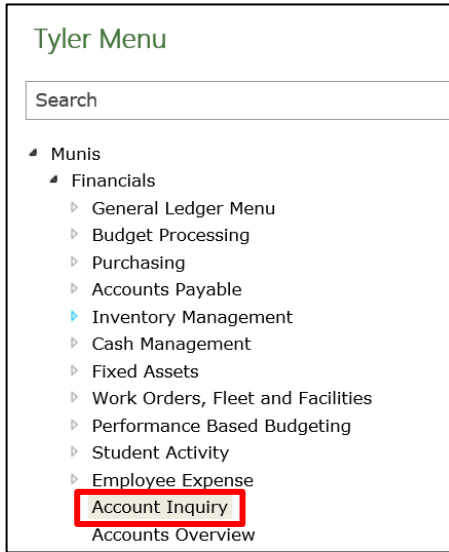
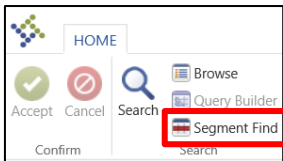


ACCOUNT INQUIRY

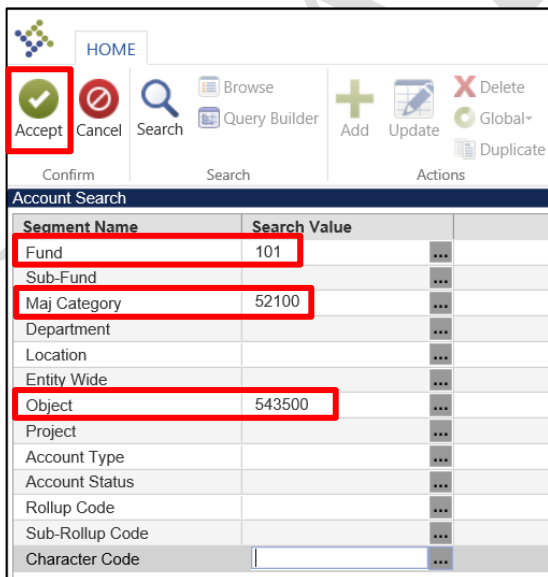
1. To look up Account details, go to Financials>Account Inquiry.



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.



- 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.

Account						
Fund	101	General Fu	Acct	101-0000-52100-521-1100-52-543500-		
Org	21002111	Accounting	Acct name	Office Supplies Account Notes		
Object	543500	Office Sup	Type	Expense	Status Active	
Project			Rollup			
			Sub-Rollup			
<input type="checkbox"/> MultiYr Fund						
4 Year Comparison						
	Fiscal Year 2019		Fiscal Year 2018		Fiscal Year 2017	
Yr/Per 2019/05						
Original Budget	7,400.00		7,400.00		7,500.00	.00
Transfers In	.00		700.00		.00	.00
Transfers Out	.00		-3,150.00		-235.00	.00
Revised Budget	7,400.00		4,950.00		7,265.00	.00
Actual (Memo)	1,472.71		4,689.00		3,569.11	.00
Encumbrances	920.31		.00		.00	.00
Requisitions	.00					.00
Available	5,006.98		261.00		3,695.89	.00
Percent used	32.34		94.73		49.13	.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
N	2019/04		10/31/18	API	4			PCARD	28.47			Unknown	
Y	2019/03	286	09/25/18	API	100725	19000432	171545	W JD92518	725.30	1026348	jd92518	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 jd8118	531.31	1024976	JD8118	TYLER BUSINESS FORMS	INV#18339 SUMNER COUNTY FIN

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.

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

Invoice			
Document	171545	Vendor	100725
Invoice	3112847	Name	AMERICAN PAPER & TWINE CO INC
Year/per	2019 3	Terms	
Type	1 Invoice	<input type="button" value="Address"/> <input type="button" value="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	jd92518
Net amount	725.30	Inv date	09/25/2018
Retainage	.00	Due date	09/25/2018
Payment meth	N Normal	Work Order/Task	
Check no	1026348	Dep/Loc	521
Check date	09/26/2018	<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).

Document Mappings

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

Maintain

Associated Documents

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

Maintain

View Documents

TCM Version: 2018.3.3.1 Show Counts

- Follow the same steps to see the detail of a peard transaction.
- To view details of a journal entry, repeat steps 1-4. Find the entry in question, click on it and then click on Journal.

Account Inquiry - Munis [TEST DATABASE Nov 1 2018] > Account Detail

HOME

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Confirm Search Actions Output Office Tools Menu

Orig 21002111 Object 543500 Project Account 101-0000-52100-521-1100-52-543500- Office Supplies

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 - PO#180016
Y	2018/11	21	05/02/18	API	106334		161681	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		160566	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		157864	7027	214.31			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - PO#180016
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 - PO#180016
Y	2018/05	512	11/30/17	API	000004		152165	6685	16.00			OFFICE DEPOT #1099	OFFICE DEPOT #1099 - PO#180016
Y	2018/05	474	11/30/17	GEN				correction	270.39				fr 52100 349/lamer 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	147598	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	968430274-001/968430650-001/96
Y	2018/03	850	08/06/17	API	000004		143772	6314	71.96			OFFICE DEPOT #1170	OFFICE DEPOT #1170 - ORDER # 6
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

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

Journal Inquiry/Print - Munis [TEST DATABASE Nov 1 2018]

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Accept Cancel Search Query Builder Add Update Duplicate Delete Global Print Preview Text file PDF Excel Word Email Schedule Attach Notes Audit Maplink- Alerts Account Inquiry Advanced Find Project Options Menu Return

Journal Header

Year: 2018 Source: GEN Reference1: Journal type: Created by: bbrowning
 Period: 05 Entry date: 12/04/2017 Reference2: Auto reverse: N 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 Journal Links

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
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Maintain

View Documents TCM Version: 2018.3.3.1 Show Counts

Attachment example.

Tyler Content Manager

Journal Entry Attachment - 474

Documents

Date	Journal	Description	DocType
11/30/2017	474	correction	GLJournal

Related Documents

Date	Key1	Key2	DocType
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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: 671229120279094
 rent card holder: ACCTS PAYABLE FINANCE DEPARTMENT
 ne on card: ACCOUNTS PAYABLE/FINANCE DEPARTMENT
 cement ID: 8430
 cement code: INDV13CTV

Transaction ID: 40905
 # holder for transaction: ACCTS PAYABLE FINANCE DEPARTMENT
 dir: AMERICAN SOLUTIONS4 BUS
 rpe description: AMERICAN SOLUTIONS4 BUS - INV03252754
 rpe date: 11/16/2017
 t date: 11/17/2017
 unit date: 11/20/2017
 code: