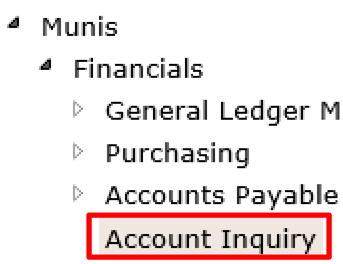
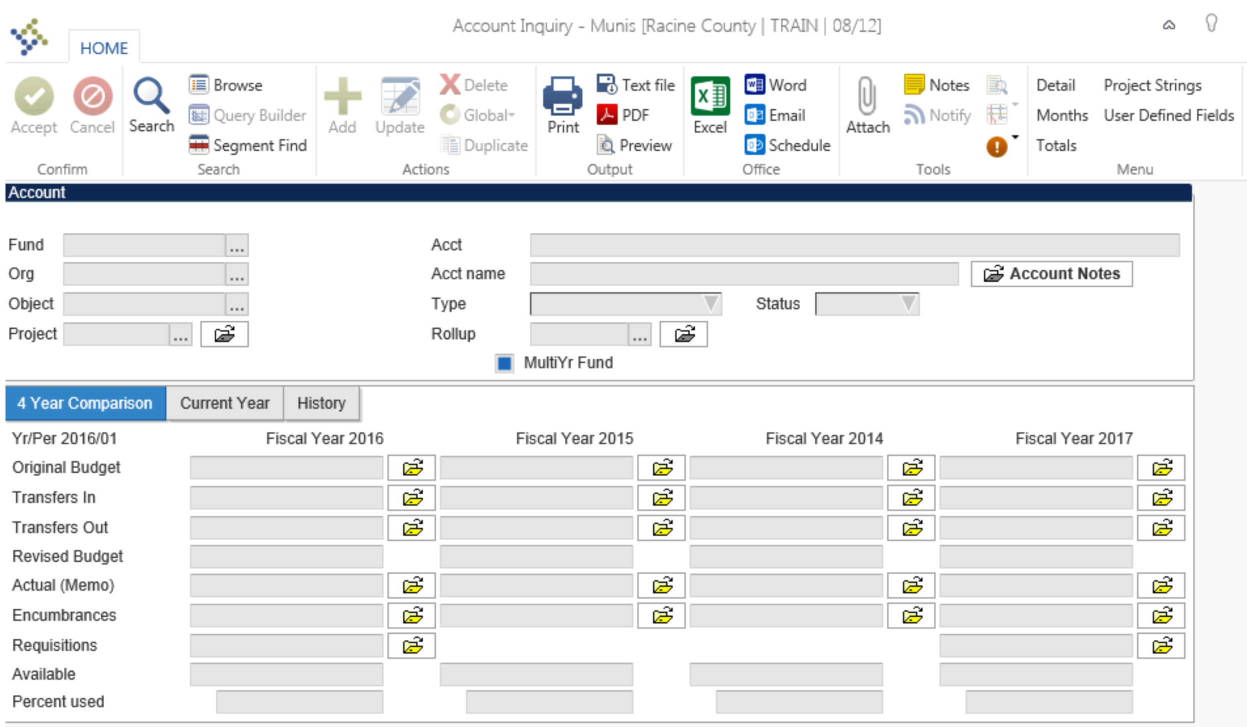
Account Inquiry

The Account Inquiry program provides both summarized and detail history for a selected set of accounts, with a focus on current available budget. You cannot modify data in this program; you can view data and create reports of the collected data.

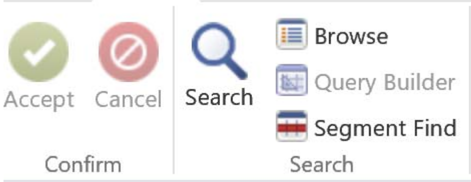
The Account Inquiry program is located under Munis>Financials>Account Inquiry



Upon opening the program you will see the following screen.



1. Click Search on the ribbon or select Segment Find from the Advanced Search list.



When you click Search, complete one or more of the fields to define your search criteria, and then click Accept 

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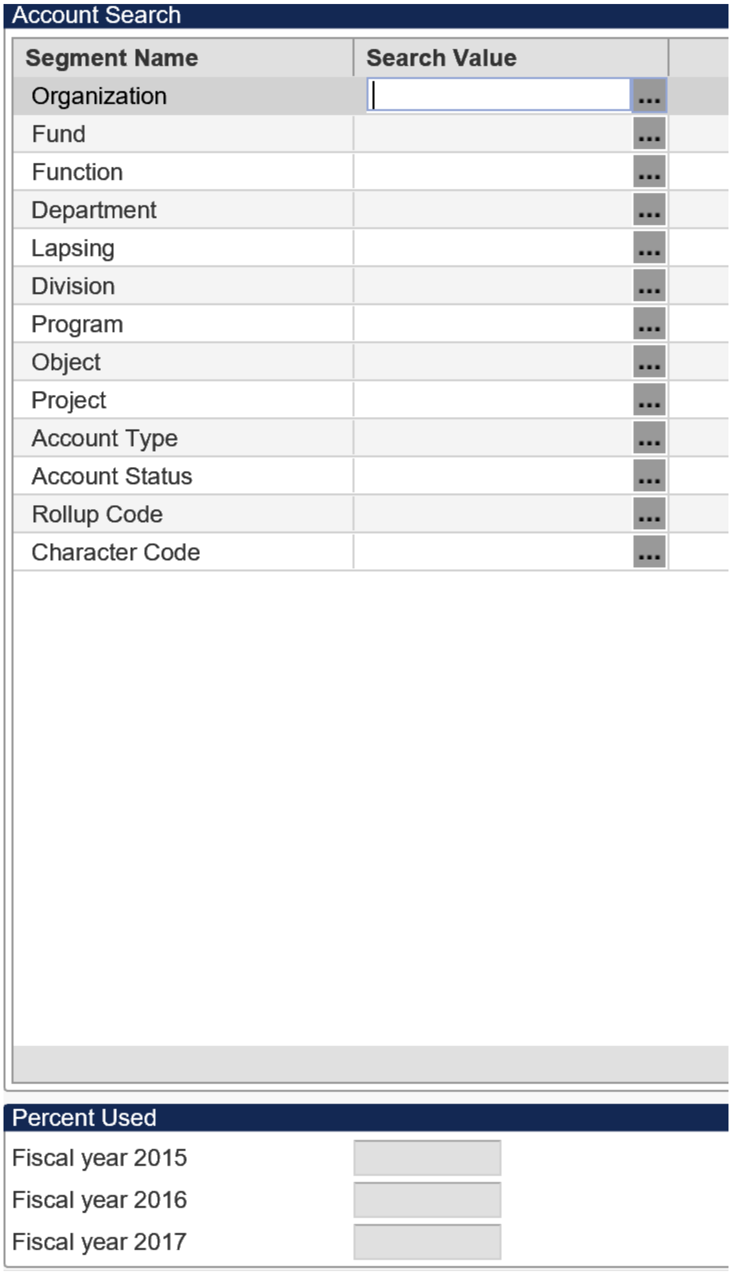
When you select Segment Find, the program displays the Find by Segment screen.



Account Search

Segment Name	Search Value
Organization	
Fund	
Function	
Department	
Lapsing	
Division	
Program	
Object	
Project	
Account Type	
Account Status	
Rollup Code	
Character Code	

Percent Used

Fiscal year 2015

Fiscal year 2016

Fiscal year 2017

Complete the fields on this screen according to the following table, and then click Accept

Accept .

For either search method, the program creates an active set of all accounts matching your search criteria.

Field	Description
Fund	This box contains the first account segment to include in the report. Segment 1 is always Fund. Click the field help button to select the fund from a list of available funds, or type the fund code directly in the box.
Segments 2 through 8	These boxes contain specific account segments to include in the report. Organizational labels for account segments are determined in the General Ledger Settings program. Examples for common segment labels are program, department, grade, and so on. Click the field help button in each box to select a segment code from a list of available codes, or type the segment code directly in the box
Org	This box contains the org code for the account. Click the field help button to select the org code from a list of available codes, or type the org code directly in the box.
Object	This box contains the object code for the account. Click the field help button to select the object code from a list of available codes, or type the object code directly in the box.
Project	This box contains the project code for the account, if applicable. Project codes are applicable if your organization used Munis® Project Accounting. Click the field help button to select the object code from a list of available codes, or type the object code directly in the box.
Character Code	This box identifies the character code. Click the field help button to search a list of available character codes.
Account Type	This list indicates the type of account. Account types are expense, revenue, or balance. The blank option includes accounts of all types. Select the appropriate account type from the list.
Account Status	This list indicates the account status: Active or Inactive. The blank option includes accounts with all status codes.
Percentile Used	
Fiscal Years	These boxes contain the minimum percentage used in the fiscal year. For whole percentages, you do not need to include decimal points; for percentages less than one, use decimal points. For example, for 25%, type 25; type 25.5 for 25½%.

Click Browse Browse to view a list of the accounts in the active set of records.

Double-click an account to view the details.

Account Inquiry

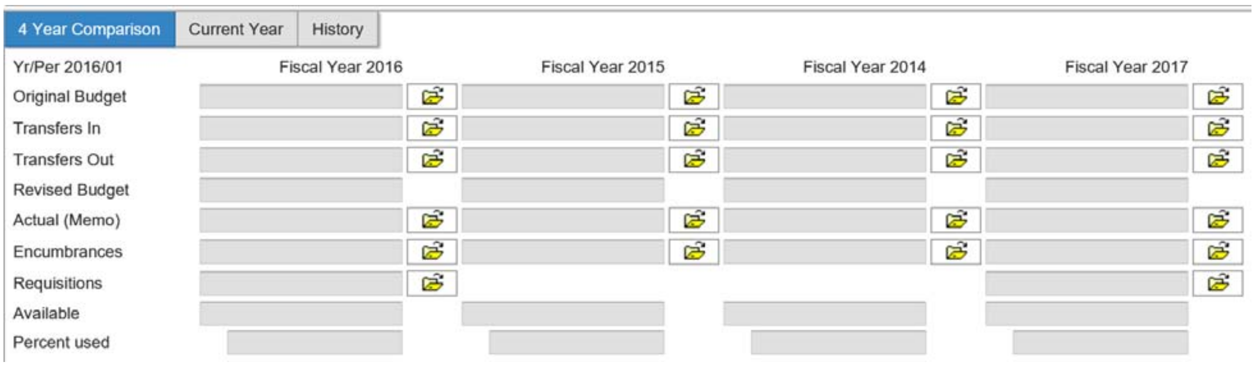
On the Account Inquiry screen, the first section provides the basic details for the account (that is, account segments, type, status, and so on).

Field	Description
Fund	This box identifies the fund (or account segment 1) to query. Click the field help button ... to select the fund from a list of available funds.
Org	This box specifies the org code for the account to query. Click the field help button to select the org code from a list of available codes.
Object	This box specifies the object code for the account to query. Click the field help button to select the object code from a list of available codes.
Project	This box specifies the project code for the account to query. Click the field help button to select the project code from a list of available codes. The project code applies if your organization uses Munis Project Accounts.
Acct	This box displays the full general ledger account number. Each segment is typically separated with a dash. There is no access to this field.
Acct Name	This box displays the name of the account. There is no access to this box.
Account Type	This list specifies the type of account: balance sheet, expense, revenue, or statistic. Select the blank option to select all account types.
Status	This list identifies the account status. An account's status determines whether it appears on reports and if transactions can be posted to it. The status is updated using the either Account Master or Account Mass Change/Reset program. Status indicators are: Active – This is the most common status for accounts. Active accounts can appear on all reports displaying account information and are generally available for posting (according to your defined permissions). Next Year – This status indicates that a particular account is only available for next year budget entries and reports. No transactions posted to this account are allowed in the current year. The status of the account automatically changes once the Year End Close is processed. Inactive -- This status prevents all posting to an account without proper permissions. If you have Amount Maintenance on Accounts permission granted in the Roles – General Ledger program, you have the ability to post transactions to an Inactive account. The Inactive account prints on

Field	Description
	all reports (provided you have adequate authorization). An account can be rendered inactive at any time in the fiscal year, regardless of the presence of current year transactions. The account can be reactivated at any time. Closed -- This status indicates that an account is completely closed to all input and only prints on those reports offering the option to print closed accounts. No transactions may be entered against it. An account will be designated as Closed if there has been no activity - other than budget activity if the fund is a multiyear fund - posted to it in the current year.
Multi Yr Fund	This check box, if selected, indicates that the account is a multiyear fund. This check box is not accessible.
Budget Rollup Group	The Budget Rollup Group button identifies accounts included in budget rollup groups. If the account displayed is included in a budget rollup group, the folder icon on the button is highlighted. Click this button to select and view rollup group records.
Account Notes	The Account Notes button allows you to view notes associated with the selected account. If notes exist for the selected account, the folder icon on the button is highlighted. Click this button to view notes; you cannot add or update notes when accessing this option from Accounts Inquiry.

4 Year Comparison Tab

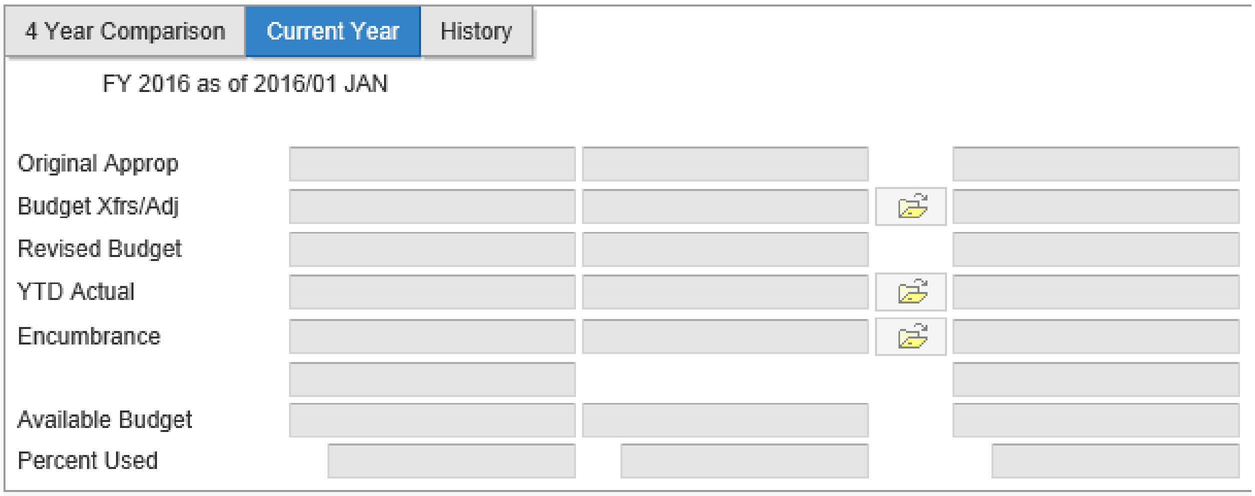
This tab shows the current fiscal year, the previous two fiscal years, and the next fiscal year.



Field	Description
Original Budget	The adopted budget at the beginning of the Fiscal Year, as determined by the Budget Completion Journal.
Transfers In	Any budget transfers increasing budget if the account. View account detail by selecting the yellow folder.
Transfers Out	Any budget transfers decreasing the budget from the account. View account detail by clicking the folder button.
Revised Budget	The sum of the Original Budget plus Transfers In less Transfers out.
Actual (Memo)	The general ledger balance that includes posted and unposted transactions. View account detail by clicking the folder button.
Encumbrances	The sum total of all open purchase orders for the account. View account detail by clicking the folder button.
Requisitions	The total amount of requisitions in status 4-Allocated, 6-Released, and 8-Apporved. View account detail by clicking the folder button.
Available	The budgeted amount remaining in the account.
Percent Used	The percent of the budget that has been spent, transferred out, or encumbered. When you are using this field as Find criteria, enter the smallest percent used you wish to find. For example, if you enter 10, the program finds 10 and everything up to 100 percent.

Current Year Tab
This tab displays the Current Year, Carry Forward, and GAAP, if carry forward monies exist. If there are no carry forward monies, the columns display as Current Year and Last Year. The Current Year column shows the current year, as determined by the General Ledger Settings. The Carry Forward column shows any purchase orders that have been carried forward from a previous year. The GAAP totals show the combined totals of the Current Year and Carry

Forward. The fields change according to the type of account you are viewing.



Account Descriptions

The following tables provide descriptions for the account types that display on the Current Year tab.

Balance Sheet Account

Field	Description
Starting Balance	The balance at the beginning of the current fiscal year and last year.
Activity	The sum of the activity for the current fiscal year and last year.
Ending Balance	The most recent account balance, calculated as follows: Starting Balance – Activity.
Memo Balance	The general ledger memo balance that includes posted and unposted items.

Expense Account

Field	Description
Original Approp	The starting budget in the current fiscal year and last year.
Amendments	The sum of any budget transfers in and/or out for the current fiscal year and last year.
Revised Budget	The current revised budget, calculated as follows: Original Approp +/- Amendments.
YTD Actual	The actual balance at the end of the fiscal period or year.
Encumbrance	The sum total of all open purchase orders as of the current fiscal year and last year.
Requisitions	The sum total of all requisitions (status 4, 6, and 8) in the current fiscal year and last year.
Incep to Date	The sum total of activity since the inception of the account to the current date. This is only populated for multiyear type 1 accounts.

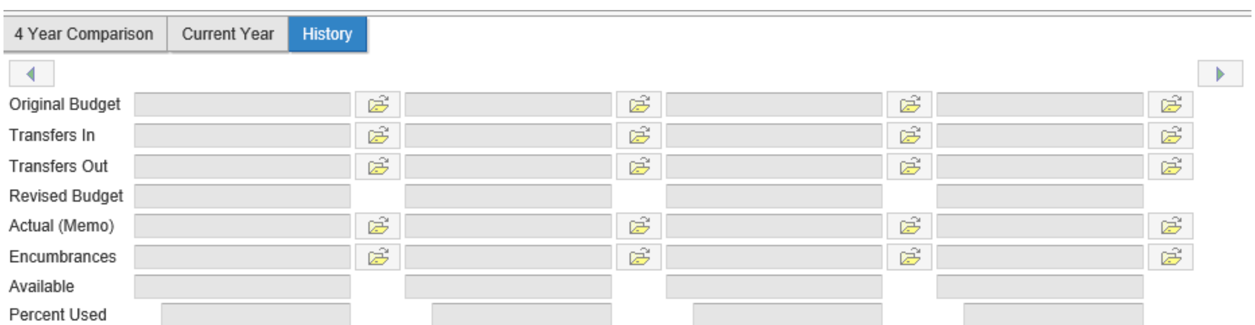
Field	Description
Available Budget	The remaining available budget, calculated as follows: Revised Budget- YTD Actual – Encumbrance – Requisition (- Incept to Date, if multiyear).
% Used	The percent of the revised budget that has been used to date.

Revenue Account

Field	Description
Original Est Rev	The estimated amount of the original budget for current fiscal year and last year.
Est Rev Adjusted	The sum of any budget transfers or amendments for current fiscal year and last year.
Rev Est Rev	The revised estimated revenue, calculated as follows: Original Est Rev +/- Est Rev Adjusted.
Incep to Date	The sum total of revenue since the inception of the account to the current date. This is only populated for multiyear type 2 accounts.
Actual YTD Rev	The actual revenue collected for the identified accounting period.
Remaining Rev	The amount of revenue remaining to be collected for the current fiscal year and last year.
Percent Collected	The percent of revenue already collected.

History Tab

This tab allows you to view all years in the account's history by clicking the scroll buttons.

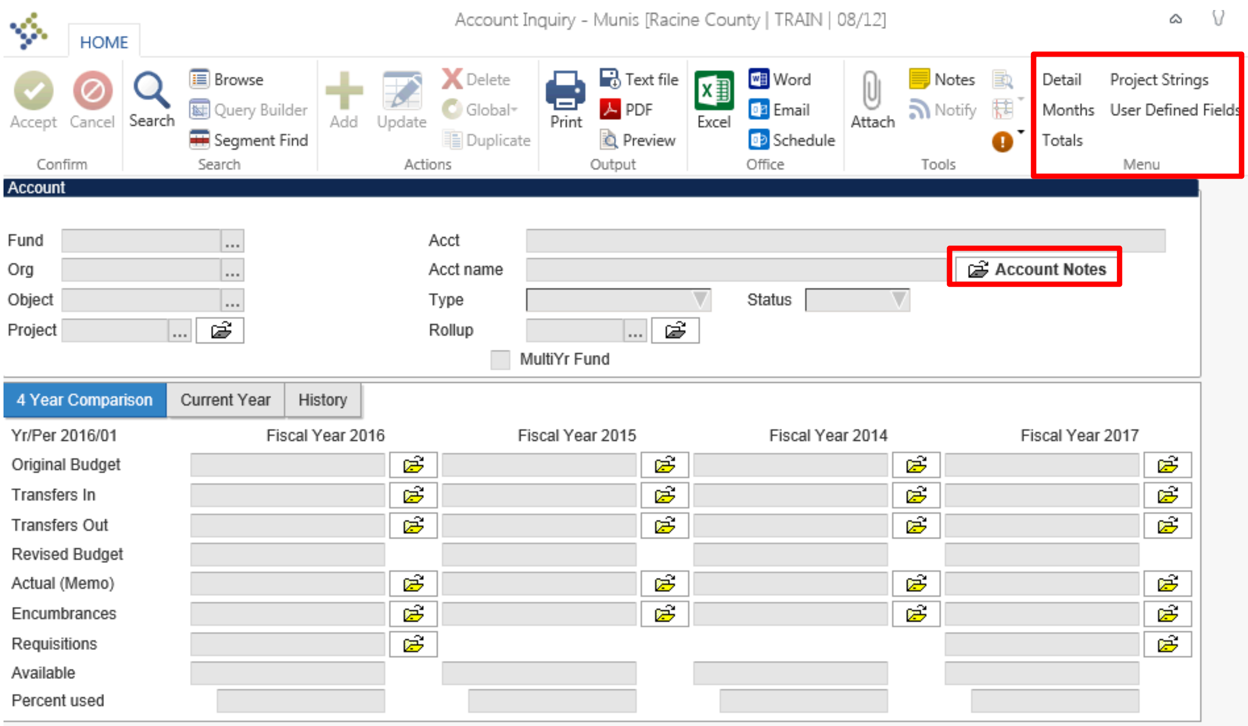


Field	Description
Original Budget	The original budget for the given year.
Transfers In	
Transfers Out	
Revised Budget	The revised budget for the year, calculated as follows: Original Budget +/- budget transfers in or out.
Actual (Memo)	The actual amount expended for the given year.
Encumbrances	
Available	

Field	Description
Percent Used	

Options

The Account Inquiry screen provides several options for viewing additional information.



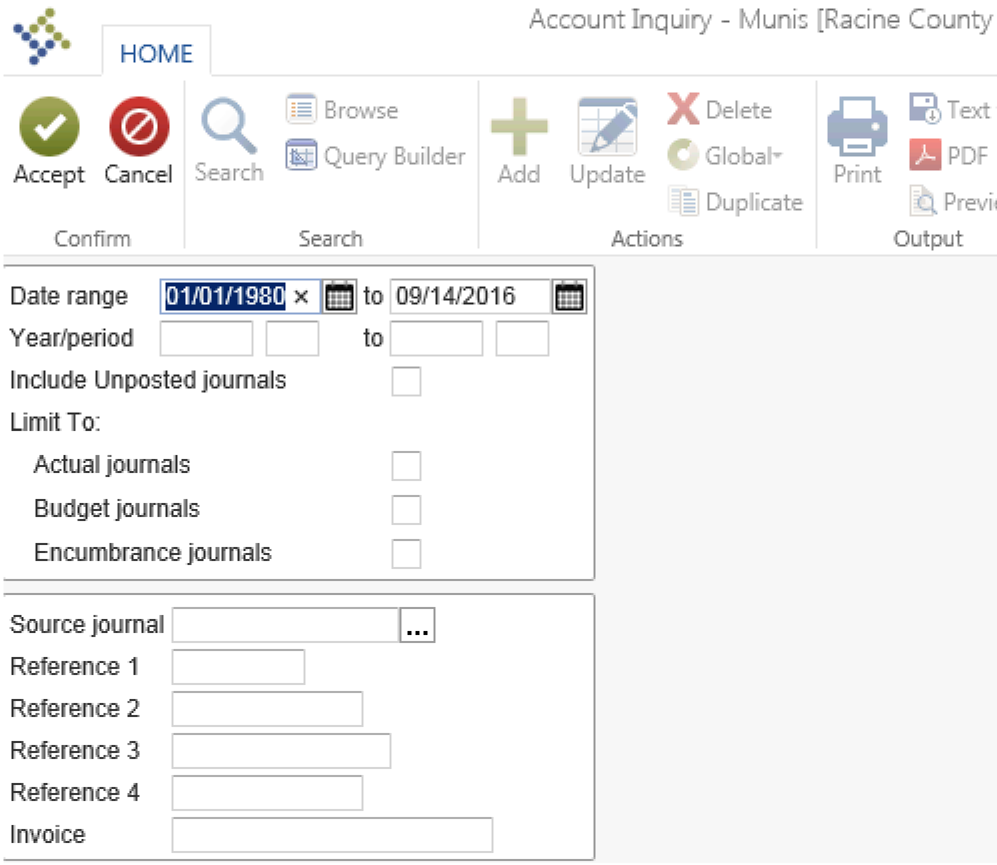
If there are notes associated with this account, the Account Notes button is highlighted; click Account Notes to view the note content.

Detail

Click Detail to search for transactions that have been posted to an account.

Account Inquiry

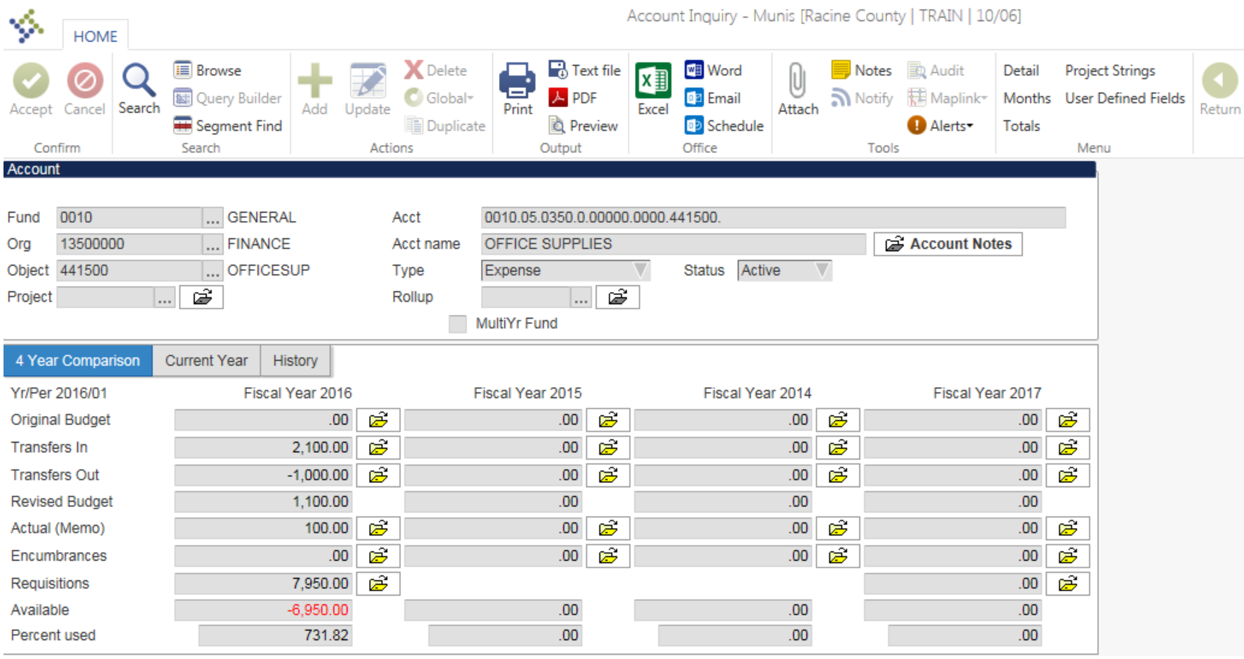
When you click Detail, the program provides a Journal Selection Criteria screen.



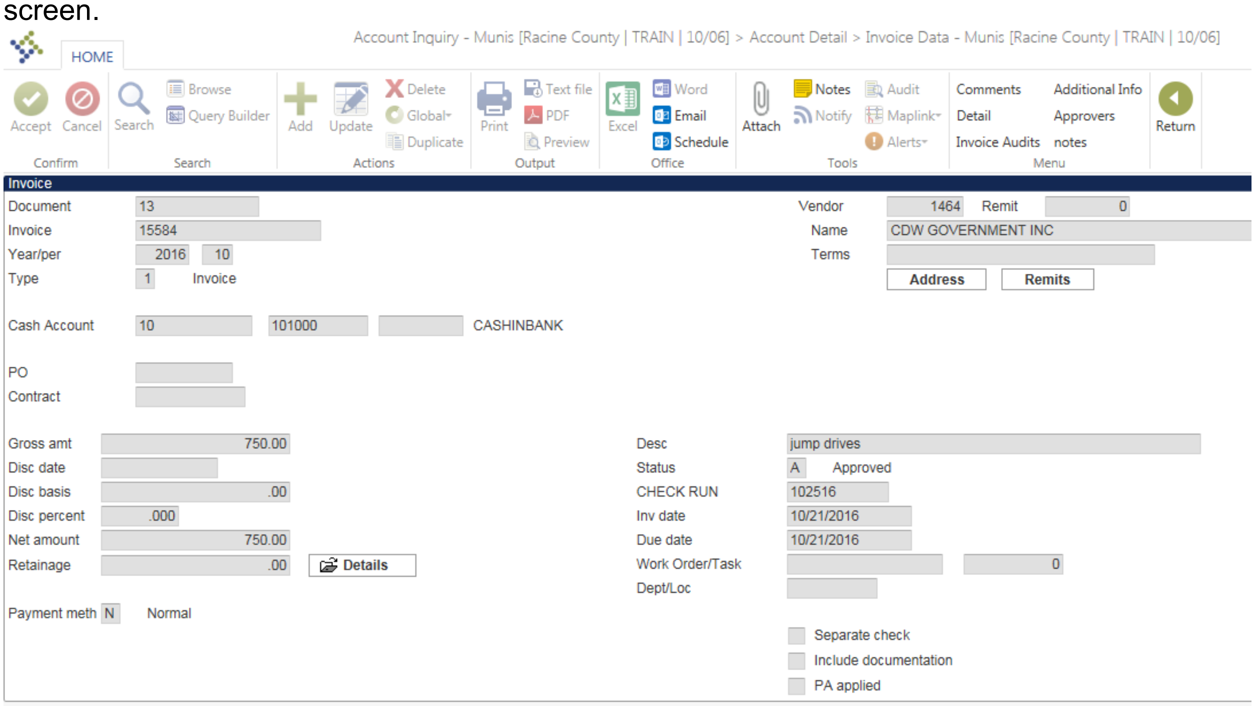
Enter the search criteria you would like to use, and then click Accept to submit the search. You can search by date range, year/period, source of the journal, or any of the reference fields. If you select the Include Unposted Journals check box, any general ledger journal entries still in the proof file are included.

The Account Detail screen displays the results. Click Detail or Journal on for more information on a specific entry.

Account Inquiry

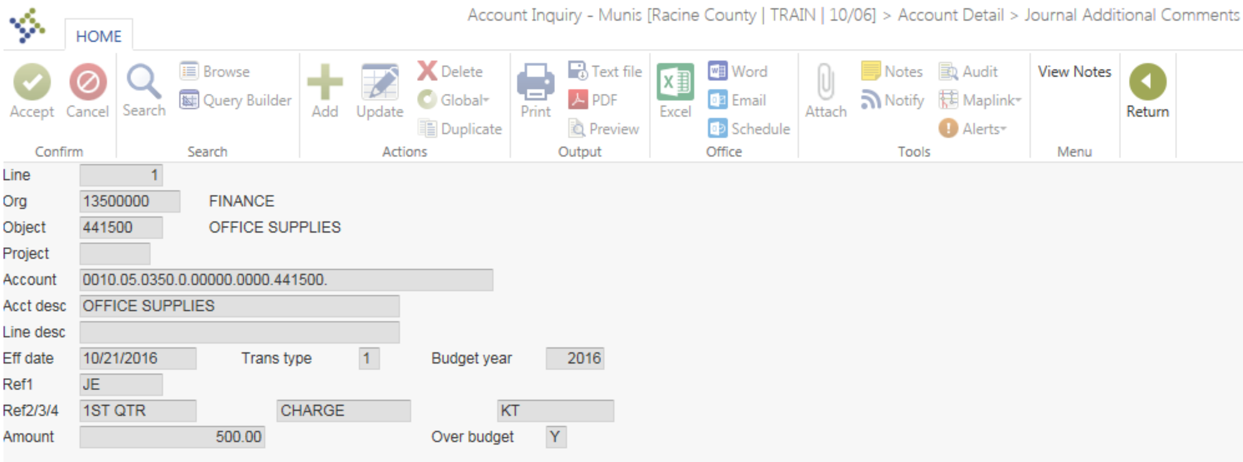


Detail displays the single entry from this account in the journal. The Detail varies according to the journal entry source type. For example, invoice entries display the Invoice Data Inquiry screen.



Account Inquiry

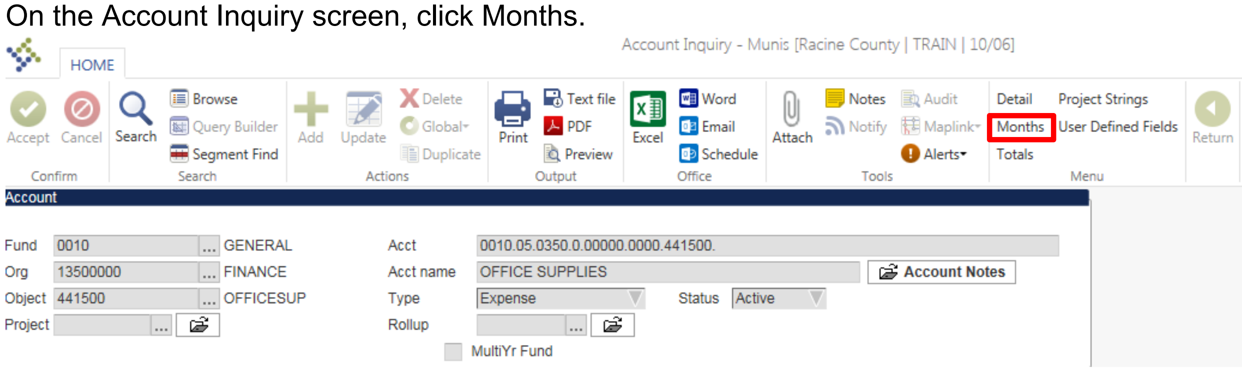
Journal provides the Journal Inquiry/Print screen, which displays the entire journal.



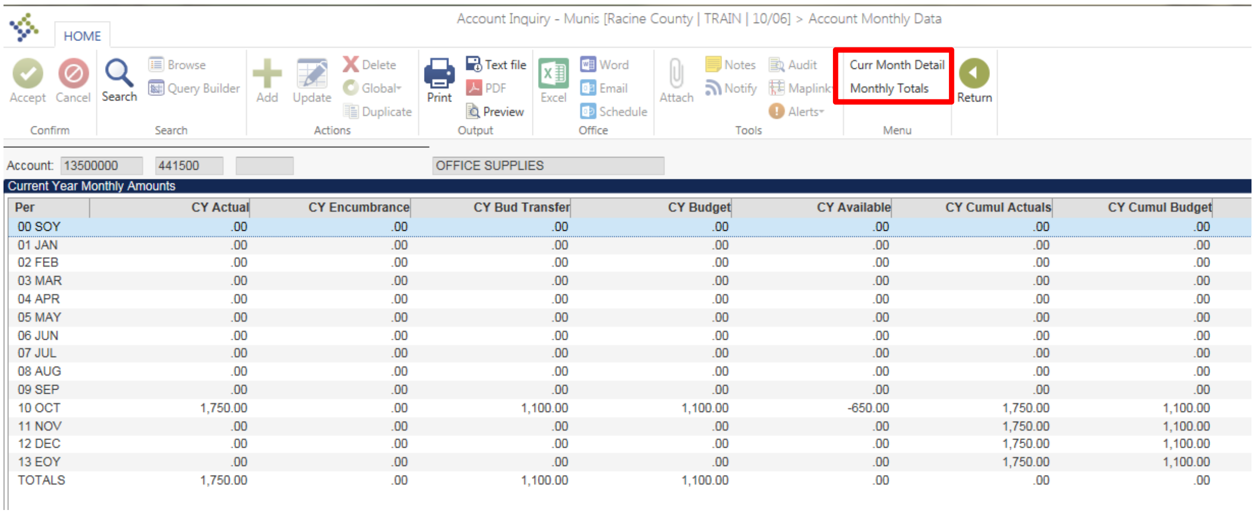
Months

To view account monthly data:

1. On the Account Inquiry screen, click Months.



The program displays a monthly view of all journal transactions that have been closed to a period. If the transactions have not been through a month-end process, they are not included in the monthly data. However, you can view transactions not yet closed in the current month detail. Transactions that are in journal entry/proof and not yet posted are not visible in any screen.



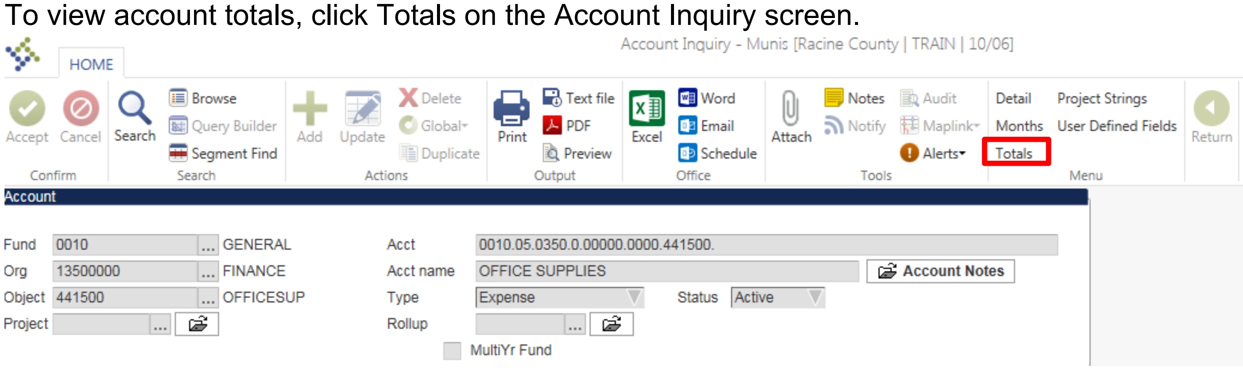
Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SOY	.00	.00	.00	.00	.00	.00	.00
01 JAN	.00	.00	.00	.00	.00	.00	.00
02 FEB	.00	.00	.00	.00	.00	.00	.00
03 MAR	.00	.00	.00	.00	.00	.00	.00
04 APR	.00	.00	.00	.00	.00	.00	.00
05 MAY	.00	.00	.00	.00	.00	.00	.00
06 JUN	.00	.00	.00	.00	.00	.00	.00
07 JUL	.00	.00	.00	.00	.00	.00	.00
08 AUG	.00	.00	.00	.00	.00	.00	.00
09 SEP	.00	.00	.00	.00	.00	.00	.00
10 OCT	1,750.00	.00	1,100.00	1,100.00	-650.00	1,750.00	1,100.00
11 NOV	.00	.00	.00	.00	.00	1,750.00	1,100.00
12 DEC	.00	.00	.00	.00	.00	1,750.00	1,100.00
13 EOY	.00	.00	.00	.00	.00	1,750.00	1,100.00
TOTALS	1,750.00	.00	1,100.00	1,100.00	.00	.00	.00

Click Curr Month Detail to display all of the posted activity (that has been closed to a period).

Click Monthly Totals to show the totals all of the posted activity (that has been closed to a period) for the accounts in the active set by month for the current year.

Totals

To view account totals, click Totals on the Account Inquiry screen.



The program refreshes the display to show the combined totals for all accounts in the active set for transactions in closed and unclosed periods. Click Exit Totals on the ribbon to return to the previous screen.