

# INSTRUCTIONS FOR G/L ACCOUNT INQUIRY

1. Go to Departmental Functions, then "Account Inquiry:

The screenshot shows the CMCSS Munis Home Page. At the top is a blue header with the CMCSS logo and a search bar. Below this is a green banner that reads "CMCSS - Prod HUB". Under the banner are three colored boxes: a green box for "Approvals" with a thumbs-up icon and the number 0, an orange box for "Notifications" with a speech bubble icon and the number 528, and a green box for "Alerts" with a checkmark icon. Below these are two sections: "Tyler Menu" and "Favorites". The "Tyler Menu" section has a blue header and a list of items: "General Revenues", "Other Applications", "Departmental Functions" (highlighted in yellow), "Account Inquiry" (highlighted in yellow), "YTD Budget Report", "Vendor Inquiry", "Purchase Order Inquiry", "Employee Inquiry", "Next Year Budget Entry", and "Regulation Entry". The "Favorites" section has a purple header and a list of items: "Purchase Order Inquiry", "Account Inquiry", "Vendor Inquiry", "Employee Inquiry", "General Journal Entry/Proof", and "Journal Inquiry/Print".

2. Click on the magnifying glass (find) button.

The screenshot shows the "Account Inquiry [CLARKSVILLE-MONTGOMERY CO. SCHOOL SYSTEM]" page. At the top is a blue header with the CMCSS logo and the page title. Below this is a toolbar with icons for Back, Search, Browse, Output, Print, Display, PDF, Save, Excel, Word, Email, Schedule, and Attach. Below the toolbar is a section for "Account" with search criteria: Fund, Org, Object, Project, Acct, Acct name, Type, Rollup, Sub-Rollup, and MultiYr Fund. Below this is a section for "4 YEAR COMPARISON" with tabs for CURRENT YEAR, HISTORY, 4 YEAR GRAPH, and HISTORY GRAPH. The table shows data for Fiscal Year 2023, Fiscal Year 2022, and Fiscal Year 2021. The rows are: Yr/Per 2023/04, Original Budget, Transfers In, Transfers Out, Revised Budget, Actual (Memo), Encumbrances, Requisitions, Available, and Percent used.

	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021
Yr/Per 2023/04			
Original Budget			
Transfers In			
Transfers Out			
Revised Budget			
Actual (Memo)			
Encumbrances			
Requisitions			
Available			
Percent used			

- Enter the Org and Object and/or Project Code you are inquiring about or use the asterisk (\*) and/or greater than sign (>) as indicated below to locate a series of accounts. Then click the green check or press enter.

Back	Accept	Cancel	Query	Sort By Segment

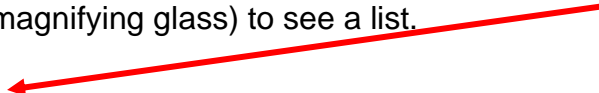
Account

Fund	<input type="text"/>	...	Acct	<input type="text"/>
Org	GSM*	...	Acct name	<input type="text"/>
Object	>529900	...	Type	<input type="text"/>
Project	<input type="text"/>	...	Rollup	<input type="text"/>
			Sub-Rollup	<input type="text"/>

☐ MultiYr Fund

<u>4 YEAR COMPARISON</u>	CURRENT YEAR	HISTORY	4 YEAR GRAPH	HISTORY GRAPH
Yr/Per 2023/04	Fiscal Year 2023		Fiscal Year 2022	
Original Budget	<input type="text"/>		<input type="text"/>	
Transfers In	<input type="text"/>		<input type="text"/>	
Transfers Out	<input type="text"/>		<input type="text"/>	
Revised Budaet	<input type="text"/>		<input type="text"/>	

- If selecting more than one account, you can press the browse button (to the right of the magnifying glass) to see a list.



Account Inquiry Interface:

Fund: 141 GEN PURP  
 Org: GSM00000 FISCAL  
 Object: 530200 ADVERTISING  
 Project:   
 Acct: 141-72510-530200-000-00-0-000-00-  
 Acct name: ADVERTISING  
 Type: Expense Status: Active  
 Rollup:   
 Sub-Rollup:   
☐ MultiYr Fund

4 YEAR COMPARISON   CURRENT YEAR   HISTORY   4 YEAR GRAPH   HISTORY GRAPH

Yr/Per 2023/04	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021
Original Budget	350.00	230.00	210.00
Transfers In	.00	74.00	.00
Transfers Out	.00	.00	.00
Revised Budget	350.00	304.00	210.00
Actual (Memo)	.00	303.12	229.36
Encumbrances	229.36	.00	.00
Requisitions	.00		
Available	120.64	.88	-19.36
Percent used	65.53	99.71	109.22

5. Scroll to any account and double click the account to view it. To export the list, click the Excel button.

Account Inquiry

Accept Cancel Search Output Print Display PDF Save **Excel** Word

d Number	Org	Object	Project	Description	2023 Revised Budget	2023 Actual	2023 Encumbrances/Req	2023 Available
2	GSM00000	530500		AUDIT SERVICES	0.00	0.00	0.00	0.00
4	GSM00000	530700		COMMUNICATION	0.00	0.00	0.00	0.00
6	GSM00000	532900		LAUNDRY SERVICES	0.00	0.00	0.00	0.00
10	GSM00000	542200		SUPPLIES EMPLOY RECOGNITION	185.00	0.00	0.00	185.00
11	GSM00000	542500		GASOLINE	0.00	0.00	0.00	0.00
13	GSM00000	550800		PREM ON CORP BD	0.00	0.00	0.00	0.00
14	GSM00000	551000		TRUSTEE'S COMMISSION	0.00	0.00	0.00	0.00
17	GSM50900	551500		LIABILITY CLAIMS	0.00	0.00	0.00	0.00
18	GSM50900	551600		PROPERTY CLAIMS	0.00	0.00	0.00	0.00
19	GSM50900	559900		UN-INSURED LOSSES	0.00	0.00	0.00	0.00
20	GSM51000	539900		OTH CONTRACT SERV - ISO AUDITS	0.00	0.00	0.00	0.00
21	GSM51200	539900		OTH CONTR SERV RETIRE ACTUARL	0.00	0.00	0.00	0.00
23	GSM53500	539900		OTH CONTRACT SERV - PROPERTY R	0.00	0.00	0.00	0.00
25	GSM55000	535500		TRAVEL - BOOK PROCESSING	150.00	31.01	0.00	118.99
26	GSM55000	539900		OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00
27	GSM55000	542500		GASOLINE	0.00	0.00	0.00	0.00

6. The "4 Year Comparison" tab now shows the information for the current year and the prior two years. You can select the "History" tab to get previous years information. To see the details of the amounts charged in the actual field, click on the yellow folder to the right of the "Actual" field.

Account

Fund 141 GEN PURP  
 Org GSM55000 FISCAL  
 Object 543500 OFF SUPPLI  
 Project ...

Acct 141-72510-543500-550-00-0-000-00-  
 Acct name OFFICE SUPP - INVENT/WARE  
 Type Expense Status Active  
 Rollup ...  
 Sub-Rollup ...  
☐ MultiYr Fund

Account Notes

4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2023/04	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2024
Original Budget	2,000.00	2,000.00	2,000.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	2,000.00	2,000.00	2,000.00	.00
Actual (Memo)	224.32	1,998.97	1,970.71	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	1,775.68	1.03	29.29	.00
Percent used	11.22	99.95	98.54	.00

7. On the History tab to see more years, just use the arrows on the left and right of the screens to scroll through.

4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Original Budget	3,000.00	7,500.00	7,500.00	9,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	-1,500.00
Revised Budget	3,000.00	7,500.00	7,500.00	7,500.00
Actual (Memo)	248.05	2,234.55	2,330.58	5,022.68
Encumbrances	.00	.00	.00	.00
Available	2,751.95	5,265.45	5,169.42	2,477.32
Percent Used	8.27	29.79	31.07	66.97

8. Press the browse button again to view other accounts, or use the navigating buttons at the bottom of the screen to move between accounts.



When finished, click the back button to exit the screen.

Back	Search	Browse	Output	Print	Display	PDF	Save	Excel	Word	Email	Schedule	(0) Attach
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Account

Fund 141 ... GEN PURP	Acct 141-72510-543500-550-00-0-000-00-	
Org GSM55000 ... FISCAL	Acct name OFFICE SUPP - INVENT/WARE	
Object 543500 ... OFF SUPPLI	Type Expense ... Status Active	
Project ...	Rollup ...	
	Sub-Rollup ...	
	<input type="checkbox"/> MultiYr Fund	

4 YEAR COMPARISON
CURRENT YEAR
HISTORY
4 YEAR GRAPH
HISTORY GRAPH

	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Original Budget	3,000.00	7,500.00	7,500.00
Transfers In	.00	.00	.00
Transfers Out	.00	.00	.00
Revised Budget	3,000.00	7,500.00	7,500.00
Actual (Memo)	248.05	2,234.55	2,330.58
Encumbrances	.00	.00	.00
Available	2,751.95	5,265.45	5,169.42
Percent Used	8.27	29.79	31.07

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Display detail information for current account.  
 Beginning of historical fiscal year data reached.