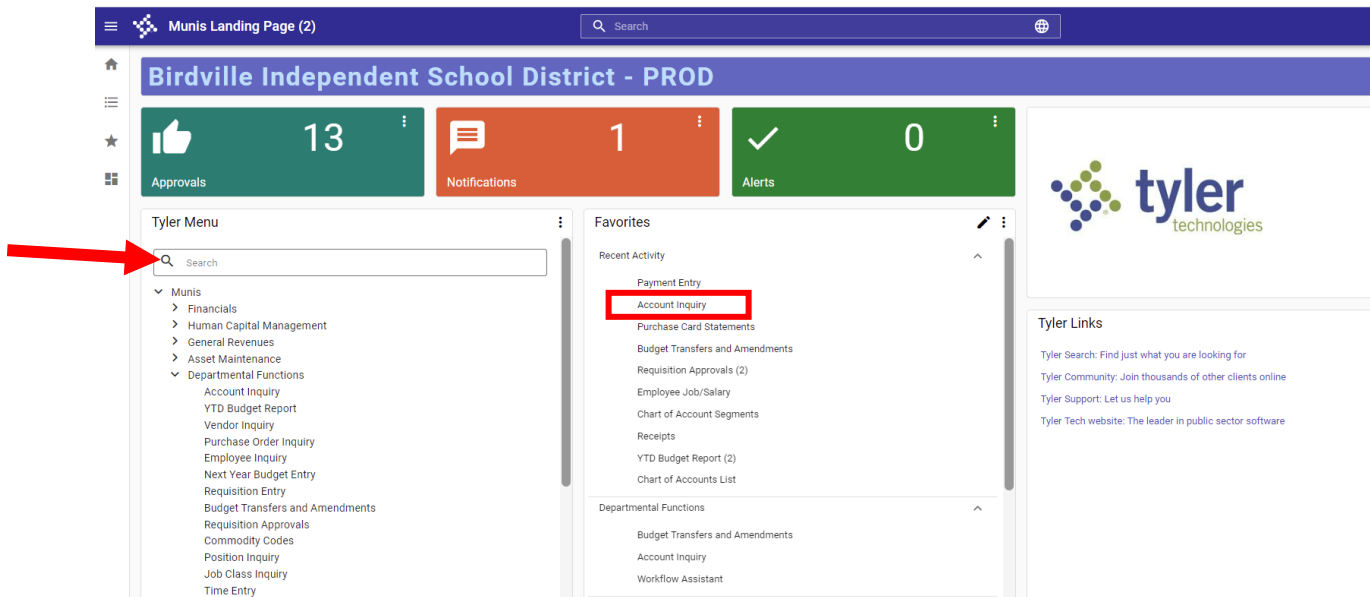


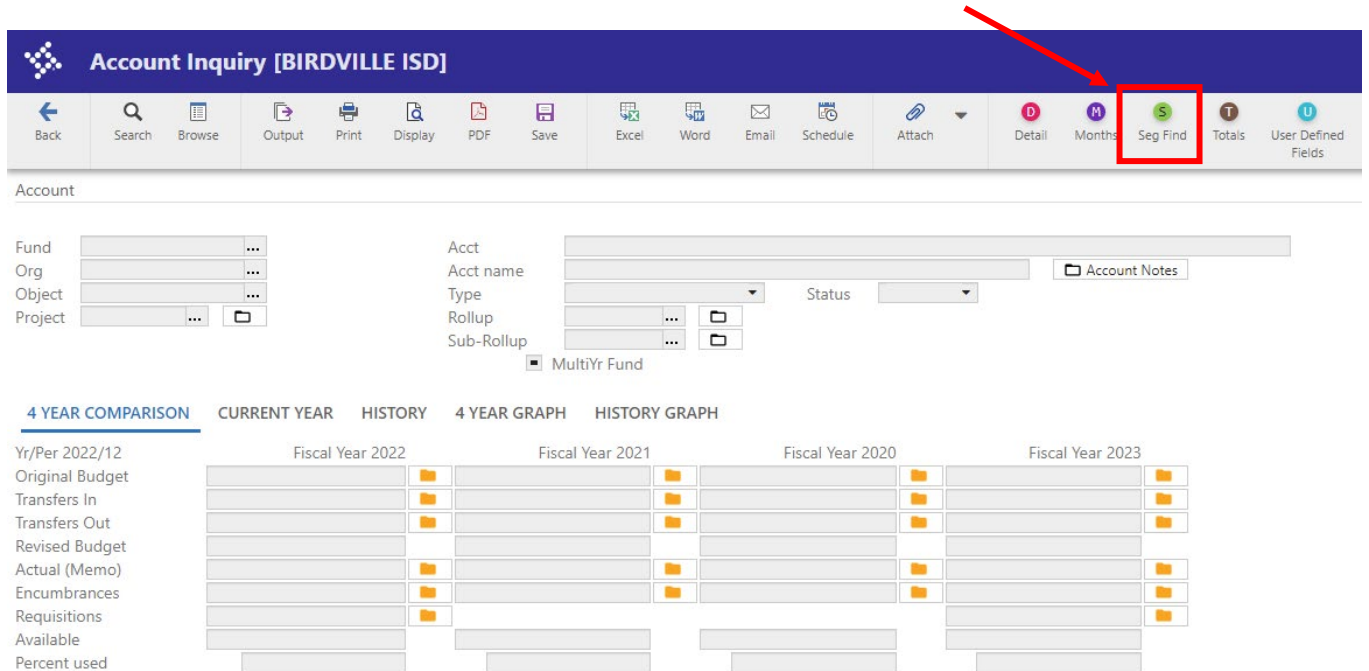
ACCOUNT INQUIRY

1. Choose Tyler Menu – Departmental Functions – Account Inquiry, or type in search bar.



The screenshot shows the Munis Landing Page (2) for Birdville Independent School District - PROD. The page features a navigation menu on the left with 'Tyler Menu' expanded. A red arrow points to the search bar in the Tyler Menu. The 'Account Inquiry' option is highlighted in the 'Departmental Functions' section. The page also displays a header with 'Birdville Independent School District - PROD' and a sidebar with 'Tyler Menu' and 'Favorites'.

2. Choose Segment Find



The screenshot shows the Account Inquiry [BIRDVILLE ISD] interface. The 'Seg Find' button is highlighted with a red box and a red arrow. The interface includes a top navigation bar with icons for Back, Search, Browse, Output, Print, Display, PDF, Save, Excel, Word, Email, Schedule, Attach, Detail, Months, Seg Find, Totals, and User Defined Fields. Below the navigation bar, there are input fields for Fund, Org, Object, Project, Acct, Acct name, Type, Rollup, Sub-Rollup, and Status. A 'MultiYr Fund' checkbox is also present. The main section displays a table with columns for '4 YEAR COMPARISON', 'CURRENT YEAR', 'HISTORY', '4 YEAR GRAPH', and 'HISTORY GRAPH'. The table rows include 'Yr/Per 2022/12', 'Original Budget', 'Transfers In', 'Transfers Out', 'Revised Budget', 'Actual (Memo)', 'Encumbrances', 'Requisitions', 'Available', and 'Percent used'.

3. If you want all accounts, enter fund 199 and hit ACCEPT. You can enter the whole account and see details just for that account. Enter a certain segments to see all accounts with same segment, *example all 6399 accounts*.

Account Segment Finder

← Back
✓ Accept
✗ Cancel
🔍 Search
Sort By Segment
Define Percent Used

Account Search

Segment Name	Search Value	
Fund	199	...
Function	11	...
Object	6399	...
Sub Object	TC	...
Organization	104	...
Program	99	...
Budget Mgr	104	...
Project		...
Account Type		...
Account Status		...
Rollup Code		...
Sub-Rollup Code		...
Character Code		...

4. At this screen you can use the arrows to scroll through accounts or you can use the browse button to view all accounts at one time

Account Inquiry [BIRDEVILLE ISD]

← Back
🔍 Search
📄 Browse
🖨️ Output
🖨️ Print
📄 Display
📄 PDF
💾 Save
📊 Excel
📄 Word
✉️ Email
📅 Schedule
📎 Attach

Detail
Months
Seg Find
Totals
User Defined Fields

Account

Fund: 199 ... GENERAL OP

Org: 19110232 ... INSTRUCTIO

Object: 6399 ... SUPPLIES

Project: ...

Acct: 199-11-6399-00-104-43-104-

Acct name: SUPPLIES

Type: Expense Status: Active

Rollup: 10411 ... 199.11.104

Sub-Rollup: ...

☐ MultiYr Fund

4 YEAR COMPARISON

Yr/Per 2022/12

Original Budget

Transfers In

Transfers Out

Revised Budget

Actual (Memo)

Encumbrances

Requisitions

Available

Percent used

	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
	.00	.00	.00	.00
	.00	279.60	.00	.00
	.00	.00	.00	.00
	.00	279.60	.00	.00
	.00	279.60	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00
	.00	100.00	.00	.00

⏪
⏩
1 of 214
⏪
⏩

Find records using the seg-account method.

5. Once in Browse, you can arrange your columns to your preferred view by dragging columns left or right. You can also remove columns by right clicking on heading and unchecking the column you don't want to see. You can also export this information to Excel, Word or PDF

Account Inquiry						
Back	Accept	Cancel	Search	Output	Print	Display
PDF	Save	Excel	Word			

Account	Description	2023 Original Budget	2023 Revised Budget	2023 Actual	2023 Encumbrances/Req	2023 Available
199-11-6395-GF-104-21-104-	SUPPLIES-GIFTED & TALENTED	0.00	0.00	0.00	0.00	0.00
199-11-6395-MS-104-23-104-	CONSUMABLE BASIC SUPPORT	0.00	0.00	0.00	0.00	0.00
199-11-6395-PA-104-11-104-	COPIER PAPER	0.00	0.00	0.00	0.00	0.00
199-11-6395-PE-104-11-104-	PE SUPPLIES	0.00	0.00	0.00	0.00	0.00
199-11-6395-SU-104-11-104-	ELEMENTARY COMPLEX SUPPLIES	0.00	0.00	0.00	0.00	0.00
199-11-6395-TC-104-11-104-	TEACHING SUPPLIES	0.00	0.00	0.00	0.00	0.00
199-11-6395-TR-104-30-104-	TAKS REMEDIATION SUPPLIES	0.00	0.00	0.00	0.00	0.00
199-11-6398-HT-104-11-104-	HIGH TECH EQUIPMENT	500.00	500.00	0.00	0.00	500.00
199-11-6398-MS-104-23-104-	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
199-11-6398-SI-104-11-104-	SCIENCE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
199-11-6399-00-104-11-104-	SUPPLIES	300.00	300.00	0.00	0.00	300.00
199-11-6399-00-104-32-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
199-11-6399-00-104-36-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
199-11-6399-00-104-43-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00

6. If you want to see detail for any account, in Browse, double click the account and it will take you back to original screen. If the folder beside an amount is yellow, you can click on it to pull up detail.

Account Inquiry [BIRDEVILLE ISD]									
Back	Search	Browse	Output	Print	Display	PDF	Save	Excel	Word
Email	Schedule	Attach	Detail	Months	Seg Find	Totals	User Defined Fields		

Fund	199	GENERAL OP	Acct	199-11-6112-SB-104-11-104-
Org	1911S384	INSTRUCTIO	Acct name	PROFESSIONAL SUBSTITUTES
Object	6112	PROF SUB	Type	Expense
Project			Status	Active
			Rollup	10411
			Sub-Rollup	199.11.104

4 YEAR COMPARISON	CURRENT YEAR	HISTORY	4 YEAR GRAPH	HISTORY GRAPH
Yr/Per 2022/12	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	2,000.00	.00	2,000.00	.00
Transfers In	3,514.85	2,085.00	.00	.00
Transfers Out	.00	.00	-2,000.00	.00
Revised Budget	5,514.85	2,085.00	.00	.00
Actual (Memo)	6,039.85	2,625.76	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	-525.00	-540.76	.00	.00
Percent used	109.52	125.94	.00	.00