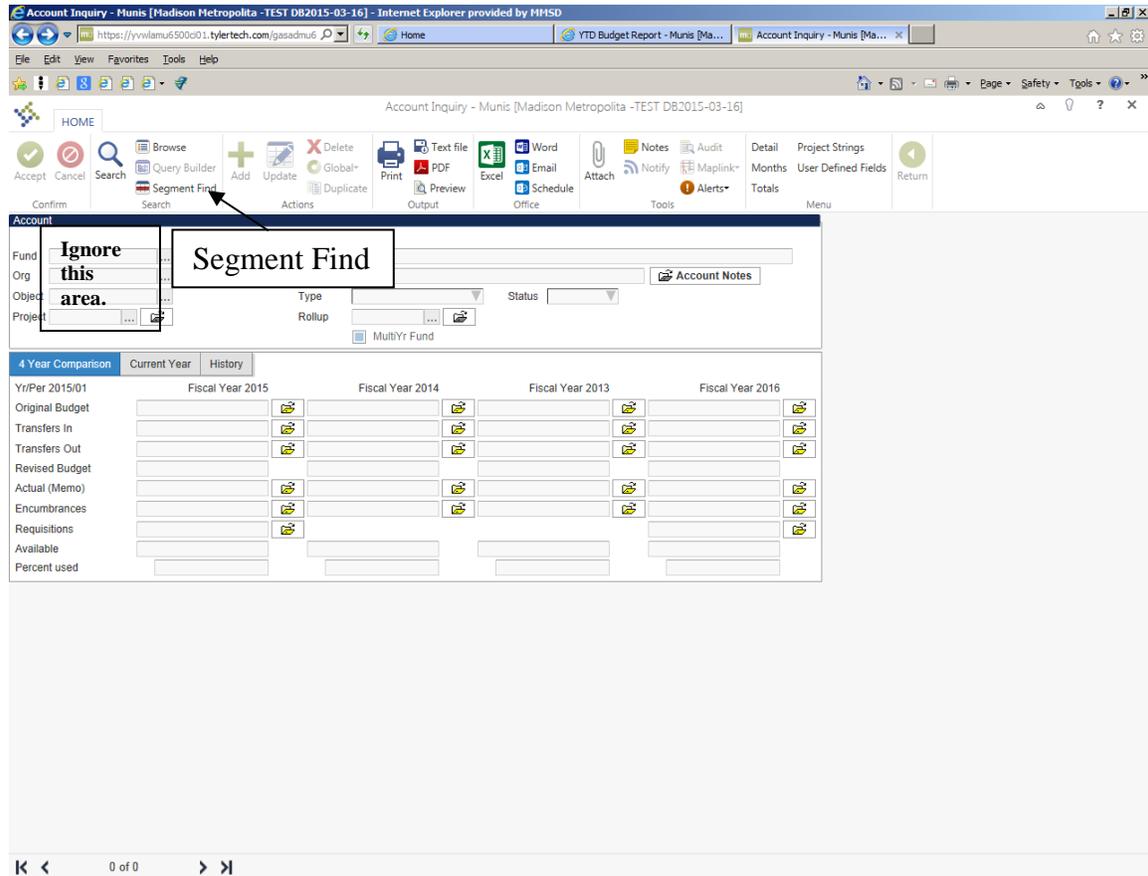


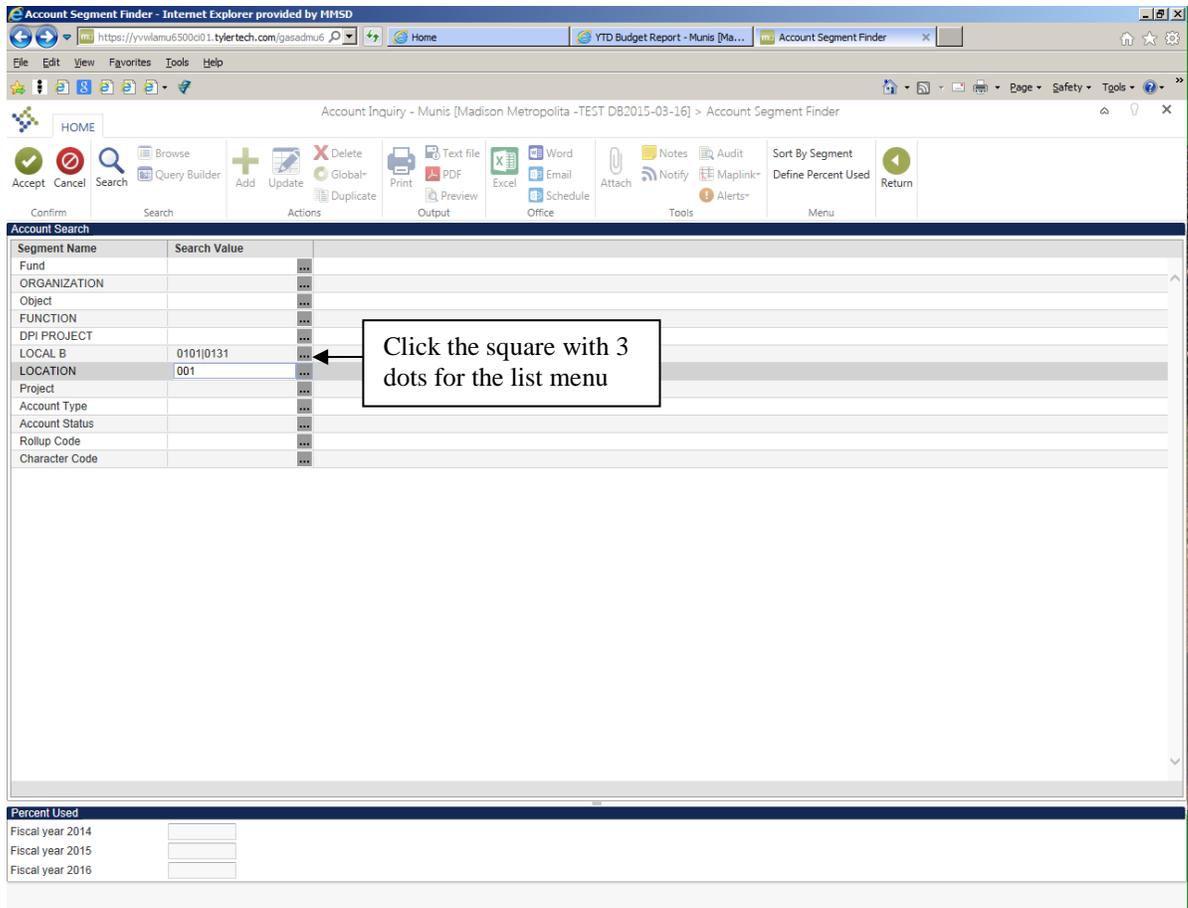


## ACCOUNT INQUIRY

From either the Tyler Menu or your favorites select Account Inquiry



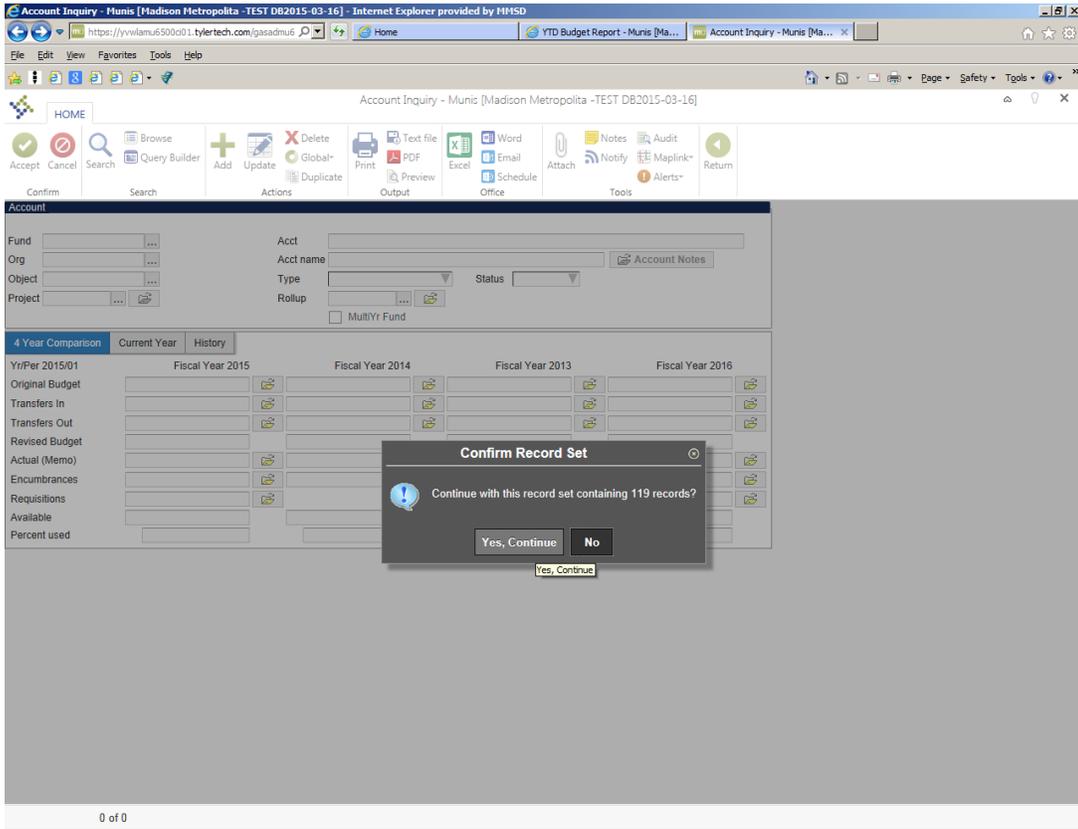
1. Click **Segment Find** on the upper left
2. Type the segment values in which you wish to query. The account segments can be ranges, multiple values, or specific values as follows:



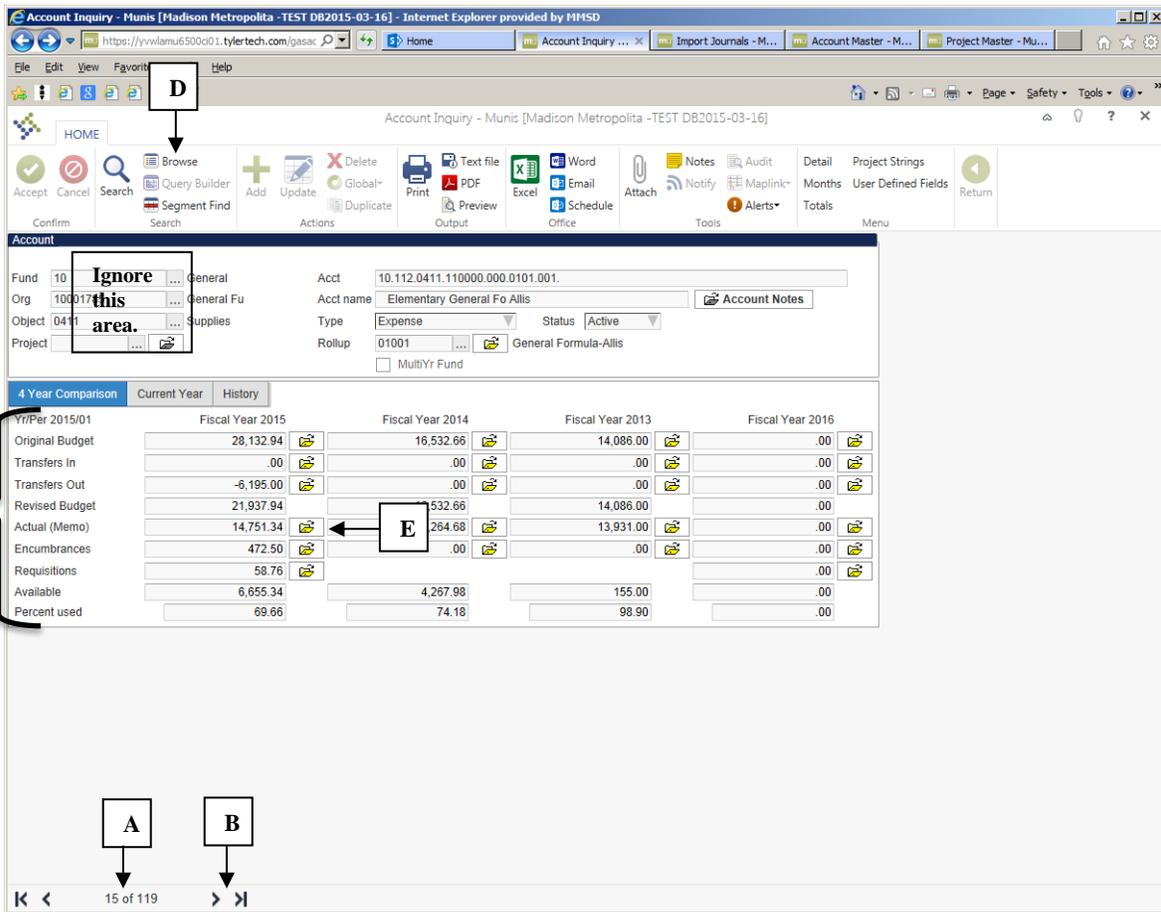
3. The above selection of Local B **0101|0131** & Location **001** with the remaining segments left blank will yield information in every combination containing the selected segments.
  - a. Segments left blank will yield all values containing segments with selected values (0101|0131 & 001 in this example)
  - b. Any number of segments can be used, from only Location 001 to a full account; 10.112.0411.110000.000.0101.001
  - c. For a segment range, enter values using a **colon**; Object 0411:0558. This yields all objects including/between 0411 to 0558.
  - d. For specific segments, enter values using a **bar**; Local B 0101|0131. This yields only Local B 0101 & 0131. The bar is located above the enter key & looks like 2 dashes.
  - e. For wildcard ranges, use an **asterisk**; Object 04\*. This yields all objects starting with 04 (0411, 0440, 0417, etc...)
  - f. For greater &/or less than ranges, use **> &/or <**; Function >120000<240000 will yield all functions greater than 120000 but less than 240000.
  - g. The more segments populated with values, the more specific the search.

If you aren't sure of a segment, use the list feature by clicking on the square with 3 dots at end of the segment cell (see above.)

4. Click the green checkmark (Accept) when the segment selection is done.



5. If the above window pops up, click “Yes, Continue”



6. Above are the results using only segments: Local B 0101|0131 & Location 001
- Acct lists the full account(s) found in the search results
  - The arrows at the bottom toggle through all accounts in the search results
  - Field descriptions are to the left of each row:

| Field           | Description                                    |
|-----------------|--|
| Original Budget | Original Budget                                |
| Transfers In    | Transfer to increase budget                    |
| Transfers Out   | Transfer to decrease budget                    |
| Revised Budget  | Budget after transfer(s)                       |
| Actual (Memo)   | Expenses that have been paid and posted        |
| Encumbrances    | Purchase orders                                |
| Requisitions    | Requisitions                                   |
| Available       | Revised - Actual - Encumbrances - Requisitions |
| Percent used    | Percent of revised budget used                 |

- Browse will list all accounts found in the query (119 in this example):
- The yellow folders list detailed transactions for the field selected (see below):

Account Inquiry - Internet Explorer provided by MMSD  
 https://yvillamu6300d01.tyler-tech.com/gasac/ YTD Budget Report - Munis [Ma... Account Inquiry

Account Inquiry - Munis [Madison Metropolita -TEST DB2015-03-16] > Account Inquiry

Accept Cancel Search Query Builder Add Update Duplicate Print PDF Excel Word Email Attach Notify Maplink- Alerts\* Show/Hide Cols Customize Screen Form Return

| Account                          | Description                 | JUL Rev Bud | JUL Enc Bud | 2015 Revised Budget | 2015 Actual | 2015 Encumbrances | ▲ 2015 Available |
|----------------------------------|-----------------------------|-------------|-------------|---------------------|-------------|-------------------|------------------|
| 10.112.0570.110000.000.0101.001. | Elementary General Fo Allis | 152.75      | 5,868.39    | 1,833.44            | 3,119.31    | 2,749.08          | -4,034.95        |
| 10.112.0995.110000.000.0131.001. | Elementary Gen Formul Allis | -241.98     | 0.00        | -2,903.43           | 0.00        | 0.00              | -2,903.43        |
| 10.112.0417.110000.000.0101.001. | Elementary General Fo Allis | 417.75      | 0.00        | 5,013.00            | 7,815.42    | 0.00              | -2,802.42        |
| 10.112.0434.110000.000.0101.001. | Elementary General Fo Allis | 0.00        | 0.00        | 0.00                | 2,548.96    | 0.00              | -2,548.96        |
| 10.112.0163.240000.000.0101.001. | CLERICAL OT                 | 47.67       | 0.00        | 571.71              | 1,076.53    | 0.00              | -504.82          |
| 10.112.0415.110000.000.0101.001. | Elementary General Fo Allis | 0.00        | 0.00        | 0.00                | 247.92      | 0.00              | -247.92          |
| 10.112.0440.222200.000.0101.001. | Elementary General Fo Allis | 7.02        | 0.00        | 84.46               | 175.50      | 0.00              | -91.04           |
| 10.112.0220.240000.000.0101.001. | Elementary General Fo Allis | 0.00        | 0.00        | 0.00                | 83.73       | 0.00              | -83.73           |
| 10.112.0212.240000.000.0101.001. | Elementary General Fo Allis | 0.00        | 0.00        | 0.00                | 76.64       | 0.00              | -76.64           |
| 10.112.0411.214000.000.0101.001. | Elementary General Fo Allis | 0.00        | 0.00        | 0.00                | 0.00        | 54.46             | -54.46           |

| Column               | Total     |
|----------------------|-----------|
| JUL Rev Bud          | 4,171.38  |
| JUL Act Bud          | 315.60    |
| JUL Enc Bud          | 9,617.87  |
| JUL Available        | -5,762.09 |
| 2015 Revised Budget  | 50,060.74 |
| 2015 Actual          | 37,121.20 |
| 2015 Encumbrances    | 3,504.80  |
| 2015 Available       | 9,434.74  |
| 2015 Original Budget | 50,060.74 |
| 2014 Revised Budget  | 40,204.27 |
| 2014 Actual          | 42,194.98 |
| 2014 Encumbrances    | 0.00      |
| 2014 Available       | -1,990.71 |
| 2014 Percent         | 2,481.96  |
| 2014 Original Budget | 40,204.27 |
| 2013 Revised Budget  | 39,133.17 |

Search / Filter Record 1 of 119

The browse selection (D from above) lists all accounts within the segment find with a summarized total on the lower half of the screen.

Account Inquiry - Munis [Madison Metropolita - TEST DB2015-03-16] - Internet Explorer provided by MHSD

https://yvwlamu6500a01.tyler-tech.com/gasac

Account Inquiry - Munis [Madison Metropolita - TEST DB2015-03-16]

HOME

Accept Cancel Search Browse Query Builder Segment Find Add Update Global Duplicate Print Text file PDF Excel Word email Attach Notify Maplink Alerts

Account

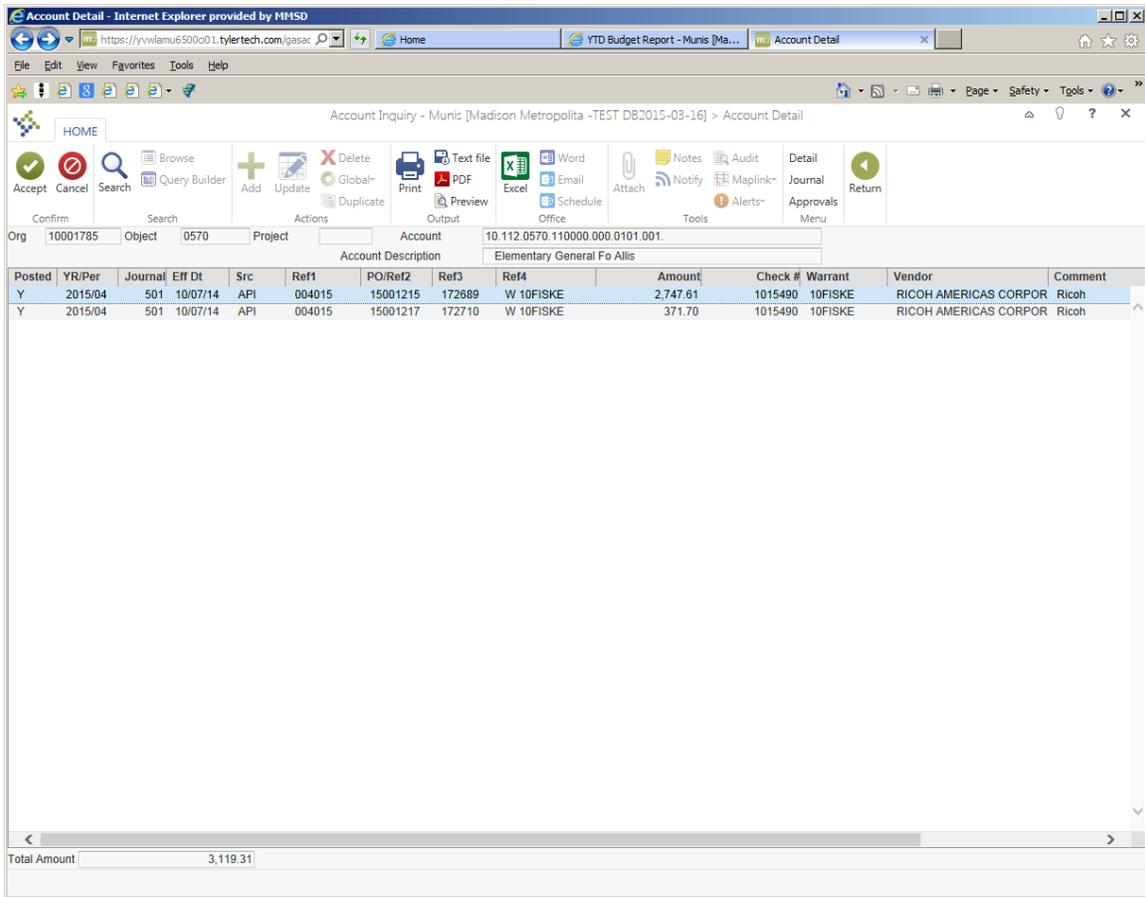
Fund 10 General Acct 10.112.0570.110000.000.0101.001  
 Org 10001785 General Fu Acct name Elementary General Fo Allis Account Notes  
 Object 0570 Equip-Rent Type Expense Status Active  
 Project Rollup 01001 General Formula-Allis  
 MultiYr Fund

4 Year Comparison Current Year History

| Yr/Per 2015/01  | Fiscal Year 2015 | Fiscal Year 2014 | Fiscal Year 2013 | Fiscal Year 2016 |
|-----------------|------------------|------------------|------------------|------------------|
| Original Budget | 1,833.44         | .00              | .00              | .00              |
| Transfers In    | .00              | .00              | .00              | .00              |
| Transfers Out   | .00              | .00              | .00              | .00              |
| Revised Budget  | 1,833.44         | .00              | .00              | .00              |
| Actual (Memo)   | 3,119.31         | 2,749.08         | 2,749.08         | .00              |
| Encumbrances    | 2,749.08         | .00              | .00              | .00              |
| Requisitions    | .00              |                  |                  | .00              |
| Available       | -4,034.95        | -2,749.08        | -2,749.08        | .00              |
| Percent used    | 320.08           | .00              | .00              | .00              |

K < 33 of 119 > >

Click the yellow folder next to the amount (E from above) for detailed transactions:



| Field   | Description  |
|---------|--|
| Posted  | Posted to the general ledger (GL)                                      |
| YR/Per  | Fiscal year and month (period) of transaction                          |
| Eff Dt  | Date transaction posted to GL or check printed                         |
| SRC     | Source: where transaction generated; API = Accounts Payable Invoice    |
| Ref1    | In this example, vendor number (can be Journal date or Payroll number) |
| PO/Ref2 | Purchase Order number  |
| Ref4    | Warrant number & employee who entered                                  |
| Amount  | Amount paid  |
| Check # | MMSD check number  |
| Vendor  | Vendor Name  |
| Comment | Optional comments  |

7. Double click on any line for further information, including a link to view an invoice (SRC API) by clicking on the camera (top) then selecting View Invoices.
8. To print any of the transaction detail, use the PDF icon on the tool bar at the top. This can also be exported into Word or Excel.