



SUMNER COUNTY GOVERNMENT

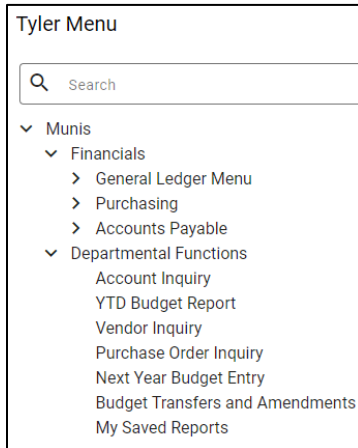
Munis 2021.2 Account Inquiry

Section 1 General Information

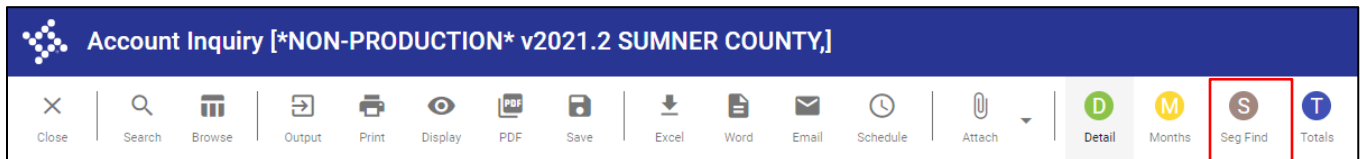
- The Munis Account Inquiry module can be used to search for details related to a department’s general ledger accounts for balance sheet (if applicable), revenue, and expenditure accounts.
- The end user will need access to “Account Inquiry” to search for the accounts. If the end user is unable to access this module, contact the finance department’s financial analyst for assistance.

Section 2 Procedures

- A. From the Tyler Menu, open “Account Inquiry”.



- B. Click “Seg Find” from the Munis toolbar.



- C. Enter as much or as little information as needed depending on how specific the results need to be. If unsure, the recommended fields are “Fund”, “Major Category”, and “Object”. Click “Accept.”

Segment Name	Search Value
Fund	
Sub-Fund	
Maj Category	
Department	
Location	
Entity Wide	
Object	
Project	
Account Type	
Account Status	
Rollup Code	
Sub-Rollup Code	
Character Code	

- D. The account detail for the current fiscal year and the past two fiscal years will open. By clicking on the “History” tab, prior years information will be shown.
- E. By clicking on the orange folder beside one of the following categories, the details that make up the amounts will be shown.
- Original Budget - approved by the county commission, if applicable
 - Transfers In/Out - adjustments (transfers and appropriations) that have been posted to the account
 - Actual (Memo) - amount spent
 - Encumbrances – amount(s) encumbered (remaining on purchase orders)
 - Requisitions – amount(s) requested to be encumbered (to be placed on purchase orders)

The following two items are shown but do not have any corresponding folders with details.

- Revised Budget - original budget plus or minus any posted transfers and appropriations
- Available – account balance

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
 MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2022/06	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	6,777.00	6,777.02	7,400.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	-1,040.00	-1,150.00	-1,896.98	.00
Revised Budget	5,737.00	5,627.02	5,503.02	.00
Actual (Memo)	627.44	4,750.58	5,170.10	.00
Encumbrances	580.00	.00	.00	.00
Requisitions	500.00			.00
Available	4,029.56	876.44	332.92	.00
Percent used	29.76	84.42	93.95	.00

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

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

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

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 FINA

- This will tell when the charge was made, the PO it was paid against (if applicable), if it was paid by check or pcard, how much was paid, who the vendor was, and a brief comment. This information can be downloaded into Excel (click the Excel button in the toolbar) or as a “PDF” (click the PDF button in the toolbar).

- F. To view the details of a payment (whether by check or by pcard), double click on that payment, then click “Attach” from the toolbar.

Invoice Data [*NON-PRODUCTION* v2021.2 SUMNER COUNTY]

Account Inquiry [*NON-PRODUCTION* v2021.2 SUMNER COUNTY] > Account Detail > Invoice Data [*NON-PRODUCTION* v2021.2 SUMNER COUNTY]

Invoice

Document: 230863
 Invoice: 230863
 Year/per: 2022 1
 Type: 1 Invoice

Vendor: 100566 Remit
 Name: AMAZON.COM
 Terms: Address Remits

Cash Account: 101-0000-00000-000-0000-00-11140 - Cash with

PO
 Contract

Gross amt: 35.90
 Disc date
 Disc basis: .00
 Disc percent: .000
 Net amount: 35.90
 Retainage: .00

Desc: 2 Self Inking Custom Stamp
 Status: P Paid
 Voucher: 278701
 Check Run
 Inv date: 07/31/2021
 Due date: 07/31/2021
 Work Order/Task
 Dept/Loc: 521

Payment meth: R P-Card Transaction

- G. To view details of a journal entry (the source will be GEN), repeat steps A-E. Single click on the entry in question, and click on “Journal” from the toolbar.

Account Detail

Account Inquiry [*NON-PRODUCTION* v2021.2 SUMNER COUNTY] > Account Detail

Account	Account Description	Org	Object	Project	Posted	YR/Per	Journal	Eff Dt	Post Date	Src	Ref1	Project String	PO/Ref2	Ref3	Ref4	Amount
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/12	39	06/06/18	06/06/18	GEN					correction	-541.92
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/11	539	05/31/18	06/06/18	API	000004		164246	7434		89.00
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/11	486	05/31/18	06/04/18	API	000004		163952	7403		896.27
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/11	21	05/02/18	05/02/18	API	106334		161661	W JD5218		11.78
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/10	414	04/26/18	04/27/18	API	100725		161500	W JD42618		494.00
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/09	512	03/31/18	04/11/18	API	000004		160565	7221		89.16
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/09	512	03/31/18	04/11/18	API	000004		160566	7221		87.61
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/09	28	03/01/18	03/02/18	API	102113		18001746	157716	W jd3118	513.19
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/08	441	02/28/18	03/05/18	API	000004		157864	7027		214.31
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/07	458	01/31/18	02/07/18	API	000004		156244	6916		102.11
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/06	278	12/31/17	12/21/17	API	000004		153527	6764		112.80
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/06	278	12/31/17	12/21/17	API	000004		153528	6764		16.98
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/05	512	11/30/17	12/06/17	API	000004		152163	6685		16.78
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/05	512	11/30/17	12/06/17	API	000004		152165	6685		105.33
101-0000-52100-521	Office Supplies	21002111	543500		Y	2018/05	474	11/30/17	12/04/17	GEN				correction		270.39

H. Click on “Attach” to view backup documentation.

Journal Inquiry/Print [*NON-PRODUCTION* v2021.2 SUMNER COUNTY.]

Account Inquiry [*NON-PRODUCTION* v2021.2 SUMNER COUNTY.] > Account Detail > Journal Inquiry/Print [*NON-PRODUCTION* v2021.2 SUMNER COUNTY.]

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	Comments	Projects Applied
1	101-0000-52100-521-1100-52-534900-		1	.00	270.39		to 52100 435/amer solutions	
2	101-0000-52100-521-1100-52-543500-		1	270.39		.00	fr 52100 349/amer solutions	

Here is an example of an attachment.

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.

if number 4715291103798594
 rent card holder ACCTS PAYABLE FINANCE DEPARTMENT
 ac on card ACCOUNTS PAYABLE/FINANCE DEPARTMENT
 segment id
 segment code MON17CTY

is transaction id 40901
 id holder for transaction ACCTS PAYABLE FINANCE DEPARTMENT
 idr 4 AMERICAN SOLUTIONS4 BUS
 rpe description AMERICAN SOLUTIONS4 BUS - INVO2252754
 rpe date 11/16/2017
 r date 11/17/2017
 sort date 11/29/2017