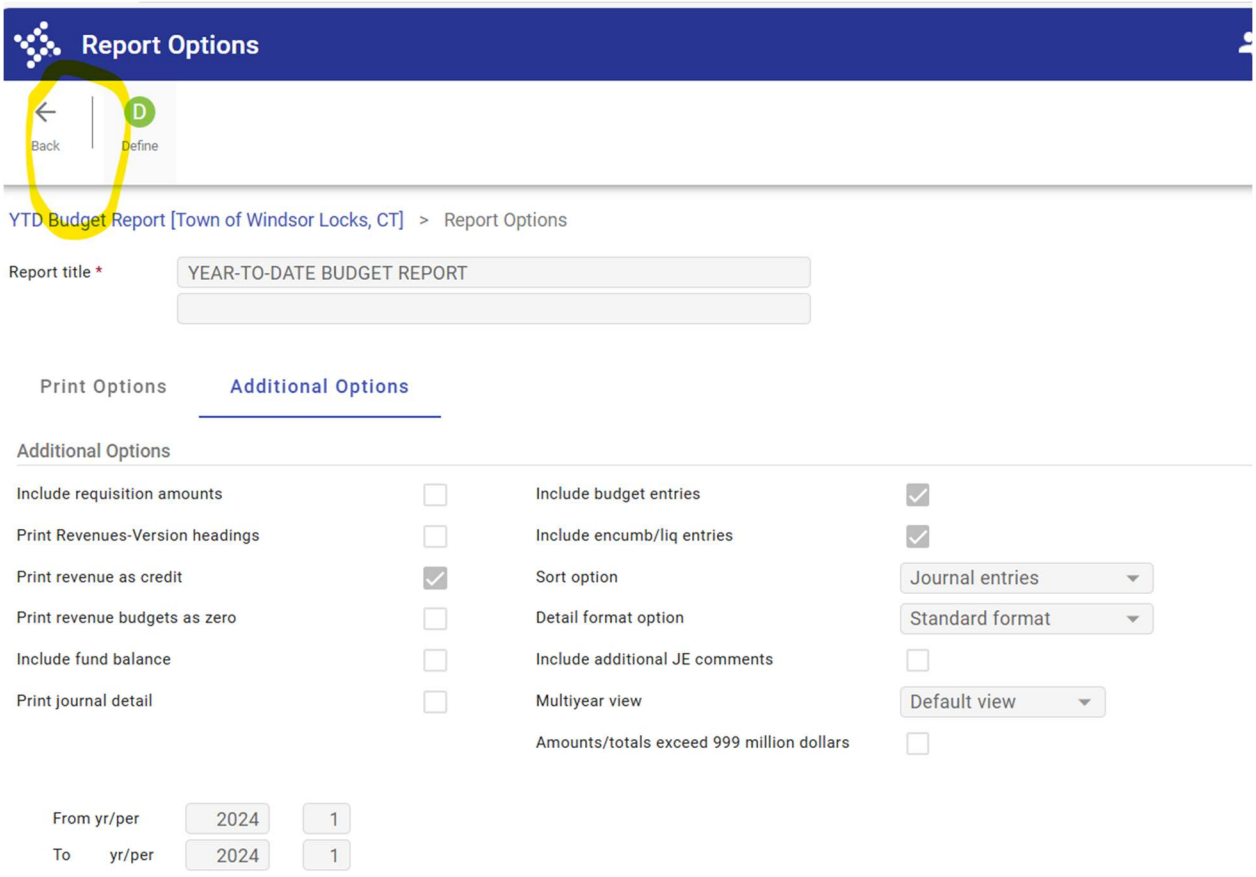
Print options pops up by default. Set your year and period, in this case FY 2026 and period (1 is July, 13 is the entire year) and whether you want short descriptions



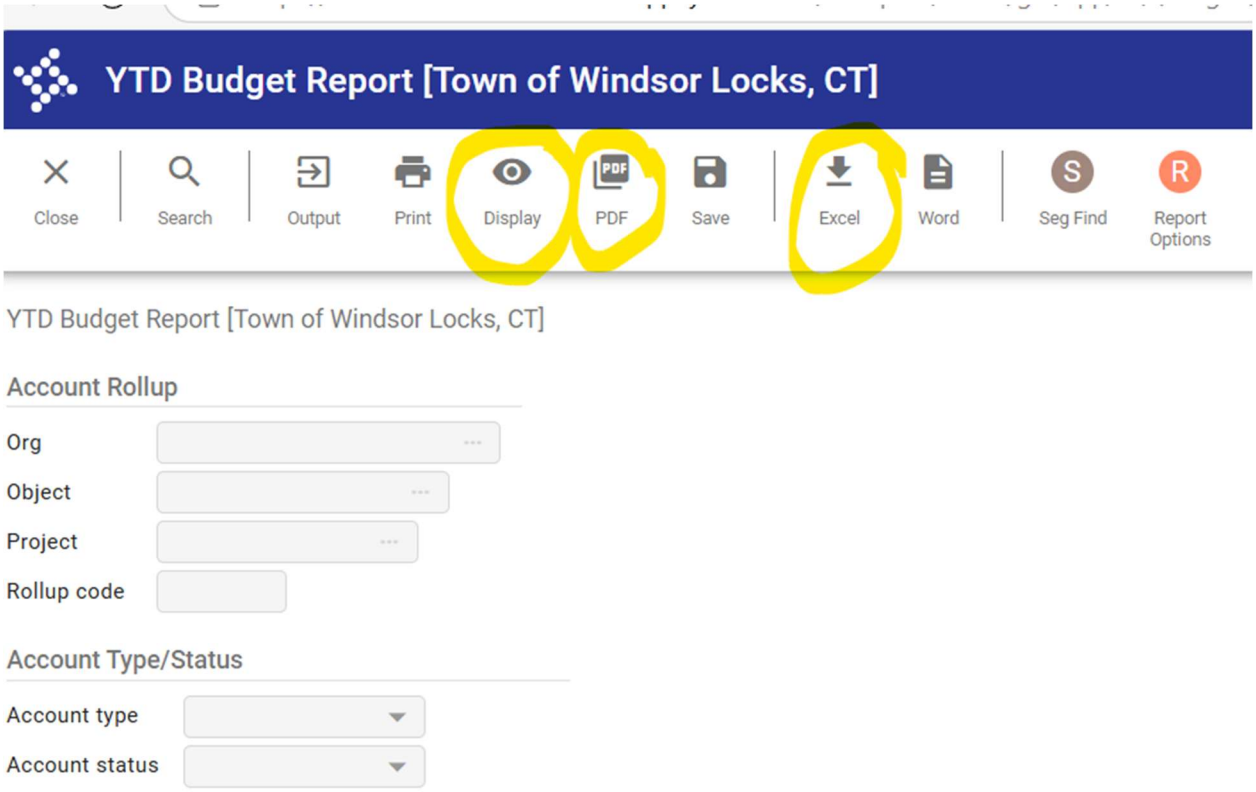
Then set additional options including requisition inclusion , detail or no detail, and what period you would like detail for at that time. Then select the check mark.



Then select back. I will remember these settings for you next report.



Then choose how you would like to display your data. Display should be your first report. Then choose to .pdf the report, or download it into excel



The report looks like this when you display. Remember, we selected two departments (1 of 2).

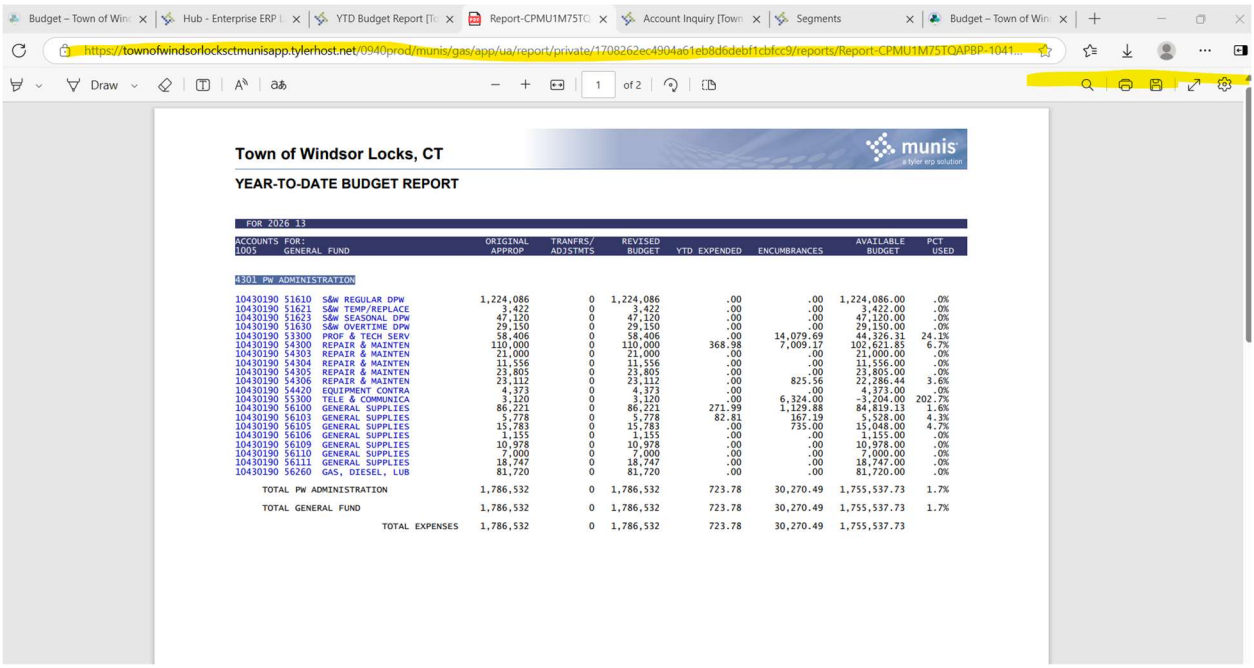
Town of Windsor Locks, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR: 1005 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4301 PW ADMINISTRATION								
10430190 51610	S&W REGULAR DPW	1,224,086	0	1,224,086	.00	.00	1,224,086.00	.0%
10430190 51621	S&W TEMP/REPLACE	3,422	0	3,422	.00	.00	3,422.00	.0%
10430190 51623	S&W SEASONAL DPW	47,120	0	47,120	.00	.00	47,120.00	.0%
10430190 51630	S&W OVERTIME DPW	29,150	0	29,150	.00	.00	29,150.00	.0%
10430190 53300	PROF & TECH SERV	58,406	0	58,406	.00	14,079.69	44,326.31	24.1%
10430190 54300	REPAIR & MAINTEN	110,000	0	110,000	368.98	7,009.17	102,621.85	6.7%
10430190 54303	REPAIR & MAINTEN	21,000	0	21,000	.00	.00	21,000.00	.0%
10430190 54304	REPAIR & MAINTEN	11,556	0	11,556	.00	.00	11,556.00	.0%
10430190 54305	REPAIR & MAINTEN	23,805	0	23,805	.00	.00	23,805.00	.0%
10430190 54306	REPAIR & MAINTEN	23,112	0	23,112	.00	825.56	22,286.44	3.6%
10430190 54420	EQUIPMENT CONTRA	4,373	0	4,373	.00	.00	4,373.00	.0%
10430190 55300	TELE & COMMUNICA	3,120	0	3,120	.00	6,324.00	-3,204.00	202.7%
10430190 56100	GENERAL SUPPLIES	86,221	0	86,221	271.99	1,129.88	84,819.13	1.6%
10430190 56103	GENERAL SUPPLIES	5,778	0	5,778	82.81	167.19	5,528.00	4.3%
10430190 56105	GENERAL SUPPLIES	15,783	0	15,783	.00	735.00	15,048.00	4.7%
10430190 56106	GENERAL SUPPLIES	1,155	0	1,155	.00	.00	1,155.00	.0%
10430190 56109	GENERAL SUPPLIES	10,978	0	10,978	.00	.00	10,978.00	.0%
10430190 56110	GENERAL SUPPLIES	7,000	0	7,000	.00	.00	7,000.00	.0%
10430190 56111	GENERAL SUPPLIES	18,747	0	18,747	.00	.00	18,747.00	.0%
10430190 56260	GAS, DIESEL, LUB	81,720	0	81,720	.00	.00	81,720.00	.0%
TOTAL PW ADMINISTRATION		1,786,532	0	1,786,532	723.78	30,270.49	1,755,537.73	1.7%
TOTAL GENERAL FUND		1,786,532	0	1,786,532	723.78	30,270.49	1,755,537.73	1.7%
TOTAL EXPENSES		1,786,532	0	1,786,532	723.78	30,270.49	1,755,537.73	

When choosing a .pdf, it goes to your window or downloads. Choose what you would like to do with it....



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