

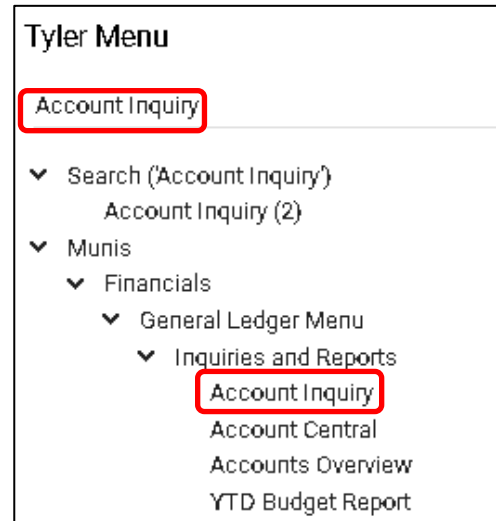
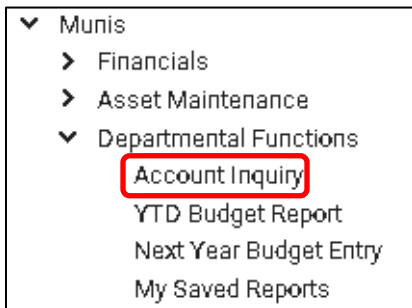
Account Inquiry v2019.1

Use **Account Inquiry** to view department budgets, encumbrances, balances, etc.

Use the **Search** Feature or go through the Tyler Menu.

Financials > General Ledger > Inquiries and Reports > Account Inquiry

This can also be found in your Department Functions in the Tyler Menu.



Once you are in the **Account Inquiry** program you will be able to search the **Account fields**.

Several ways to search: Fund, Org, Object, Project, Acct, Acct name or Budget Rollup

The screenshot shows the 'Account Inquiry' application interface for 'City of Round Rock | 04/23'. The top navigation bar includes 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. The main content area is titled 'Account' and contains search fields for Fund, Org, Object, Project, Acct, Acct name, Type, Rollup, and Sub-Rollup. A 'Multi-Fund' checkbox is also present. Below the search fields are tabs for '4 YEAR COMPARISON', 'CURRENT YEAR', 'HISTORY', '4 YEAR GRAPH', and 'HISTORY GRAPH'. The '4 YEAR COMPARISON' tab is active, showing a table with columns for 'Fiscal Year 2020', 'Fiscal Year 2019', 'Fiscal Year 2018', and 'Fiscal Year 2021'. The rows include 'Original Budget', 'Transfers In', 'Transfers Out', 'Revised Budget', 'Actual (Memo)', 'Encumbrances', 'Requisitions', 'Available', and 'Percent used'. The bottom of the interface shows a pagination bar with '0 of 0' and a button to 'Display detail information for current account.'

Account Inquiry v2019.1

From **Account Inquiry**, you will be able to see current and historical information for the account/object.

Account Inquiry [City of Round Rock | | 04/23]

Account

Fund: 100 GenFund
Org: 10017001 Purchasind
Object: 5316 Suppl Offc
Project: []

Acct: 100-17-17001-5316
Acct name: Supplies - Office
Type: Expense Status: Active
Rollup: 1752 Finance Operating
Sub-Rollup: []
 Multi-Fund

4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

W/Per 2020/06	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2021
Original Budget	2,500.00	2,500.00	2,500.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	2,500.00	2,500.00	2,500.00	.00
Actual (Memo)	854.12	2,278.53	3,698.97	.00
Encumbrances	876.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	769.88	221.47	-1,198.97	.00
Percent used	69.20	91.14	147.96	.00

17 of 24 Display detail information for current account.

If a folder is yellow and has a dollar amount, you can click on the folder and drill down into the detail transactions that comprise the total you see.