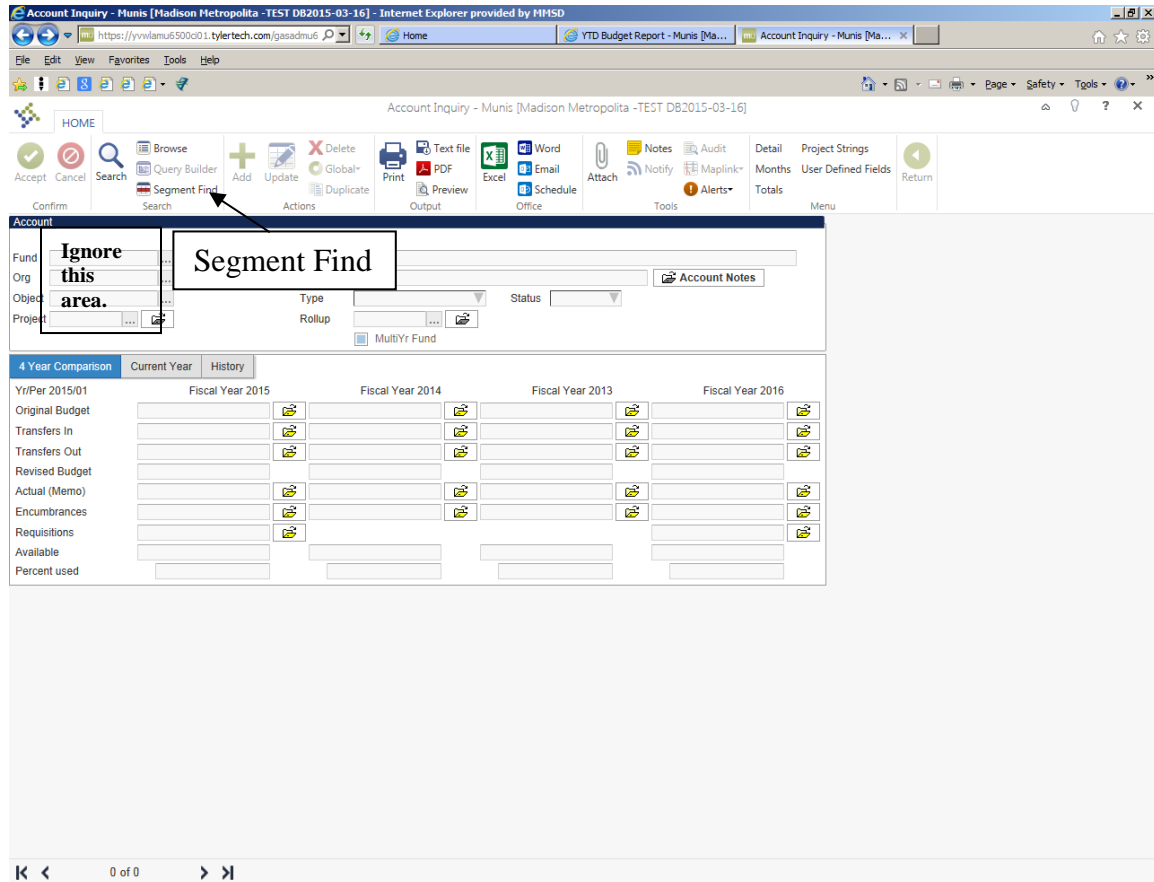


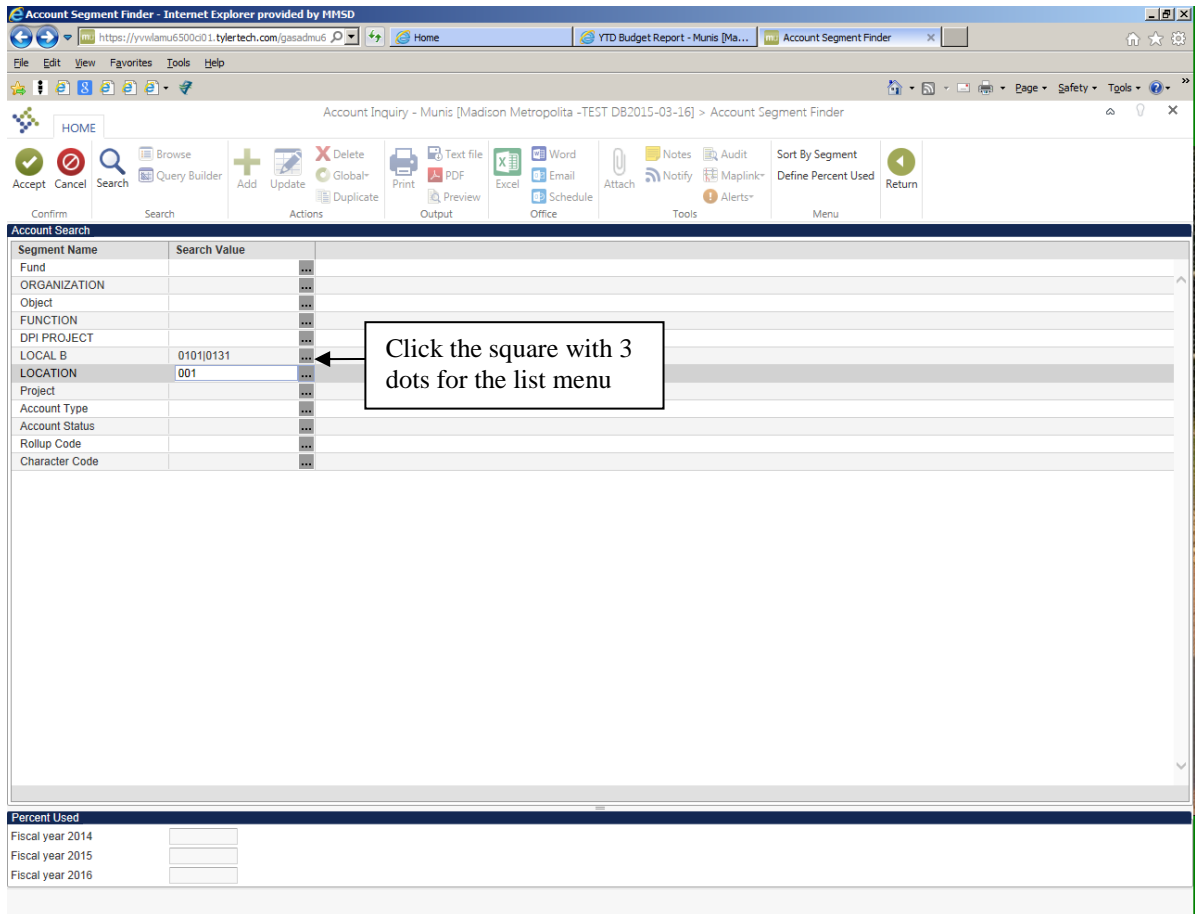


ACCOUNT INQUIRY

From either the Tyler Menu or your favorites select Account Inquiry



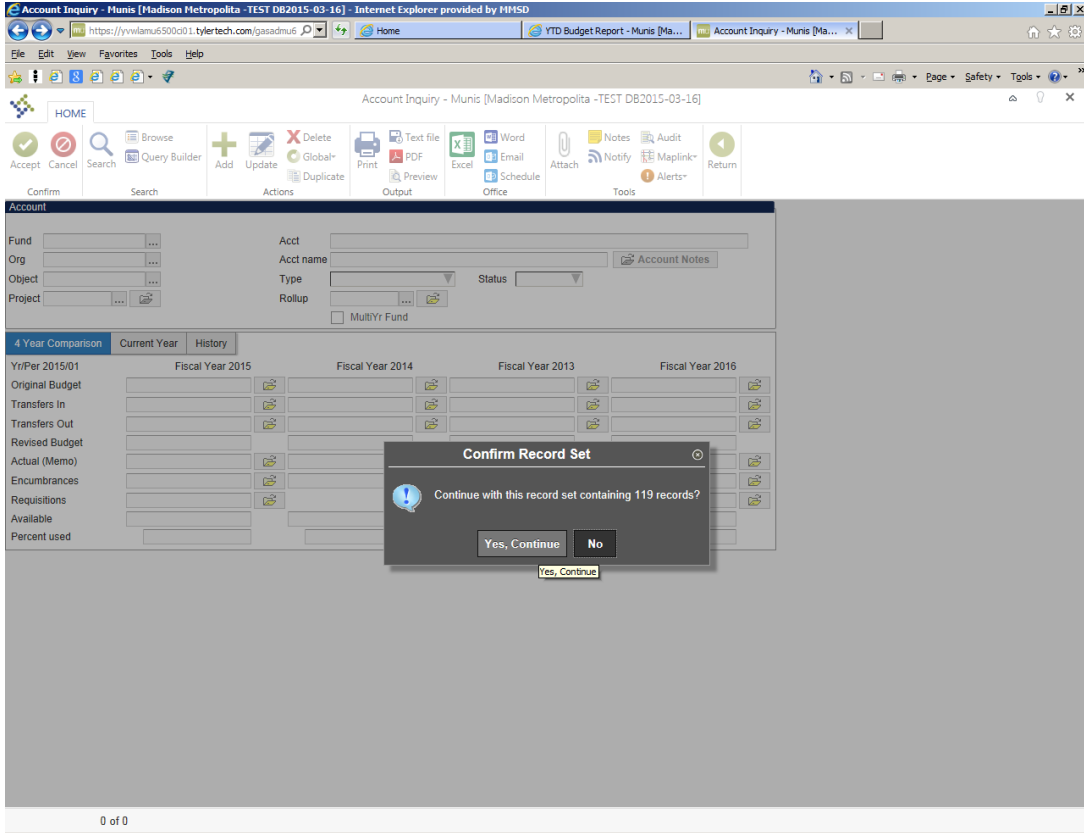
1. Click **Segment Find** on the upper left
2. Type the segment values in which you wish to query. The account segments can be ranges, multiple values, or specific values as follows:



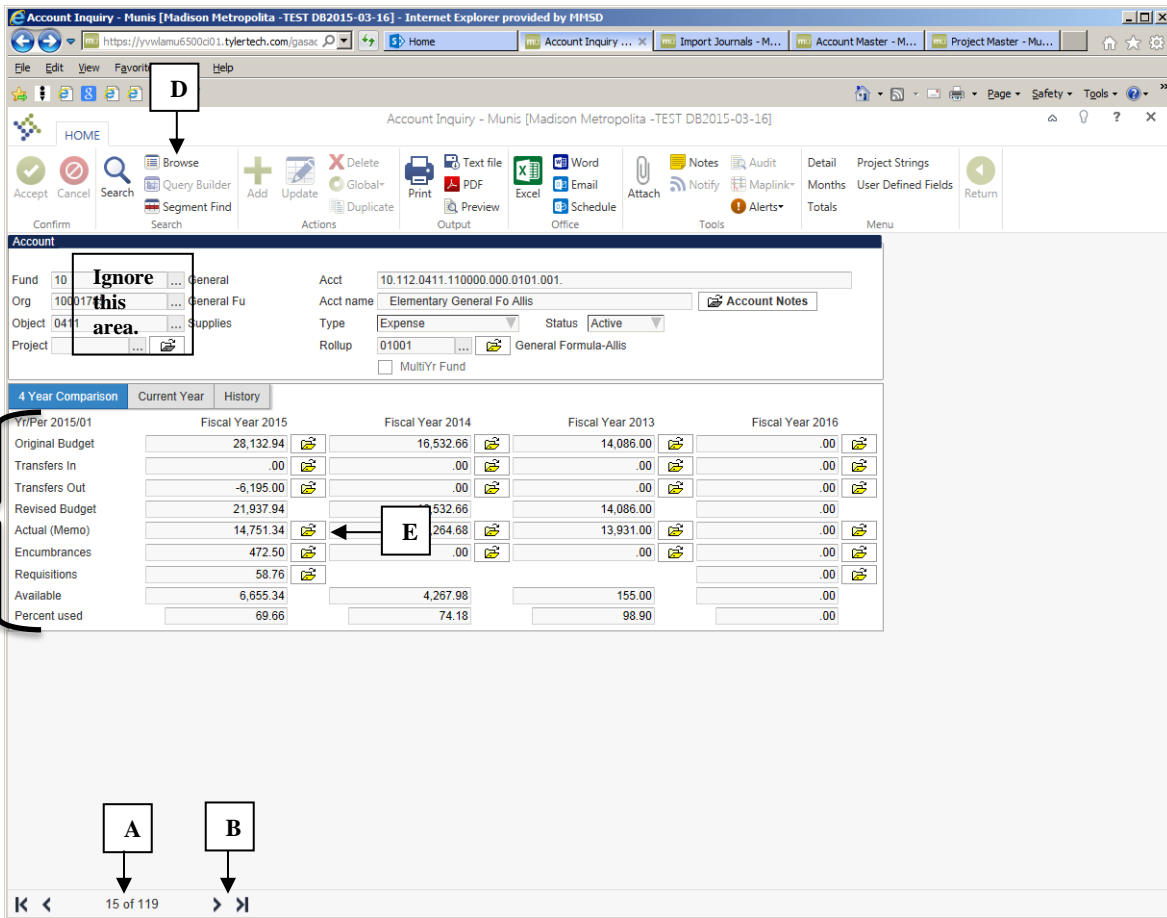
3. The above selection of Local B **0101|0131** & Location **001** with the remaining segments left blank will yield information in every combination containing the selected segments.
 - a. Segments left blank will yield all values containing segments with selected values (0101|0131 & 001 in this example)
 - 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 MHSD

https://yvillamu6300d01.tyler-tech.com/gasac

YTD Budget Report - Munis [Ma...]

Account Inquiry

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

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global- Duplicate Print PDF Excel Word Email Attach Notes Audit 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 MMSD

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

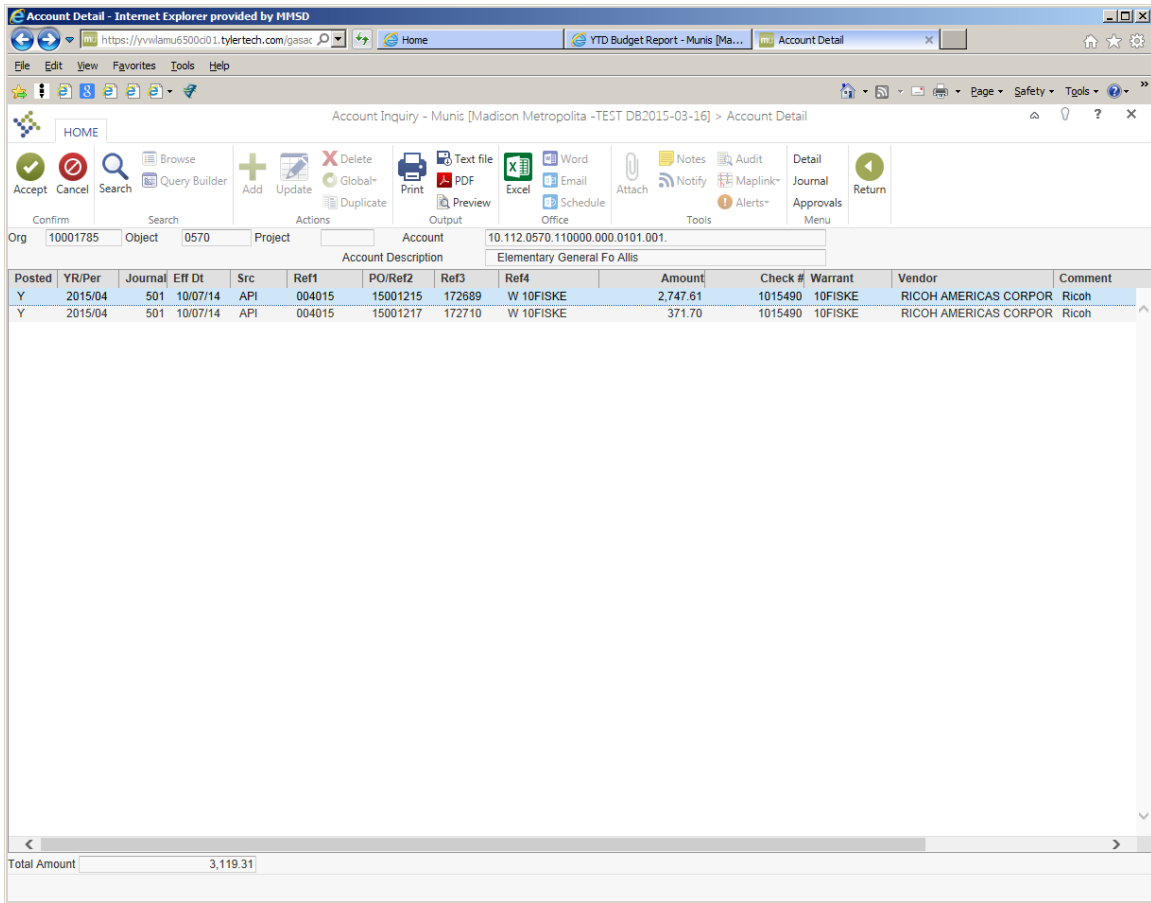
Fund 10 General Acct 10.112.0570.110000.000.0101.001.
 Org 10001785 General Fu Acct name Elementary General Fo Allis Account Notes
 Object 0570 Equip-Rent Type Expense Status Active
 Project Rollup 01001 General Formula-Allis
 MultiYr Fund

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.