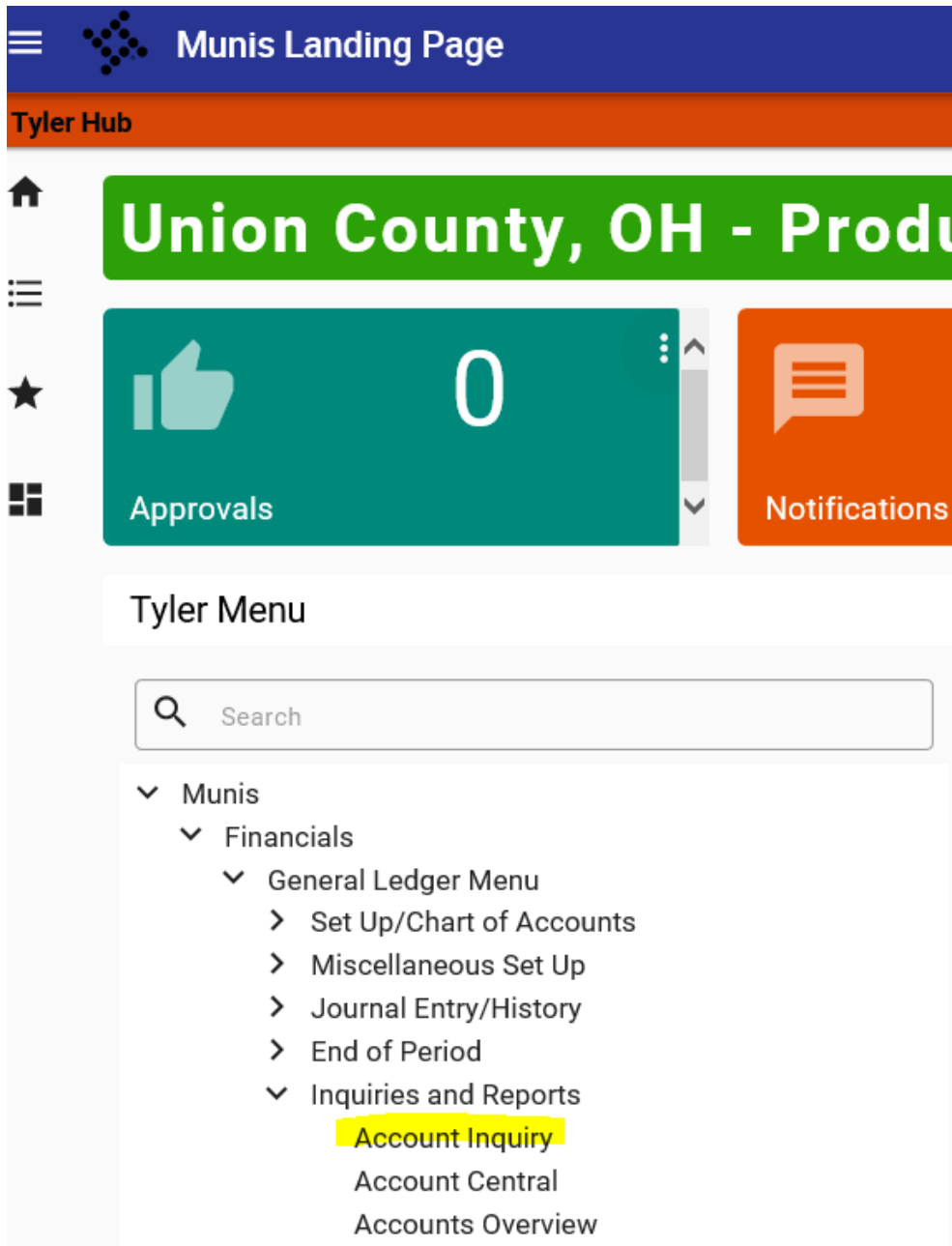


Account Inquiry will show real time information for account records. You cannot select date parameters in this function.

1. Open Account Inquiry
Financials > General Ledger Menu > Inquiries and Reports > Account Inquiry



The screenshot displays the Tyler Hub interface. At the top, there is a blue header with a hamburger menu icon and the text "Munis Landing Page". Below this is an orange bar labeled "Tyler Hub". The main content area features a green banner for "Union County, OH - Produ". Below the banner are two tiles: a teal "Approvals" tile with a thumbs-up icon and a large "0", and an orange "Notifications" tile with a speech bubble icon. A "Tyler Menu" section is visible below, containing a search bar and a tree view of the navigation menu. The menu structure is as follows:

- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - > Journal Entry/History
 - > End of Period
 - ▼ Inquiries and Reports
 - Account Inquiry**
 - Account Central
 - Accounts Overview

2. Select Search

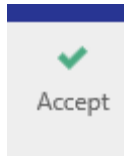
The screenshot shows the 'Account Inquiry [*NON-PRODUCTION* v2019.1 Union County, O]' application. A blue arrow points to the 'Search' icon in the top navigation bar. Below the navigation bar, there are several filter sections: 'Fund', 'Org', 'Object', and 'Project' on the left; 'Acct', 'Acct name', 'Type', 'Status', 'Rollup', and 'Sub-Rollup' in the center; and a 'MultiYr Fund' checkbox at the bottom. A toolbar with icons for 'Back', 'Search', 'Browse', 'Output', 'Print', 'Display', 'PDF', 'Save', 'Excel', 'Word', 'Email', 'Schedule', 'Attach', 'Detail', 'Months', 'Seg Find', 'Totals', 'Project Strings', and 'User Defined Fields' is also visible.

3. Enter the requested search parameters.

Examples:

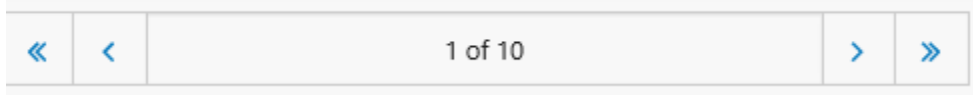
- To view a current fund balance – enter the fund number and object code 100000 for cash (see # 5 below)
- All object codes within a specific fund - enter the fund number
- A specific object code within all your funds - enter the object code
- All revenue codes within a specific fund - enter the fund number and object code 4*
- All expenditure codes within a specific fund - enter the fund number and object code 5*

This screenshot shows the same 'Account Inquiry' interface with search parameters entered. The 'Fund' field contains '101' and the 'Object' field contains '4*'. The 'Acct' field is empty. The 'Status' dropdown is set to 'All'. Below the filters, there are tabs for '4 YEAR COMPARISON', 'CURRENT YEAR', 'HISTORY', '4 YEAR GRAPH', and 'HISTORY GRAPH'. The '4 YEAR COMPARISON' tab is active, displaying a table with columns for 'Fiscal Year 2021', 'Fiscal Year 2020', 'Fiscal Year 2019', and 'Fiscal Year 2022'. The rows include 'Original Budget', 'Transfers In', 'Transfers Out', 'Revised Budget', 'Actual (Memo)', 'Encumbrances', 'Requisitions', 'Available', and 'Percent used'. Small orange squares are visible in the 'Actual (Memo)' and 'Encumbrances' rows for each year.



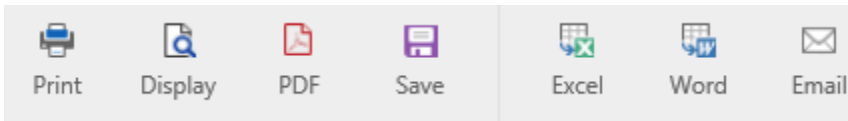
- 4. Select Accept to save the search parameters

The search results will appear on the user's screen to scroll through.

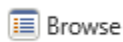


- A. To view details of a specific record, click on the yellow folder icon for details about each aspect of the record.

There are multiple output options for the record if the user would like to save or see it in a different form.



- B. If the user would like to see the search results in summary, select the Browse function.



There are multiple output options available.

Account Inquiry

Back Accept Cancel Search Output Print Display PDF Save Excel Word

| Record Number | Org | Object | Project | Description | FEB Rev Bud | FEB Enc Bud | 2021 Revised Budget | 2021 Actual | 2021 Encumbrances/Req | 2021 Available | 2021 Percent | 2021 |
|---------------|----------|--------|---------|-------------------------|-------------|-------------|---------------------|-------------|-----------------------|----------------|--------------|------|
| 1 | 10140400 | 420104 | | Real Estate Fees | 0.00 | 0.00 | -1,300,000.00 | 0.00 | 0.00 | -1,300,000.00 | 0.00 | |
| 2 | 10140400 | 420107 | | CHARGES FOR SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | 10140400 | 420108 | | SALES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | 10140400 | 420109 | | COPRES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | 10140400 | 420118 | | CAUV Application Fees | 0.00 | 0.00 | -3,000.00 | -2,075.00 | 0.00 | -925.00 | 69.17 | |
| 6 | 10140400 | 430103 | | Manufactured Home Fees | 0.00 | 0.00 | -30.00 | 0.00 | 0.00 | -30.00 | 0.00 | |
| 7 | 10140400 | 440101 | | Manufactured Home Fines | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8 | 10140400 | 466001 | | Real Estate Transfer In | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9 | 10140400 | 480110 | | REIMBURSEMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10 | 10140400 | 480111 | | REFUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

| Column | Total |
|--------------------------------|---------------|
| FEB Rev Bud | 0.00 |
| FEB Act Bud | 0.00 |
| FEB Enc Bud | 0.00 |
| FEB Available | 0.00 |
| 2021 Revised Budget | -1,303,030.00 |
| 2021 Actual | -2,075.00 |
| 2021 Encumbrances/Requisitions | 0.00 |
| 2021 Available | -1,300,955.00 |
| 2021 Original Budget | -1,303,030.00 |
| 2020 Revised Budget | -1,303,030.00 |
| 2020 Actual | -1,343,230.18 |
| 2020 Encumbrances | 0.00 |
| 2020 Available | 40,200.18 |
| 2020 Original Budget | -1,303,030.00 |
| 2019 Revised Budget | -1,103,030.00 |
| 2019 Actual | -1,269,343.64 |
| 2019 Encumbrances | 0.00 |
| 2019 Available | 166,313.64 |
| 2019 Original Budget | -1,103,030.00 |
| 2022 Revised Budget | 0.00 |

Search / Filter Record

- To view the current fund balance of a specific fund enter the fund number and object 100000 for cash. The "actual" section will show the user the current fund balance.

Account Inquiry [*NON-PRODUCTION* v2019.1 Union County, O]

Account Inquiry interface showing filters and a 4-year comparison table.

Account Inquiry Filters:

- Fund: 101 REA
- Org: 101 REA
- Object: 100000 CASH
- Project: [Empty]
- Acct: 101.00.000.00.00.00000.0000.00.100000.
- Acct name: REA CASH
- Type: Balance Sheet
- Status: Active
- Rollup: [Empty]
- Sub-Rollup: [Empty]
- MultiYr Fund: [Unselected]

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

| Yr/Per 2021/02 | Fiscal Year 2021 | Fiscal Year 2020 | Fiscal Year 2019 | Fiscal Year 2022 |
|-----------------|------------------|------------------|------------------|------------------|
| Original Budget | 1,210,190.01 | .00 | 961,171.72 | .00 |
| Transfers In | .00 | 992,984.00 | .00 | .00 |
| Transfers Out | .00 | .00 | .00 | .00 |
| Revised Budget | 1,210,190.01 | 992,984.00 | 961,171.72 | .00 |
| Actual (Memo) | 1,160,229.01 | 1,336,089.85 | 1,058,598.11 | .00 |
| Encumbrances | .00 | .00 | .00 | .00 |
| Requisitions | .00 | .00 | .00 | .00 |
| Available | .00 | .00 | .00 | .00 |
| Percent used | 95.87 | 134.55 | 110.14 | .00 |

The user can then view it in this format, select the yellow folder for detail, or use any of the above mentioned output options.

Account Detail

Account Detail interface showing a list of transactions.

Account Detail Filters:

- Org: 101
- Object: 100000
- Project: [Empty]
- Account: 101.00.000.00.00.00000.0000.00.100000.
- Account Description: REA CASH

| Posted | YR/Per | Journal | Eff Dt | Src | Ref1 | Project String | PO/Ref2 | Ref3 | Ref4 | Amount | Check # | Warrant | Vendor | Comment |
|--------|---------|---------|----------|-----|--------|----------------|---------|------|------------|------------|---------|---------|-------------------------|-------------------------|
| Y | 2020/12 | 2334 | 12/23/20 | APP | 122320 | | | | COV1223 | -680.40 | | | | |
| Y | 2020/12 | 2332 | 12/23/20 | APP | 122320 | | | | COV1222 | 680.40 | | | | |
| Y | 2020/12 | 2131 | 12/22/20 | APP | 122220 | | | | 122220 | -864.89 | | | | |
| Y | 2020/12 | 2129 | 12/24/20 | PRJ | | | | | | -30,556.81 | | | | |
| Y | 2020/12 | 1835 | 12/17/20 | CRP | | | | | | 25.00 | | | | |
| Y | 2020/12 | 1363 | 12/15/20 | APP | 121520 | | | | 121520 | -6,439.58 | | | | |
| Y | 2020/12 | 1356 | 12/22/20 | GEN | SHF | | | | xfer | -32.00 | | | | SYSTEM GENERATED DUE TO |
| Y | 2020/12 | 724 | 12/11/20 | PRJ | | | | | | -29,060.47 | | | | |
| Y | 2020/12 | 494 | 12/08/20 | APP | 120820 | | | | 120820 | -16,610.53 | | | | |
| Y | 2020/12 | 39 | 12/01/20 | APP | 120120 | | | | 120120 | -2,121.51 | | | | |
| Y | 2020/11 | 1259 | 11/30/20 | CRP | | | | | | 25.00 | | | | |
| Y | 2020/11 | 1087 | 11/24/20 | APP | 112420 | | | | 112420 | -80.22 | | | | |
| Y | 2020/11 | 1041 | 11/27/20 | PRJ | | | | | | -25,418.50 | | | | |
| Y | 2020/11 | 680 | 11/17/20 | APP | 111720 | | | | 111720 | -979.75 | | | | |
| Y | 2020/11 | 420 | 11/13/20 | PRJ | | | | | | -33,363.62 | | | | |
| Y | 2020/11 | 418 | 11/10/20 | APP | 111020 | | | | 111020 | -15,711.55 | | | | |
| Y | 2020/11 | 294 | 11/06/20 | GEN | | | | | BWC Rebate | 4,764.07 | | | | SYSTEM GENERATED DUE TO |
| Y | 2020/10 | 1169 | 10/30/20 | PRJ | | | | | | -20,786.38 | | | | |
| Y | 2020/10 | 1087 | 10/27/20 | APP | 102720 | | | | 102720 | -14.97 | | | | |
| Y | 2020/10 | 771 | 10/20/20 | APP | 102020 | | | | 102020 | -212.05 | | | | |
| Y | 2020/10 | 706 | 10/16/20 | CRP | | | | | | 25.00 | | | | |
| Y | 2020/10 | 705 | 10/14/20 | CRP | | | | | | 25.00 | | | | |
| Y | 2020/10 | 620 | 10/15/20 | GEN | | | | | ESTATE TAX | -743.54 | | | | SYSTEM GENERATED DUE TO |
| Y | 2020/10 | 573 | 10/16/20 | PRJ | | | | | | -25,412.11 | | | | |
| Y | 2020/10 | 504 | 10/13/20 | APP | 101320 | | | | 101320 | -18,060.12 | | | | |
| Y | 2020/10 | 409 | 10/07/20 | CRP | | | | | | 25.00 | | | | |
| Y | 2020/10 | 150 | 10/06/20 | APP | 100620 | | | | 100620 | -412.08 | | | RICHARD ALLEN CLARK, JR | |
| Y | 2020/10 | 8 | 10/02/20 | PRJ | | | | | | -25,429.14 | | | | |
| Y | 2020/09 | 1111 | 09/29/20 | APP | 092920 | | | | 092920 | -309.70 | | | | |
| Y | 2020/09 | 864 | 09/22/20 | APP | 092220 | | | | 092220 | -10,876.22 | | | | |
| Y | 2020/09 | 637 | 09/18/20 | PRJ | | | | | | -25,407.45 | | | | |
| Y | 2020/09 | 576 | 09/14/20 | CRP | | | | | | 25.00 | | | | |

