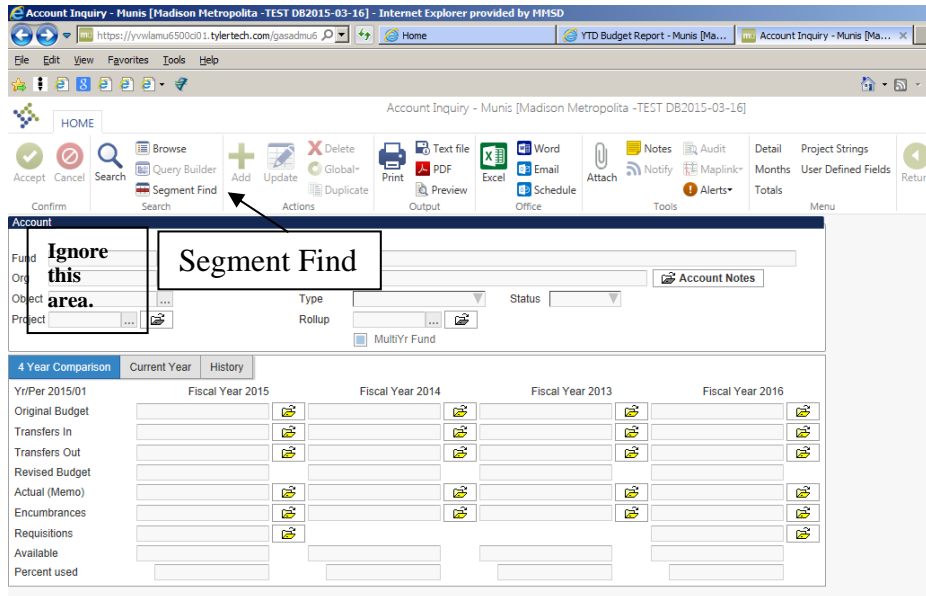




## ACCOUNT INQUIRY - TIPS

From either the Tyler Menu or your favorites select Account Inquiry




1. Click **Segment Find** on the upper left
2. Type the segment values in which you wish to query. The account segments can be ranges, multiple values, or specific values as follows


Symbol	Meaning	Example
: Colon	Range 0100-0199	0100:0199
 Pipe (above the enter key)	Works like a comma 0411, 0415, 0420	0411 0415 0420
>	Greater than - everything greater than 5	>0999
<	Less than - everything less than 5	<1000
* Asterick	Wildcard. 1. Anything beginning with a 4 2. Anything ending with a 4 3. Anything with a 4 in it.	1. 4* 2. *4 3. *4*

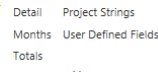
3. Common ranges are as follows

	Examples	Formula & Carryover	SIP	General Club (SAF)	Field Trip (SAF)
Fund	10 - General Fund 21 - Donation 61 - High School 62 - Middle School 63 - Elementary School				
Organization	001:066 - School Checking 112 - Elementary 212 - Middle 222 - High			046	046
Object	<1000 - Expenses 1000:1999 - Revenues (show as negatives) >9000 - ignore these			<2000 (expenses and revenue)	<2000 (expenses and revenue)
Function	120000 - Regular Curriculum 121000:145999 - School Subjects 160000:169999 - Athletics 240000 - School Building (non-instructional)			660128	660102
DPI Code	000 - No Local B				
Local B	0101 - Formula 0105 - Athletic 0108 - SIP 0131 - Carryover	0101 0131	0108		
Location	000 - District-wide 001:099 - Elementary Schools 140:149 - High Schools 200:299 - Middle Schools	228	228		
Project	Most commonly blank 0AVID - Avid				

Note: You can click on the  to get a list of options for a specific segment

For this example, we will look at Sherman's formula and carryover budget

4. Click Accept
5. There are 212 records. Yes, confirm
6. Click on Totals 



You can also review accounts individually







7. Totaling summarizes all 212 accounts to review together

8. Click on any yellow folder to see specific detail

From this example, you can see that Sherman's formula and carryover budget totals \$72,442.93.

Of that, \$46,942.71 has been spent, there are open PO's totaling \$11,206.67, and there are \$372.34 in requisitions.

Sherman currently has \$13,921.21 available to spend

Yr/Per 2018/01	Fiscal Year 2018	
Original Budget	72,442.93	
Transfers In	5,836.56	
Transfers Out	-5,836.56	
Revised Budget	72,442.93	
Actual (Memo)	46,942.71	
Encumbrances	11,206.67	
Requisitions	372.34	
Available	13,921.21	
Percent used	80.78	