Account Inquiry

Objective

This document provides instructions on how to use the Account Inquiry program to view account information.

Overview

The Account Inquiry program provides both summarized and detail history for accounts, with a focus on the current available budget. You can view data and create reports of the collected data, but you cannot modify data in this program.

There are options in the Account Inquiry program for consolidating the data into a report-like format, but if you want to report on many accounts in a report format, it may be best to use the YTD Budget Report.

The information in the fields displayed throughout the program depends upon your user permissions, which are established in the System Administration General Ledger Roles program.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Munis menu, contact the system administrator.

Confirm the following:

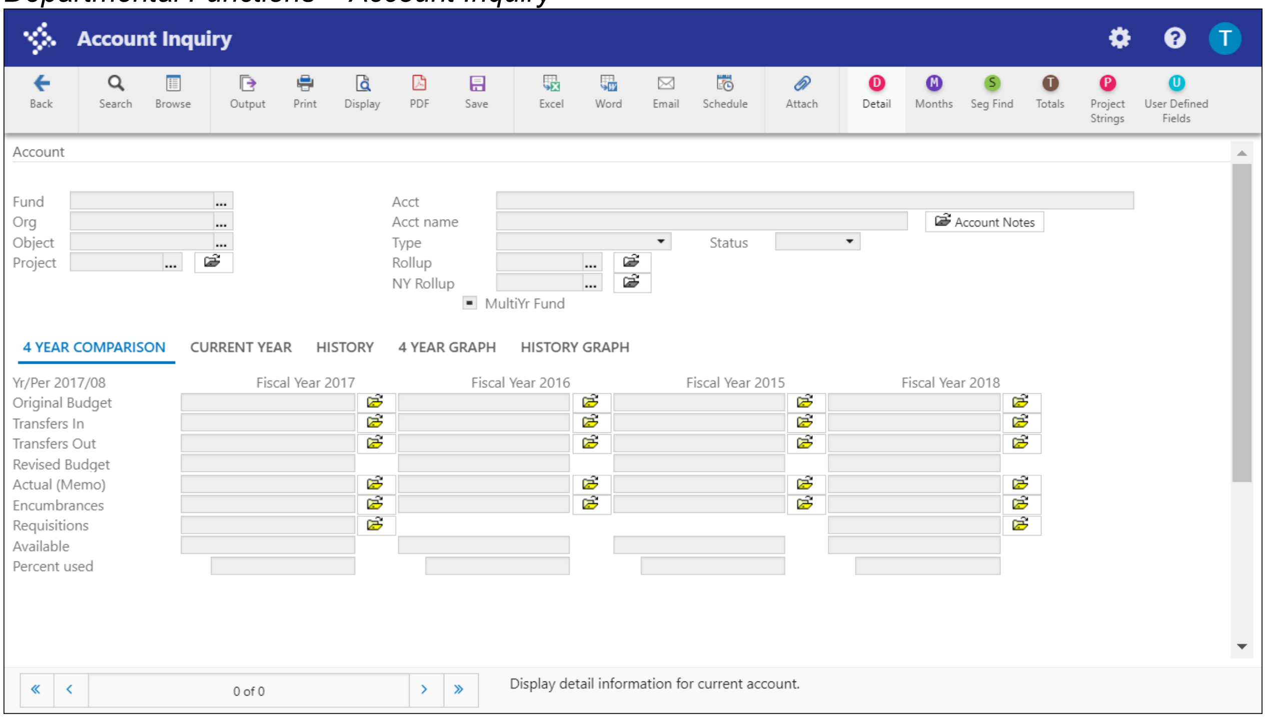
- Accounts exist in the Munis system.
- You have appropriate permissions to view accounts.

Procedures

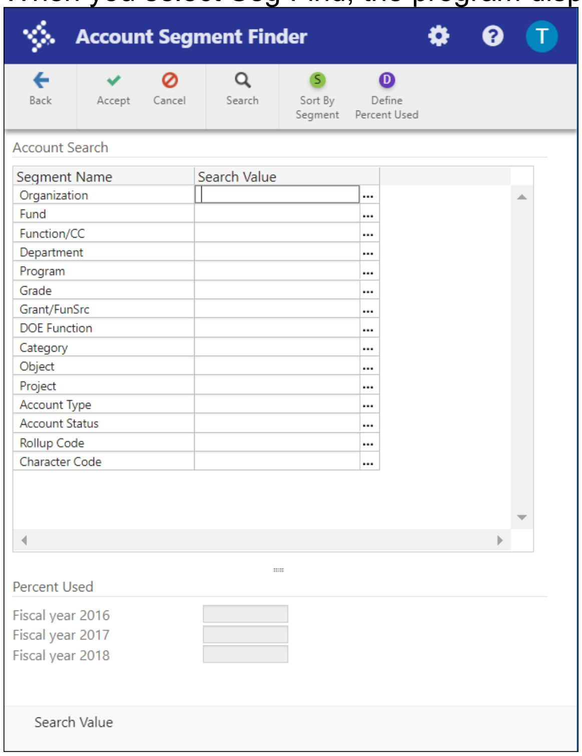
Finding Accounts

To find accounts:

1. Open the Account Inquiry program.
   Financials > General Ledger Menu > Inquiries and Reports > Account Inquiry
   Or:
   Departmental Functions > Account Inquiry



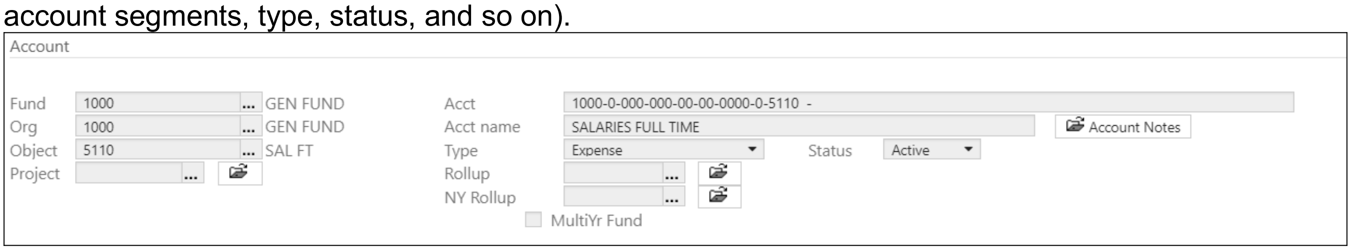
2. Click Search or Seg Find in the toolbar.
When you click Search, complete one or more of the fields to define your search criteria, and then click Accept.
When you select Seg Find, the program displays the Account Segment Finder screen.



3. Complete the fields on this screen according to the following table, and then click Accept.
For either search method, the program creates an active set of all accounts matching your search criteria.
4. Click Accept to save the criteria.
The program displays a confirmation message.
5. Click Yes, Continue to proceed with creating the record set.
6. Click Browse to view a list of accounts in the active set of records.
7. Double-click an account to view the details.

Viewing Account Details

On the Account Inquiry screen, the Account group provides the basic details for the account (that is, account segments, type, status, and so on).



4 Year Comparison Tab

This tab shows the current fiscal year, the previous two fiscal years, and the next fiscal year.

4 YEAR COMPARISON | CURRENT YEAR | HISTORY | 4 YEAR GRAPH | HISTORY GRAPH

Yr/Per 2017/08	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018
Original Budget	1,000,000,000.00	.00	.00	1,000,000,000.00
Transfers In	105,000.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	1,000,105,000.00	.00	.00	1,000,000,000.00
Actual (Memo)	1,000.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	1,000,104,000.00	.00	.00	1,000,000,000.00
Percent used	.00	.00	.00	.00

Current Year Tab

This tab displays the current year, carry forward, and GAAP totals, if carry forward monies exist. If there are no carry forward monies, the columns display as Current Year and Last Year. The Current Year column shows the current year, as determined by the General Ledger Settings. The Carry Forward column shows any purchase orders that have been carried forward from a previous year. The GAAP Totals column shows the combined totals of the Current Year and Carry Forward columns. The fields change according to the type of account you are viewing.

4 YEAR COMPARISON | CURRENT YEAR | HISTORY | 4 YEAR GRAPH | HISTORY GRAPH

FY 2017 as of 2017/08 FEB

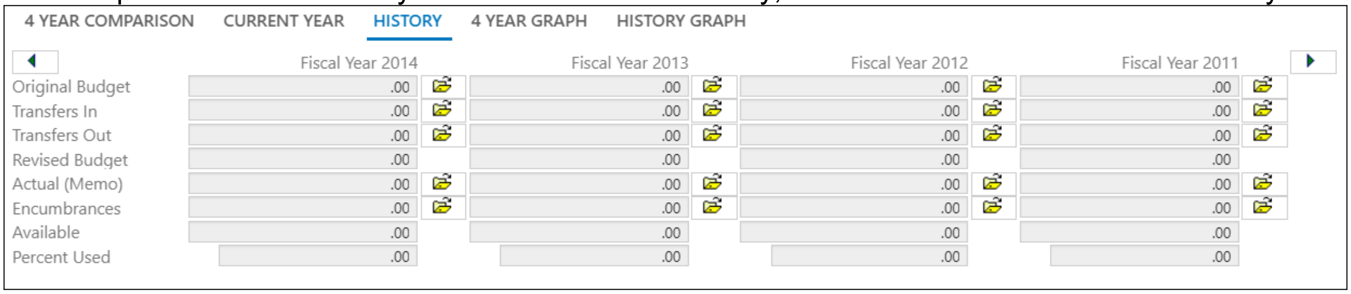
	Current Year	Carry Forward	GAAP Totals
Original Approp	1,000,000,000.00	.00	1,000,000,000.00
Amendments	105,000.00	.00	105,000.00
Revised Budget	1,000,105,000.00	.00	1,000,105,000.00
YTD Actual	1,000.00	.00	1,000.00
Encumbrance	.00	.00	.00
Requisitions	.00		.00
Available Budget	1,000,104,000.00	.00	1,000,104,000.00
% Used	.00	.00	.00

On the Current Year tab, the CFWD BUA is reported in the CFWD column as Original Appropriation, not Amendments, so it is excluded from the Amendments detail.

The Current Year tab does not display when you view a revenue account. The tab is also hidden if there are balance sheet accounts and other account types in the active set of records. For active sets of records that consist of only expense accounts, the Carry Forward column always displays, even if the current account does not have carry forward amounts.

History Tab

This tab provides a view of all years in the account's history; click the arrow buttons to view other years.

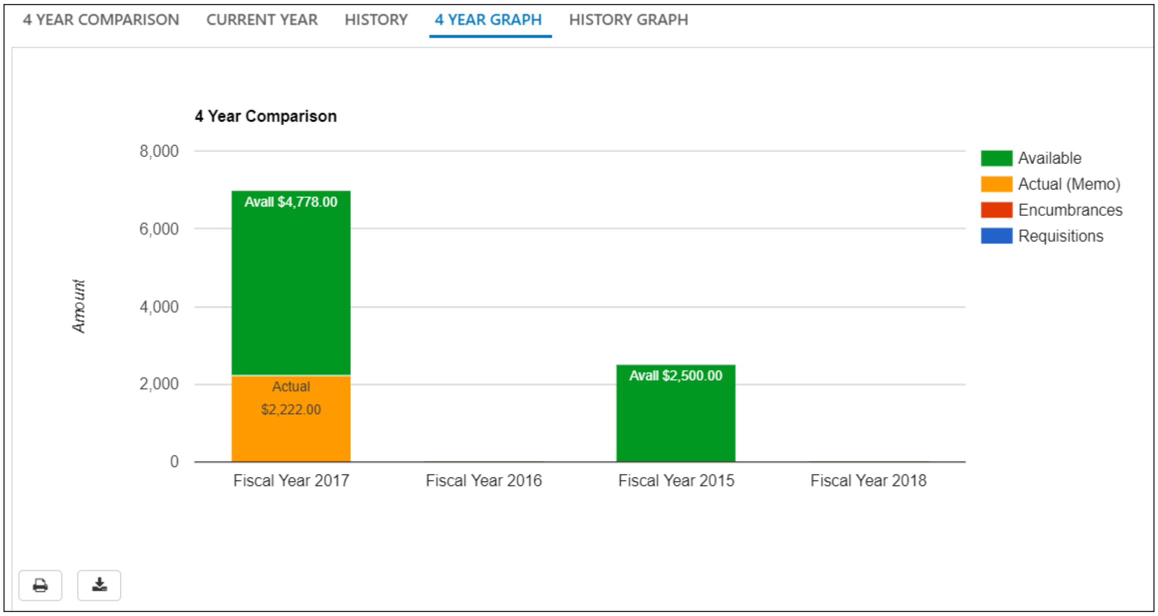


Note: Expense accounts in multiyear funds that have a budget projection method of 2 have a new budget each year that is the remaining available budget from the previous year. This causes the budget for these accounts to remain in the current year, while all other multiyear account budgets represent the budget from inception.

When calculating the percent used on Multiyear 2 accounts, the Incep to SOY field, which contains money spent from the inception of the account, must be ignored in order to get an accurate percentage. For Multiyear 2 accounts only, the program ignores amounts in the Incep to SOY box when calculating the value of the Percent Used box. This is true even when you click the Totals option.

4 Year Graph Tab

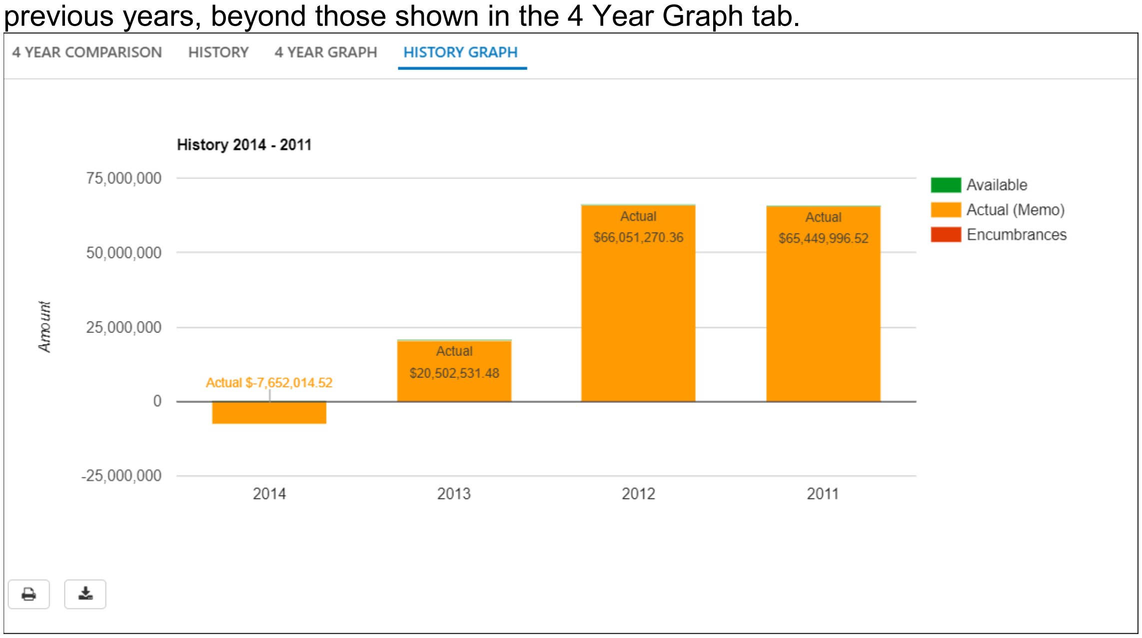
This tab displays a bar graph of amounts for the current year, two previous years, and the next year. Available, Actual (Memo), Encumbrances, and Requisitions amounts are charted on the graph in distinct colors.



Options to print the data or download it as a .CSV file are provided in the lower left corner below the graph.

History Graph Tab

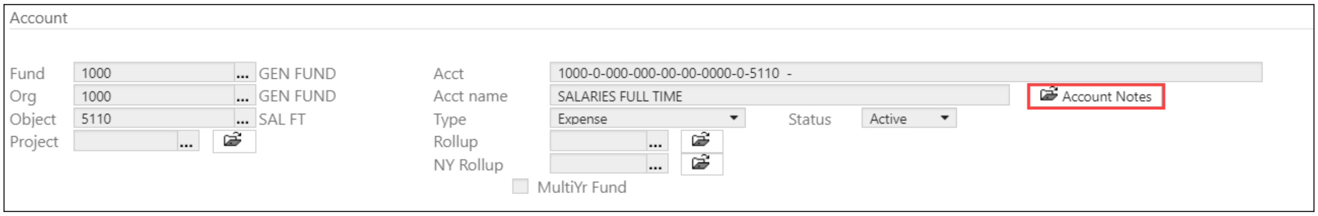
This tab provides a graph of historical Available, Actual (Memo), and Encumbrances amounts for previous years, beyond those shown in the 4 Year Graph tab.



Options to print the data or download it as a .CSV file are provided in the lower left corner below the graph.

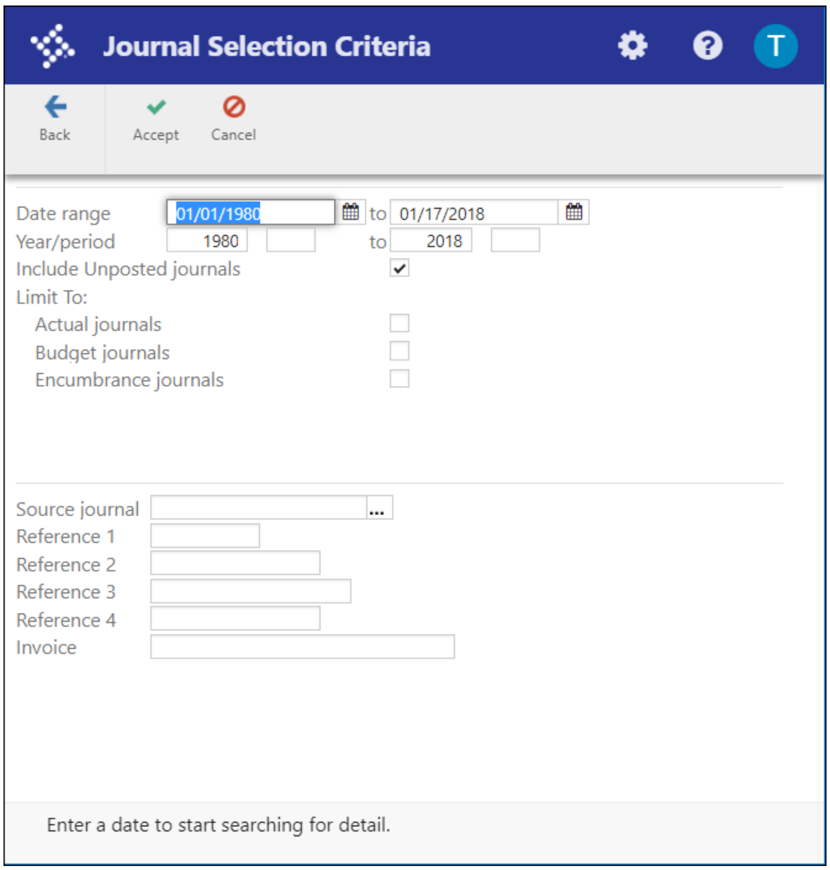
Program Options

If there are notes associated with an account, the Account Notes button is highlighted; click Account Notes to view the contents.



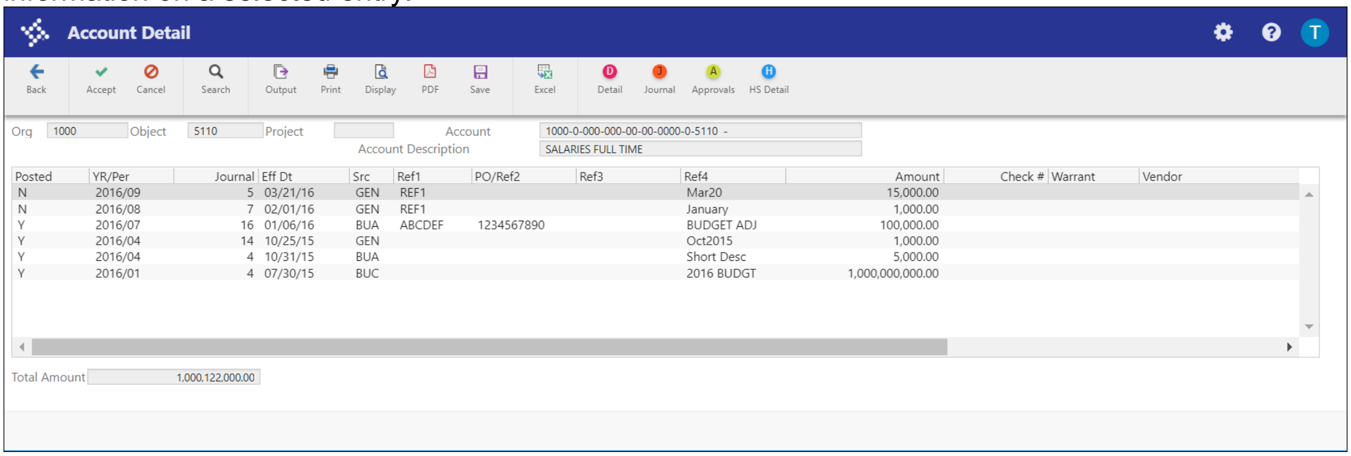
Detail

Click Detail in the toolbar to search for transactions that have been posted to an account using the Journal Selection Criteria screen.

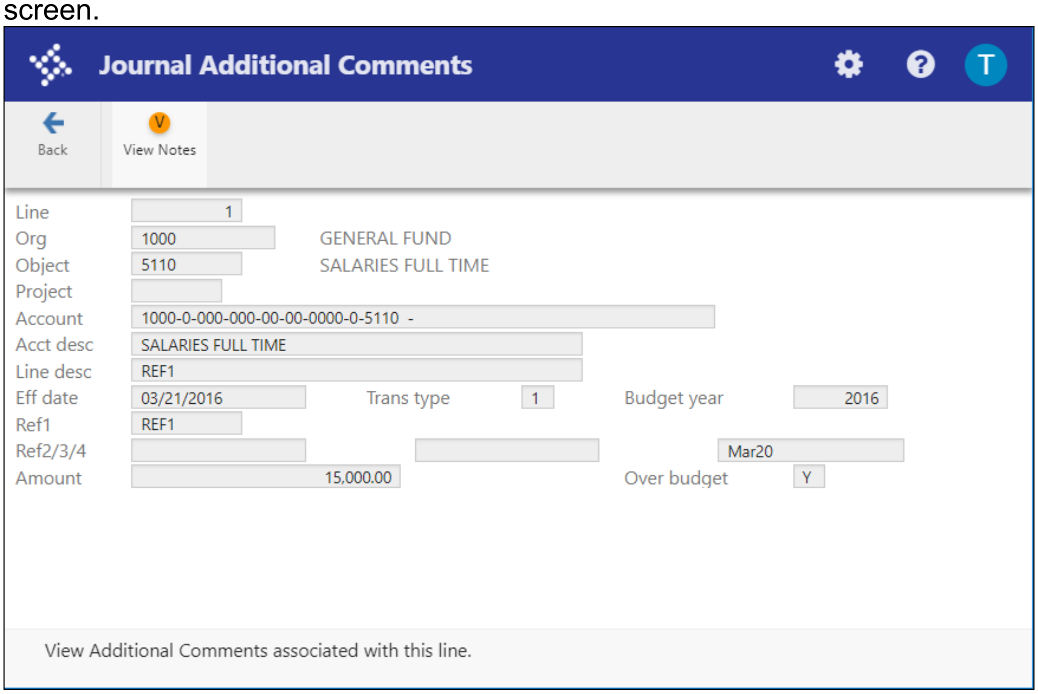


Enter the search criteria to use, and then click Accept to submit the search. You can search by date range, year/period, journal source, or reference field. If you select the Include Unposted Journals check box, any general ledger journal entries still in the proof file are included.

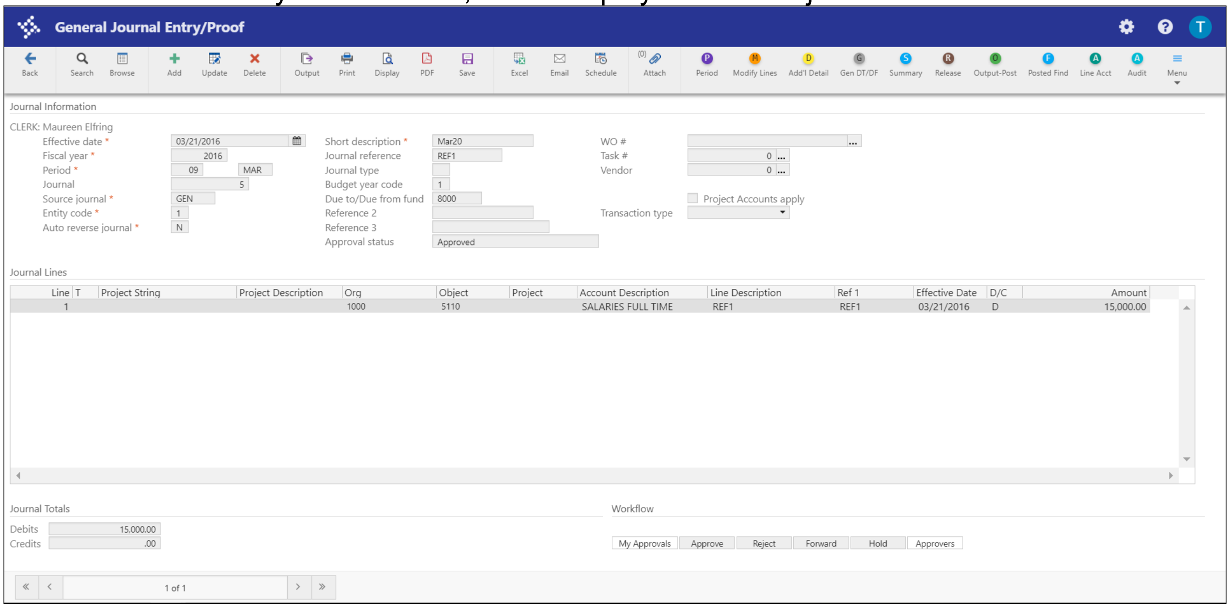
The Account Detail screen displays the results. Click Detail or Journal on the toolbar for more information on a selected entry.



Clicking Detail on the toolbar displays a single entry from the account. The detail screen varies based on the journal entry source type. For example, GEN entries display the Journal Additional Comments screen.



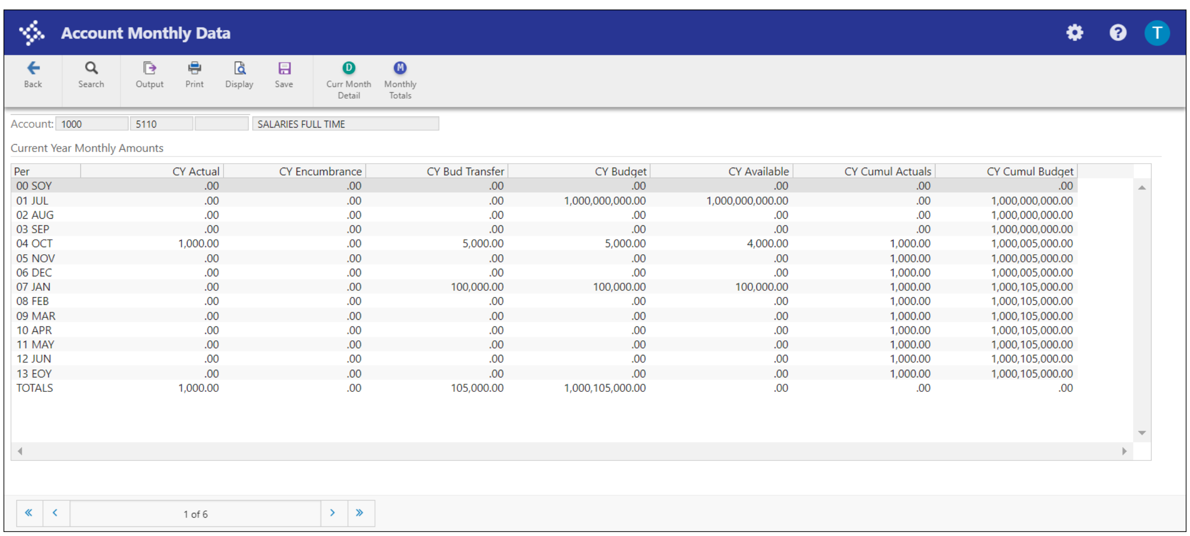
For this GEN journal, when you click Journal from the Account Detail screen, the program provides the General Journal Entry/Proof screen, which displays the entire journal.



Months

To view account monthly data, click Months on the Account Inquiry screen.

The program displays a monthly view of all journal transactions that have been closed to a period. If the transactions have not been through a month-end process, they are not included in the monthly data. However, you can view transactions not yet closed in the current month detail. Transactions that are in journal entry/proof and have not yet been posted are not visible in any screen.



Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SOY	.00	.00	.00	.00	.00	.00	.00
01 JUL	.00	.00	.00	1,000,000,000.00	1,000,000,000.00	.00	1,000,000,000.00
02 AUG	.00	.00	.00	.00	.00	.00	1,000,000,000.00
03 SEP	.00	.00	.00	.00	.00	.00	1,000,000,000.00
04 OCT	1,000.00	.00	5,000.00	5,000.00	4,000.00	1,000.00	1,000,005,000.00
05 NOV	.00	.00	.00	.00	.00	1,000.00	1,000,005,000.00
06 DEC	.00	.00	.00	.00	.00	1,000.00	1,000,005,000.00
07 JAN	.00	.00	100,000.00	100,000.00	100,000.00	1,000.00	1,000,105,000.00
08 FEB	.00	.00	.00	.00	.00	1,000.00	1,000,105,000.00
09 MAR	.00	.00	.00	.00	.00	1,000.00	1,000,105,000.00
10 APR	.00	.00	.00	.00	.00	1,000.00	1,000,105,000.00
11 MAY	.00	.00	.00	.00	.00	1,000.00	1,000,105,000.00
12 JUN	.00	.00	.00	.00	.00	1,000.00	1,000,105,000.00
13 EOY	.00	.00	.00	.00	.00	1,000.00	1,000,105,000.00
TOTALS	1,000.00	.00	105,000.00	1,000,105,000.00	.00	.00	.00

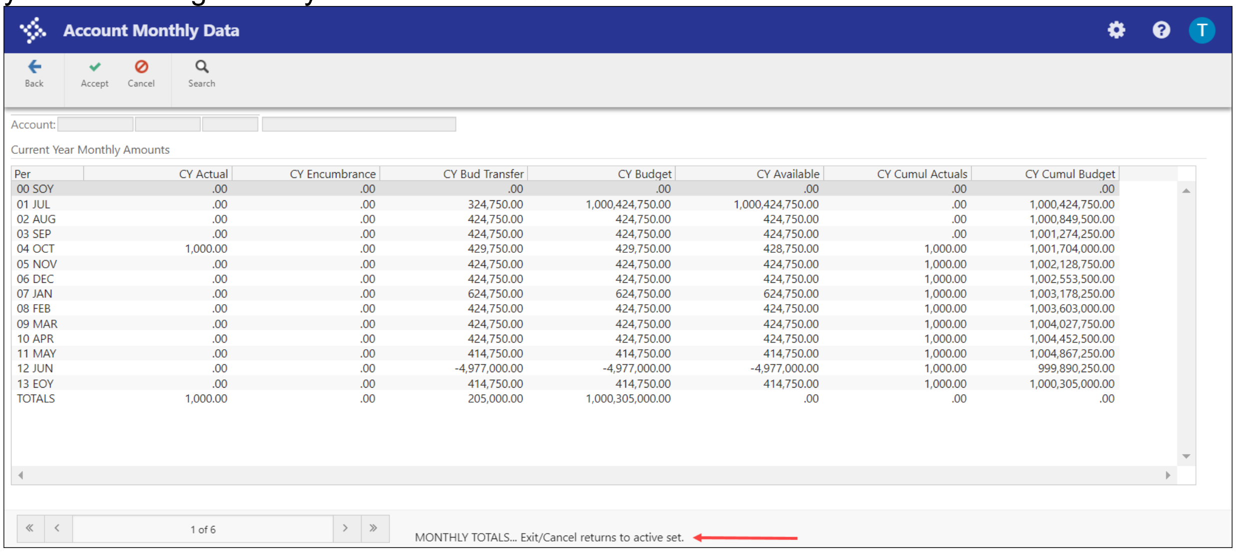
Click Curr Month Detail on the toolbar to display all the posted activity (that has been closed to a period).

Click Monthly Totals on the toolbar to show the totals of all the posted activity (that has been closed to a period) for the accounts in the active set by month for the current year.

Totals

To view account totals, click Totals on the Account Inquiry screen.

The program refreshes the display to show the combined totals for all accounts in the active set for transactions in closed and unclosed periods. A status message on the bottom of the page indicates that you are viewing monthly totals for the accounts in the active set.



Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SOY	.00	.00	.00	.00	.00	.00	.00
01 JUL	.00	.00	324,750.00	1,000,424,750.00	1,000,424,750.00	.00	1,000,424,750.00
02 AUG	.00	.00	424,750.00	424,750.00	424,750.00	.00	1,000,849,500.00
03 SEP	.00	.00	424,750.00	424,750.00	424,750.00	.00	1,001,274,250.00
04 OCT	1,000.00	.00	429,750.00	429,750.00	428,750.00	1,000.00	1,001,704,000.00
05 NOV	.00	.00	424,750.00	424,750.00	424,750.00	1,000.00	1,002,128,750.00
06 DEC	.00	.00	424,750.00	424,750.00	424,750.00	1,000.00	1,002,553,500.00
07 JAN	.00	.00	624,750.00	624,750.00	624,750.00	1,000.00	1,003,178,250.00
08 FEB	.00	.00	424,750.00	424,750.00	424,750.00	1,000.00	1,003,603,000.00
09 MAR	.00	.00	424,750.00	424,750.00	424,750.00	1,000.00	1,004,027,750.00
10 APR	.00	.00	424,750.00	424,750.00	424,750.00	1,000.00	1,004,452,500.00
11 MAY	.00	.00	414,750.00	414,750.00	414,750.00	1,000.00	1,004,867,250.00
12 JUN	.00	.00	-4,977,000.00	-4,977,000.00	-4,977,000.00	1,000.00	999,890,250.00
13 EOY	.00	.00	414,750.00	414,750.00	414,750.00	1,000.00	1,000,305,000.00
TOTALS	1,000.00	.00	205,000.00	1,000,305,000.00	.00	.00	.00

2 Year Amounts

This option is available if your organization uses biennial budgeting.

Click 2 Year Amounts to show biennial budgeting details. If the biennial year is set to one (1), the current year and next year are summed; otherwise, the current year and last year are totaled.

Year-to-Date Budget Report

Objective

This document provides instructions for generating a year-to-date budget report. The report serves as a primary monthly budget report, but its flexible definition makes it suitable for special analysis purposes.

Overview

The YTD Budget Report program can be run for the following purposes:

- To report revenues collected to a specific period.
- To report expenses to a specific period.
- To report encumbrances to a specific period.
- To report the current budget, expenditures versus carry forward budget, expenditures, and encumbrances.
- To report available budget from posted transactions or available budget from pending transactions.
- To report on fund balance position.
- To proof budget, encumbrance, expenditure, and revenue balances.
- To proof chart of accounts (COA) conversions and account balance conversions.

This report can also be run for the following years and periods:

- Three years prior to the current fiscal year for periods 1–13.
- Two years prior to the current fiscal year for periods 1–13.
- The previous fiscal year for periods 1–13 and for 99 (memo balance).
- The current fiscal year for periods 1–13 and for 99 (memo balance).
- The next fiscal year for periods 1–13 and 99 (memo balance).

This document covers the available options and how they affect the presentation of the displayed report.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Munis menu, contact the system administrator.

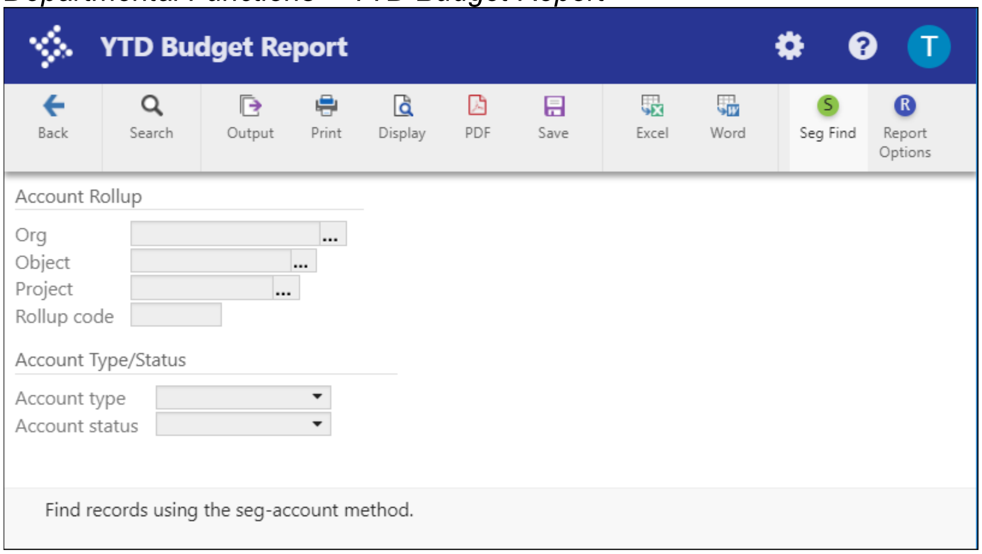
Confirm the following:

- You have the appropriate permissions to view the general ledger accounts and funds on which to report.
- The chart of accounts (COA) has been established.
- The adopted budget has been posted.

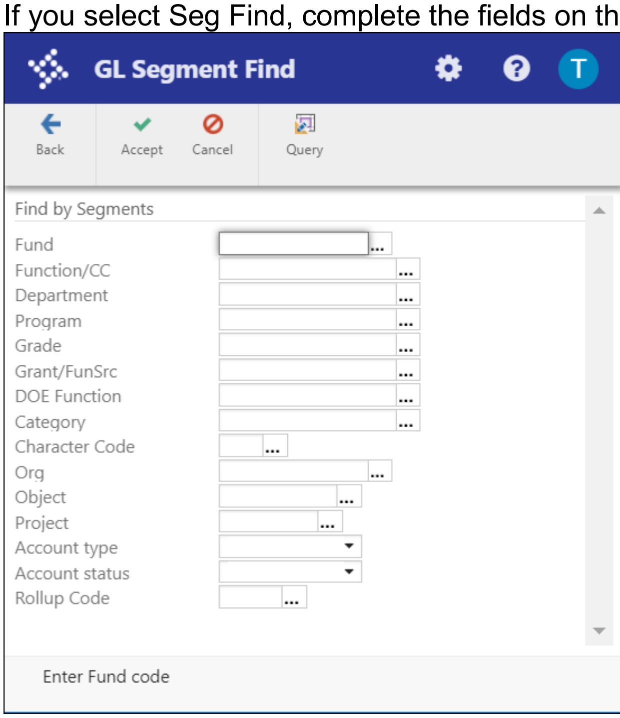
Procedure

To create a year-to-date budget report:

1. Open the YTD Budget Report program.
   Financials > General Ledger Menu > Inquiries and Reports > YTD Budget Report
   Or:
   Departmental Functions > YTD Budget Report

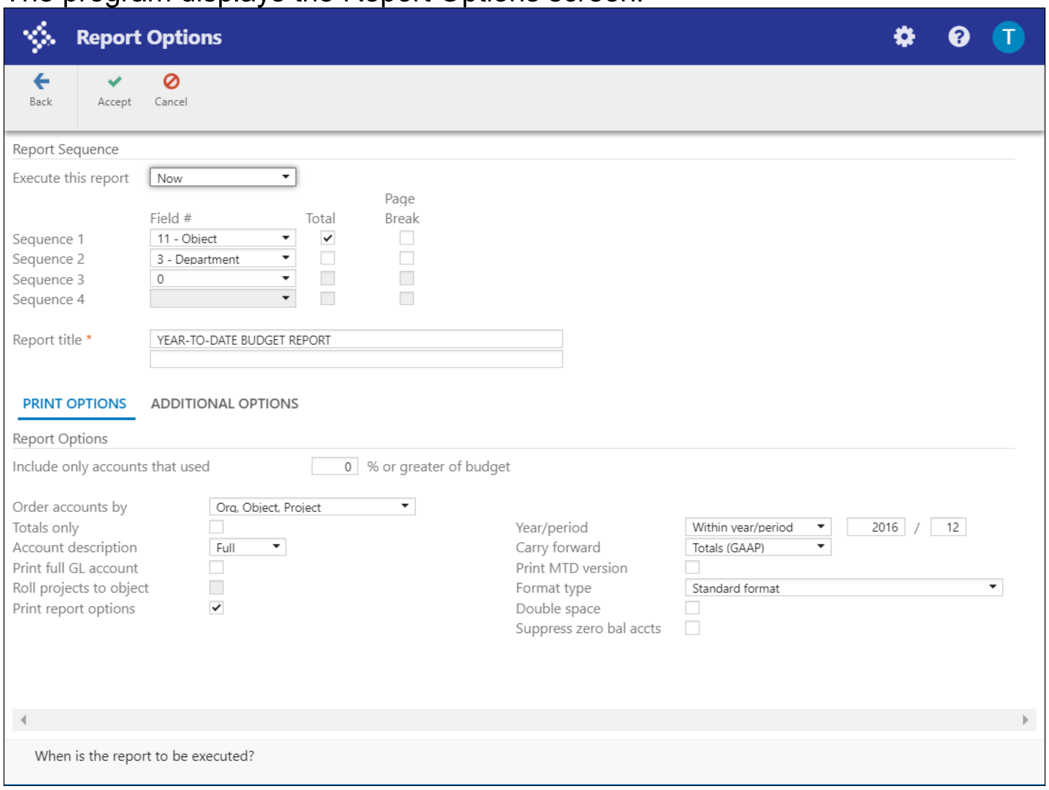


2. Click Search or Segment Find to identify accounts for the report.
   - If you click Search, complete the fields according to the following table.
   - If you select Seg Find, complete the fields on the GL Segment Find screen.



3. Click Accept.
   The program displays the number of records found.

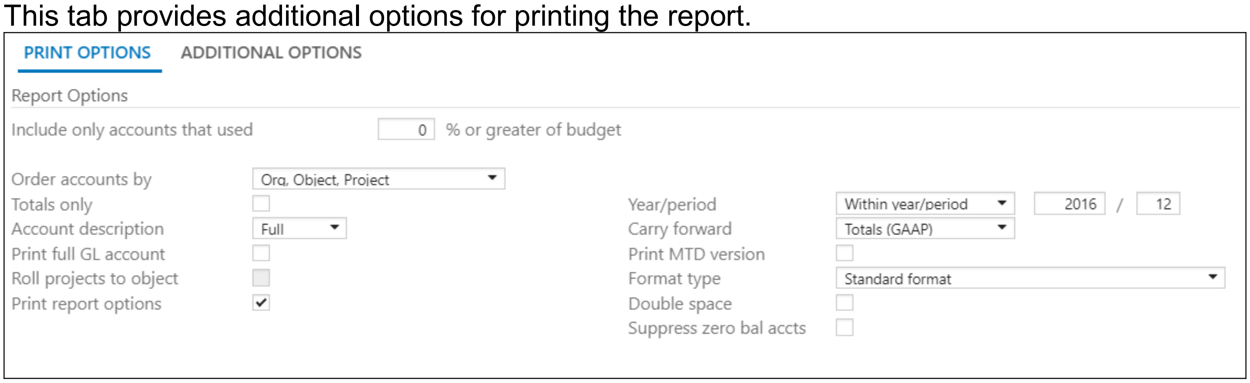
4. Click Report Options.
   The program displays the Report Options screen.



5. Complete the fields according to the following table to define the report settings.

Print Options Tab

This tab provides additional options for printing the report.



Field	Description	Notes
Report Options		

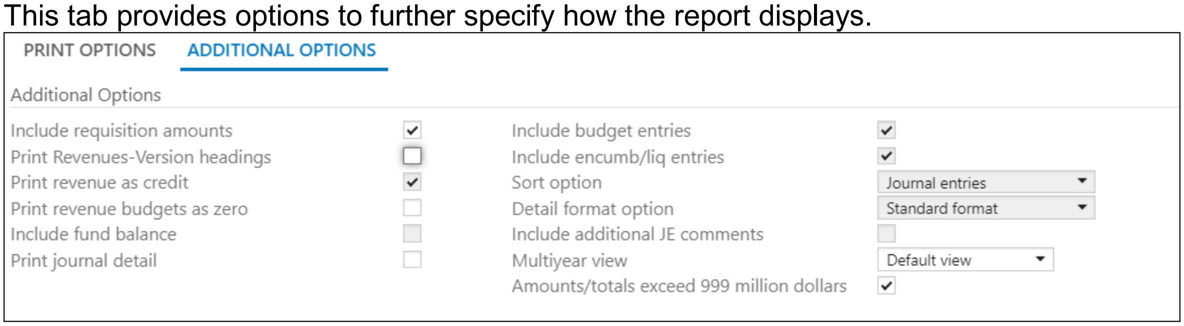
Field	Description	Notes
Include Only Accounts That Used _% or Greater of Budget	Indicates which accounts to include based on the percent of the budget used. For example, if you type 100 in this box, the report includes accounts with a percent used greater than or equal to 100. This includes accounts that have used the entire budget or have exceeded the budget. If the value of this box is 0 or greater, up to 100, the percent used is set to and prints on the report as 100% when the account has zero revised budget and actual or encumbrance activity. Type a value or leave this box blank to include all accounts.	
Order Accounts By	Allows you to select the order in which accounts are sorted: org/object/project or full account.	
Totals Only	Causes the report to print totals as described in the Field # Sequence selections, if selected. This means that the report does not include any accounts that are not entered in the Sequence boxes and does not include transaction detail. If none of the four sequence groups is selected, the report includes only a Grand Total.	
Account Description	Determines the description that prints next to the account: full or short. The full description contains up to 30 characters; the short description contains 10.	
Print Full GL Account	Directs the report to print the full account number, if selected. This prints instead of the org/object/project codes. This option is only accessible when the Totals Only check box is not selected.	
Roll Projects to Object	Instructs the program to summarize all general ledger accounts that have a project code under their common org and object, when project accounting is in use. Rather than each project account printing with its description, it is included under the org/object.	
Print Report Options	Causes the program to append the search criteria and report option settings at the end of the report, if selected.	
Year/Period	Indicates the year and period for which information for the budget report is selected. If you select Within Year/Period, you must specify a fiscal year and period: • For the fiscal year, you can enter the current year, next year (which must be	

Field	Description	Notes
	period 99), last year, two years ago, or three years ago. • For the fiscal period, you can enter periods 1–13 and 99 (memo balance, which includes posted and pending transactions). For the current year, next year, or last year, the report may be run for any period other than 00 (start-of-year), including memo balance (99). For 2 and 3 years prior, the report may only be run for periods 1–13. The default value for the period populates from the Current Year/Period field in Roll Accounting Period, but you can enter any period. **Notes:** • Any period includes entries for that period that have not been closed using Month-End Processing. • Period 99 retrieves up-to-the-minute totals, using the Memo Balance field for actuals, the Encumbrances field for encumbrances, and the Revised Budget field for Budget. Choosing Period 99 aligns the report to Account Inquiry reporting. • Last fiscal year retrieves last-year figures. • Next fiscal year retrieves next-year actuals and encumbrances. If Post to Master for Reports on the Budget menu has been run, next fiscal year also includes next year adopted budget. • If the fund is a multiyear fund, the program calculates and displays the three budget field amounts (original appropriation, transfers/adjustment, and revised budget) as if the period selected were 99. If period 13 of the prior year is requested, the current year carry forward budget is used for the encumbrance amount.	
Carry Forward	Defines the report output as: • Totals (GAAP)—Includes current year and carry forward activity. • Current Year Only—Excludes activity related to encumbrance carry forward. • Carry Forward Only—Includes only activity related to encumbrance carry forward.	

Field	Description	Notes
	The default value is Totals (GAAP), but you can change this option for any period in the entered year.	
Print MTD Version	Causes the report to print a month-to-date column on the report, if selected. The MTD column is either MTD Expended or Actual MTD Revenue. If the MTD option is chosen, the Transfers/Adjustments column is omitted.	
Format Type	Determines the detail format option: Standard or Cents in Budget Amount. When you select Cents in Budget Amount, the Transfers/Adjustments and Revised Budget columns display cents.	
Double Space	Causes the report to print in double-spaced format, if selected. This option is only accessible when the Totals Only check box is not selected.	
Suppress Zero Balance Accounts	Directs the report to exclude accounts that meet the following conditions: zero original budget, zero budget transfers, zero revised budget, zero actual, zero month-to-date actual, zero encumbrances, zero available budget, and if detail is selected, no detail for the reporting period.	

Additional Options Tab

This tab provides options to further specify how the report displays.



Field	Description	Notes
Additional Options		
Include Requisition Amounts	Causes the program to add requisition amounts to the report and to rename the Encumbrances column to Enc/Req to reflect this, if selected. This check box is accessible for only current year and next year reporting and when period 99 is chosen. The Available Budget column is affected as it uses the encumbrance amount in its calculation.	

Field	Description	Notes
Print Revenues - Version Headings	Directs the program to print the revenue-related column headings versus the standard column headings, if selected. Select this check box to print revenues-version headings. There is no encumbrances column.	
Print Revenue as Credit	Causes the report to print revenue accounts as credits, if selected. This check box is available when the report is being run for just revenue accounts. If not selected, the report prints revenue account balances without the minus sign.	
Print Revenue Budgets as Zero	Indicates to the program that revenue budget amounts should print as zero, if selected.	
Include Fund Balance	Specifies to the program that fund balance summary information is included, if selected. If you select this option, the fund balance summary prints at the end of each fund. This check box is only accessible if there are both revenue and expense accounts in the active set and the Field # in Sequence 1 is Fund.	
Sort/Total Budget Rollup	Causes the program to display the budget rollup code totals in the report, if selected. This check box is only accessible if the Rollup field is completed on the main YTD Budget Report screen.	
Print Journal Detail	Instructs the program to extract detail transactions from the GL Journal Hold and GL History tables and prints these detail lines for each account. When printing journal entry detail, SOY entries are treated like purchase order entries. These SOY entries are the encumbrance entries for purchase orders carried over into the current year from last year. To include the SOY journal entries, you must use a starting period of 0.	
Include Budget Entries	Causes transaction type 5 journal entries to be included in the detail of the report, if selected.	
Include Encumb/Liq Entries	Includes transaction type 4 (encumbrance) journal entries in the detail of the report, if selected.	
Sort Option	Determines the sort order if the Print Journal Detail check box is selected; sort options are journal entries or purchase orders.	
Detail Format Option	Determines the journal detail format:	

Field	Description	Notes
	• Standard—A standard report where journal detail is presented as is. • Column Sensitive—The detail line formatted based on the journal source code of the detail. For example, AP*, PO*, SOY, and R* source journals have reference 1 labeled "VND" and reference 2 labeled "PO." The detail line also has the vendor's alpha name presented before the journal comment and the detail line ends with the check number where available. In all other journals, only reference 1 is presented with the label REG (reference 2 is omitted) and the line ends with the journal comment.	
Include Additional JE Comments	Prints journal entry comments on the report, if selected.	
Multiyear View	Specifies the view for multiyear funds. If Default View is selected, the program applies the default setting from each account. If Life-to-Date View or Fiscal Year View is selected, the program applies that view to all accounts in the set, regardless of each account's individual default settings.	
Amounts/Totals Exceed 999 Million Dollars	Directs the program to include amounts that exceed $999,999,999.00 by displaying the account description on a separate line from the totals. If this option is cleared, the report includes the amounts by shortening the description of the account to make room for the dollar amount and display all account information on a single line.	
From Yr/Per To Yr/Per	Define the range of years and periods for which to include account detail on the report. Typically, this would reflect one month's detail, but it could be year-to-date. These boxes are only accessible if the Print Journal Detail check box is selected.	

6. Click Accept.
7. Click Back on the toolbar to close the Report Options screen.
8. On the main screen, choose an output option to view, print, or save the report.

Example Report

02/20/2018 14:18 |Munis |P 2
Munis |YEAR-TO-DATE BUDGET REPORT |glytdbud

FOR 2016 12

32250 Professional Services	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
000 NO DEPARTMENT							
1 32250 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4100 INTEREST/FEE REVENUE							
0 HIDDEN SEGMENT							
9020 4100 INTEREST/FEE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
000 NO DEPARTMENT							
1000 4100 INTEREST/FEE REVENUE	0.00	682,500.00	682,500.00	0.00	0.00	682,500.00	.0%
9000 4100 INTEREST/FEE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
9005 4100 INTEREST/FEE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL INTEREST/FEE REVENUE	0.00	682,500.00	682,500.00	0.00	0.00	682,500.00	.0%
TOTAL REVENUES	0.00	682,500.00	682,500.00	0.00	0.00	682,500.00	
4105 INVENTORY REVENUE							
0 HIDDEN SEGMENT							
9020 4105 INVENTORY REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
000 NO DEPARTMENT							
1000 4105 INVENTORY REVENUE	0.00	279,100.00	279,100.00	0.00	0.00	279,100.00	.0%

The report displays according to the report options you selected.

Results

You can now analyze what transactions have occurred within your search and sequence settings, confirm that a budget was posted correctly, proof your chart of accounts, or look at transactions for a specific period.