

Financial Reporting Training

2024

Agenda

- I. Financial Reporting Distribution Email
 - A. audr-financialreporting@franklincountyohio.gov
- II. GASB 96: Subscription Based IT Arrangements (SBITA)
- III. Enterprise Landing Page
- IV. Accounting Structure
 - A. Account Structure
 - B. Organization (ORG) Code Structure
 - C. Object Code Guide
 - D. Budget Groups (Rollups)
 - E. Source Codes
 - F. Wildcard Characters
 - G. Posted Information vs. Memo Balances
- V. Account Trial Balance Report
- VI. Pay-in Procedure
- V. Year-to-Date Budget Report
- VI. Account Detail History Report
- VII. Capital Asset Inquiry
- VIII. Subsidiary Ledger Report
- IX. General Ledger Account Inquiry
- X. Questions and Answers

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GASB 96: SBITA's

What is a Subscription Based IT Arrangement (SBITA)?

- A SBITA is a contract that conveys control of the right to use another party's information technology software for a period of time in an exchange or an exchange-like transaction.

How are these agreements accounted for under the new standard?

- If an agreement falls under GASB 96 standards, than the government would recognize a right-to-use subscription asset and a correspondign subscription liability at the comencement of the subscription term

What is county policy regarding SBITA's?

- If the monthly or annual subscription cost totals \$6,250 or \$75,000 respectively than we would apply the new standard. Any amounts less than this would be immaterial for financial reporting purposes
- Agreements that are less than one year, including any option to renew is a short-term agreement and GASB 96 standards would not apply
- Payments for annual software subscription fees including software as a service (SaaS) **should only be charged to object code 522101**

Key phrases or concepts tha may indicate SBITA includes the following:

- Saas
- Subscription
- Non-exclusive, not transferrable right-to-use access
- Cloud or cloud hosting

This is the **ENTERPRISE** Landing Page. This should be where you start after you log on.

<https://franklincountyoh.tylerhub.com>

Franklin Co Enterprise ERP Landing Page

Search

Franklin County - Hub Production

Tyler Menu (1)

Search

- Enterprise ERP
 - Financials
 - General Revenues
 - Asset Maintenance
 - Departmental Functions
 - System Administration
 - Help
 - ASP Admin

Favorites (1)

Recent Activity

- General Journal Entry/Proof
- Account Trial Balance
- Account Master
- General Ledger Encumbrance
- Saved Reports
- General Ledger Memo Balance
- Budget Transfers and Amendments
- General Ledger Tables Validation
- Roll Accounting Period
- Month End Manager

Financials

- Import Journals
- Project Master
- Account Trial Balance
- General Journal Entry/Proof

Franklin County
1803 Service. Progress. Excellence.

This side bar gives you some options. The side bar is accessed by clicking on either the three bars at the top or the arrow at the bottom.

The screenshot displays the Franklin Co Enterprise ERP Landing Page. At the top, a dark blue header contains the page title "Franklin Co Enterprise ERP Landing Page", a search bar, and user information "TA". Below the header is a blue banner for "Franklin County - Hub Production".

The left sidebar is titled "Tyler Menu (1)" and includes a search box and a tree view of navigation options:

- Enterprise ERP
 - Financials
 - General Revenues
 - Asset Maintenance
 - Departmental Functions
 - System Administration
 - Help
 - ASP Admin

The "Favorites (1)" section on the right lists "Recent Activity" and "Financials":

- Recent Activity
 - General Journal Entry/Proof
 - Account Trial Balance
 - Account Master
 - General Ledger Encumbrance
 - Saved Reports
 - General Ledger Memo Balance
 - Budget Transfers and Amendments
 - General Ledger Tables Validation
 - Roll Accounting Period
 - Month End Manager
- Financials
 - Import Journals
 - Project Master
 - Account Trial Balance
 - General Journal Entry/Proof

The main content area on the right features the Franklin County logo with the tagline "Service. Progress. Excellence." and a vertical scrollbar.

Account Structure

Click on the Financials menu and select:

General Ledger Menu

Set Up/Chart of Accounts

Account Master

Account Structure

Sample account number: 2013-21-A2-08-00-00-0000-01-520108

The account number is made up of nine segments.

The screenshot displays the 'Account Master' application interface for Franklin County. The interface is divided into several sections:

- Account Master [FRANKLIN COUNTY | TEST | 08/20]**: Header bar with navigation icons and user initials 'TA'.
- Account**: Fields for Org code (13210800), Object code (520108), Project code, Fund (2013), AGENCY (21), LINE OF BUS (A2), PROGRAM (08), LOCATION (00), APPROP AUTH (01), SERVICES (0000), FUNCTION (01), Object (520108), and Project.
- Posting effective dates**: Fields for Beginning effective date and Ending effective date.
- Account detail**: Fields for Last updated (12/31/2023), Account type (Expense), Status (Active), Entity (1), Spending plan, Character code (5C), and Grant.
- Budget**: Checkboxes for Budgetary, Auto-encumber, Require budget detail, Roll available budget forward, and Allow monthly budgeting. Includes Budget rollup code (21C13) and Budget sub-rollup code.
- Payroll**: Checkbox for Payroll Encumbrance Account.
- Balance sheet**: Fields for Balance type, Normal balance, Closing balances, and Control account.

At the bottom, there is a pagination bar showing '1 of 12' and navigation arrows, along with the text 'Monthly and Annual Account Balances.'

Organization (ORG) Code Structure

The Organization Code (ORG) is eight digits long and is divided into four (4) identifiable segments. Each segment is two (2) digits in length.

- The first (1st) segment identifies the particular “**Fund**”
- The second (2nd) segment identifies the particular “**Agency**”
- The third (3rd) segment identifies the “**Program**”
- The fourth (4th) segment identifies the “**Location**”

Example: Using **ORG Code 10210100** and dividing it into four segments: **10 | 21 | 01 | 00**

- **10** identifies the **Fund** in this example as **General Fund**
- **21** identifies the **Agency** which is the **Auditor’s Office**
- **01** identifies the **Program**, General - Real Estate
- **00** identifies the **Location**

The General Fund is the only fund where the first 2 digits of the fund number is used to identify the fund in the ORG number. All other funds use the last two (2) digits of the fund number.

Organization (ORG) Code Guide

Org	Description	Short Desc	Fund	AGEN	LOB	PROG	LOC	Appr Auth	SERV	FUNC	Bud Calc
10210000	21-ADMIN	ADMIN	1000	21	00	00	00	01	0000	99	A
10210100	21-PUBL INFOR-GEN- RE	GEN-RE	1000	21	A1	01	00	01	0000	01	A
10210200	21-PUBL INFO-AUD	INFO-AUD	1000	21	A1	02	00	01	0000	01	A
10210300	21-INTRGOV- GEAPPRAISA	APPRAISA L	1000	21	A2	03	00	01	0000	01	A
10210400	21-INTRGOV- GEN- PMT&CNSM	PMT&CNS MR	1000	21	A2	04	00	01	0000	01	A
10210500	21-TAX ADMN-RE TAX ACCT	RE TAX ACC	1000	21	A3	05	00	01	0000	01	A
11210400	21- INTERGOV- ANIM- PMT&CNS	PMT&CNS MR	2011	21	A2	04	00	01	0000	03	A
13210100	21-PUBL INFO-RE	INFO-RE	2013	21	A1	01	00	01	0000	01	A
13210300	21- INTERGOV- RE-APPRAISAL	RE- APPRAIS	2013	21	A2	03	00	01	0000	01	A
13210500	21-TAX ADM- REA-RE TAX	RE ACCTG	2013	21	A3	05	00	01	0000	01	A
13210600	21-TAX ADM- REA-OTHER T	OTHER RE	2013	21	A3	06	00	01	0000	01	A
32210600	21-TAX ADM- ESTATE-OTHE	ADM- ESTAT	8032	21	A3	06	00	01	0000	01	A

Object Code Guide

General Outline

Object Codes	Type of Accounts
100000	Assets*
200000	Liabilities
300000	Equities
400000	Revenue
500000	Expenses

* The most prevalent asset account is 101000 – Cash

A complete Object Code Guide can be found on “Fiscally Speaking” at <http://www.franklincountyauditor.com/fiscally-speaking>

Budget Groups (Rollups)

Legend:

First two digits	Agency
Third digit	Appropriation line-item
Fourth and fifth digit	Fund number

Example:

Rollup code	21D13
Agency	21 – Auditor
Appropriation line-item	D – Capital outlays
Fund	13 – Real Estate (Fund 2013)

Appropriation Line Items:

A – Personal Services
B – Fringe Benefits
C – Materials & Services
D – Capital Outlays
E – Grants
F – Debt Service
G – Interfund
H – Contingency
J – Social Services

Object Code Range:

510000 - 513100
514000 - 519900
520000 - 539900
540000 - 549900
550000 - 559900
560000 - 569900
570000 - 579900
580000 – 589900
590000 – 599900

Source Codes

Every journal is tagged with a three character source code that identifies the program in which the transactions were created. The following table lists a few examples of source codes and products in which each is created.

Source Code	Program	Journal Reference
API	Accounts Payable, Invoice Entry/Proof, Regular Invoice	Ref 1 Vendor # Ref 2 Purchase Order# Ref 3 Invoice Ref 4 Invoice Entry Proof Batch #
BUA	Budget, Budget Transfers and Amendments	Ref 1 Journal Ref Ref 2 Posted By Ref 3 Ref 4 Resolution #
BUC	Budget, Budget Completion Journal, Budget Transfers and Amendments, New Budget Posting	Ref 1 Ref 2 Ref 3 Ref 4 Journal Ref Desc
CRP	Posted Payments and Reversals	Ref 1 Agency Ref 2 Receipt# Ref 3 Ref 4 Batch
GEN/GNI	General Ledger, General Journal Entry & Proof, Import JE ASCII File, Recurring Journal Entry	Ref 1 Journal Entry # Ref 2 Journal Entered By Ref 3 Journal Posted By Ref 4 Short Description

Source Codes (Continued)

Source Code	Program	Journal Reference
POE	Purchase Orders, POEntry and Proof	Ref 1 Vendor # Ref 2 Purchase Order# Ref 3 Ref 4 "PO Entry/Proof"
POL	Accounts Payable, Invoice Entry/Proof, Purchase Order Liquidation	Ref 1 Vendor # Ref 2 Purchase Order# Ref 3 Ref 4 "LIQ/INV"
POM	Purchase Orders, Purchase Order Maintenance	Ref 1 Vendor # Ref 2 Purchase Order# Ref 3 Ref 4 "PO MAINT" or "PO CANCL"

Wildcard Characters

Special characters can be used during a “Find” operation to define the data you wish to retrieve.

Below is a listing of special characters used in **ENTERPRISE**. The first three listed are the most used characters.

Symbol	Meaning	Example
*	Wildcard for any string	J*, *J, *J* (characters only)
?	Single character wildcard	X?, ?X, ?X?, X?? (characters only)
	And	2 B
=	Equal to	=x (default, '=' is optional)
>	Greater than	>20 or >MILLS
>=	Greater than or equal to	>=20
<	Less than	<100
<=	Less than or equal to	<=100
<>	Not equal to	<>85
:	Range	85:100
..	Range	12:01:20..12:59:30 (generally used for date/time)

Posted Information vs. Memo Balances

Most of the reports in **ENTERPRISE** display information once a transaction is completely posted, including the Account Trail Balance, Account Detail History and YTD Budget. However, the GL Account Inquiry is an exception, which sometimes causes confusion. The GL Account Inquiry display uses “memo balances.”

The “memo balances” are an up-to-the-minute account balance that shows you the year-to-date total. The figure is updated at the point of key-entry for accounts payable and purchasing transactions. The strong point of the memo balance is that it shows current financial position.

The memo balances have had slightly less accuracy. While it has been minimal, we have seen memo balances become corrupt when transactions do not go through the entire posting process, such as during a power failure. While we do our best to ensure accuracy of the memo balances, errors can go undetected until we perform the year-end close. Please keep this in mind when you are using **ENTERPRISE** for reports and inquiries.

Account Trial Balance Report

The Account Trial Balance program prints a trial balance for a single account or a range of accounts, including the entire chart of accounts.

FRANKLIN COUNTY



ACCOUNT TRIAL BALANCE FOR FY24/JUL TO SEP

FUND 2013

ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE	
2013-00-00-00-00-99-0000-00-101000-												
CASH**												
247	APP	07/02/24	ACH1			2013	16,527,883.42	.00	3,259.82	-3,259.82		
291	APP	07/02/24	ACHVOI					3,259.82	.00	.00		
323	APP	07/02/24	ACH2					.00	3,259.82	3,259.82		
1131	CRP	07/01/24	21					.20	.00	.20		
1232	APP	07/03/24	ACH1			CASH RECEIPTS JOURNAL		.00	2,253.59	2,253.59		
1598	APP	07/03/24	INT1					.00	378.80	378.80		
1763	APP	07/03/24	JLJ					.00	1,965.17	1,965.17		
1987	APP	07/05/24	ACH1					.00	2,773.25	2,773.25		
2975	GEN	07/08/24	2975			RETAINAGE TRANSFER		.00	17,933.86	17,933.86		
3727	APP	07/11/24	ACH1					.00	161,404.78	161,404.78		
3910	PRJ	07/12/24	RUN:			WARRANT:		.00	22,920.00	22,920.00		
4671	APP	07/12/24	ACH1					.00	182.00	182.00		
4963	APP	07/10/24	JLJ					.00	.00	.00		
7507	CRP	07/15/24	21			CASH RECEIPTS JOURNAL		1.70	.00	1.70		
7507	CRP	07/15/24	21			CASH RECEIPTS JOURNAL		.30	.00	.30		
7938	APP	07/16/24	CCS					.00	2,360.00	2,360.00		
8987	APP	07/18/24	INT1					.00	3,174.70	3,174.70		
9277	APP	07/22/24	ACH1					.00	1,337.67	1,337.67		
9526	CRP	07/17/24	21			CASH RECEIPTS JOURNAL		11.90	.00	11.90		
11076	APP	07/22/24	JLJ					.00	4,585.90	4,585.90		
11529	CRP	07/22/24	21			CASH RECEIPTS JOURNAL		1.00	.00	1.00		
12154	PRJ	07/26/24	RUN:			WARRANT:		.00	453,992.40	453,992.40		
12794	GNI	07/26/24	210BLO			JULY CHARGEBACK		25,020.00	.00	25,020.00		
14402	GEN	07/29/24	14402			JUNE 2024 UNEMPLOYMENT		.00	900.41	900.41		
14755	APP	07/29/24	21			CASH RECEIPTS JOURNAL		2.10	.00	2.10		
14903	GNI	07/30/24	14903			FCDC Q2 2024 BILLBACK		.00	130,236.88	130,236.88		
15034	APP	07/31/24	ACH1					.00	55,076.33	55,076.33		
15524	CRP	07/30/24	21			CASH RECEIPTS JOURNAL		20,318.40	.00	20,318.40		
15826	APP	07/31/24	CCS					.00	11,236.73	11,236.73		
2083	APP	08/08/24	ACH1					.00	1,294,279.00	1,294,279.00		
2164	GEN	08/06/24	2164			REALLOCATE RETAINAGE BALANCE		.00	179,337.64	179,337.64		
2318	PRJ	08/09/24	RUN:			WARRANT:		.00	459,008.10	459,008.10		
2715	APP	08/09/24	ACH1					.00	16,640.00	16,640.00		
3166	APP	08/08/24	INT1					.00	14.94	14.94		
3415	APP	08/08/24	JLJ					.00	19,094.90	19,094.90		
3973	APP	08/09/24	JLJ					.00	2,125.00	2,125.00		
4535	APP	08/12/24	CCS					.00	2,760.86	2,760.86		
5518	APP	08/16/24	ACH1					.00	47.30	47.30		
6077	APP	08/15/24	INT1					.00	3,134.87	3,134.87		
6158	CRP	08/14/24	21			CASH RECEIPTS JOURNAL		10.20	.00	10.20		
6551	APP	08/15/24	CCS					.00	977,297.48	977,297.48		
6700	APP	08/19/24	ACH1					.00	2,320.00	2,320.00		
6746	APP	08/16/24	ACHVO2					2,320.00	.00	2,320.00		
6755	APP	08/19/24	ACH2					.00	2,320.00	2,320.00		
6887	APP	08/16/24	CCS					.00	148.75	148.75		
7314	APP	08/20/24	ACH1					.00	7,218.40	7,218.40		
7586	GNI	08/20/24	7586			RE 2ND HALF TY23 CY 24		3,619.10	.00	3,619.10		
7586	GNI	08/20/24	7586			RE 2ND HALF TY23 CY 24		7,774.35	.00	7,774.35		
7586	GNI	08/20/24	7586			RE 2ND HALF TY23 CY 24		12,144,478.32	.00	12,144,478.32		
7721	APP	08/19/24	CCS					.00	2,390.70	2,390.70		

Report generated: 09/03/2024 12:28
User: 807tratchle
Program ID: glatrbal

Page 1

FRANKLIN COUNTY



ACCOUNT TRIAL BALANCE FOR FY24/JUL TO SEP

FUND 2013

ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
8439	PRJ	08/23/24	RUN:			WARRANT:		.00	458,311.24	458,311.24	
8519	APP	08/20/24	JLJ					.00	2,792.00	2,792.00	
9385	CRP	08/21/24	21			CASH RECEIPTS JOURNAL		.50	.00	.50	
9385	CRP	08/21/24	21			CASH RECEIPTS JOURNAL		11.90	.00	11.90	
9385	CRP	08/21/24	21			CASH RECEIPTS JOURNAL		5.10	.00	5.10	
10412	GNI	08/23/24	210BLO			AUGUST CHARGEBACK		25,484.00	.00	25,484.00	
10933	CRP	08/23/24	21			CASH RECEIPTS JOURNAL		1.70	.00	1.70	
11119	APP	08/28/24	ACH1					.00	480.81	480.81	
12176	APP	08/27/24	CCS					.00	2,324.26	2,324.26	
13301	APP	08/30/24	ACH1					.00	548.25	548.25	
13553	GEN	08/29/24	13553			JULY 2024 UNEMPLOYMENT		.00	1,097.63	1,097.63	
13646	APP	08/29/24	CCS					.00	525.91	525.91	
14016	CRP	08/29/24	21			CASH RECEIPTS JOURNAL		6.80	.00	6.80	
TOTALS FOR FUND 2013							16,527,883.42	12,232,327.59	2,506,401.05	9,725,926.54	26,253,809.96
REAL ESTATE ASSESSMENT (21-RE)							16,527,883.42	12,232,327.59	2,506,401.05	9,725,926.54	26,253,809.96
REPORT TOTALS							16,527,883.42	12,232,327.59	2,506,401.05	9,725,926.54	26,253,809.96

Report generated: 09/03/2024 12:28
User: 807tratchle
Program ID: glatrbal

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The format of the report is nearly identical to [Monthly Trial Balance by Fund](#); however, this program reports both detail transactions contained in the GL History Table and GL Journal Hold Table. The Monthly Trial Balance by Fund prints only those transactions in the GL Journal Hold Table.

Account Trial Balance Report

To create a Trail Balance Report you will first need to select the “Financials” tab. Next make the following selections:

General Ledger Menu

Journal Entry/History

Account Trial Balance

Account Trial Balance Report

The screen should appear like below:

The screenshot shows a web application interface for generating an Account Trial Balance report for Franklin County. The interface includes a top navigation bar with the title "Account Trial Balance [FRANKLIN COUNTY]" and user information "TA". Below the navigation bar is a toolbar with icons for Close, Search, Output, Print, Display, PDF, Save, Excel, Report Options, Brief Format, and Display Format. The main content area is titled "Account Trial Balance [FRANKLIN COUNTY]" and contains a "Report Options" section. This section lists various configuration options for the report, each with a corresponding control element (checkbox, dropdown, or text input).

Option	Control
Execute this report	Dropdown menu
Print (D)etail or (S)ummary *	Checkbox
Fiscal year-to-date version	Checkbox
Reporting year *	Text input
Reporting from period	Text input to *
Journal Detail from	Text input to
(B)alance sheet or (A)ll accounts *	Checkbox
Roll up projects to object level	Checkbox
Omit zero balance accounts	Checkbox
Sort By	Dropdown menu
Print org code	Checkbox
Print full GL account	Checkbox
Print fund header and org/obj on total line	Checkbox
Include page break between funds	Checkbox
Amounts/totals exceed 999 million dollars	Checkbox
Print report options	Checkbox
Exclude fund balance YEC/AJE for prior years	Checkbox

Define year, period, totals, etc.

Account Trial Balance Report

The report will need to have the fund, org., obj., or project number defined.

Click on the magnifying glass to allow entry of the search parameters on the screen.

Account Trial Balance Report

GL Segment Find [FRANKLIN COUNTY]

Back | Accept | Cancel | Query

Account Trial Balance [FRANKLIN COUNTY] > GL Segment Find [FRANKLIN COUNTY] >

Find by Segments

Fund: 2013

AGENCY:

LINE OF BUS:

PROGRAM:

LOCATION:

APPROP AUTH:

SERVICES:

FUNCTION:

Character Code:

Org:

Object: 101000

Project:

Account type:

Account status:

Enter Object code

Fund Enter your fund number (i.e. 2013)



Tab until you reach the Object Code field

Object Enter your object number (i.e. 101000)



Enter



Note: This symbol on your tool bar will allow you to export report to Excel

Account Trial Balance [FRANKLIN COUNTY] TA

Close Accept Cancel

Account Trial Balance [FRANKLIN COUNTY] >

Report Options

Execute this report

Print (D)etail or (S)ummary *

Fiscal year-to-date version

Reporting year *

Reporting from period JUL to * SEP

Journal Detail from to

(B)alance sheet or (A)ll accounts *

Roll up projects to object level

Omit zero balance accounts

Sort By

Print org code

Print full GL account

Print fund header and org/obj on total line

Include page break between funds

Amounts/totals exceed 999 million dollars

Print report options

Exclude fund balance YEO/AJE for prior years

Select print format of (D)etail or (S)ummary
1 Record(s) found.

Print (D)etail or (S)ummary: Select print format or

Fiscal year-to-date version: Click on box to select or de-select

Reporting Year: Enter the year to select

Reporting from/to period: Enter the starting/ending period range (1-13)

Journal Detail from: Beginning Journal Effective date within range period

(B)alance sheet or (A)ll accounts: Select Balance sheet ONLY or All accounts

Roll up projects to object level: Click on the box to select or deselect

Omit zero balance accounts: Click on the box to select or deselect

Sort by: Use the drop down menu to select from:

- 1 – Account
- 2 – Balance Type/Account
- 3 – Org-Obj-Project
- 4 – Balance Type/Org-Obj-Project

Print Org Code: Click on box to select or deselect

Print Fund Header and Org/Obj on total line? Click on box to select or deselect

Include page break between funds? Click on box to select or deselect

Amounts/totals exceed 999 million dollars: Click on box to select or deselect

Print report options: Click on box to select or deselect

Account Trial Balance Report

Your end result should resemble the report below.

FRANKLIN COUNTY										munis a tyler erp solution		
ACCOUNT TRIAL BALANCE FOR FY24/JUL TO SEP												
FUND 2013												
ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE	
2013-00-00-00-00-99-0000-00-101000-												
CASH**							2013	16,527,883.42				
7	247	APP	07/02/24		ACH1			.00	3,259.82	-3,259.82		
7	291	APP	07/02/24		ACHV01			3,259.82	.00	.00		
7	323	APP	07/02/24		ACH2			.00	3,259.82	-3,259.82		
7	1131	CRP	07/01/24		21	CASH RECEIPTS JOURNAL		.20	.00	-3,259.62		
7	1232	APP	07/03/24		ACH1			.00	2,253.59	-5,513.21		
7	1598	APP	07/03/24		INT1			.00	278.80	-5,792.01		
7	1763	APP	07/03/24		JLJ			.00	1,965.17	-7,757.18		
7	1987	APP	07/05/24		AT			.00	2,772.25	-10,529.43		
7	2975	GEN	07/08/24		2975	RETAINAGE TRANSFER		.00	17,933.86	-28,463.29		
7	3727	APP	07/11/24		ACH1			.00	161,404.78	-189,868.07		
7	3910	PRJ	07/12/24		RUN:	WARRANT:		.00	462,063.33	-651,931.40		
7	4671	APP	07/12/24		ACH1			.00	22,920.00	-674,851.40		
7	4963	APP	07/10/24		JLJ			.00	182.00	-675,033.40		
7	7507	CRP	07/15/24		21	CASH RECEIPTS JOURNAL		.30	.00	-675,033.10		
7	7507	CRP	07/15/24		21	CASH RECEIPTS JOURNAL		1.70	.00	-675,031.40		
7	7938	APP	07/16/24		CCS			.00	2,360.00	-677,391.40		
7	8987	APP	07/18/24		INT1			.00	3,174.70	-680,566.10		
7	9277	APP	07/22/24		ACH1			.00	1,337.67	-681,903.77		
7	9526	CRP	07/17/24		21	CASH RECEIPTS JOURNAL		11.90	.00	-681,891.87		
7	11076	APP	07/22/24		JLJ			.00	4,585.90	-686,477.77		
7	11529	CRP	07/22/24		21	CASH RECEIPTS JOURNAL		1.00	.00	-686,476.77		
7	12154	PRJ	07/26/24		RUN:	WARRANT:		.00	453,992.45	-1,140,469.22		
7	12797	GNI	07/26/24		210BLO	JULY CHARGEBACK	25,020.00	.00	.00	-1,115,449.22		
7	14402	GEN	07/29/24		14402	JUNE 2024 UNEMPLOYMENT		.00	900.41	-1,116,349.63		
7	14755	CRP	07/29/24		21	CASH RECEIPTS JOURNAL		2.10	.00	-1,116,347.53		
7	14903	GNI	07/30/24		14903	FCDC Q2 2024 Billback		.00	130,236.88	-1,246,584.41		
7	15034	APP	07/31/24		ACH1			.00	55,076.33	-1,301,660.74		
7	15524	CRP	07/30/24		21	CASH RECEIPTS JOURNAL	20,318.40	.00	.00	-1,281,342.34		
7	15826	APP	07/31/24		CCS			.00	11,236.73	-1,292,579.07		
8	2085	APP	08/08/24		ACH1			.00	1,950.00	-1,294,529.07		
8	2164	GEN	08/06/24		2164	REALLOCATE RETAINAGE BALANCE		.00	179,337.64	-1,473,866.71		
8	2318	PRJ	08/09/24		RUN:	WARRANT:		.00	459,008.10	-1,932,874.81		
8	2715	APP	08/09/24		ACH1			.00	16,640.00	-1,949,514.81		
8	3166	APP	08/08/24		INT1			.00	14.94	-1,949,529.75		
8	3415	APP	08/08/24		JLJ			.00	19,094.90	-1,968,624.65		
8	3973	APP	08/09/24		JLJ			.00	2,125.00	-1,970,749.65		
8	4535	APP	08/12/24		CCS			.00	2,760.86	-1,973,510.51		
8	5518	APP	08/16/24		ACH1			.00	47.30	-1,973,557.81		
8	6077	APP	08/15/24		INT1			.00	3,154.87	-1,976,712.68		
8	6158	CRP	08/14/24		21	CASH RECEIPTS JOURNAL		10.20	.00	-1,976,702.48		
8	6551	APP	08/15/24		CCS			.00	595.00	-1,977,297.48		
8	6700	APP	08/19/24		ACH1			.00	2,320.00	-1,979,617.48		
8	6746	APP	08/16/24		ACHV02		2,320.00	.00	.00	-1,977,297.48		
8	6755	APP	08/19/24		ACH2			.00	2,320.00	-1,979,617.48		
8	6887	APP	08/16/24		CCS			.00	148.75	-1,979,766.23		
8	7314	APP	08/20/24		ACH1			.00	7,218.40	-1,986,984.63		
8	7586	GNI	08/20/24		7586	RE 2ND HALF TY23 CY 24		3,619.10	.00	-1,983,365.53		
8	7586	GNI	08/20/24		7586	RE 2ND HALF TY23 CY 24		7,774.55	.00	-1,975,590.98		
8	7586	GNI	08/20/24		7586	RE 2ND HALF TY23 CY 24	12,144,478.32	.00	.00	10,168,887.34		
8	7721	APP	08/19/24		CCS			.00	2,390.70	10,166,496.64		

Pay-In Procedures

The top drop down menus do the following:

General Revenues

Payment Processing

Payment Entry

1. Click the add icon in order to add a batch.
2. Tab down to **DEPARTMENT** and enter your agency's department number.
3. **Write down the batch number that is automatically generated by the system.**
4. In the **DEFAULT DEPOSIT** field enter the year for which the revenue was earned in. **This MUST be completed January thru March of each year!**
5. Tab down to **RECEIPT OPTION** and select Individual Only.
6. Press **ENTER** or the **CHECKMARK** to go to the next screen.

The screenshot displays the 'Payment Entry' application window. The title bar includes a logo, the text 'Payment Entry', and user icons. Below the title bar is a navigation bar with 'Close', 'Accept', and 'Cancel' buttons. The main content area is divided into several sections:

- Batch Information:** Fields for Batch Number (271985), Entry Date (09/03/2024), Processing Date (09/03/2024), Clerk (807tcatchle), Effective Date (09/03/2024), GL Effective Date (09/03/2024), GL Year/Period (2024, 9, SEP), Description, Department (21), and Life Cycle Step (10 - In Proof/Initial).
- Deposits:** A field for Default Deposit (2024) with an 'Overrides' button and a creation timestamp of 01/02/2024.
- Batch Totals:** Fields for Number of Items and Total Amount.
- Batch Options:** Receipt Option (INDIVIDUAL ONLY), Auto Validate? checkbox, Bank Code, and Bank Account.

At the bottom, there is a status bar showing '0 of 0' items and navigation arrows, along with the text 'Default Receipt printing option.'

7. On the next screen choose Misc Receipt.

The screenshot shows the 'Payment Entry' interface for Franklin County, dated 08/20. The top navigation bar includes icons for Close, Bankruptcy, Misc Receipt (selected), Cash a Check, Prepayment, GB Deposit, NSF Recovery, Preferences, and View Batch. Below the navigation bar, the 'Batch Information' section displays the following data:

Batch Information			
Batch #	271985	Department	21
		Batch Total	0.00
Deposit	2024	Current Receipt	0.00
		Receipt Count	0

8. Tab down to **PAID BY** and type **BOTH** your **NAME** and **PHONE NUMBER**.
9. Tab to **CHARGE CODE** and type **MISC**.
10. In the box next to **CHARGE CODE** delete what is automatically generated and type your description of the pay-in into the box.
11. Tab to **PRICE** and type in **TOTAL** amount of batch.
12. Tab to **CASH ACCOUNT** and type in the following:
1st Box-This is the fund to which the pay-in is going

2nd Box-This is **ALWAYS**101000

Back | Save | Cancel | Search | Delete | Add Charge

Payment Entry [FRANKLIN COUNTY | TEST | 08/20] > Miscellaneous Receipts >

Payment Detail

Loc/dept:

Customer:

Contract:

Rcpt Memo:

Comment:

Charge Detail

Charge code #: MISCELLANEOUS

Description:

Quantity:

Price:

Charge amount:

Cash account #:

GL Payment Allocation

Seq	Org	Obj	Proj	Acct Desc	Ref 1	Ref 2	Amount	Description
							100.00	

Total allocated:

13. Tab to **G/L PAYMENT ALLOCATION**

- Type in **ORG**
- Tab to **OBJ** and type in OBJECT CODE- **THIS IS USUALLY NOT AN EXPENSE ACCOUNT OR OBJECT CODE 101000!**
- Tab to **PROJ** and type in PROJECT NUMBER (*Only if applicable*)

13. **REF 1** should be the **BATCH NUMBER** that was written down earlier.

14. **REF 2** can be an additional description if needed (*up to 10 characters*).

15. Tab to **AMOUNT** and type in the amount of the line you are entering.

16. Tab to **DESCRIPTION** and type the description for each **INDIVIDUAL** line of the receipt.

17. Once the entire Pay-In has been entered press **ENTER** or **CHECKMARK** to go to the next screen.

The screenshot displays the 'Miscellaneous Receipts' application interface. At the top, there is a navigation bar with icons for Back, Accept, Cancel, Search, Delete, and Add Charge. Below this, the breadcrumb path is 'Payment Entry [FRANKLIN COUNTY | TEST | 08/20] > Miscellaneous Receipts >'. The main area is divided into two sections: 'Payment Detail' and 'Charge Detail'. The 'Payment Detail' section includes fields for Loc/dept, Customer, Contract, Rcpt Memo (containing 'Tiwan Atchley X7390'), and Comment. The 'Charge Detail' section includes fields for Charge code * (MISC), Description, Quantity (1.00), Price (100.00), Charge amount (100.00), and Cash account * (2013, 101000). Below these sections is the 'GL Payment Allocation' table, which has columns for Seq, Org, Obj, Proj, Acct Desc, Ref 1, Ref 2, Amount, and Description. A single row is visible with the following values: Seq: 13210800, Org: 436200, Obj: MFG HOUS, Ref 1: 271985, Ref 2: (empty), Amount: 100.00, Description: (empty). At the bottom left, there is a 'Total allocated' field showing 100.00. The bottom right corner shows 'Totals'.

19. In **PAYMENT METHOD** you may choose the following:

Choose the option that best describes the payment type of the Pay In you are doing.

20. In the **CHECK/REFERENCE #** field put either the check number of the Pay In or some identifying marker

Tender Payment

Payment Information

[View Receipts \(1\)](#) Total Amount \$100.00

[Add Another Payment](#)

Current Tender

Total Tendered	\$100.00	Change Due	\$0.00
----------------	----------	------------	--------

Amount:

Payment Method:

Deposit:

Tender Note:

All Tenders for Transaction

Payment Method	Tender Amount	Deposit
CHECK	\$100.00	2024

[+ Add Tender](#) [X Delete Tender](#)

Check Details

Check Number:

Bank Code:

Additional Information

Paid-By Customer: [Select Customer](#)

Paid-By Ref:

Print Options

Output summary receipt

Output individual receipts

Validate

Email receipt

Email receipt without printing

Printer:

Copies:

[Complete Transaction](#)

21. Tab to Print Options and check the box for "Output Individual Receipt"

22. Complete Transaction and click OK.

23. Tab to **PDF** or **DISPLAY** and click OK.

24. Click on the printer icon and specify which printer you would like the receipt to print on.

25. Tab to **COPIES** and enter how many copies you want, then click on **PRINT**.

26. Retrieve the copies of the pay-in from the printer and check to make sure there are no errors.

Releasing the Batch

1. Exit out of the detail sheet to return to the header.
2. Click on the **OUTPUT-REL** button on the toolbar.
3. A report options box will appear. Chose the options you want and click **ACCEPT**.
4. Choose your printer options. Local Printer (**lo**) is recommended.
5. A pop-up box will appear asking you if you would like to submit the batch. Click **YES**.

The screenshot displays the 'Payment Entry' application window. At the top, there is a toolbar with various icons for actions like Close, Search, Browse, Add, Update, View All, Content Find, Resume Batch, View-Rev, Output-Rel, Deposit Rpt, Settlement, and Update Deposits. Below the toolbar, the 'Batch Information' section contains several input fields: Batch Number (271985), Entry Date (09/03/2024), Processing Date (09/03/2024), Clerk (807tcatchle), Effective Date (09/03/2024), GL Effective Date (09/03/2024), GL Year/Period (2024, 9, SEP), Description, Department (21), and Life Cycle Step (10 - In Proof/Initial). The 'Deposits' section shows a 'Default Deposit' of 2024, created on 01/02/2024. The 'Batch Totals' section at the bottom indicates 'Number of Items' as 1 and 'Total Amount' as 100.00.

The screenshot shows a dialog box titled 'Output Options' with a close button (X) in the top right corner. Under the 'Report Options' section, there are four checkboxes, all of which are checked: 'Include payment method information for each Receipt', 'Include payment details for each Receipt', 'Include GL allocation details for Miscellaneous Receipts', and 'Include property details for each Receipt'. At the bottom of the dialog, there are two buttons: 'Accept' and 'Cancel'.

Correcting a Pay-In *Reversing a Batch

**You may reverse a batch when a mistake has been made or the Pay In will not make it to the Treasurer by the date it was entered on. Please REMEMBER to reverse your batch if for any reason the Pay In is incorrect or not deposited with the Treasurer.*

First Step: Unrelease the batch

- Click **RESUME BATCH**.
- A pop-up box will appear asking if you want to unrelease the batch. Click **YES**.



- You have now unreleased the batch

Second Step: Reversing the entry

- Click the **VIEW-REV** button of the left side toolbar
- Click the **CHECK MARK** to reverse the highlighted receipt
- Select **REVERSE**
- Type **REASON 1**
- You **MUST** do this for **EACH** receipt in the batch
- You **CAN** release only certain receipts within the batch

Third Step: Releasing the batch

- Follow the procedure for releasing a batch to release the reversal

YOU MUST RELEASE
THE REVERSAL IN
ORDER FOR IT TO POST
CORRECTLY!

This button begins the process of reversing the batch



Payment Entry

Close Search Browse Add Update View All Content Find **Resume Batch** View-Rev Output-Rel Deposits-Rel Settlement Update Deposits

Payment Entry

Batch Information

Batch Number: 271985
Entry Date: 09/03/2024
Processing Date: 09/03/2024
Clerk: 807tcatchle
Effective Date: 09/03/2024
GL Effective Date: 09/03/2024
GL Year/Period: 2024 9 SEP
Description:
Department: 21
Life Cycle Step: 10 - In Proof/Initial

Deposits

Default Deposit: 2024
Created 01/02/2024

Batch Totals

Number of Items: 1
Total Amount: 100.00

Browse Receipt Batch Contents

Back Accept Cancel Output Print Display PDF Save Excel Word

Payment Entry > Browse Receipt Batch Contents

Category	Year	Bill Number	Receipt Number	Activity	Eff. Date	Amount	Reason	Receipt Memo	Customer	Dept
2	2024	0	456552	P	09/03/2024	100.00		Tiwuan Atchley X7390		AUDITOR

This button reverses the batch.

Receipt Inquiry

Payment Entry [FRANKLIN COUNTY | TEST | 08/20] > Receipt Inquiry

Receipt Information		Source		Journal Information	
Year/Bill	2024 456552 <input type="button" value="View Bill"/>	Effective Date	09/03/2024	GL Effective Date	09/03/2024
Cat/Type	02 MS	Processing Date	09/03/2024	Post Date	
Activity	Payment	Entry Date/Time	09/03/2024 13:58	Year/Period/Journal	2024 9
Amount	100.00	Clerk	807tcatchle	External System	
Batch	271985	Department	21 AUDITOR	Batch ID	
Memo	Tiwuan Atchley X7390	Source	Payment Entry	Batch Number	
Comment		External System		Payment ID	
Notes/Alerts	This receipt cannot be transferred. This receipt has not been posted.		Status		
Customer/Property			Receipt Step	30 - Approved	
Customer No.			Batch Status	10 - In Proof/Initial	
Property Code			Reversal Status	Not Reversed	
			<input type="checkbox"/> Voiced		
			Reason		

Reversal Options

General

Reason: 1 - Key Error

Transfer To

AR Category:

Year:

Bill Number:

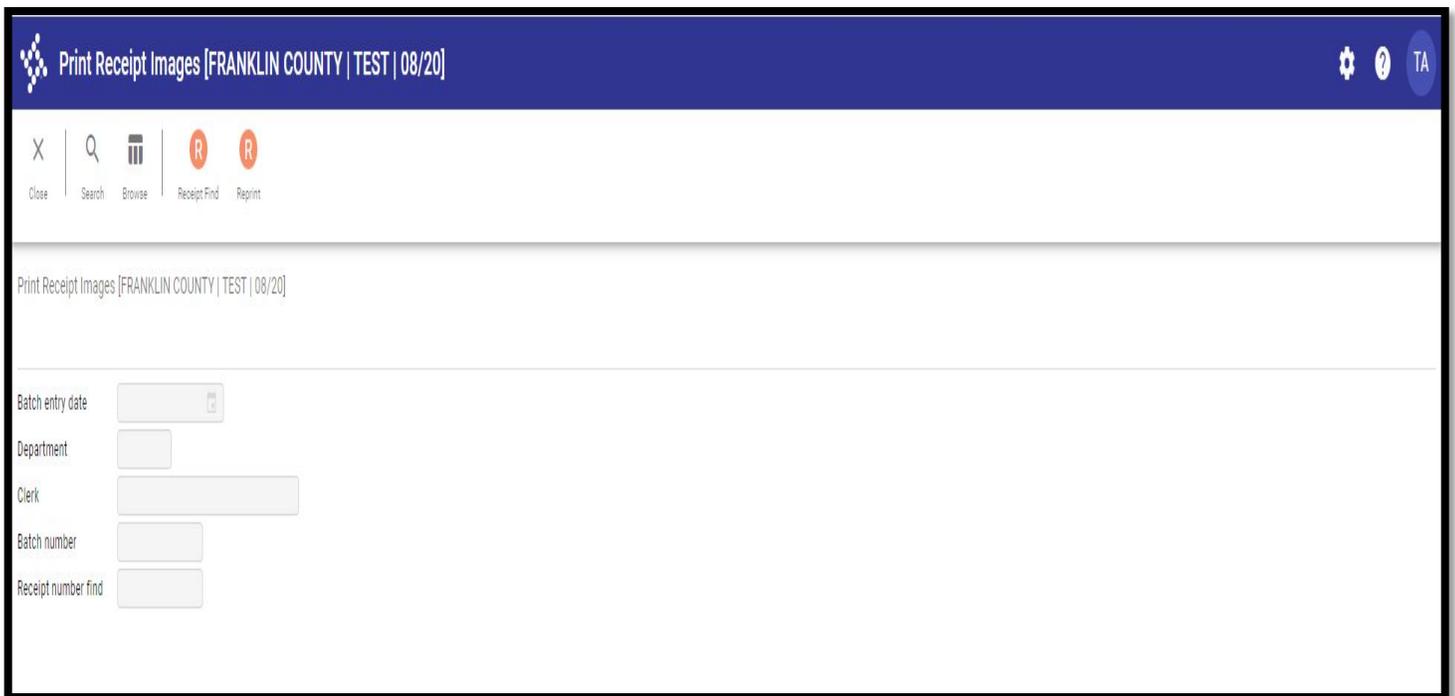
Reversal Status: Not Reversed

How to Reprint Receipt Images

Under the General Revenues Menu:

Payment Processing

Print Receipt Images



Click on the magnifying glass icon to search on the first four choices.

or

Click on the Receipt Find icon to search by receipt number.

Then click on the check mark icon.

Then click on the Reprint icon and go through the print dialog boxes to print to your printer.

Account Detail History Report

The Account Detail History Report program prints a report detailing journal entries based on a defined range of accounting periods. It provides source documents for receipts and expenditures. The report exports nicely to Microsoft Excel.

Report information is sorted into account number/period/journal number sequence and prints a line for totals with total debits, credits, and the net balance for each account.

Account Detail History Report

Under the Financials Menu:

General Ledger Menu

Journal Entry/History

Account Detail History Report

Account Detail History Report

Account Detail History Report [FRANKLIN COUNTY | TEST | 08/20]

Account

Fund

Org

Object

Project

Rollup

Report Options

Execute this report

Print GL master start-of-year balances

Year and period range to

Source journal code

Include entries between dates to

Include encumb/liq entries

Include budget entries

Print full GL account

Print JE comment and vendor

Double space journal detail

Separate page for each account

Multiyear view

Print report options

Cash account: subtotal by date or ref3/deposit#

Query the current database table.

Click on the DEFINE icon

Fund Enter fund number (i.e. 2013; but I will leave blank for this example)

Org Enter org number (i.e. 1321????) – 8 digits for most agencies

Object Enter object number (i.e. 54* for all Capital Outlays)

Project Enter a project number to narrow the search even further

Click on the check mark and the report options will become available.

Choose when to execute the report, date range, source journal code, etc.

If you want a fiscal year range uncheck the **PRINT GL MASTER START-OF-YEAR BALANCES**, then enter the years and months range.

Use the print report options to create a printout of the options you have chosen for the purpose of helping you recall how you created the report.

Click on the check mark to run the report.

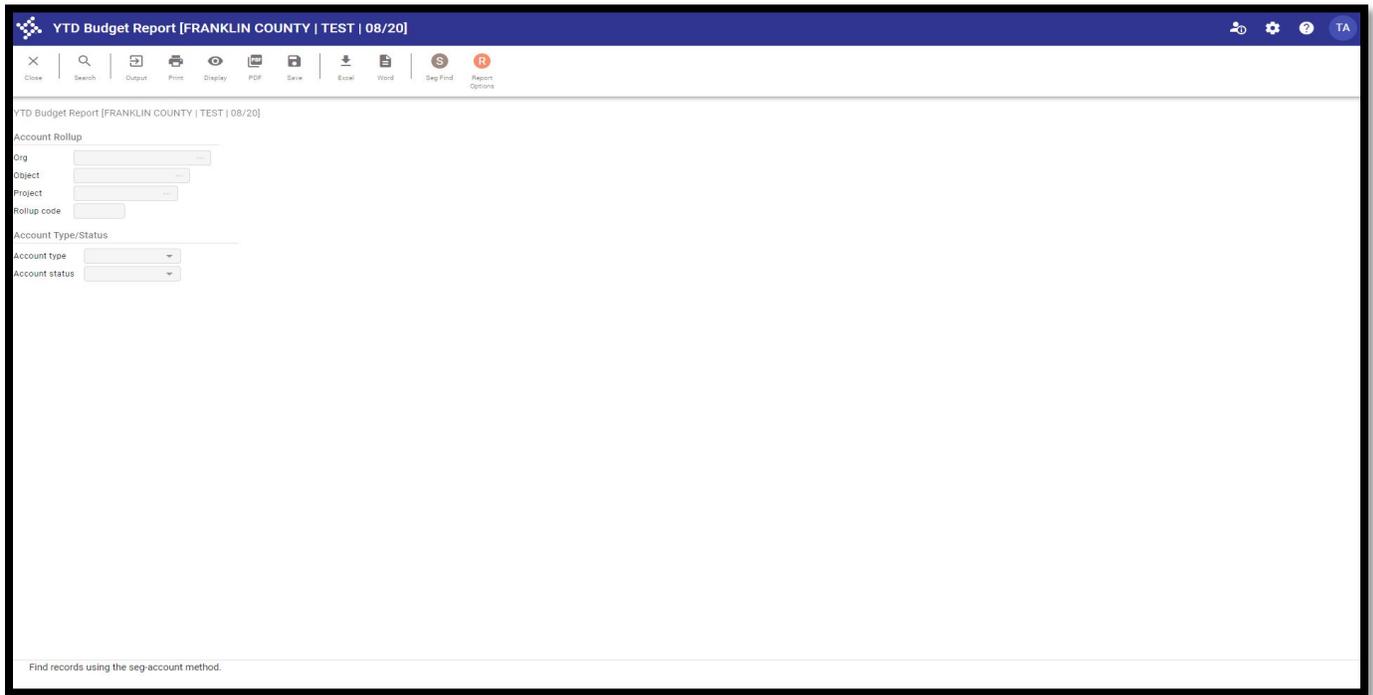
Year to Date Budget Report

Next steps under the Financials Menu:

General Ledger Menu

Inquiries and Reports

YTD Budget Report



Click on the magnifying glass to enter the search terms.

Org Enter the org code. You can limit this report to a range if you know the beginning and ending numbers. To make the report meaningful, limit your range to a “budget” range. For most county entities, a single wildcard (?) works well (For example: 1321????).

Object Enter the object code. You can limit this report to a range of object codes if you know the beginning and ending number. (Note: Use 5* to limit the report to expenditures only. If not, the report will be misleading.)

Click on the checkmark, then click on the **REPORT OPTIONS** icon.

YTD Budget Report [FRANKLIN COUNTY | TEST | 08/20]

Close Accept Cancel Query

YTD Budget Report [FRANKLIN COUNTY | TEST | 08/20] > Q

Account Rollup

Org: 1321????

Object: 5*

Project:

Rollup code:

Account Type/Status

Account type:

Account status:

Enter the Object code.

Report Options

Back Accept Cancel

YTD Budget Report [FRANKLIN COUNTY] > Report Options > ✎

Report Sequence

Execute this report: Now

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	10 - Character	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3	9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title *
YEAR-TO-DATE BUDGET REPORT

Print Options Additional Options

Report Options

Include only accounts that used: 0 % or greater of budget

Order accounts by: Full Account

Totals only:

Account description: Short

Print full GL account:

Roll projects to object:

Print report options:

Truncate full description:

Year/period: Within year/period 2024 / 13

Carry forward: Totals (GAAP)

Print MTD version:

Format type: Standard format

Double space:

Suppress zero bal accts:

Exclude YEC Journals:

When is the report to be executed?

The “Totals only” box cannot be checked in order to use the additional options tab.

Press Enter or click on the check mark.

Close this screen and then click on the PRINT icon on the previous screen.

FRANKLIN COUNTY



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	10	Y	N
Sequence 3	9	Y	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: Y
Print Full or Short description: S
Print full GL account: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Include requisition amount: Y
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: N
From Yr/Per: 2021/ 8
To Yr/Per: 2021/ 8
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PG #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

Year/Period: 2024/13
Print MTD version: N
Roll projects to object: N
Carry forward code: 1

Find Criteria
Field Name Field value
Org 1321????
Object 5*
Project
Rollup code
Account type
Account status

The level of detail returned is determined by the Report Options you choose for the report.

See Sample Reports for examples of this report run with different Report Options.

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
2013 REAL ESTATE ASSESSMENT (21-RE)								
5A PERSONAL SERVICES								
13210800 21-A2-2013-APPRSL&TAX	7,569,026	117,328	7,686,354	5,497,550.11		2,188,803.89	71.5%	
TOTAL PERSONAL SERVICES	7,569,026	117,328	7,686,354	5,497,550.11	.00	2,188,803.89	71.5%	
5B FRINGE BENEFITS								
13210800 21-A2-2013-APPRSL&TAX	3,445,792	19,184	3,464,976	2,561,830.20		903,145.80	73.9%	
TOTAL FRINGE BENEFITS	3,445,792	19,184	3,464,976	2,561,830.20	.00	903,145.80	73.9%	
5C MATERIALS & SERVICES								
13210800 21-A2-2013-APPRSL&TAX	12,978,667	0	12,978,667	4,215,602.15	4,583,806.97	4,179,257.88	67.8%	
TOTAL MATERIALS & SERVICES	12,978,667	0	12,978,667	4,215,602.15	4,583,806.97	4,179,257.88	67.8%	
TOTAL REAL ESTATE ASSESSMENT (21-RE)	23,993,485	136,512	24,129,997	12,274,982.46	4,583,806.97	7,271,207.57	69.9%	
GRAND TOTAL	23,993,485	136,512	24,129,997	12,274,982.46	4,583,806.97	7,271,207.57	69.9%	

** END OF REPORT - Generated by Tiwuan C. Atchley **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	10	Y	N
Sequence 3	9	Y	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: S
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: Y
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2021/ 8
 To Yr/Per: 2021/ 8
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2024/13
 Print MTD Version: N

Roll projects to object: N
 Carry forward code: 1

Find Criteria	
Field Name	Field Value
Org	1321????
Object	5*
Project	
Rollup code	
Account type	
Account status	

Capital Asset Inquiry

Under the Financials Menu, click on:

Capital Assets (previously Fixed Assets)

Inquiries and Reports

Asset Inquiry

Capital Asset Inquiry [FRANKLIN COUNTY | TEST | 08/20]

Capital Asset

Number *

Status

Class *

Subclass *

Commodity

Description *

Parent

Type *

Tag number

Serial/Parcel

Pending transactions

Attributes Financial Maintenance/Insurance Memos Image Subsidiary Assets EAM Work Orders

Location

Location *

Location memo

Floor/Room

Storage location

Acres

Square feet

GIS layer ID

Department

Department *

Custodian *

Registration

Titleholder

Manufacturer

Model

Model year

License/Registration number

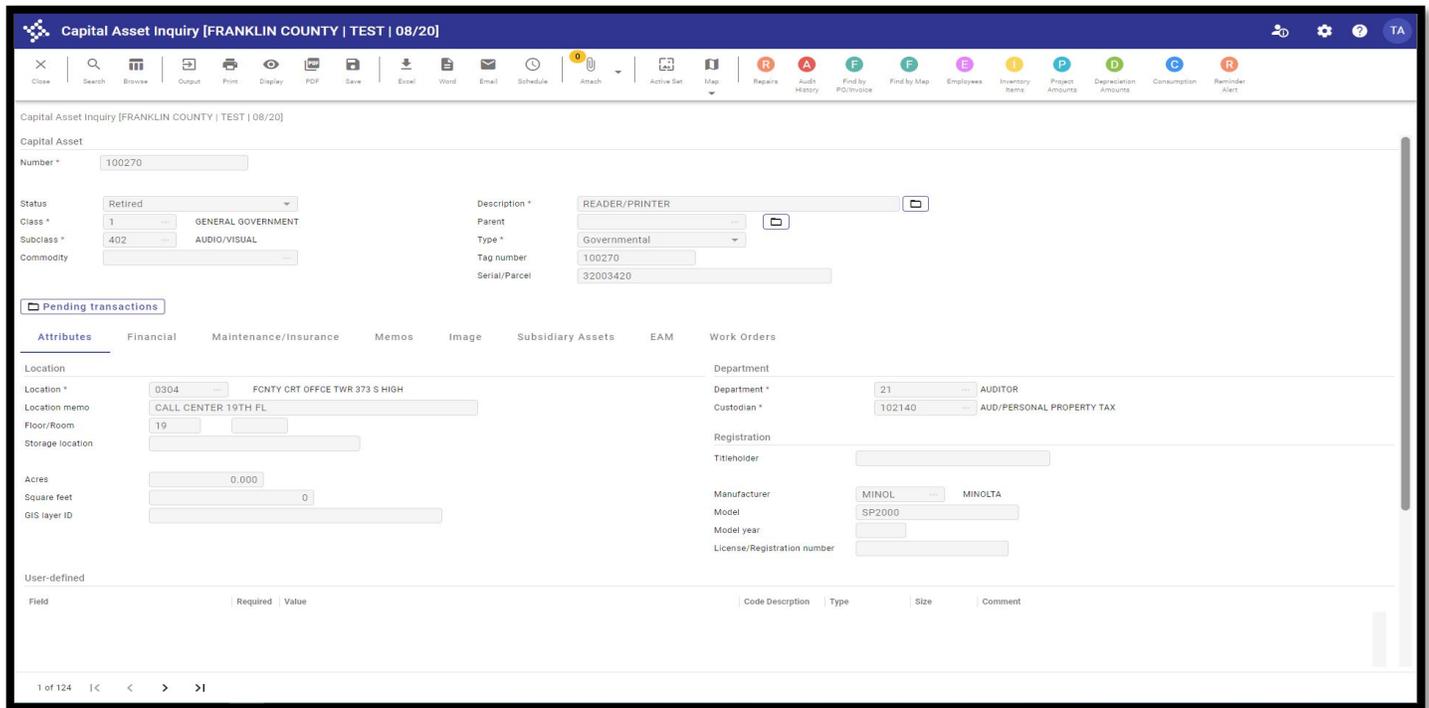
User-defined

Field	Required	Value	Code	Description	Type	Size	Comment

Type in the agency number in the Department field (i.e. Auditor = 21) or use the browse button for the field to select an agency.



Hit **“Enter”**



To download fixed asset information into an Excel spreadsheet, Click the Excel symbol on the menu bar. From there, the data can be sorted and manipulated to your preferences.

The program offers an export filter which allows you to select which fields you would like to have exported to Excel.

You can also click on the browse icon to see a listing of assets for the selected agency.

Capital Asset Inquiry [FRANKLIN COUNTY] TEST | 08/20 | Capital Asset Inquiry

Back Accept Cancel Output Print Display PDF Save Excel Word

Record Number	Asset	Description	Status	Class	Serial/Parcel	Loc. Descr	Fiscal Yr	Room	Est Useful	Disp Rstret	PO Number	Multiple Pos?
1	100270	READER/PRINTER	Retired	1	32003420	FCNTY CRT	2000		10	0		N
2	100271	TRUCK, 00', #137	Retired	1	1FTNX20LSYED94200	PRK LT/ALL	2000	137	8	0		N
3	101063	TAPE DRIVE	Retired	1	4A94CHT177XW	FCNTY CRT	2000	808	5	0		N
4	101064	SERVER	Retired	1	D029CL61K019	FCNTY CRT	2000	808	7	0		N
5	101937	OCTANE ANALYZER	Retired	1	14185	FCNTY CRT	2001		10	0		N
6	102004	MICROFILM READER/PRINTER	Retired	1	32005156	FCNTY CRT	2001	COPY	10	0		N
7	102045	COPIER	Retired	1	24PE08282	FCNTY CRT	2001	PERPR	5	0		N
8	103119	7 BAY CABINET	Retired	1	4121DP4Z1000	FCNTY CRT	2001	COMP	15	0		N
9	104053	DYE PLOTTER	Retired	1	SG2BM1401R	FCNTY CRT	2003		7	0		N
10	104060	GIS PROG	Retired	1	ECHK3250017	FCNTY CRT	2003		5	0		N
11	104085	AUTOMATIC FEED MAILER	Retired	1	03CV-5816	FCNTY CRT	2003		7	0		N
12	104086	DUPLICATOR/REFORMATOR	Retired	1	0036019	FCNTY CRT	2003		5	0		N
13	104087	DYE PLOTTER	Retired	1	SG2CG1400N	FCNTY CRT	2003		7	0		N
14	104088	DYE PLOTTER	Retired	1	SG2CQ14020	FCNTY CRT	2003		7	0		N
15	104128	CAT 6000	Retired	1	CAT0804YOLK	FCNTY CRT	2004		5	0		N
16	104129	INSIDE 563	Retired	1		FCNTY CRT	2004		5	0		N
17	104137	SERVER	Retired	1	HG1WQ41	FCNTY CRT	2004		5	0		N
18	104149	COPIER	Retired	1	J5937203444	FCNTY CRT	2004		7	0		N
19	104191	COPIER	Retired	1	26XH10563	FCNTY CRT	2004		7	0		N
20	104228	SERVER	Retired	1	96115	FCNTY CRT	2004		5	0		N

Search / Filter Record

1 of 124

Use your arrow keys to move up and down the listing. You can access an assets individual record from this screen by double-clicking on the row containing the asset record you wish to view.

You can also download this information, as is, into an Excel spreadsheet.

Subsidiary Ledger

Click on the Financials menu and select:

A. General Ledger Menu

D. End of Period

B. Subsidiary Ledgers

Subsidiary Ledger

The screen should appear like below:

The screenshot shows a web application interface for generating a Subsidiary Ledgers report. The title bar reads "Subsidiary Ledgers [FRANKLIN COUNTY | TEST | 08/20]". Below the title bar is a toolbar with icons for Close, Search, Output, Print, Display, PDF, Save, Excel, Segment Find, and Report Options. The main content area is titled "Subsidiary Ledgers [FRANKLIN COUNTY | TEST | 08/20]" and contains a form with the following fields:

- Account
- Org
- Object
- Project

At the bottom of the form, there is a small text label: "Query the current database table using seg-account method."

The report will need to have the org and object, and optionally a project code, defined.

Subsidiary Ledger Report

Subsidiary Ledgers [FRANKLIN COUNTY | TEST | 08/20]

Close Search Output Print Display PDF Save Excel Segment Find Report Options

Subsidiary Ledgers [FRANKLIN COUNTY | TEST | 08/20]

Account

Org 1321????

Object 52*

Project

Define sequencing, totals, spacing, etc.
792 Records found.

Org Enter the org number (i.e. 1321????)

Object Enter the object code (i.e. 52*)

Project Enter the project code

Click on the check mark

Subsidiary Ledger Report

The screenshot shows the 'Report Options' screen for 'Subsidiary Ledgers [FRANKLIN COUNTY | TEST | 08/20]'. The interface includes a navigation bar with 'Back', 'Accept', and 'Cancel' buttons. The main content area is divided into several sections:

- Sequences:** A dropdown menu for 'Execute this report' is set to 'Now'. Below it, a table allows configuration for four sequences:

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

- Year/Period:** 'Reporting year/period' is set to 'Within year/period' with '2024' and '08' entered.
- Print:** Set to 'Expense'.
- Version:** Set to 'Detail'.
- Order accounts by:** Set to 'Org, Object, Project'.
- Multyear view:** Set to 'Default view'.
- Options:** 'Omit zero balance accounts' is checked, while 'Print full GL account' and 'Print report options' are unchecked.

At the bottom, a question 'When is the report to be executed?' is partially visible.

- Choose the sequence, totaling and page break for the data
- Choose the reporting year and period
- Choose to print expenses or revenues
- Choose print format for detail or summary
- Choose the sorting order for the report
- Choose the multiyear view

Subsidiary Ledger Report

JNL	SRC	EFF	DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
REAL ESTATE ASSESSMENT (21-RE) 21-A2-2013-APPRSL&TAX								
13210800	520105			IT CONSULTANTS	300,000.00	261,119.63	.00	
				CURRENT PERIOD TOTALS:	.00	.00	.00	
				ACCOUNT BALANCES	300,000.00	261,119.63	.00	38,880.37
13210800	520108			APPRAISERS	5,250,000.00	286,941.78	179,337.64	
				2164 GEN 08/06/24 2164 REALLOCATE RETAINAGE BALANCE	.00	179,337.64	.00	
				2240 POM 08/06/24 801584 REDUCE PO 2024	.00	.00	-179,337.64	
				4816 POE 08/13/24 801584 PROJECT 13895# NEW CONSTRUCTIO	.00	.00	8,967.07	
				CURRENT PERIOD TOTALS:	.00	179,337.64	-170,370.57	
				ACCOUNT BALANCES	5,250,000.00	466,279.42	8,967.07	4,774,753.51
13210800	520108	AUD12		APPRAISERS	.00	968,428.58	.00	
				CURRENT PERIOD TOTALS:	.00	.00	.00	
				ACCOUNT BALANCES	.00	968,428.58	.00	-968,428.58
13210800	520199			PROFESSIONAL SERVICES-OTHER	1,084,000.00	182,406.12	1,576,928.75	
				2319 API 08/06/24 802664 2ND AGENDA-MEDIATION SERVICES	.00	6,300.00	.00	
				2320 API 08/06/24 802666 2ND AGENDA-MEDIATION SERVICES	.00	1,860.00	.00	
				2321 API 08/06/24 802673 2ND AGENDA-MEDIATION SERVICES	.00	8,480.00	.00	
				6641 API 08/14/24 803171 MEDIATION SERVICES	.00	2,320.00	.00	
				7099 API 08/15/24 802667 MEDIATION SERVICES	.00	5,260.00	.00	
				2319 POL 08/06/24 802664 2ND AGENDA-MEDIATION SERVI2024	.00	.00	-6,300.00	
				2320 POL 08/06/24 802666 2ND AGENDA-MEDIATION SERVI2024	.00	.00	-1,860.00	
				2321 POL 08/06/24 802673 2ND AGENDA-MEDIATION SERVI2024	.00	.00	-8,480.00	
				6641 POL 08/14/24 803171 MEDIATION SERVICES 2024	.00	.00	-2,320.00	
				7099 POL 08/15/24 802667 MEDIATION SERVICES 2024	.00	.00	-5,260.00	
				CURRENT PERIOD TOTALS:	.00	24,220.00	-24,220.00	
				ACCOUNT BALANCES	1,084,000.00	206,626.12	1,552,708.75	-675,334.87
13210800	520201			POSTAL SERVICES	350,000.00	49,866.73	434,633.27	
				4894 API 08/08/24 030202 1ST AGENDA- COUNTY POSTAGE	.00	1,301.37	.00	
				4896 API 08/08/24 030202 1ST AGENDA- COUNTY POSTAGE	.00	1,574.70	.00	
				4894 POL 08/08/24 030202 1ST AGENDA- COUNTY POSTAGE2024	.00	.00	-1,301.37	
				4896 POL 08/08/24 030202 1ST AGENDA- COUNTY POSTAGE2024	.00	.00	-1,574.70	
				CURRENT PERIOD TOTALS:	.00	2,876.07	-2,876.07	
				ACCOUNT BALANCES	350,000.00	52,742.80	431,757.20	-134,500.00
13210800	520206			ADVERTISING & PROMOTION	145,000.00	13,731.91	77,070.99	
				3584 API 08/05/24 360647 2ND AGENDA - ADVERTISING	.00	2,125.00	.00	
				4462 API 08/08/24 127902 CRESTLINE	.00	1,325.15	.00	
				4465 API 08/08/24 354796 HMF VENDOR	.00	255.00	.00	
				7025 API 08/02/24 802424 Z PROMOTIONS	.00	1,958.40	.00	
				3584 POL 08/05/24 360647 2ND AGENDA - ADVERTISING 2024	.00	.00	-2,125.00	
				4462 POL 08/08/24 127902 CRESTLINE 2024	.00	.00	-1,325.15	

APPROPRIATION SUBSIDIARY LEDGER FOR 2024 8

JNL	SRC	EFF DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
4465	POL	08/08/24	354796 HMF VENDOR	.00	.00	-255.00	
7025	POL	08/02/24	802424 Z PROMOTIONS	.00	.00	-1,958.40	
			CURRENT PERIOD TOTALS:	.00	5,663.55	-5,663.55	
			ACCOUNT BALANCES	145,000.00	19,395.46	71,407.44	54,197.10
13210800	520208		MEMBERSHIPS	45,000.00	27,133.17	28,940.83	
3221	API	08/07/24	111725 MEMBERSHIPS	.00	224.40	.00	
7412	API	08/13/24	109309 2ND AGENDA - COSTAR MEMBERSHIP	.00	2,348.20	.00	
3221	POL	08/07/24	111725 MEMBERSHIPS 2024	.00	.00	-224.40	
7412	POL	08/13/24	109309 2ND AGENDA - COSTAR MEMBER2024	.00	.00	-2,348.20	
			CURRENT PERIOD TOTALS:	.00	2,572.60	-2,572.60	
			ACCOUNT BALANCES	45,000.00	29,705.77	26,368.23	-11,074.00
13210800	520209		PUBLICATIONS & SUBSCRIPTIONS	40,000.00	13,275.10	58,962.90	
4902	API	08/08/24	036801 2ND AGENDA- SUBSCRIPTIONS	.00	278.80	.00	
4902	POL	08/08/24	036801 2ND AGENDA- SUBSCRIPTIONS 2024	.00	.00	-278.80	
			CURRENT PERIOD TOTALS:	.00	278.80	-278.80	
			ACCOUNT BALANCES	40,000.00	13,553.90	58,684.10	-32,238.00
13210800	520210		LEGAL ADVERTISING	10,000.00	257.60	14,742.40	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	10,000.00	257.60	14,742.40	-5,000.00
13210800	520213		PRINTING FORMS & BULLETINS	125,000.00	89,359.81	28,846.23	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	125,000.00	89,359.81	28,846.23	6,793.96
13210800	520215		IT CELLPHONE & DATA PLAN SVCS	30,000.00	5,189.32	19,460.68	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	30,000.00	5,189.32	19,460.68	5,350.00
13210800	520218		PUBLIC RELATIONS/AWARENESS	25,000.00	.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	25,000.00	.00	.00	25,000.00
13210800	520300		INSURANCE & LICENSES	5,000.00	347.00	2,253.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	5,000.00	347.00	2,253.00	2,400.00
13210800	520307		TAXES/LEVIES/ASSESSMENTS	20,000.00	.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	20,000.00	.00	.00	20,000.00

JNL	SRC	EFF DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
13210800	520401		TRAVEL EXPENSES NO OVERNIGHT	5,000.00	2,044.40	1,147.50	
	2318 PRJ	08/09/24	080924 WARRANT=080924 RUN=1 REGULAR	.00	189.59	.00	
	4356 POM	08/12/24	999999 EE REIMBURSEMENT 2024	.00	.00	-85.84	
			CURRENT PERIOD TOTALS:	.00	189.59	-85.84	
			ACCOUNT BALANCES	5,000.00	2,233.99	1,061.66	1,704.35
13210800	520402		TRAVEL EXPENSES WITH OVERNIGHT	50,000.00	3,596.42	13,503.20	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	50,000.00	3,596.42	13,503.20	32,900.38
13210800	520405		TUITION PMTS & REIMBURSEMENTS	5,000.00	4,250.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	5,000.00	4,250.00	.00	750.00
13210800	520408		TRAINING	50,000.00	15,147.42	33,475.08	
	3207 API	08/05/24	091009 2ND AGENDA-OHIO STATE/LEVERAGE	.00	18,062.50	.00	
	5698 API	08/09/24	247076 TRAINING	.00	595.00	.00	
	6591 API	08/15/24	049737 CONTINUING ED TRAININGS E FREE	.00	148.75	.00	
	7403 API	08/13/24	091009 CAREER FAIR	.00	42.50	.00	
	3207 POL	08/05/24	091009 2ND AGENDA-OHIO STATE/LEVE2024	.00	.00	-18,062.50	
	5698 POL	08/09/24	247076 TRAINING 2024	.00	.00	-595.00	
	6591 POL	08/15/24	049737 CONTINUING ED TRAININGS E 2024	.00	.00	-148.75	
	7403 POL	08/13/24	091009 CAREER FAIR 2024	.00	.00	-42.50	
			CURRENT PERIOD TOTALS:	.00	18,848.75	-18,848.75	
			ACCOUNT BALANCES	50,000.00	33,996.17	14,626.33	1,377.50
13210800	520409		HOSTED EVENTS	2,500.00	.00	1,500.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	2,500.00	.00	1,500.00	1,000.00
13210800	520410		REGISTRATION FEE-SAME DAY	25,000.00	1,052.50	75.00	
	7716 API	08/15/24	103261 OHIO GIS CONFERENCE	.00	2,792.00	.00	
	2853 POE	08/06/24	999999 OHIO GIS CONFERENCE	.00	.00	3,300.00	
	4356 POM	08/12/24	999999 EE REIMBURSEMENT 2024	.00	.00	67.04	
	7716 POL	08/15/24	103261 OHIO GIS CONFERENCE 2024	.00	.00	-2,792.00	
			CURRENT PERIOD TOTALS:	.00	2,792.00	575.04	
			ACCOUNT BALANCES	25,000.00	3,844.50	650.04	20,505.46
13210800	520411		REGISTRATION FEE-OVERNIGHT	15,000.00	4,060.00	3,933.23	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	15,000.00	4,060.00	3,933.23	7,006.77
13210800	522004		BUILDINGS & OFFICES RENT/LEASE	.00	-114.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	.00	-114.00	.00	114.00

JNL	SRC	EFF DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
13210800	522006		STORAGE FACILITIES RENT/LEASE	12,000.00	6,179.17	5,820.83	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	12,000.00	6,179.17	5,820.83	.00
13210800	522014		IT LEASES	23,750.00	15,552.96	10,447.04	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	23,750.00	15,552.96	10,447.04	-2,250.00
13210800	522101		IT SOFTWARE SUBSCRIPTION/MAINT	3,929,145.00	820,446.46	1,531,740.20	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	3,929,145.00	820,446.46	1,531,740.20	1,576,958.34
13210800	522102		IT MICROSOFT LICENSES	73,062.00	126,522.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	73,062.00	126,522.00	.00	-53,460.00
13210800	523200		TRANSCRIPTION EXPENSES	25,000.00	2,846.06	34,950.13	
	3216	API 08/05/24	102926 1ST AGENDA- TRANSCRIPTION EXP	.00	808.00	.00	
	7586	GNI 08/20/24	7586 RE 2ND HALF TY23 CY 24	.00	-7,774.55	.00	
	3216	POL 08/05/24	102926 1ST AGENDA- TRANSCRIPTION2024	.00	.00	-808.00	
			CURRENT PERIOD TOTALS:	.00	-6,966.55	-808.00	
			ACCOUNT BALANCES	25,000.00	-4,120.49	34,142.13	-5,021.64
13210800	525000		MAINTENANCE & REPAIR SERVICES	1,000.00	.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	1,000.00	.00	.00	1,000.00
13210800	525004		BUILDING MAINTENANCE & REPAIR	15,000.00	.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	15,000.00	.00	.00	15,000.00
13210800	525008		VEHICLE MAINTENANCE & REPAIR	2,500.00	519.61	3,480.39	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	2,500.00	519.61	3,480.39	-1,500.00
13210800	525009		MAINTENANCE & REPAIR AGREEMNTS	35,000.00	9,073.07	17,926.93	
	2011	API 08/05/24	802959 SERVICE AGREEMENT HP T1700PS L	.00	1,950.00	.00	
	4488	API 08/08/24	108318 2ND AGENDA - COPIER LEASE AND	.00	1,180.71	.00	
	2011	POL 08/05/24	802959 SERVICE AGREEMENT HP T17002024	.00	.00	-1,950.00	
	4488	POL 08/08/24	108318 2ND AGENDA - COPIER LEASE 2024	.00	.00	-1,180.71	
			CURRENT PERIOD TOTALS:	.00	3,130.71	-3,130.71	
			ACCOUNT BALANCES	35,000.00	12,203.78	14,796.22	8,000.00

JNL	SRC	EFF DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
13210800	525014		IT & UCC MAINT & REPAIR AGREE	.00	175,000.00	455,000.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	.00	175,000.00	455,000.00	-630,000.00
13210800	526002		IT DATA PROCESSING SERVICES	1,000,000.00	829,729.00	137,426.12	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	1,000,000.00	829,729.00	137,426.12	32,844.88
13210800	526103		ADVERTISING DELINQUENT TAXES	15,000.00	-3,619.56	13,000.00	
	7586	GNI 08/20/24 7586	RE 2ND HALF TY23 CY 24	.00	-3,619.10	.00	
			CURRENT PERIOD TOTALS:	.00	-3,619.10	.00	
			ACCOUNT BALANCES	15,000.00	-7,238.66	13,000.00	9,238.66
13210800	529100		COST ALLOCATION PLAN	41,090.00	41,129.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	41,090.00	41,129.00	.00	-39.00
13210800	529900		OTHER SERVICES & CHARGES	6,800.00	.00	.00	
			CURRENT PERIOD TOTALS:	.00	.00	.00	
			ACCOUNT BALANCES	6,800.00	.00	.00	6,800.00
TOTAL 13210800			CURRENT PERIOD TOTALS:	.00	229,324.06	-228,279.85	
21-A2-2013-APPRSL&TAX			ACCOUNT BALANCES:	12,760,847.00	4,180,795.32	4,456,322.49	4,123,729.19
TOTAL 2013			CURRENT PERIOD TOTALS:	.00	229,324.06	-228,279.85	
REAL ESTATE ASSESSMENT (21-RE)			ACCOUNT BALANCES:	12,760,847.00	4,180,795.32	4,456,322.49	4,123,729.19

** END OF REPORT - Generated by Tiwuan C. Atchley **

General Ledger Account Inquiry

Click on the Financials menu and click:



General Ledger Menu



Inquiries and Reports



Account Inquiry

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20]

Account

Fund: [] Acct: []
 Org: [] Acct name: [] Account Notes
 Object: [] Type: [] Status: []
 Project: [] Rollup: []
 Sub-Rollup: []
 MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2024/08	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget				
Transfers In				
Transfers Out				
Revised Budget				
Actual (Memo)				
Encumbrances				
Requisitions				
Available				
Percent used				

0 of 0 < > Display detail information for current account.

Click on the magnifying glass icon to find a data set. You can also use the keyboard shortcut(Ctrl + F). Enter org code, such as 13210800. Wildcard characters can also be used, such as 1321???? to limit search to orgs with eight digits. Enter object code. In this example, we are using 522101. You can do searches using wildcards, such as 52* for all services.

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20]

Account

Fund: 2013 RE ASSESS Acct: 2013-21-A2-08-00-01-0000-01-522101-
 Org: 13210800 APPRSLTAX Acct name: IT SOFTWARE SUBSCRIPTION/MAINT Account Notes
 Object: 522101 IT SOF MNT Type: Expense Status: Active
 Project: [] Rollup: 21C13 21-2013-SVCS & MATLS
 Sub-Rollup: []
 MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2024/08	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget	3,929,145.00	2,783,450.00	2,883,590.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	3,929,145.00	2,783,450.00	2,883,590.00	.00
Actual (Memo)	820,446.46	2,747,070.90	1,580,030.89	.00
Encumbrances	1,861,740.20	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	1,246,958.34	36,379.10	1,303,559.11	.00
Percent used	68.26	98.69	54.79	.00

1 of 1 < > Display detail information for current account.

Journal Selection Criteria

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20] > Journal Selection Criteria >

Date range: 01/01/2023 to 12/31/2023
 Year/period: 2023 1 to 2023 12

Include Unposted journals
 Limit To:
 Actual journals
 Budget journals
 Encumbrance journals

Source Journal:
 Reference 1:
 Reference 2:
 Reference 3:
 Reference 4:
 Invoice:

Include encumbrance journals in detail.

- Detail
- Months
- Seg Find
- Totals

“Detail” shows detail transactions information

Enter preferences on the Journal Selection Criteria box to limit your Search to certain criteria.

Use the Date range fields to limit search to a specific time period.

You may limit the search by Source Journal. Click on the browse button for a list of Source Journal Codes to choose from.

You may also limit the search by entering information in the Reference Fields (Ref1 is vendor number, Ref2 is purchase order).

After entering your search preferences, press enter to start the search.

Account Detail

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20] > Account Detail

Org: 13210800 | Object: 522101 | Project: 2013-21-A2-08-00-01-0000-01-522101-
Account Description: IT SOFTWARE SUBSCRIPTION/MAINT

Posted	YR/Per	Journal	Eff Dt	Post Date	Src	Ref1	Project String	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor
Y	2023/12	10935	12/28/23	12/28/23	POM	800213		32114047	CAN 1	PO MAINT	-194,774.00			WOOLPERT INC
Y	2023/12	10935	12/28/23	12/28/23	POM	801584		32114012	CAN 1	PO MAINT	-64,359.65			TYLER TECHNOLC
Y	2023/12	10935	12/28/23	12/28/23	POM	800213		32114015	CAN 1	PO MAINT	-500,151.00			WOOLPERT INC
Y	2023/12	9261	12/20/23	12/20/23	POM	134667		32114044		PO MAINT	-91.20			MNJ TECHNOLOG
Y	2023/12	3122	12/07/23	12/08/23	POL	801584		32114012	21008798	LIQ/INV	-32,960.00			TYLER TECHNOLC
Y	2023/12	3122	12/07/23	12/08/23	API	801584		32114012	21008798	W 1208ACH1	32,960.00	604169	1208ACH1	TYLER TECHNOLC
Y	2023/10	10080	10/30/23	10/30/23	POM	134667		32114044		PO MAINT	91.20			MNJ TECHNOLOG
Y	2023/10	7595	10/20/23	10/20/23	POM	134667		32114044		PO MAINT	-91.20			MNJ TECHNOLOG
Y	2023/10	7161	10/19/23	10/20/23	API	801584		32114012	20986711	W 1020ACH1	203,073.70	601139	1020ACH1	TYLER TECHNOLC
Y	2023/10	7161	10/19/23	10/20/23	POL	801584		32114012	20986711	LIQ/INV	-225,637.45			TYLER TECHNOLC
Y	2023/10	7160	10/19/23	10/20/23	POL	801584		32114012	20986710	LIQ/INV	-225,637.45			TYLER TECHNOLC
Y	2023/10	7160	10/19/23	10/20/23	API	801584		32114012	20986710	W 1020ACH1	203,073.70	601139	1020ACH1	TYLER TECHNOLC
Y	2023/10	7159	10/19/23	10/20/23	API	801584		32114012	20986703	W 1020ACH1	203,073.70	601139	1020ACH1	TYLER TECHNOLC
Y	2023/10	7159	10/19/23	10/20/23	POL	801584		32114012	20986703	LIQ/INV	-225,637.45			TYLER TECHNOLC
Y	2023/10	7156	10/18/23	10/20/23	POL	801584		32114012	20985964	LIQ/INV	-22,287.00			TYLER TECHNOLC
Y	2023/10	7156	10/18/23	10/20/23	API	801584		32114012	20985964	W 1020ACH1	22,287.00	601139	1020ACH1	TYLER TECHNOLC
Y	2023/10	7155	10/18/23	10/20/23	API	801584		32114012	20985962	W 1020ACH1	30,725.00	601139	1020ACH1	TYLER TECHNOLC
Y	2023/10	7155	10/18/23	10/20/23	POL	801584		32114012	20985962	LIQ/INV	-30,725.00			TYLER TECHNOLC
Y	2023/10	7154	10/18/23	10/20/23	POL	801584		32114012	20985959	LIQ/INV	-32,985.00			TYLER TECHNOLC
Y	2023/10	7154	10/18/23	10/20/23	API	801584		32114012	20985959	W 1020ACH1	32,985.00	601139	1020ACH1	TYLER TECHNOLC
Y	2023/10	6578	10/17/23	10/19/23	APM	801584		32114012	20810131	RFPI /INV	-157,500.00	588582	1020ACH1	TYLER TECHNOLC
Total Amount											5,530,520.90			

Detail of API entry (above) shows details such as PO Number, vendor, invoice number, etc. of selected entry (below).

Invoice Data [FRANKLIN COUNTY | TEST | 08/20]

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20] > Account Detail > Invoice Data [FRANKLIN COUNTY | TEST | 08/20]

Invoice

Invoice: 070-109296
 Year/per: 2023 | 12
 Type: 1 Invoice

Cash Account: 9999 | 101000 | CASH

PO: 32114012
Contract: [Redacted]

Gross amt: 32,960.00
Disc date: [Redacted]
Disc basis: [Redacted]
Disc percent: .000
Net amount: 32,960.00
Retainage: [Redacted] [Details](#)

Payment meth: E EFT
Check no: 604169
Check date: 12/12/2023
Payment Amount: 32,960.00

Vendor: 801584 Remit: 0
Name: TYLER TECHNOLOGIES INC
Terms: [Address](#) [Remits](#)

Desc: IMPLEMENTATION SERVICE AS OF OCT 31, 2023
Status: P Paid
Voucher: 153107
Warrant: 1208ACH1
Inv date: 12/07/2023
Due date: 12/07/2023
Work Order/Task: [Redacted] 0
Dept/Loc: 32114

Separate check
 Include documentation
 PA applied

Display comments associated with this invoice. (C)

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20]

Account

Fund: 2013 RE ASSESS Acct: 2013-21-A2-08-00-01-0000-01-522101-
 Org: 13210800 APPRSL&TAX Acct name: IT SOFTWARE SUBSCRIPTION/MAINT
 Object: 522101 IT SOF MNT Type: Expense Status: Active
 Project: Rollup: 21C13 21-2013-SVCS & MATLS
 Sub-Rollup: MultiYr Fund

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2024/08	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget	3,929,145.00	2,783,450.00	2,883,590.00	
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	3,929,145.00	2,783,450.00	2,883,590.00	.00
Actual (Memo)	820,446.46	2,747,070.90	1,580,030.89	.00
Encumbrances	1,861,740.20	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	1,246,958.34	36,379.10	1,303,559.11	.00
Percent used	68.26	98.69	54.79	.00

1 of 1 | < > | Display detail information for current account.

Above shows the “**4 Year Comparison**” tab. This shows the detail for the current fiscal year, the two previous fiscal years, and the next fiscal year. Clicking on a folder symbol provides additional detail for each field where available(including requisitions) as it appears below.

Account Detail

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20] > Account Detail

Org: 13210800 Object: 522101 Project: Account: 2013-21-A2-08-00-01-0000-01-522101-
 Account Description: IT SOFTWARE SUBSCRIPTION/MAINT

Posted	YR/Per	Journal	Eff Dt	Post Date	Src	Ref1	Project String	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor
Y	2024/07	14903	07/30/24	07/30/24	GNI	14903		21HERNANDE	21ATCHLEY	TREAS	4,040.00			
Y	2024/07	14903	07/30/24	07/30/24	GNI	14903		21HERNANDE	21ATCHLEY	TREAS	2,865.96			
Y	2024/07	14597	07/29/24	07/29/24	API	801584		42114035	21110218	W 0730ACH1	51,262.00	621237	0730ACH1	TYLER TECHNOLC
Y	2024/07	234	07/01/24	07/01/24	API	777212		42114029	21096610	1707	1,599.00	618980	0701ACH2	US BANK NATION.
Y	2024/06	7477	06/13/24	06/17/24	API	801584		42114035	21092534	W 0618ACH1	49,496.00	618311	0618ACH1	TYLER TECHNOLC
Y	2024/05	12482	05/24/24	05/28/24	API	212601		42113009	21083722	W 05292401	476.00	21050927	05292401	INSPERITY BUSIN
Y	2024/05	5994	05/13/24	05/14/24	API	800213		42114036	21078984	W 0514ACH1	206,976.20	615980	0514ACH1	WOOLPERT INC
Y	2024/05	3650	05/06/24	05/08/24	API	801584		42114035	21075100	W 0508ACH1	54,395.00	614820	0508ACH1	TYLER TECHNOLC
Y	2024/04	13928	04/30/24	04/30/24	GNI	13928		21CALDWE		TREAS	19,447.00			
Y	2024/04	12620	04/24/24	04/25/24	API	370981		42115011	21070213	W 04262401	8,175.30	21044989	04262401	JOTFORM INC
Y	2024/04	8036	04/16/24	04/17/24	API	801584		42114035	21066955	W 0417ACH1	38,840.00	613914	0417ACH1	TYLER TECHNOLC
Y	2024/03	10193	03/20/24	03/22/24	API	801584		42114035	21054260	W 0325ACH1	33,284.00	611855	0325ACH1	TYLER TECHNOLC
Y	2024/03	10191	03/20/24	03/22/24	API	801584		42114035	21054258	W 0325ACH1	29,041.00	611855	0325ACH1	TYLER TECHNOLC
Y	2024/02	592	02/01/24	02/02/24	API	800213		42114036	21028938	W 0205ACH1	230,898.00	607910	0205ACH1	WOOLPERT INC
Y	2024/01	10210	01/31/24	01/30/24	GEN	10210		21HERNANDE	21CALDWE	TREAS	12,445.00			
Y	2024/01	7272	01/23/24	01/24/24	API	801584		42114035	21025908	W 0124ACH1	39,564.00	607469	0124ACH1	TYLER TECHNOLC
Y	2024/01	7271	01/23/24	01/24/24	API	801584		42114035	21025907	W 0124ACH1	37,642.00	607469	0124ACH1	TYLER TECHNOLC

Total Amount: 820,446.46

If you perform a Find and click on the budget group rollup association for the current account that allows you to put in a rollup code.

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20]

Close Accept Cancel Query Sort By Segment

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20] > Q

Account

Fund: [] Acct: []
 Org: [] Acct name: [] Account Notes
 Object: [] Type: [] Status: []
 Project: [] Rollup: 21C13 []
 Sub-Rollup: []
 Multi-Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2024/08	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget	[]	[]	[]	[]
Transfers In	[]	[]	[]	[]
Transfers Out	[]	[]	[]	[]
Revised Budget	[]	[]	[]	[]
Actual (Memo)	[]	[]	[]	[]
Encumbrances	[]	[]	[]	[]
Requisitions	[]	[]	[]	[]
Available	[]	[]	[]	[]
Percent used	[]	[]	[]	[]

0 of 0 Rollup code.

Then click on the checkmark.

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20]

Close Search Browse Output Print Display PDF Save Excel Word Email Schedule Attach Detail Months Sep Find Totals User Defined Fields

Account Inquiry [FRANKLIN COUNTY | TEST | 08/20]

Account

Fund: 2013 RE ASSESS Acct: 2013-21-A1-01-00-01-0000-01-520000-
 Org: 13210100 INFO-RE Acct name: SERVICES & CHARGES
 Object: 520000 SERVICES Type: Expense Status: Inactive
 Project: [] Rollup: 21C13 21-2013-SVCS & MATLS
 Sub-Rollup: []
 Multi-Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2024/08	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	.00	.00	.00	.00
Percent used	.00	.00	.00	.00

1 of 1253 Display detail information for current account.