MUNIS®

HOW TO USE GENERAL LEDGER ACCOUNT INQUIRY

tyler works.

Implementation

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1.0 General Ledger - Overview

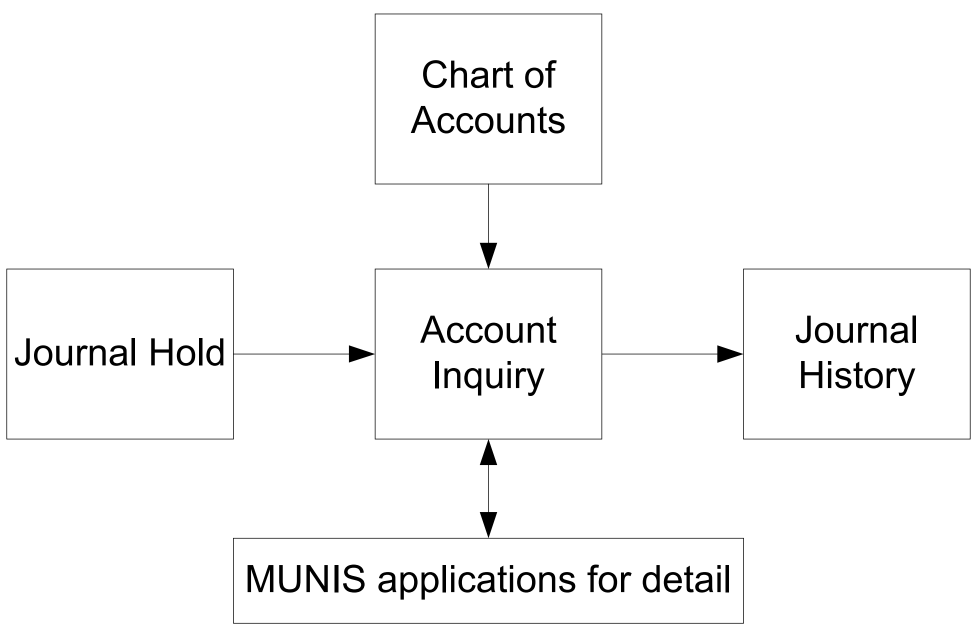
This program provides both summarized and detailed history for the selected set of accounts, with a focus on current available budget. A budget report may also be generated.

This program is subject to account security limiting users to their own accounts. The information in the columns displayed on the first screen and the *Totals* screen depends on your data restrictions.

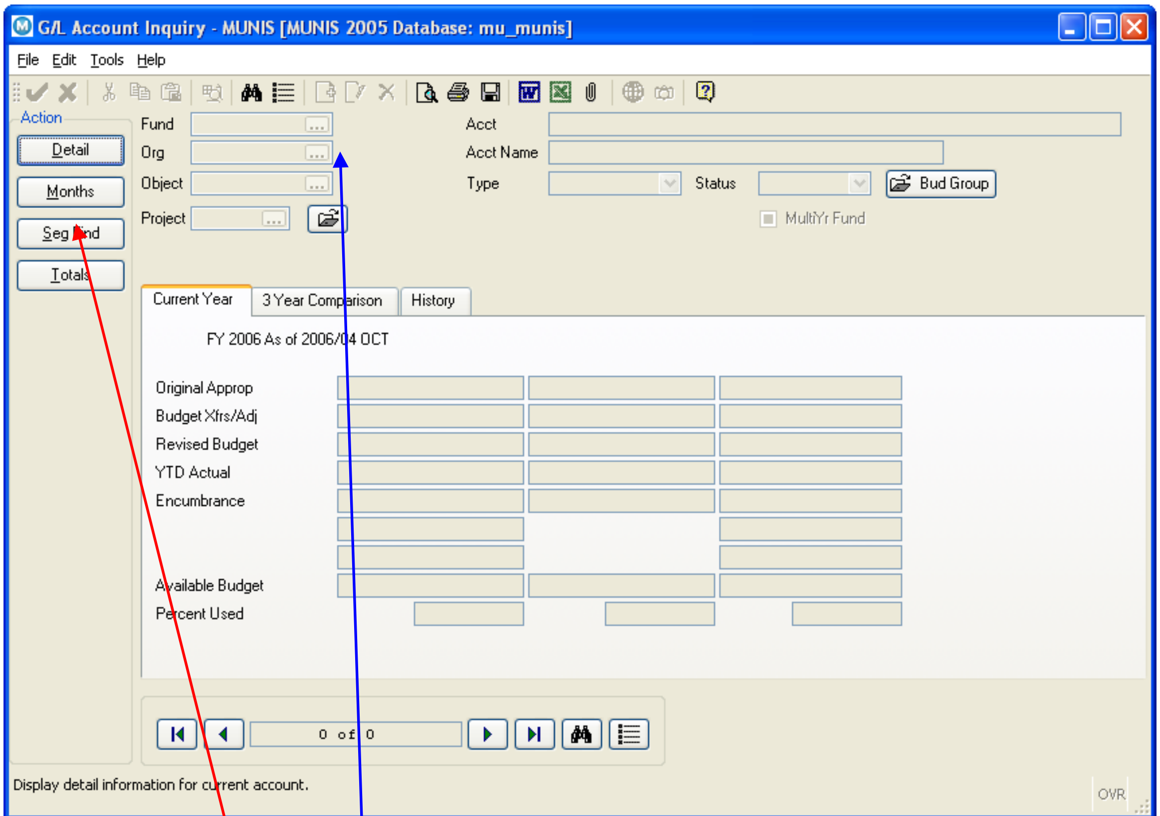
2.0 General Ledger - Prerequisites

1. Chart of Accounts
2. Transactions posted to Accounts (Journal Entry, Reversal, Budget, etc)

3.0 General Ledger - Data Flow



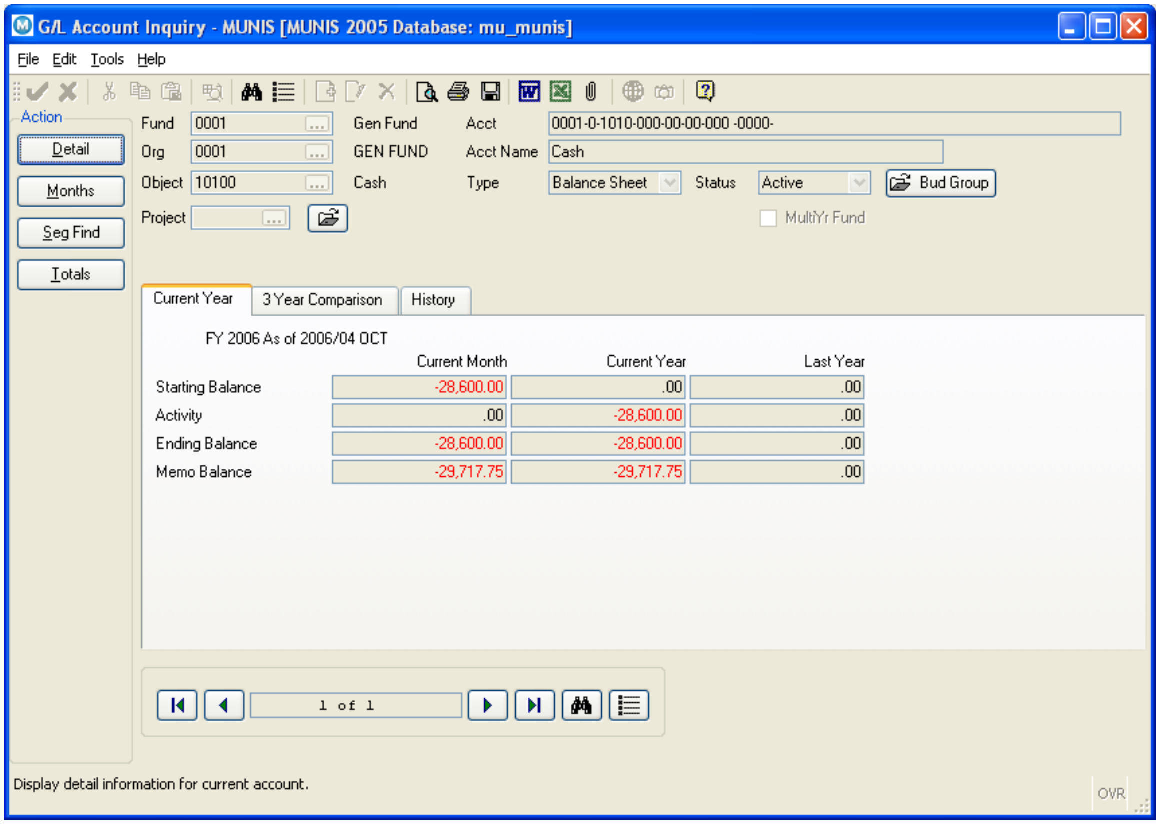
4.0 General Ledger - Process



Searching for an Account

4.1 SegFind / Org Code

Segment Find permits selection on any account segment. An account segment is a component of the full account number, and includes in the following examples, fund, function, object, program intent, location, level 2, grade, department and project. Segments are usually separated by hyphens when the full general ledger account displays. A full general ledger account number might look like this: 199-11-6499-11-003-502-2-37. **Org code.** Simply click on the FIND button on the toolbar, and enter the Org code information for the particular Organization that you wish to search for. REMEMBER there could be thousands of accounts in MUNIS. Leaving these fields blank will cause the system to cycle through all of them. After you have made your selection, click the OK.

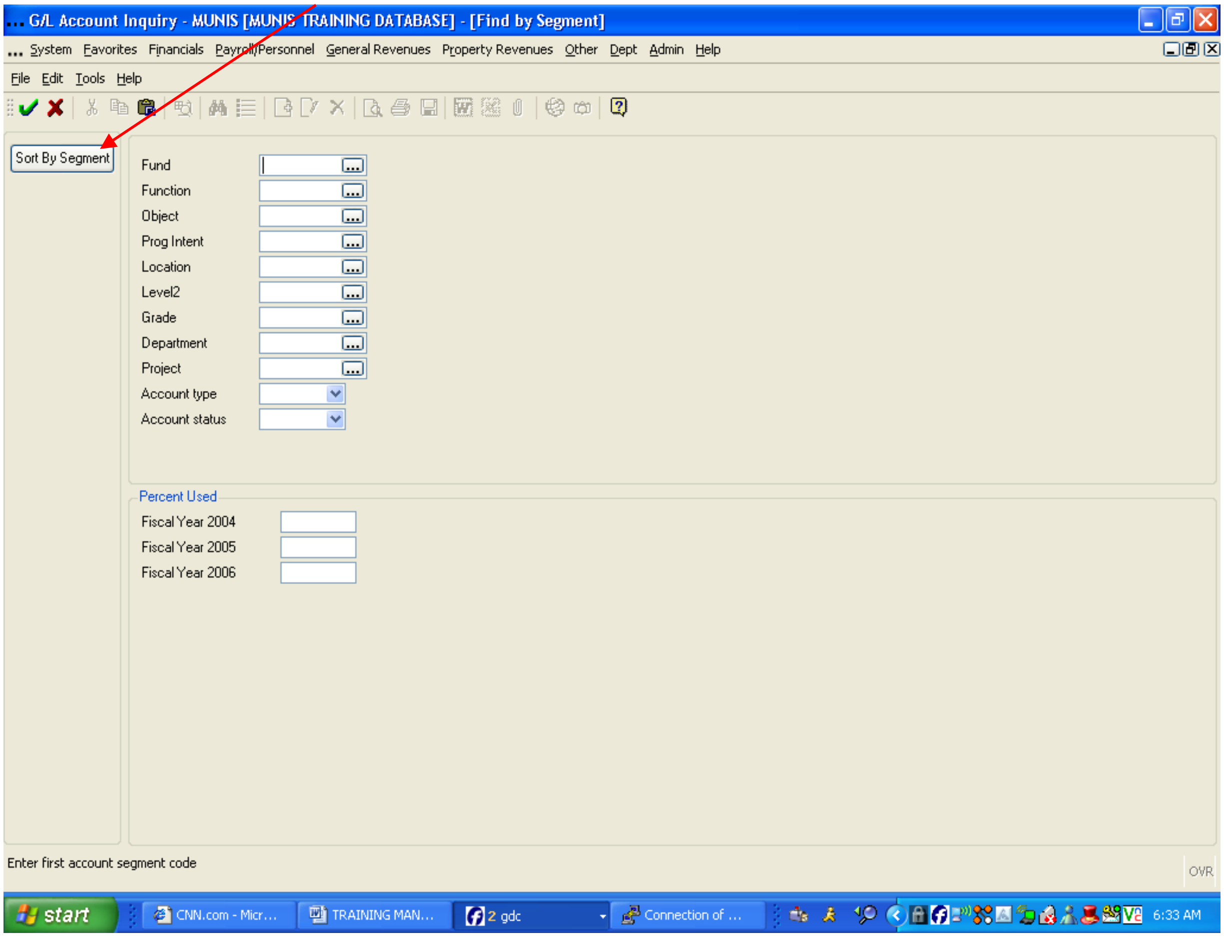


Field	**Definition**
Fund	Select a Fund number to view.
Org	Organization Code to view.
Object	Select an Object to view.
Project	Select a Project to view.
Account type	Select balance sheet, expense, revenue, or leave blank to select all account types.
Status	An account's status determines whether it appears on reports and if transactions can be posted to it. An *Active* status is the normal status of most accounts. Active accounts can appear on all reports displaying account information and are generally available for posting, providing the user's *General Ledger* permissions permit access. The *Next Year* status indicates that a particular account is only

	available for next year budget entries and reports. No transactions posted to this account are allowed in the current year. The status of the account automatically changes once the "Year End Close" is processed. An account with an *Inactive* status prevents all posting to that account. The "Inactive" account prints on all reports (provided you have adequate authorization). An account can be rendered inactive at any time in the fiscal year, regardless of the presence of current year transactions. The account can be reactivated at any time. The *Closed* status indicates that an account is completely closed to all input and only prints on those reports offering the option to print closed accounts. No transactions may be entered against it. An account will be designated as Closed if there has been no activity - other than budget activity if the fund is a multiyear fund - posted to it in the current year.
Multi Yr Fund	If this is a multiyear fund, the box is checked.
Bud Group	Budget Roll-Up Codes are not in use at Irving

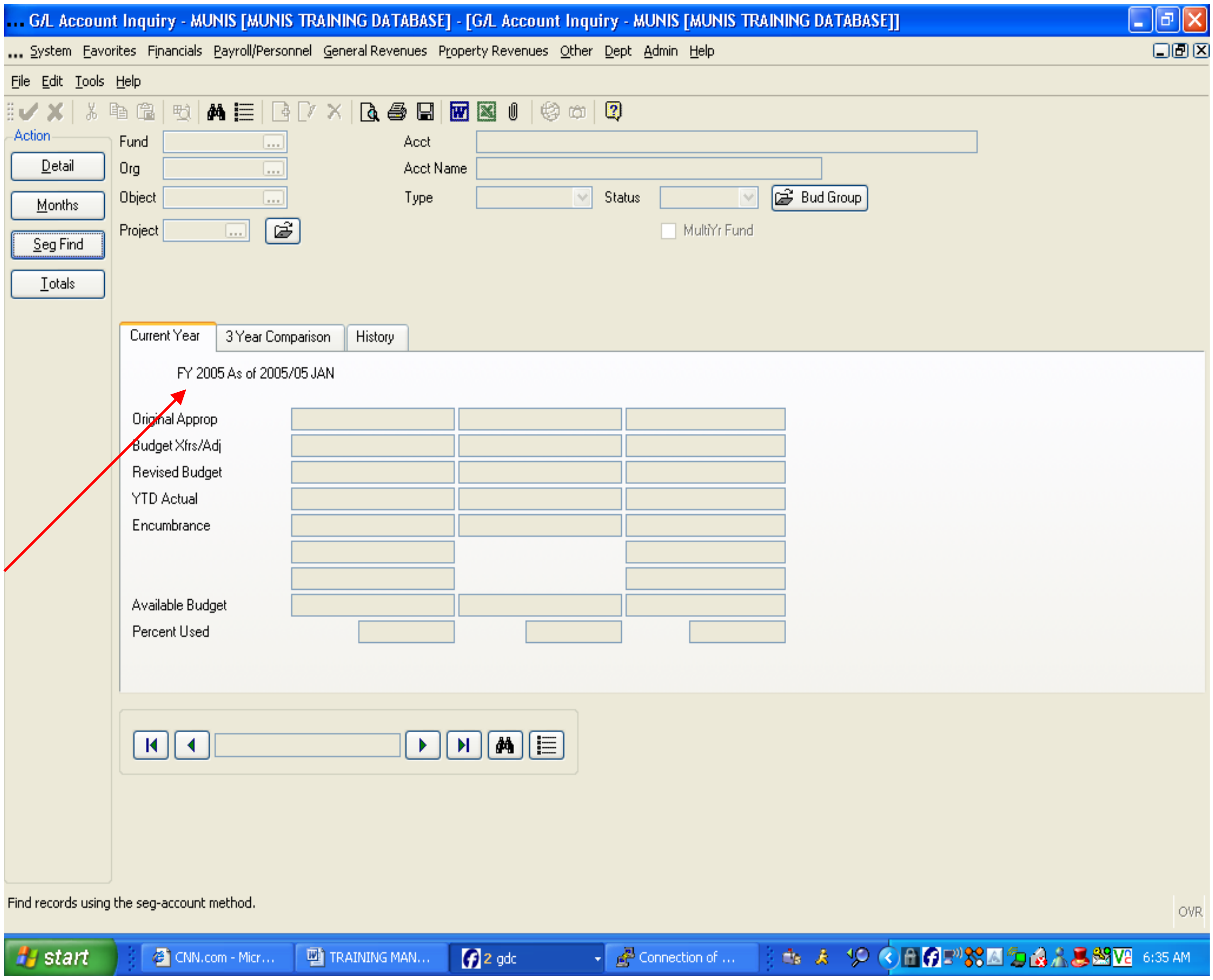
4.2 Segment Find

By clicking on SEGFIND you will open a new window. Segment Find permits selection on any account segment. Simply click on the Ellipses buttons on the field to search the possible values, or key the values directly into the fields and enter the account information for the particular segment that you wish to search for. After you have made your selection, click the ✔ OK.



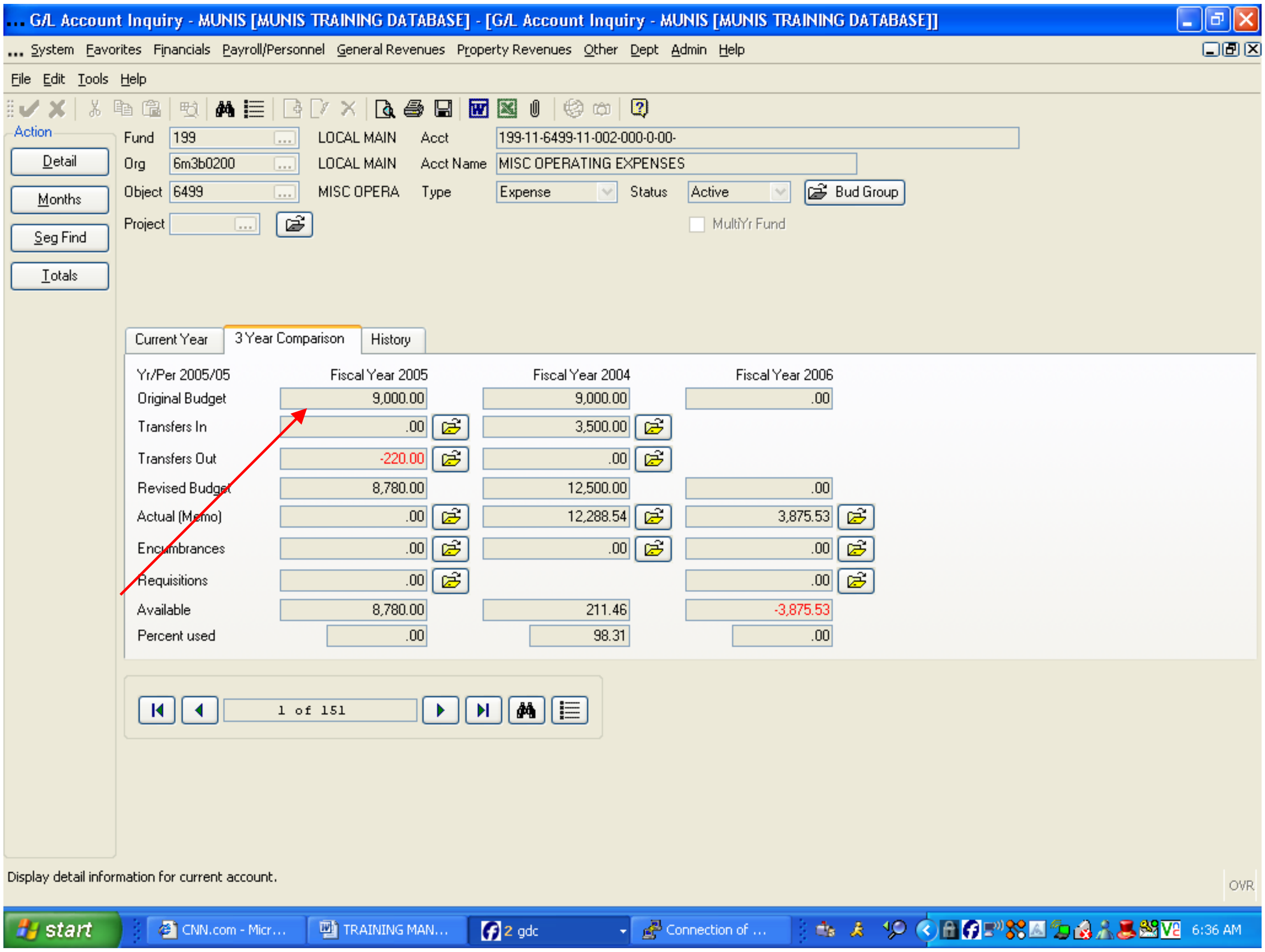
There are three account tabs associated with GL Account Inquiry that give balances and expenditures for the current fiscal year, the previous year and the next year. Those tabs are: *Current Year, 3 Year Comparison* and *History*.

Select the *Current Year* folder tab to access information about the following fields:



Field	Description
Original Approp	The accounts balance at the start of the fiscal period or year.
Budget Xfrs/Adj	A total of the actual activity during the fiscal period or year.
Revised Budget	The balance at the end of the fiscal period or year.
YTD Actual	The actual balance at the end of the fiscal period or year.

Select the *3 Year Comparison* or *History* folder tabs to access the following fields:

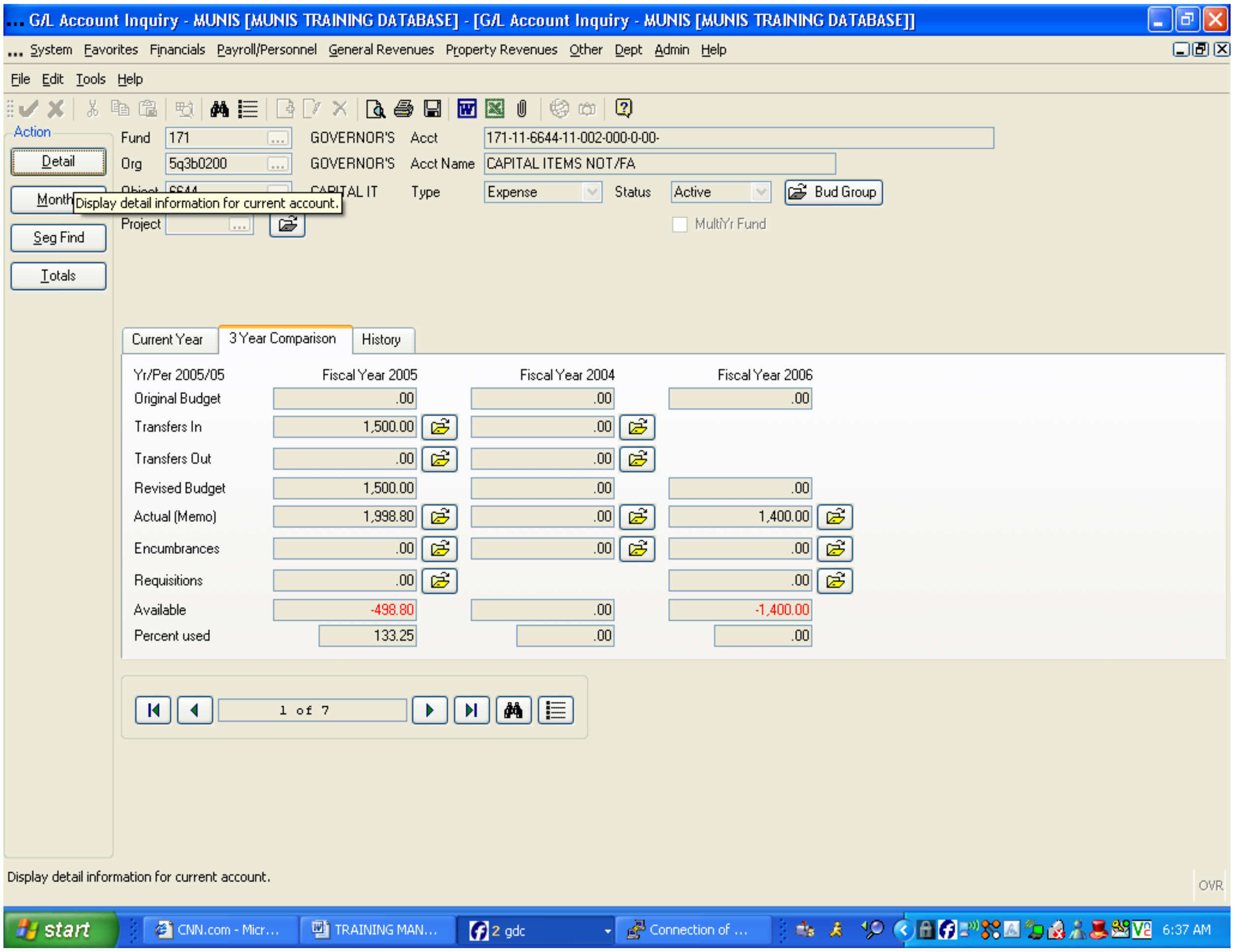


Field	**Definition**
Original Budget	Adopted Budget at the beginning of the Fiscal Year.
Transfers In	View account detail by selecting the folder.
Transfers Out	View account detail by selecting the folder.
Revised Budget	Current Budget including any
Actual (Memo)	View account detail by selecting the folder.
Encumbrances	View account detail by selecting the folder.
Requisitions	The total amount encumbered through requisitions.
Available	Amount remaining in the account.

Percent Used	Percent of the budget that has been spent, transferred out, or encumbered. When you are using this field as *Find* criteria, enter the smallest percent used you wish to find. For example, if you enter 10, the program finds 10 and everything up to 100 percent.
Act/Bud %	Percentage of budget to actual.
Inception Original Budget	Used for multiyear accounts to represent the original multiyear budget.
Inception Revised Budget	For multiyear funds, the multiyear budget as revised.
Inception Activity To Date	For multiyear funds, the inception to start of year balance, *plus* the actual balance in the account, *plus* the amount in the encumbrance balance.
Unencumbered Balance	The "Inception Revised Budget" less the "Inception Activity to Date".

4.3 GL Account Inquiry—Detail

The GL Account Inquiry Screen offers several additional ways to retrieve and filter account information. These are found on the left side of the GL Account Inquiry Screen.



Field	Description
Detail	To view detail transactions posted to this account.
Months	To view totals by a specified Fiscal Month

Seg-find	**See GL Account Inquiry.**
Totals	Select to view a summarized year-to-date total for all accounts in the active set. In addition, please note the following: 1. Expense accounts (type E), display positive amounts in black, negative in red. 2. Revenue accounts (type R), display positive amounts in red, negative in black. 3. Zero is always display in black, regardless of account type.

When you select *Detail* from the GL Account Inquiry side menu, a screen opens showing both open and closed transactions for the account currently displayed. When selected, a popup window displays.

Select the detail you wish to view by year, date range, journal source code (see Appendix D), reference code or any combination of these criteria.

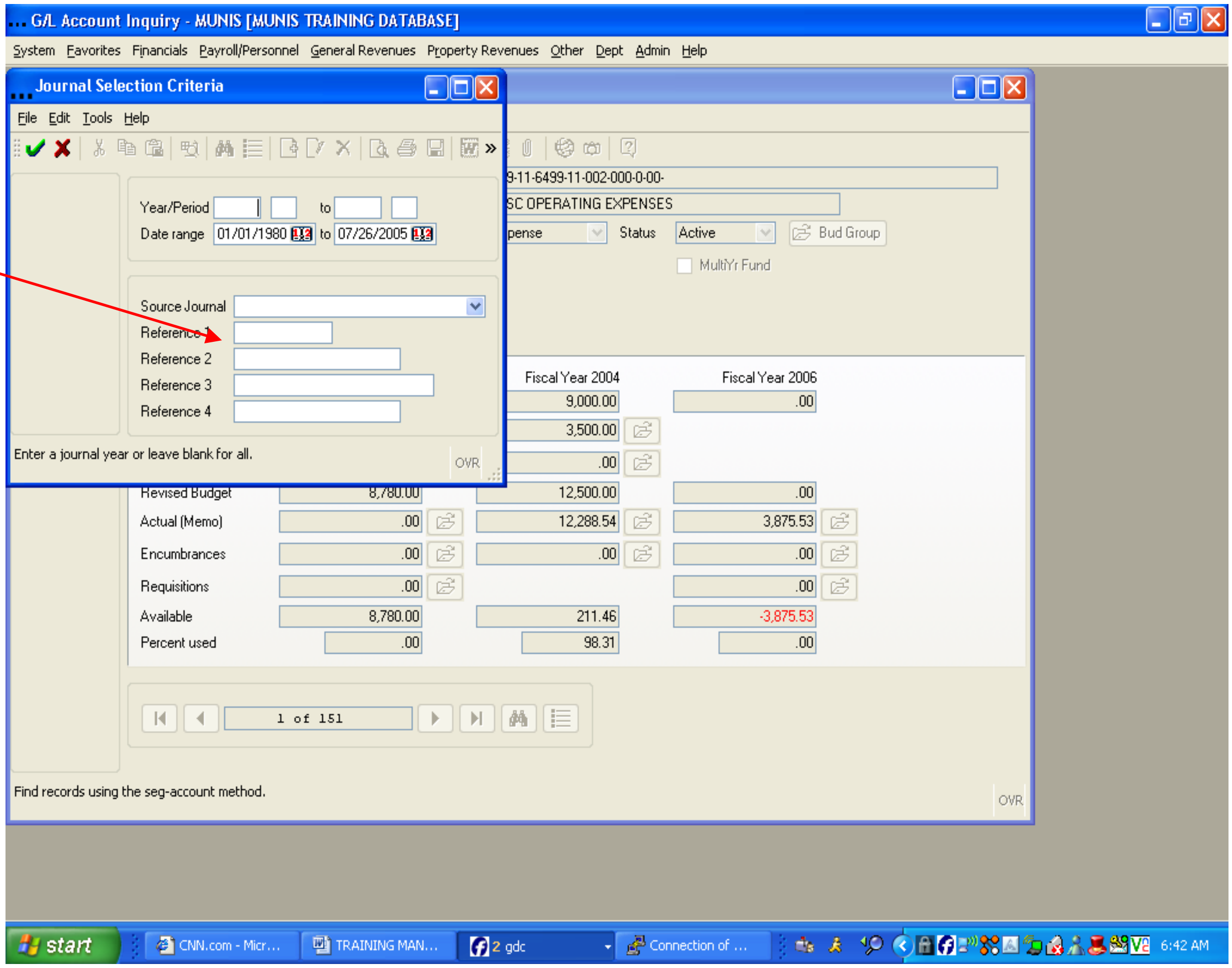
“Order by” radio buttons have been added to choose how the detail records display. Choosing “Source Code” sorts detail records by alpha name, “Reference…” fields sorts detail records by alphanumeric (numbers, capital letters, then lowercase letters).

Note: If data restrictions by year are in effect on your User ID and you enter a year to which you do not have access, the following message displays, "Year Permissions do not include this year <YYYY>."

When the search is complete, a screen displays two detail lines (sorted by Year/Period/Journal) for each transaction dated on/or after the dates entered on the popup window.

The detail shown includes the effective date, journal source code, purchase order number, Ref 2 code, reference, amount, check number, warrant, the year/period, vendor name and voucher number. For journals with the source code PRE (Payroll and Payroll Encumbrance) and others for which there is no method to link the source information to this screen, a message displays to notify you that detail information is unavailable for the journal type.

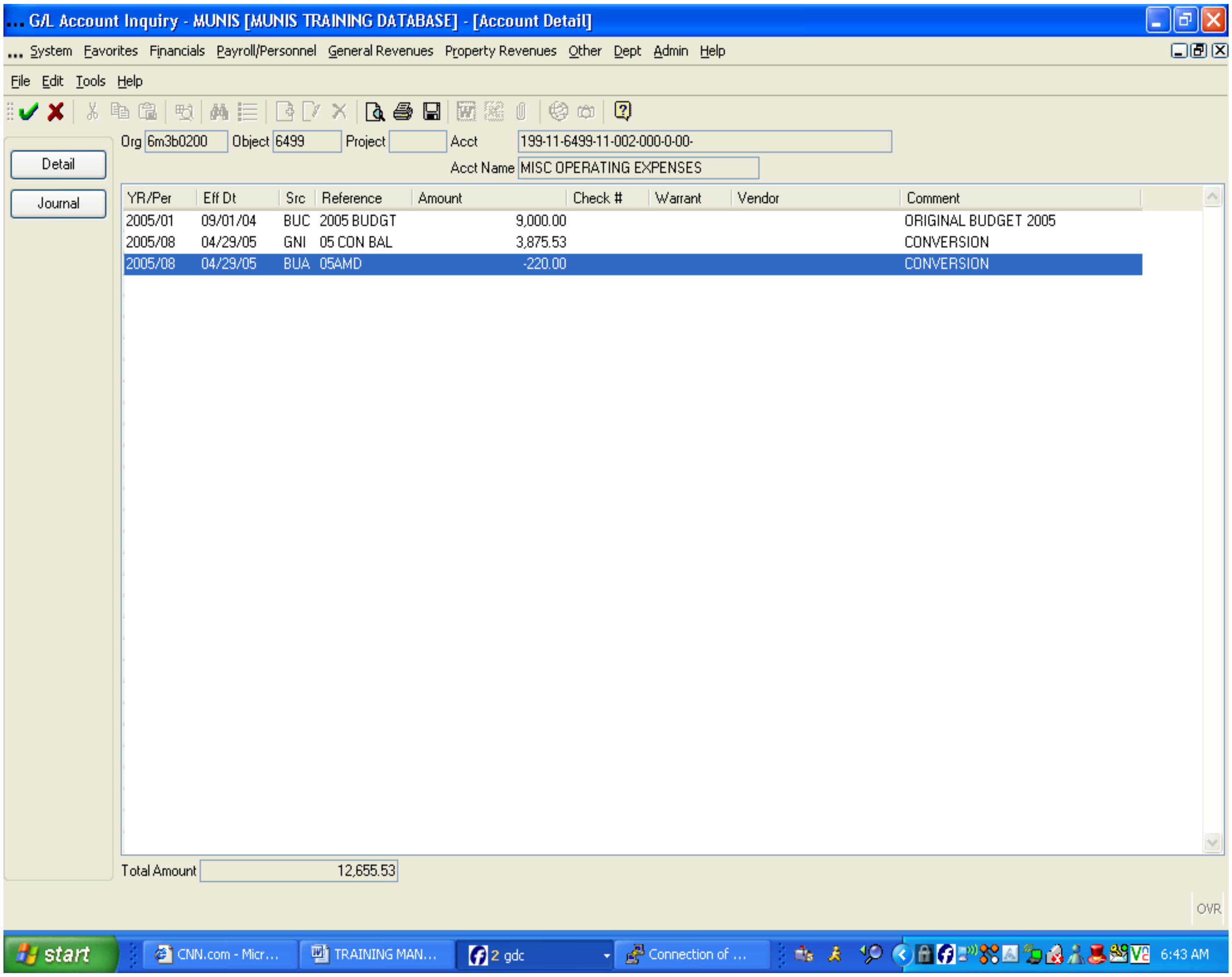
C/R (Cash Receipts and Accounts Receivable transactions) type journals will display a Paid by name in the vendor field.



Field	Description
Year/Period	Enter the journal year and period or leave blank for all.
Date range	Enter a date range to search for detail.
Source Journal	Enter a source journal type. Select a valid entry from the list box.
Reference	Leave blank for all.

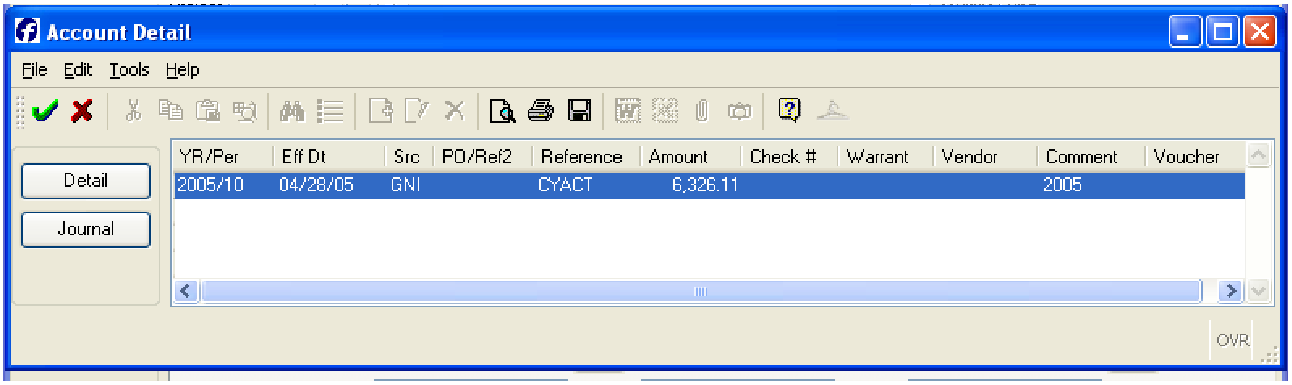
4.4 GL Account Inquiry—Account Detail

If the onscreen folder is highlighted, then account detail exists. Select it to access the following account detail fields. **Note:** Select a column with your mouse to sort by that column.



Option	Description
Detail	**Note 1:** For journals with the source code PRE and others for which there is no method to link the source information to this screen, a message displays to notify you that detail information is unavailable for the journal type. **Note 2:** The Budget Projection Detail program automatically displays when selecting the "Detail" button on current year BUC journals that are not balance sheet accounts. The Budget Projection Detail program offers a comprehensive view of these BUC source journals. When selected, a popup window displays where you can enter the line number for which you want more detail. This accesses the underlying source detail from the originating program, such as employee names and pay types, original POs and invoices, etc. The screens are different depending on the source information to be displayed. You can use the *View-Notes* side menu option to view any existing additional description or comments associated with this journal and line number combination.

Jrnl	This function recreates the entire journal entry of which this entry is a part. When selected, a popup window displays where you can enter the line number for which you want more detail. The GL Journal Inquiry screen displays. **NOTE:** This feature is restricted to a user's security access, limiting them to their own accounts.



Field	**Description**
YR/Per	The journal year and period.
Eff Dt	The effective date of the account transaction
Src	The journal source code.
PO/Ref2	If the transaction is the result of a purchase order, the purchase order number displays. Otherwise, data entered in the reference 2 field displays.
Reference	This displays data entered in the reference 4 field.
Amount	The amount of the transaction.
Check #	The check number issued to pay an invoice, if any.
Warrant	The warrant number associated with the transaction, if any.
Vendor	The vendor name associated with the transaction, if any.
Comment	The comment comes from the "Add'l Desc" field of the originating program.

Voucher	The voucher number associated with the transaction, if any.

5.0 General Ledger - Self-Study Exercises

1. Find and expense account with activity
2. Drill down to see actuals
3. View the Journal screen
4. View the Detail screen
5. Print from within the Journal Inquiry Main screen