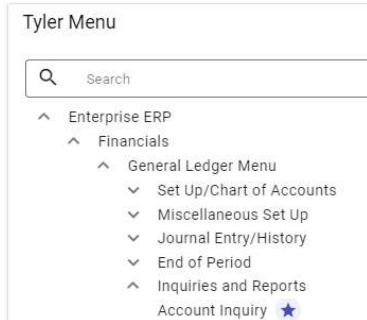


Tyler Topic: Account Inquiry

1) From the Tyler Menu, go to Financials>General Ledger Menu>Inquiries and Reports>Account Inquiry



2) Click on Search and type in the account code you want to look up. For this example, I used 10120100-8301 (Finance Admin-Office Supplies). Click Accept.



3) This will bring up the budget, revised budget, actuals, encumbrances, etc. for this account code. The Actuals (Memo) line is the current year activity. Click on the folder next to this to get the details for what makes up this balance.

Yr/Per	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2024
Original Budget	1,092.00	1,040.00	1,040.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	1,092.00	1,040.00	1,040.00	.00
Actual (Memo)	3,267.98	6,004.75	5,825.44	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	-2,175.98	-4,964.75	-4,785.44	.00
Percent used	299.27	577.38	560.14	.00

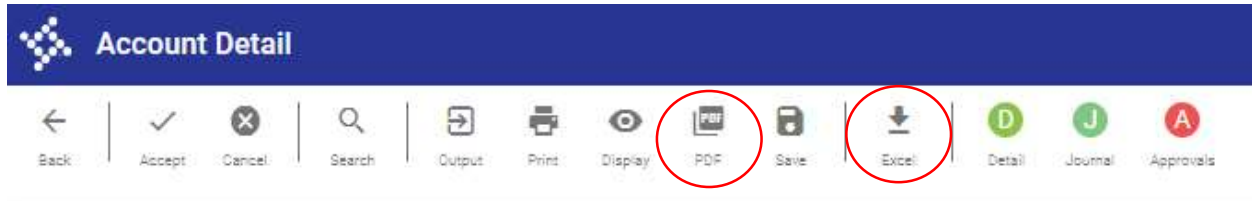
4) This will bring you to the Account Detail screen which shows all the individual transactions for the year. You can sort by any of the columns by clicking on the column name. In this example, it is sorted by Effective Date.

Account Inquiry [City of Fairfield ~CA 54107~] > Account Detail

Org: 10120100 | Object: 8301 | Project: | Account: 101-20-20100-00000-00000-000-00
Account Description: OFFICE SUPPLIES

Posted	YR/Per	Journal	↑ Eff Dt	Post Date	Src	Ref1	PO/Ref2	Ref3
Y	2023/01	6102	07/01/22	11/16/22	GNI			
Y	2023/01	6102	07/01/22	11/16/22	GNI			
Y	2023/01	6025	07/01/22	09/22/22	GNI			
Y	2023/01	6025	07/01/22	09/22/22	GNI			
Y	2023/01	6025	07/01/22	09/22/22	GNI			
Y	2023/01	6025	07/01/22	09/22/22	GNI			
Y	2023/01	3400	07/12/22	07/13/22	API	000046		2374
Y	2023/01	5158	07/14/22	07/27/22	API	001882		2573
Y	2023/01	5989	07/27/22	08/31/22	API	999998		8232

5) You can download this as a PDF or Excel using the options at the top of the menu bar.



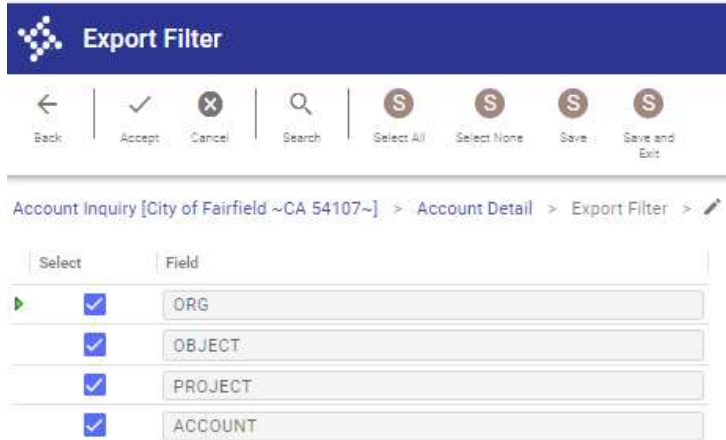
It will give you an option for either Summary or Detail as the Report Format (this is based on preference depending on what report format works best for your needs).

Journal Detail

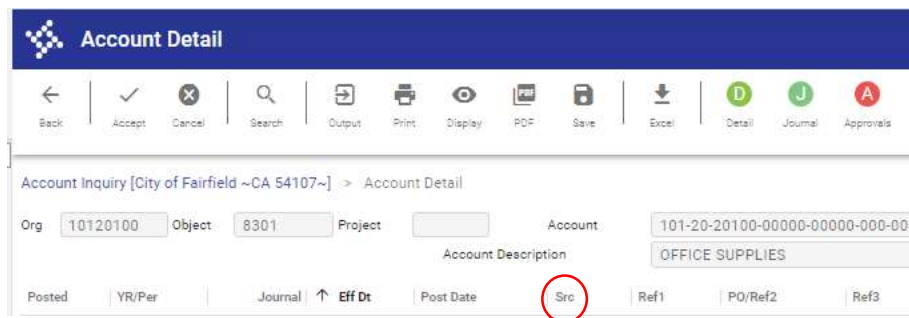
Excel Format:

Summary | Detail

When downloading to Excel, it will you also let you select/deselect the specific fields you want to see. Hit Accept to download.



6) Back in the Account Detail screen, you can also double click into any lines to see the details of each transaction. The type of transaction is determined by the Source code in the Src column.



For reference, the common Source codes in the Src column are as follows:

- API = Accounts Payable Invoice
- APM = Accounts Payable Modification
- CRP = Cash Receipt Payment
- GNI = General Journal Import
- GEN = General Journal Entry
- GBI = General Billing Invoice
- PRJ = Payroll Journal

For example, I double clicked into a line with the Src code API (Accounts Payable Invoice) to see the details of the specific invoice coded to this account code. This will bring up the Invoice Data screen. You can also go see the invoice attachment in TCM from this screen by click on the Attach Paperclip icon, or who approved the invoice by clicking on the "A" Approvals skittle.

Invoice Data [City of Fairfield ~CA 54107~]

Back | Email | Schedule | **Attach** | Comments | Detail | Invoice Audits | **Approvals** | Discrepancies | Notes

Account Inquiry [City of Fairfield ~CA 54107~] > Account Detail > Invoice Data [City of Fairfield ~CA 54107~]

Invoice

Document: 5581
 Invoice: 23010755
 Year/per: 2023 / 2
 Type: 1 Invoice

Cash Account: 999 / 1132 / CASHINBANK

PO: []
 Contract: []

Gross amt: 118.41
 Disc date: []
 Disc basis: .00
 Disc percent: .000
 Net amount: 118.41
 Retainage: .00 [Details](#)

Payment meth: N Normal
 Check no: 500793
 Check date: 08/11/2022

Payment Amount: 118.41

Vendor: 46 Remit: 0
 Name: ODP BUSINESS SOLUTIONS LLC
 Terms: [Address](#) [Remits](#)

Desc: ACCT 89467787 BILL ID 26657 OFF SUPP FIN 7-31-22
 Status: P Paid
 CHECK RUN: 081122_1
 Inv date: 07/31/2022
 Due date: 08/09/2022
 Work Order/Task: [] 0
 Dept/Loc: 20100
 Special handling: []

Separate check
 Include documentation
 PA applied

7) Back in the main Account Inquiry screen- If you would like to look at the totals for a specific Fund, Org, Project, etc. rather than just a single account code, please follow the below instructions. Start back at Step 2, and enter the Fund, Org, or Project you want the totals for. In this example, I did the totals for anything using Project code 10033. You can also narrow it down using the Type field to see just revenue, expenses, etc.

Account Inquiry [City of Fairfield ~CA 54107~]

Close | Accept | Cancel | Query | Sort By Segment

Account Inquiry [City of Fairfield ~CA 54107~] > 🔍

Account

Fund: []
 Org: []
 Object: []
 Project: 10033 []

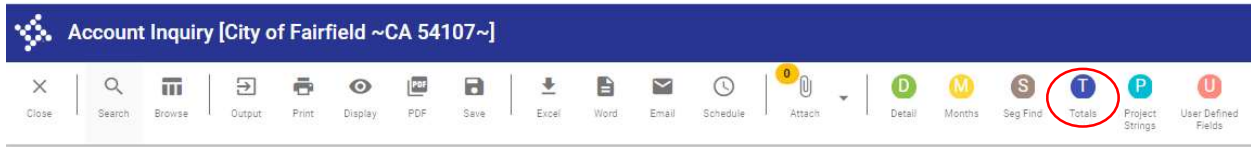
Acct: []
 Acct name: []
 Type: Expense
 Rollup: Balance Sheet
 Expense
 Revenue
 Statistic
 NY Rollup: []
 Sub-Rollup: []

Status: []

After hitting Accept, it may ask you to confirm you want to see this many records if it is bringing in a large amount of data. Hit yes if this comes up.

This will bring up each individual account code that is using project code 10033. In the bottom left corner, it is telling me there are a total of 23 expense account codes within this project. You can use the arrows to scroll to the next account code if you wish.

To sum the Totals of all expense account codes using this project together, hit the "T" Totals skittle.



This sums all the activity together, and then you can continue with Steps 3-6 to see the detailed transactions or download to Excel/PDF.



Account Inquiry [City of Fairfield ~CA 54107~]

Account

Account Inquiry form fields:

- Fund: [Dropdown]
- Org: [Dropdown]
- Object: [Dropdown]
- Project: [Dropdown]
- Acct: [Text Field]
- Acct name: [Text Field]
- Type: [Dropdown]
- Status: [Dropdown]
- Rollup: 10399 [Dropdown]
- SP PRGM-ADM-CABLE CAP [Text]
- NY Rollup: [Dropdown]
- Sub-Rollup: [Dropdown]
- MultiYr Fund:
- Account Notes:

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2023/01	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2024
Original Budget	319,965.45	418,665.00	535,550.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	319,965.45	418,665.00	535,550.00	.00
Actual (Memo)	182,772.26	384,382.70	342,127.14	.00
Encumbrances	206,816.42	.00	.00	.00
Requisitions	.00			.00
Available	-69,623.23	34,282.30	193,422.86	.00
Percent used	121.76	91.81	63.88	.00