General Ledger Account Inquiry

Click on the Financials menu and click:



General Ledger Menu



Inquiries and Reports



Account Inquiry



| Account Inquiry | - Munis [*TEST DAT/ | ABASE MUNIS V10.3 Se | p 13 2013*] | | | |
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Click on the binoculars icon to find a data set. You can also use the keyboard shortcut (Ctrl + F).

- **Org** Enter org code, such as 13210800. Wildcard charters can also be used, such as 1321???? to limit search to orgs with eight digits.
- **Object** Enter object code. In this example, we are using 522101. You can do ______searches using wildcards, such as 52* for all services.

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| Sea Find | Org 13210800 | APP&TXSVCS | | Acct name SOFTWARE S | UBSCRIPT | ION/MAINT | | Account No | tes | | |
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Enter preferences on the Journal Selection Criteria box to limit your Search to certain criteria.

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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.

| etail | Org 132108 | 00 Object 5 | 22101 Project | | Acct 20 | 013-21-A2-08-00-0 | 1-0000-01-522101- | | | | | | |
|--------|------------|-------------|---------------|-----|---------|-------------------|-------------------|------------|--------|------------|----------|------------|---------------------|
| urnal | Posted | YR/Per | Eff Dt | Src | Ref1 | PO/Ref2 | Ref3 | Ref4 | Amount | Che | eck # | Warrant | Vendor |
| rovals | | | | | | | | | | | | | |
| | Y | 2016/01 | 01/01/16 | BUC | | | | 2016 BUDGT | | 68,000.00 | | | |
| | Y | 2016/03 | 03/02/16 | API | 091009 | 62114020 | 91758674 | 3641 | | 12,384.45 | 16020354 | 03031602 | OHIO STATE UNIVERSI |
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Detail of API entry (above) shows details such as PO Number, vendor, invoice number, etc. of selected entry (below).

| Dinvoice Data | - Munis [FRANKLIN | I COUNTY] | | |
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| | Invoice | | | |
| Comments | Invoice | 495B | | Vendor 215537 Remit 0 |
| Detail | Year/per | 2016 4 | | Name RECORDS IMAGING SERVICE INC |
| Taunian Audita | Туре | 1 Invoice | | Terms |
| Invoice Addits | Cash Account | 9999 101000 CASH | | Address Remits |
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| | PO | 62114056 | | |
| | Contract | | | |
| | Gross amt | 3,274.00 | Desc | ANNUAL MAINTENANCE RENEWAL-LASERFICHE |
| | Disc date | | Status | P Paid |
| | Disc basis | .00 | Voucher | 48411 |
| | Disc percent | .000 | Warrant | 04061602 |
| | Net amount | 3,274.00 | Inv date | 04/05/2016 |
| | Retainage | .00 🗃 Details | Due date | 04/05/2016 |
| | | | Work Order/Task | 0 |
| | Payment meth | N Normal | Dept/Loc | 32114 |
| | Check no | 16027341 | | |
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| Munis I | Main Menu - | FRANKLIN | N COUNTY - ki | rchesse - 09/27 | //2016 - [/ | Account | Inquiry - Munis [FRANK | ШN СС | DUNTY]] | | | - | |
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| De | tail | Fund | 2013 | RE | ASSESS | | Acct 2013-21-42- | 18-00-0 | 1-0000-01-522101- | | | | |
| Mor | nths | Ora | 13210800 | API | PATYSVCS | | Acct name SOFTWARE | | | | Account Notes | | |
| Seg | Find | Object | 522101 | so | ET MAINT | | Type Expense | obser | Status Act | 10 | | | |
| То | tals | Project | 522101 | | | | Rolup 21002 | | CA 21-2013-SVCS & MAT | s s | | | |
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| | | Revised | buoget | 6 | 8,000.00 | | 68,000.00 | | 68,000.00 | <u></u> | .00 | | |
| | | Actual (M | temo) | 1 | 5,658.45 | | 92,462.33 | | 53,220.18 | | | | |
| | | Encumbra | ances | | 2,492.28 | 6 | .00 | 6 | .00 | ø | .00 | | |
| | | Requisitio | ons | | .00 | B | | | | | .00 | | |
| | | Available | | 4 | 9,849.27 | | -24,462.33 | | 14,779.82 | | .00 | | |
| | | Percent | used | | 26.69 | | 135.97 | | 78.26 | | .00 | | |
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Above shows the "<u>4 Year Comparison</u>" tab. This shows the detail for the current fiscal year, the two previous fiscal years, and the next fiscal year.

Clicking on a folder symbols provides additional detail for each field where available (including requisitions) as it appears below.

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| Detail | | | | | Acct name So | OFTWARE SUBSCRI | PTION/MAINT | | | | | | |
| ournal | Posted | YR/Per | Eff Dt | Src | Ref1 | PO/Ref2 | Ref3 | Ref4 | Amount | | Check # | Warrant | Vendor |
| provals | Y | 2016/03 | 03/02/16 | API | 091009 | 62114020 | 91758674 | 3641 | | 12,384.45 | 16020354 | 03031602 | OHIO STATE UNIVERS |
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| | Total Amoun | t | 15,658.45 | 5 | | | | | | | | | |
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| Detail Months Seg Find Totals | Account Fund 2013 Org 13210800 Object 522101 Project | RE ASSESS APP&TXSVCS SOFT MAINT E | Acct 2013-21-A Acct name SOFTWAR Type Expense | Acct 2013-21-A2-08-00-00-0000-01-522101- Acct name SOFTWARE SUBSCRIPTION/MAINT Type Expense The History tab provides a four | | | | | |
| User Defined Fields | 4 Year Compariso | n Current Year History | | year ms | | June | | | |
| | • | Fiscal Year 2010 | Fiscal Year 2009 | Fiscal Year 2008 | Fiscal Year 2007 🕨 | | | | |
| | 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 | | | | |
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| Detail | Fund 2013 | BE ASSESS | Acrt 2013-21-42-08-00 | -00-0000-01-522101- | | |
| Months | Org 13210800 | APP&TXSVCS | Acct name SOFTWARE SUBSC | RIPTION/MAINT | | |
| Seg Find | Object 522101 | SOFT MAINT | Type Expense | Status Active 🔽 🛛 | Budget Rollup Group | |
| Totals | Project | 🖻 | | 🗌 Multi¥r Fund | Account Notes | |
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| | Wr/Per 2013/09 | Eiscal Year 2013 | Eiscal Year 201 | 2 Eisca Year 2011 | Eiscal Year 2014 | |
| | Original Budget | 18,000,00 | 15.000.00 | | | (F) |
| | Transfers In | .00 | | 15,000,00 | | |
| | Transfers Out | .00 | | | | |
| | Revised Budget | 18,000.00 | 15,000.00 | 15,000.00 | .00 | |
| | Actual (Memo) | 15,735.42 | 28,946 | 35,833.13 | .00 | E I |
| | Encumbrances | .00 | .00 | .00 | .00 | Ê . |
| | Requisitions | .00 | | | .00 | Ê . |
| | Available | 2,264.58 | -13,946.65 | -20,833.13 | .00 | |
| | Percent used | 87.42 | 192.98 | 238.89 | .00 | |
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Click on the Bud Group folder icon to view budget group rollup association for the current account.

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If you perform a Find and click on the Bud Group Button, it presents you with additional fields that allow you to put in a rollup code.

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| | Rollup code (21C03) | | | | | | | | | | | |
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