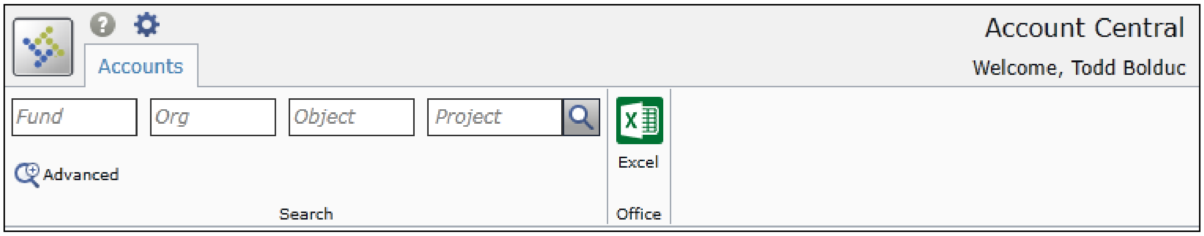
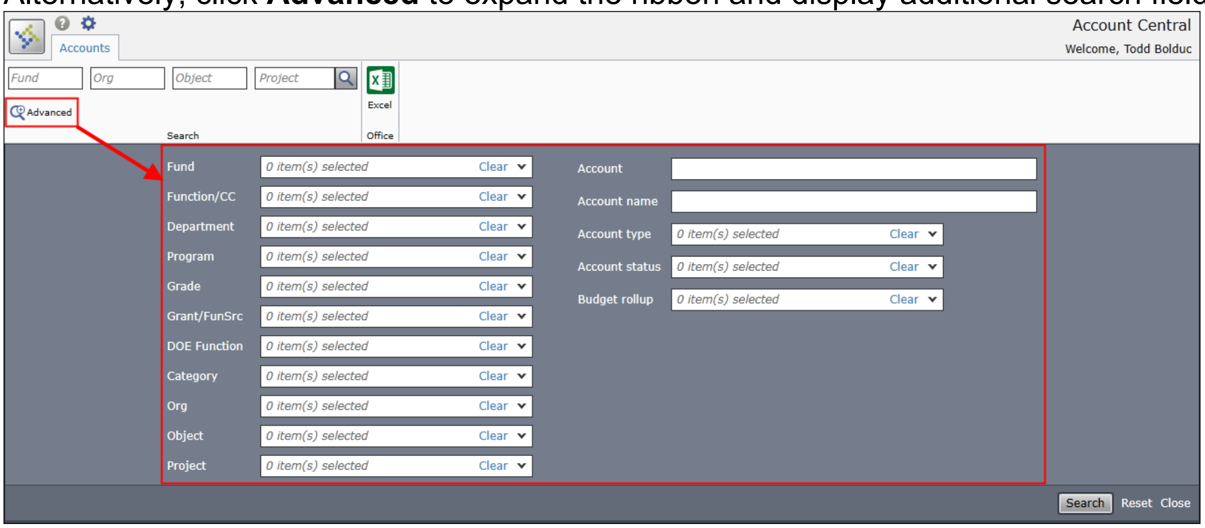
Account Central

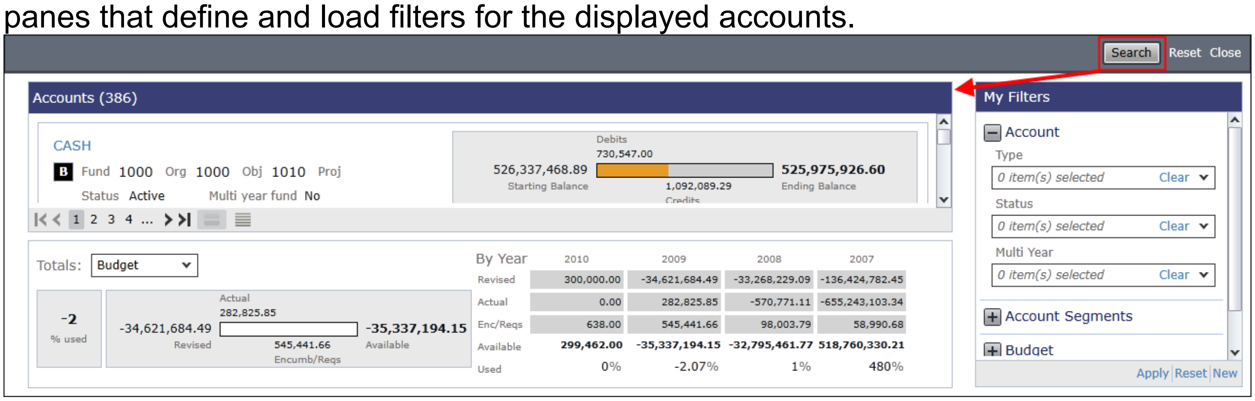
The Account Central program displays a variety of account information based on user-defined filters. The information is for display purposes only. No actions can be taken in the program beyond the creation of filters. The program initially displays Search boxes, the Excel button, and a blank screen.



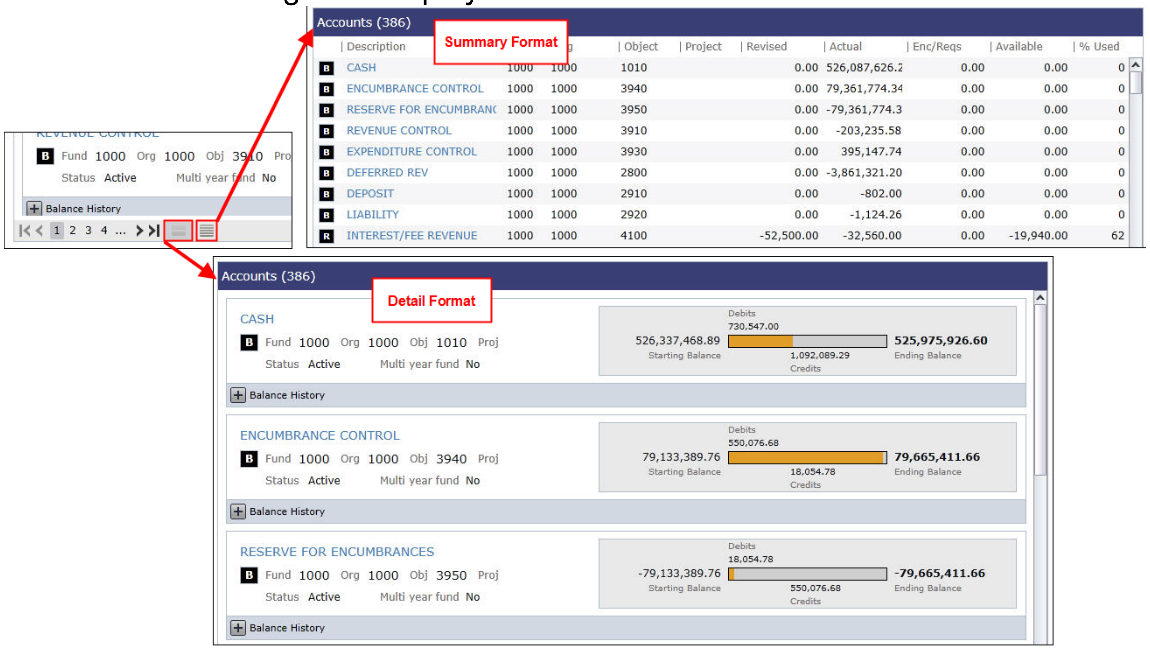
To view account records, enter one or more account segments in the search boxes. Alternatively, click **Advanced** to expand the ribbon and display additional search fields.



After performing the search, the program displays a list of matching accounts and two panes that define and load filters for the displayed accounts.



Use the navigation bar at the bottom of the Accounts pane to view additional pages of accounts or to change the display format of the account list.



When viewing accounts in the summary format, click the column titles to sort the list by that column’s values. In addition, you can change the columns displayed in the pane by clicking **Budget** or **Trial Balance**. The screen updates to display columns that contain amounts of those types.

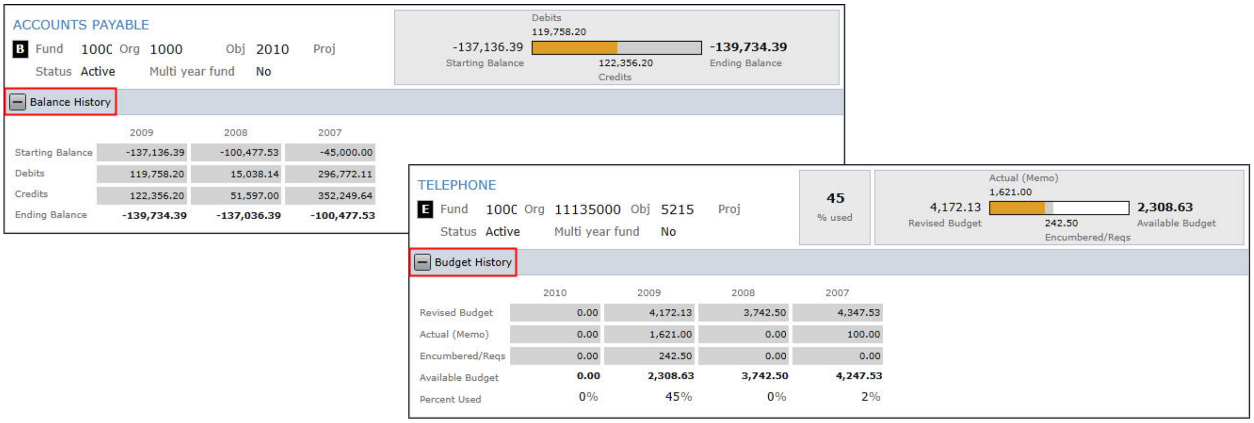
Accounts (386)

	Description	Fund	Org	Object	Project	Revised	Actual	Enc/Reqs	Available	% Used
S	# OF INSPECTIONS	1000	14172250	INSPEC		0.00	0.00	0.00	0.00	0
S	# of OPERATING VEHICLES	1000	12210211	VEH		0.00	0.00	0.00	0.00	0
S	# OF VACCINATIONS	1000	12220000	VACINA		0.00	0.00	0.00	0.00	0
B	ABATEMENT	1000	1000	2810		0.00	300.00	0.00	0.00	0
B	ACCOUNTS PAYABLE	1000	1000	2010		0.00	-148,026.99	-95.00	0.00	0
B	ACI Liability	1000	1000	2354		0.00	-1,281.00	0.00	0.00	0
R	ANIMAL LICENSE	1000	1000	4400		-37,380.00	0.00	0.00	-37,380.00	0
B	AP Retainage	1000	1000	2011		0.00	-313.50	0.00	0.00	0
B	APPROPRIATIONS BUDGETA	1000	1000	3830		0.00	-813,438,023.	0.00	0.00	0
B	BUDGETARY FUND BALANCE	1000	1000	3890		0.00	755,886,803.6	0.00	0.00	0
E	BUILDING IMPROVEMENTS	1000	11155000	5820		54,600.00	0.00	0.00	54,600.00	0
E	BUILDING IMPROVEMENTS	1000	11135000	5820		16,800.00	800.26	0.00	15,999.74	5
E	BUILDING IMPROVEMENTS	1000	14172250	5820		684,878.25	0.00	0.00	684,878.25	0
E	BUILDING IMPROVEMENTS	1000	12210211	5820		368,771.55	26.22	0.00	368,745.33	0
E	BUILDING IMPROVEMENTS	1000	12210215	5820		31,500.00	0.00	0.00	31,500.00	0
E	BUILDING IMPROVEMENTS	1000	12210219	5820		3,150.00	0.00	0.00	3,150.00	0
E	BUILDING IMPROVEMENTS	1000	14172255	5820		15.75	0.00	0.00	15.75	0
E	BUILDING IMPROVEMENTS	1000	14172258	5820		0.00	26.22	0.00	-26.22	0
E	BUILDING IMPROVEMENTS	1000	12220000	5820		1,423.80	1,458.54	0.00	-34.74	102
E	BUILDING IMPROVEMENTS	1000	16177000	5820		0.00	0.00	0.00	0.00	0
R	BUSINESS LICENSE INTERE	1000	1000	4850		-33,878.25	0.00	0.00	-33,878.25	0

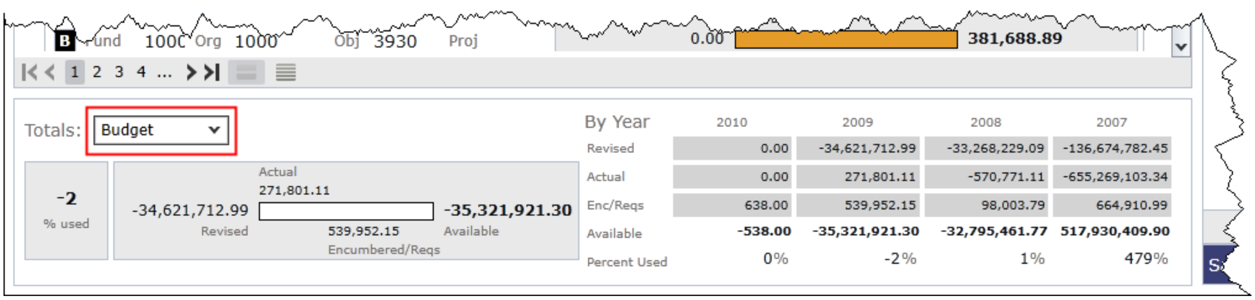
1 2 3 4 … Budget Trial Balance

When you are viewing accounts in the detail format, click **Balance History** or **Budget History** to expand the pane and view the account’s balance or budget history for the three most recent years. The button label varies based on the account type, which is indicated by the letter in the black box under the account name. Revenue and expense accounts include the Budget History button, while balance sheet accounts include the Balance History button.

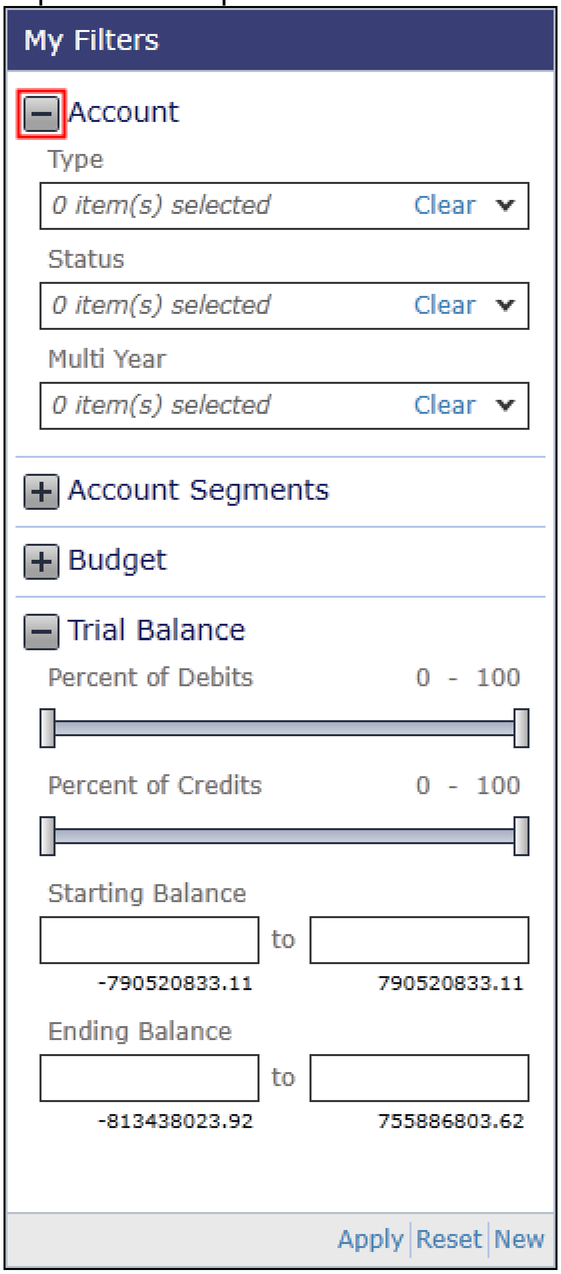
The pane displays the account type, status, and multiyear fund status, and also includes a status bar for the account level based on starting balance, ending balance, debits, and credits.



The section at the bottom of the Account Central screen displays account totals for the entire active set of records. Use the **Totals** list to change the displayed amount types. The available options are Budget or Trial Balance.

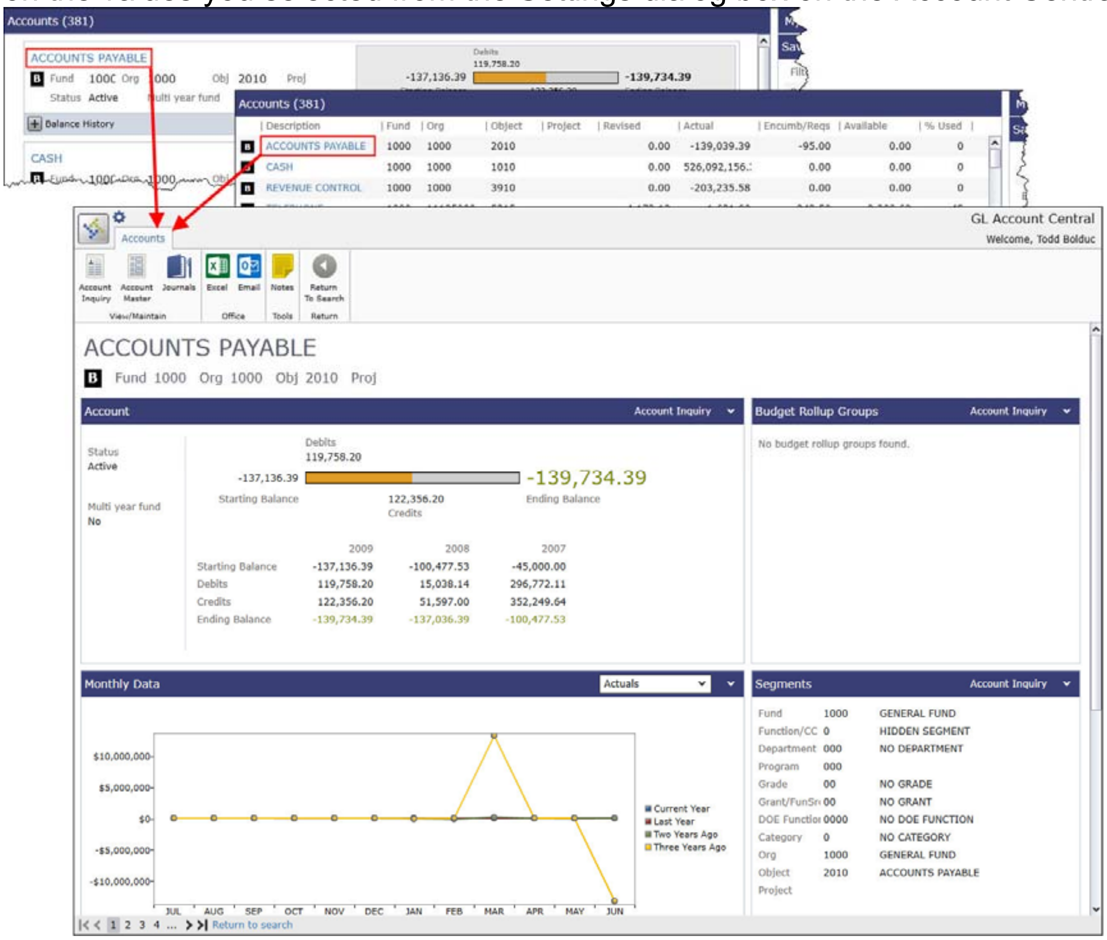


The My Filters pane contains four sections of fields and slider bars that provide you with the ability to filter the active set of search results. Click the button for any section to expand or collapse it.



After you have defined a filter, use the options at the bottom of the pane to apply it to the active set of records, reset all of the fields on the pane to their default values from the currently loaded saved filter, or clear all of the fields in order to create a new filter.

Clicking the account description link in either the detail format or summary format opens a screen containing additional detail panes. The panes displayed on this screen depend on the values you selected from the Settings dialog box on the Account Central header.



Available Panes

The following table provides a brief description of the available detail panes for the GL Account Central program.

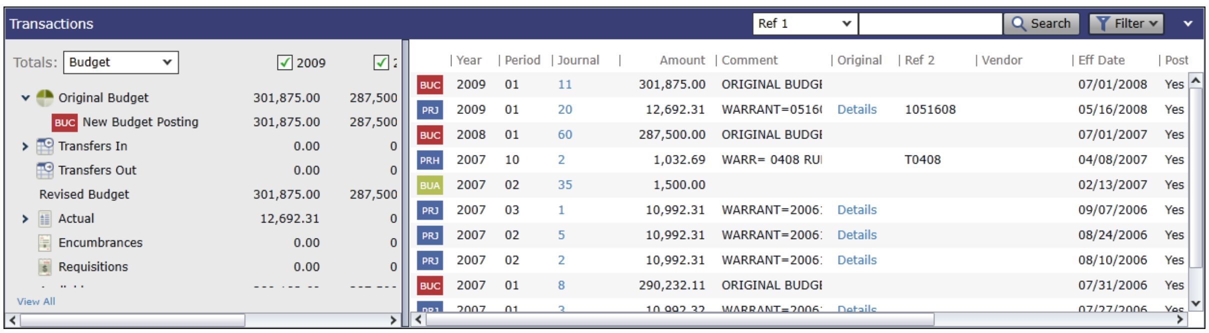
The header of each pane contains an arrow button. Clicking the arrow button expands or collapses a pane. If no information is available for a pane, the program indicates that no records are found. Clicking **Account Inquiry** in any pane header opens the current account using the Account Inquiry program in Munis.

Pane	Description
Account	Contains the account's yearly balance or budget information based on the account type.
Budget Rollup Group	Displays a listing of budget rollup groups to which the account belongs.
Current Year vs CFWD	Displays a comparison of current year amounts versus carry forward amounts.
Monthly Data	Contains a line graph that illustrates the account activity by

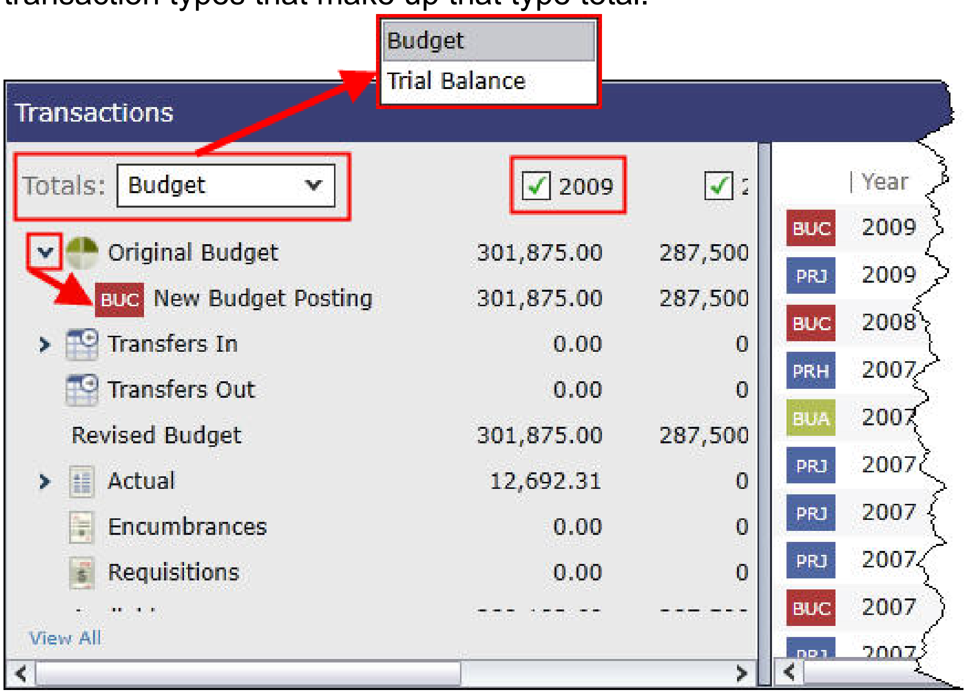
Pane	Description
	month for the current year and up to three prior years. Use the list in the pane header to change the type of activity that is displayed on the graph. Available options are Actuals, Budget, Budget Transfers, and Encumbrances. The graph automatically refreshes the dollar amount values on the X axis when you select an activity type.
Segments	Displays the segment values that make up the account.

Transactions Pane

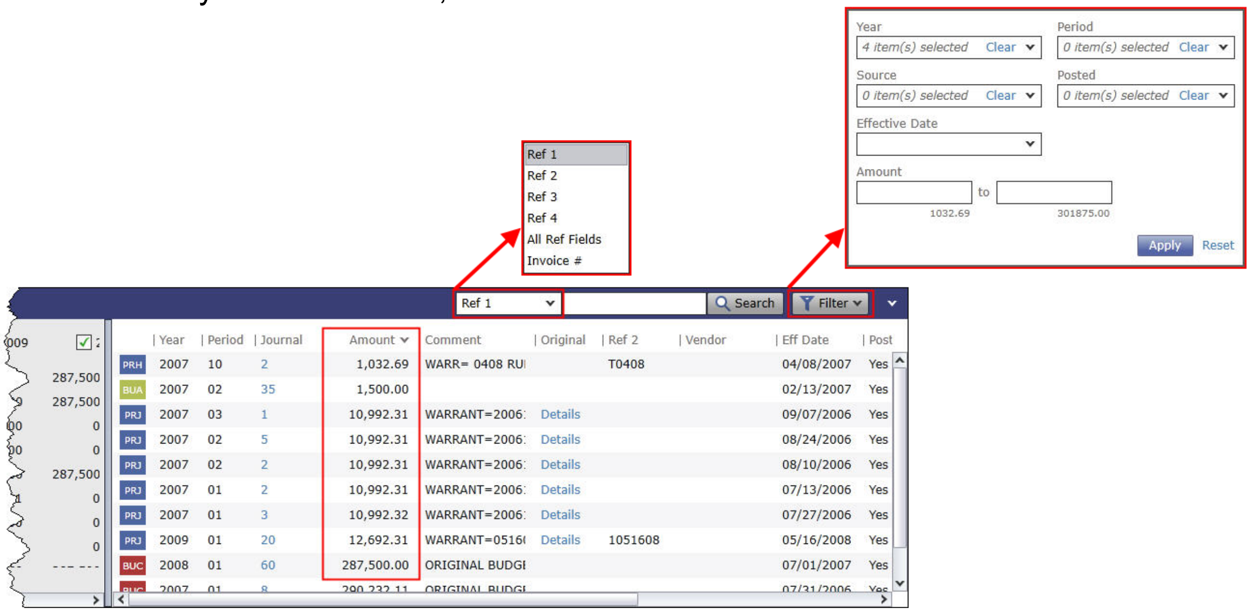
The Transactions pane provides a listing of all transactions posted to the current account.



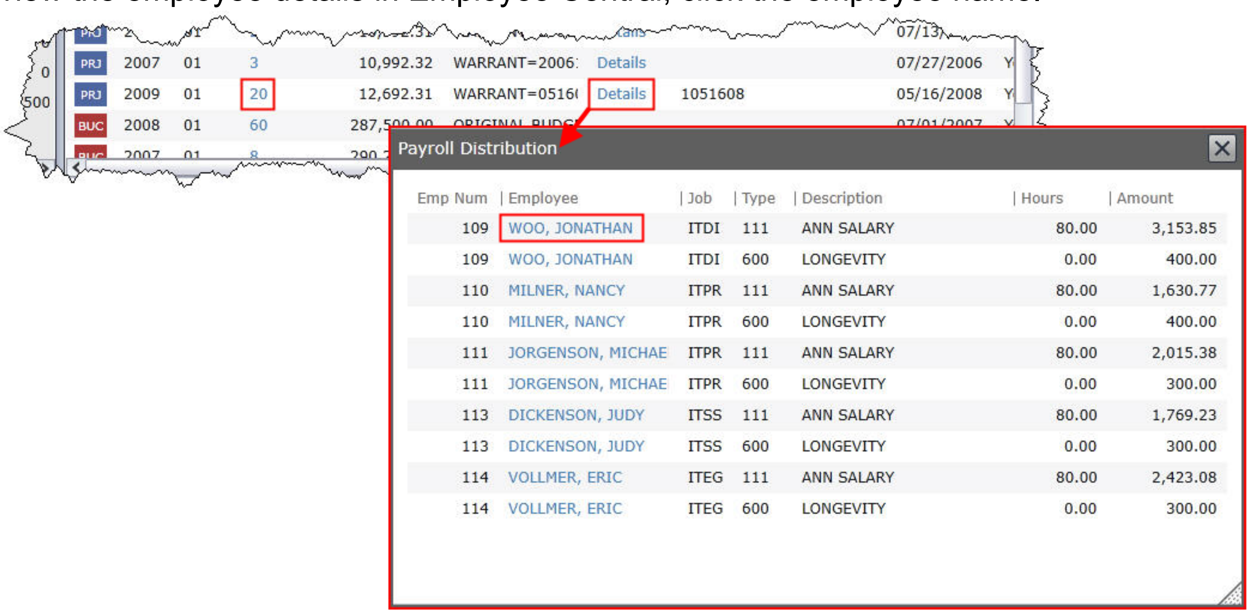
Use the **Totals** list and year check boxes to change which transaction types appear on the right side. Clicking the arrows next to an amount type expands the list to display the transaction types that make up that type total.



The fields on the pane header allow you to search for a specific transaction by a field value or to filter the displayed transactions by a variety of values. To sort the list of transactions by a column value, click the column header.



Clicking the journal number for a transaction opens the journal entry in the Journal Analysis program. Click the **Details** link for a payroll transaction to display the Payroll Distribution dialog box, which lists the employees who appear on the payroll journal. To view the employee details in Employee Central, click the employee name.



Ribbon

The ribbon in the Account Central program contains the following options.

Option	Description
View/Maintain	
Account Inquiry	Opens the Account Inquiry program in Munis with the current account as the active record.
Account Master	Opens the Account Master program, where you can maintain account details.
Journals	Opens the Journal Inquiry/Print program for the current account.
Office	
Excel	Exports the current account information to a Microsoft Excel spreadsheet.
Email	Creates an email message using your default email program. The message contains a link to the account in the message body.
Tools	
Notes	Displays the GL Account Notes dialog box, which contains any notes that have been entered for the account. The dialog box is for informational purposes only. You cannot enter new notes in the dialog box.
Return	
Return to Search	Returns to the main Account Central program screen.