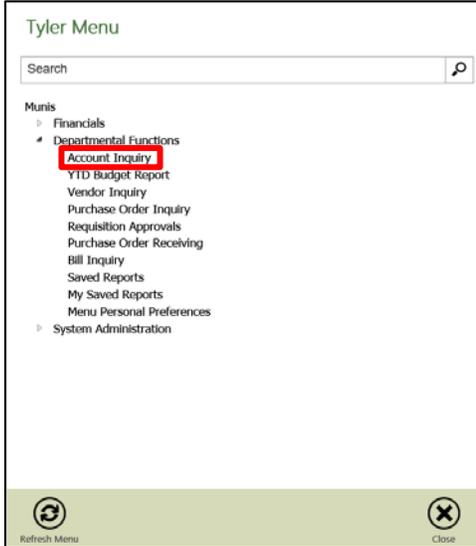
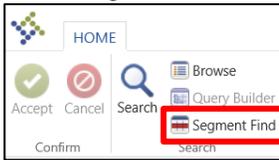


ACCOUNT INQUIRY

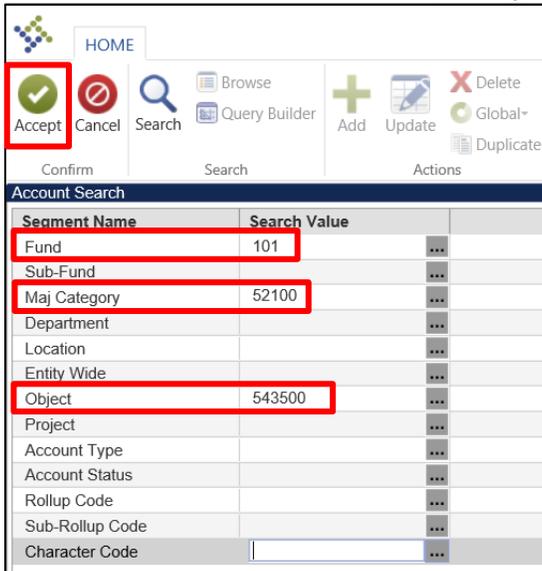
1. To look up account details, go to Departmental Functions>Account Inquiry.



2. Click "Segment Find."



3. Enter as much or as little information as you want depending on how specific you need to be. If you're not sure, the recommended fields would be "Fund," "Major Category" and "Object." Then click "Accept."



4. This will open the account detail for the current fiscal year and the past two fiscal years. This shows the "Original Budget," "Actual" (what has been spent), "Encumbrances" (what has hit the account on a PO but hasn't been paid yet) and the "Available." By clicking on a yellow folder beside one of these categories, you will be able to view the details that make up those amounts.

4 Year Comparison	Current Year	History	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Yr/Per 2019/05						
Original Budget	7,400.00	7,400.00	7,400.00	7,500.00	.00	.00
Transfers In	.00	700.00	.00	.00	.00	.00
Transfers Out	.00	-3,150.00	-235.00	.00	.00	.00
Revised Budget	7,400.00	4,950.00	7,265.00	.00	.00	.00
Actual (Memo)	1,472.71	4,689.00	3,569.11	.00	.00	.00
Encumbrances	920.31	.00	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00	.00	.00
Available	5,006.98	261.00	3,695.89	.00	.00	.00
Percent used	32.34	94.73	49.13	.00	.00	.00

For example: to see what has been paid for office supplies, click on the yellow folder beside “Actual.”

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment
Y	2019/02	286	09/25/18	API	100725	19000432	171545	W JD92518	725.30	1026348	J92518	AMERICAN PAPER & TWINE	CUST#1006947 SUMNER COUNTY
Y	2019/02	297	08/31/18	API	000004	169592	7787		187.63			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - Invoice 1
Y	2019/02	5	08/01/18	API	102113	19000145	167754	W J98118	531.31	1024976	JD8118	TYLER BUSINESS FORMS	INV#18339 SUMNER COUNTY FINA

This will tell when the charge was made, what PO it was paid against (when applicable), if it was paid by check or pcard, how much was paid, who the vendor was, and a brief comment. If you need this in a reporting format, you can click on “Excel” or “PDF” to download into a report/spreadsheet.

- To view the details of a payment, double click on that payment then click on “Attach.”

Document	171545	Vendor	100725	Remit	1
Invoice	3112847	Name	AMERICAN PAPER & TWINE CO INC		
Year/Per	2019 / 3	Terms			
Type	1 Invoice	Address	Remits		
Cash Account	101-0000-00000-000-0000-00-11140 - Cash with				
PO	19000432				
Contract					
Gross amt	725.30	Desc	CUST#1006947 SUMNER COUNTY FINANCE Paper Supplies		
Disc date		Status	P Paid		
Disc basis	.00	Voucher	201670		
Disc percent	.000	Check Run	J92518		
Net amount	725.30	Inv date	09/25/2018		
Retainage	.00	Due date	09/25/2018		
Payment meth	N Normal	Work Order/Task	0		
Check no	1026348	Dept/Loc	521		
Check date	06/26/2018	<input type="checkbox"/> Separate check <input type="checkbox"/> Include documentation <input type="checkbox"/> PA applied			

- When the attachment box opens, double click on the “AP Invoice.” This will show the PO or requisition, invoice and any other supporting documentation that was submitted. (In the Live Environment, the counts will reflect the number of attachments).

Attachment Type	Document Type	Read Only	Count	Required
AP Invoice Attachment	AP Invoice Attachment		0	
AP Invoice	AP Invoice		0	

Document Title	TCM Document Type	Read Only	Count
AP Check	AP Check	✓	0
AP Invoice Attachment	AP Invoice Attachment		0
AP Invoice Attachment by Invoice Number	AP Invoice Attachment		0

TCM Version: 2018.3.3.1 Show Counts

7. Follow the same steps to see the detail of a pcard transaction.

8. To view details of a journal entry, repeat steps 1-4. Find the entry in question, click on it and then click on "Journal."

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment
Y	2018/12	39	06/06/18	GEN				correction	-541.92				to 52100 411/office depot
Y	2018/11	539	05/31/18	API	000004		164246	7434	89.00			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - Invoice 1
Y	2018/11	486	05/31/18	API	000004		163952	7403	896.27			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - POW180015
Y	2018/11	21	05/02/18	API	106334		161861	W JD5218	11.78	1022747	JD5218	JESSICA ALLISON	APR25 2018 TRAVEL REIMB SUMM
Y	2018/10	414	04/26/18	API	105200		161500	W JD42618	494.00	1022666	jd42618	AMERICAN PAPER & TWINE	CUST#1006947 INV#2978207 SUMM
Y	2018/09	512	03/31/18	API	000004		160565	7221	89.16			AMERICAN PAPER & TWINE	AMERICAN PAPER & TWINE C - Im
Y	2018/09	512	03/31/18	API	000004		160596	7221	87.61			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - Office Su
Y	2018/09	28	03/01/18	API	102113	18001746	157716	W jd3118	513.19	1021404	JD3118	TYLER BUSINESS FORMS	INV#13669 SUMNER CO FINANCE
Y	2018/08	441	02/28/18	API	000004		157894	7027	214.31			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - POW180016
Y	2018/07	458	01/31/18	API	000004		156244	6916	102.11			OFFICE DEPOT #1170	OFFICE DEPOT #1170 - Order 9926
Y	2018/06	278	12/31/17	API	000004		153527	6764	112.80			OFFICE DEPOT #1170	OFFICE DEPOT #1170 - Order #9
Y	2018/06	278	12/31/17	API	000004		153528	6764	16.98			OFFICE DEPOT #1170	OFFICE DEPOT #1170 - Order Num
Y	2018/05	512	11/30/17	API	000004		152163	6685	16.78			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - POW180011
Y	2018/06	474	11/30/17	GEN				correction	270.39				fr 52100 349/amer solutions
Y	2018/04	433	10/20/17	API	102113	18000942	147598	W jd102317	105.15	1018567	JD102317	TYLER BUSINESS FORMS	INV#4709 SUMNER CO FINANCE D
Y	2018/04	433	10/20/17	API	102113	18000942	147658	W jd102317	523.33	1018567	JD102317	TYLER BUSINESS FORMS	INV#4709 SUMNER CO FINANCE D
Y	2018/04	206	10/11/17	API	100882	18000948	145923	W CH101717	675.38	1018280	CH101717	OFFICE DEPOT	968430274.001968430650-001/96
Y	2018/03	850	09/06/17	API	000004		143772	6314	71.96			OFFICE DEPOT #1170	OFFICE DEPOT #1170 - ORDER #5
Y	2018/02	610	08/25/17	API	100725	18000477	136554	W jd82517	617.50	1017406	jd82517	AMERICAN PAPER & TWINE	INV#2767777 SUMNER COUNTY FI
Y	2018/02	411	08/17/17	API	000001		135934	W jd81717b	90.00	1017194	jd81717b	AMANDA CRAIG	AUG 17, 2017 REIMB OFFICE SUPP
Y	2018/01	856	07/31/17	API	000004		135146	5848	125.55			OFFICE DEPOT #1170	OFFICE DEPOT #1170 - Order 941

9. Click on "Attach" then double click on "Journal Entry Attachment" to view backup documentation.

Year	2018	Source	GEN	Reference1	Journal type	Created by	bbrowning
Period	05	Entry date	12/04/2017	Reference2	Auto reverse	Posted by	bbrowning
Journal	474	GL effective date	11/30/2017	Reference3	Over budget		
Status	Hist	Posted date	12/04/2017	Reference4	correction	Entity	1

Line	Account	T	Ref 1	Debit	Credit	OB	Projects Applied
1	101-0000-52100-521-1100-52-534900-	1		.00	270.39		
2	101-0000-52100-521-1100-52-543500-	1		270.39	.00		

Attachment Documents				
Attachment Type	Document Type	Read Only	Count	Required
Journal Entry Attachment	Journal Entry Attachment		1	

Maintain

Associated Documents				
Document Title	TCM Document Type	Read Only	Count	

Maintain

View Documents TCM Version: 2018.3.3.1 Show Counts

Attachment example.

Tyler Content Manager

Journal Entry Attachment - 474

Bethany Browning

From: Jessica Allison
Sent: Monday, December 04, 2017 2:19 PM
To: Bethany Browning
Subject: Transfer

Sorry Beth but Christie had already approved the p-card reconciliation.

We will have to do a journal entry for this one.

number: 47432918878894
 p-card holder: ACCTS PAYABLE/ FINANCE DEPARTMENT
 ac card: ACCOUNTS PAYABLE/ FINANCE DEPARTMENT
 journal ID: 8430
 journal code: NOV17CTY

Transaction ID: 40965
 # holder for transaction: ACCTS PAYABLE/ FINANCE DEPARTMENT
 dir: AMERICAN SOLUTIONS4 BUS
 rpa description: AMERICAN SOLUTIONS4 BUS - INV012017A
 rpa date: 11/16/2017
 i date: 11/17/2017
 work date: 11/22/2017
 i code: