

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.

Budget		Actual		Revised		Available	
-2 % used	-34,621,684.49	282,825.85	-35,337,194.15	545,441.66			
				Encumb/Reqs			

	2010	2009	2008	2007
Revised	300,000.00	-34,621,684.49	-33,268,229.09	-136,424,782.45
Actual	0.00	282,825.85	-570,771.11	-655,243,103.34
Enc/Reqs	638.00	545,441.66	98,003.79	58,990.68
Available	299,462.00	-35,337,194.15	-32,795,461.77	518,760,330.21
Used	0%	-2.07%	1%	480%

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.

The top screenshot shows the 'Accounts (386)' pane in 'Summary Format'. It displays a table with columns: Description, Fund, Org, Object, Project, Revised, Actual, Enc/Reqs, Available, and % Used. A red box highlights the 'Summary Format' label. Below the table is a navigation bar with buttons for page navigation and a dropdown menu. A red arrow points from the dropdown menu to the 'Detail Format' screenshot below.

The bottom screenshot shows the 'Accounts (386)' pane in 'Detail Format'. It displays three accounts, each with a balance history bar chart. A red box highlights the 'Detail Format' label. The accounts shown are CASH, ENCUMBRANCE CONTROL, and RESERVE FOR ENCUMBRANCES. Each account entry includes its description, Fund, Org, Object, and Project, along with a balance history bar chart showing Starting Balance, Debits, Credits, and Ending Balance.

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.

The screenshot shows the 'Accounts (386)' pane in summary format. The columns are sorted by Description. A red box highlights the 'Description' column header. The table lists various accounts such as '# OF INSPECTIONS', '# of OPERATING VEHICLES', '# OF VACCINATIONS', 'ABATEMENT', 'ACCOUNTS PAYABLE', 'ACI Liability', 'ANIMAL LICENSE', 'AP Retainage', 'APPROPRIATIONS BUDGETA', 'BUDGETARY FUND BALANCE', 'BUILDING IMPROVEMENTS', and 'BUSINESS LICENSE INTERE'. At the bottom of the pane, a red box highlights the 'Budget Trial Balance' button.

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.

ACCOUNTS PAYABLE

B Fund 100C Org 1000 Obj 2010 Proj

Status Active Multi year fund No

	Debits 119,758.20		Credits 122,356.20
Starting Balance	-137,136.39	Ending Balance	-139,734.39

Balance History

	2009	2008	2007
Starting Balance	-137,136.39	-100,477.53	-45,000.00
Debits	119,758.20	15,038.14	296,772.11
Credits	122,356.20	51,597.00	352,249.64
Ending Balance	-139,734.39	-137,036.39	-100,477.53

TELEPHONE

E Fund 100C Org 11135000 Obj 5215 Proj

Status Active Multi year fund No

45
% used

	Actual (Memo) 1,621.00		Available Budget 2,308.63
Revised Budget	4,172.13	Encumbered/Reqs	242.50

Budget History

	2010	2009	2008	2007
Revised Budget	0.00	4,172.13	3,742.50	4,347.53
Actual (Memo)	0.00	1,621.00	0.00	100.00
Encumbered/Reqs	0.00	242.50	0.00	0.00
Available Budget	0.00	2,308.63	3,742.50	4,247.53
Percent Used	0%	45%	0%	2%

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.

B Fund 100C Org 1000 Obj 3930 Proj

0.00 381,688.89

Navigation: << 1 2 3 4 ... >>

Totals: Budget

		Actual 271,801.11			
-2 % used	-34,621,712.99	539,952.15	Available -35,321,921.30		

By Year	2010	2009	2008	2007
Revised	0.00	-34,621,712.99	-33,268,229.09	-136,674,782.45
Actual	0.00	271,801.11	-570,771.11	-655,269,103.34
Enc/Reqs	638.00	539,952.15	98,003.79	664,910.99
Available	-538.00	-35,321,921.30	-32,795,461.77	517,930,409.90
Percent Used	0%	-2%	1%	479%

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.

My Filters

Account
Type
 Clear ▾
Status
 Clear ▾
Multi Year
 Clear ▾

Account Segments

Budget

Trial Balance
Percent of Debits 0 - 100

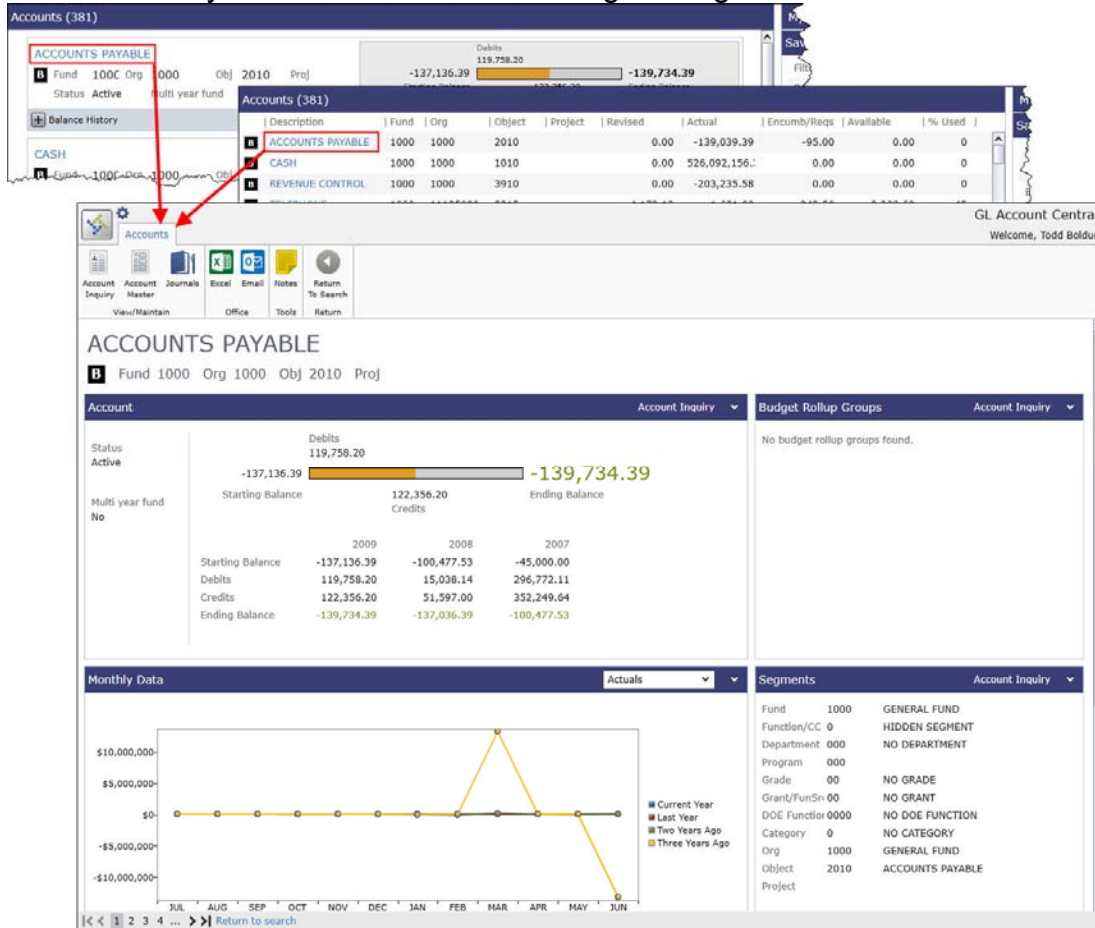
Percent of Credits 0 - 100

Starting Balance
 to
Ending Balance
 to

[Apply](#) | [Reset](#) | [New](#)

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.

Totals: Budget			<input checked="" type="checkbox"/> 2009	<input checked="" type="checkbox"/>	Year	Period	Journal	Amount	Comment	Original	Ref 2	Vendor	Eff Date	Post
Original Budget	301,875.00	287,500			BUC	2009	01	11	301,875.00	ORIGINAL BUDGI			07/01/2008	Yes
BUC New Budget Posting	301,875.00	287,500			PRJ	2009	01	20	12,692.31	WARRANT=0516	1051608		05/16/2008	Yes
Transfers In	0.00	0			BUC	2008	01	60	287,500.00	ORIGINAL BUDGI			07/01/2007	Yes
Transfers Out	0.00	0			PRH	2007	10	2	1,032.69	WARR= 0408 RUI	T0408		04/08/2007	Yes
Revised Budget	301,875.00	287,500			BUA	2007	02	35	1,500.00				02/13/2007	Yes
Actual	12,692.31	0			PRJ	2007	03	1	10,992.31	WARRANT=2006			09/07/2006	Yes
Encumbrances	0.00	0			PRJ	2007	02	5	10,992.31	WARRANT=2006			08/24/2006	Yes
Requisitions	0.00	0			PRJ	2007	02	2	10,992.31	WARRANT=2006			08/10/2006	Yes
					BUC	2007	01	8	290,232.11	ORIGINAL BUDGI			07/31/2006	Yes
					PRJ	2007	01	7	10,992.31	WARRANT=2006			07/27/2006	Yes

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.

Totals: Budget			<input checked="" type="checkbox"/> 2009	<input checked="" type="checkbox"/>	Year
Original Budget	301,875.00	287,500			BUC 2009
BUC New Budget Posting	301,875.00	287,500			PRJ 2009
Transfers In	0.00	0			BUC 2008
Transfers Out	0.00	0			PRH 2007
Revised Budget	301,875.00	287,500			BUA 2007
Actual	12,692.31	0			PRJ 2007
Encumbrances	0.00	0			PRJ 2007
Requisitions	0.00	0			PRJ 2007
					BUC 2007
					PRJ 2007

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.

The screenshot shows a table of financial transactions with columns for Year, Period, Journal, Amount, Comment, Original, Ref 2, Vendor, Eff Date, and Post. A filter dialog box is open, showing options for Year, Period, Source, Posted, Effective Date, and Amount. A list of reference fields (Ref 1, Ref 2, Ref 3, Ref 4, All Ref Fields, Invoice #) is also visible.

Year	Period	Journal	Amount	Comment	Original	Ref 2	Vendor	Eff Date	Post
2007	10	2	1,032.69	WARR= 0408 RU		T0408		04/08/2007	Yes
2007	02	35	1,500.00					02/13/2007	Yes
2007	03	1	10,992.31	WARRANT=2006: Details				09/07/2006	Yes
2007	02	5	10,992.31	WARRANT=2006: Details				08/24/2006	Yes
2007	02	2	10,992.31	WARRANT=2006: Details				08/10/2006	Yes
2007	01	2	10,992.31	WARRANT=2006: Details				07/13/2006	Yes
2007	01	3	10,992.32	WARRANT=2006: Details				07/27/2006	Yes
2009	01	20	12,692.31	WARRANT=0516: Details		1051608		05/16/2008	Yes
2008	01	60	287,500.00	ORIGINAL BUDGI				07/01/2007	Yes
2007	01	8	287,500.00	ORIGINAL BUDGI				07/31/2006	Yes








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.

The screenshot shows a payroll transaction row with a 'Details' link highlighted. The 'Payroll Distribution' dialog box is open, displaying a table of employee details including Emp Num, Employee, Job, Type, Description, Hours, and Amount.

Emp Num	Employee	Job	Type	Description	Hours	Amount
109	WOO, JONATHAN	ITDI	111	ANN SALARY	80.00	3,153.85
109	WOO, JONATHAN	ITDI	600	LONGEVITY	0.00	400.00
110	MILNER, NANCY	ITPR	111	ANN SALARY	80.00	1,630.77
110	MILNER, NANCY	ITPR	600	LONGEVITY	0.00	400.00
111	JORGENSEN, MICHAEL	ITPR	111	ANN SALARY	80.00	2,015.38
111	JORGENSEN, MICHAEL	ITPR	600	LONGEVITY	0.00	300.00
113	DICKENSON, JUDY	ITSS	111	ANN SALARY	80.00	1,769.23
113	DICKENSON, JUDY	ITSS	600	LONGEVITY	0.00	300.00
114	VOLLMER, ERIC	ITEG	111	ANN SALARY	80.00	2,423.08
114	VOLLMER, ERIC	ITEG	600	LONGEVITY	0.00	300.00

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.

