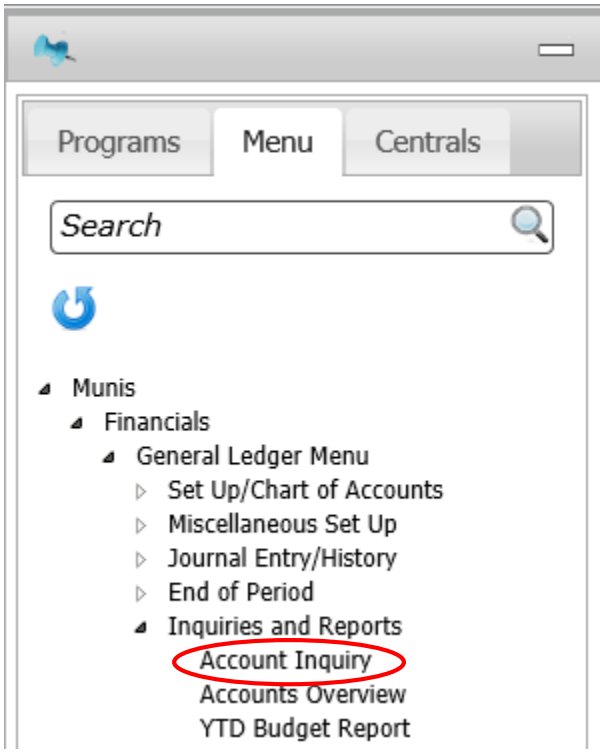
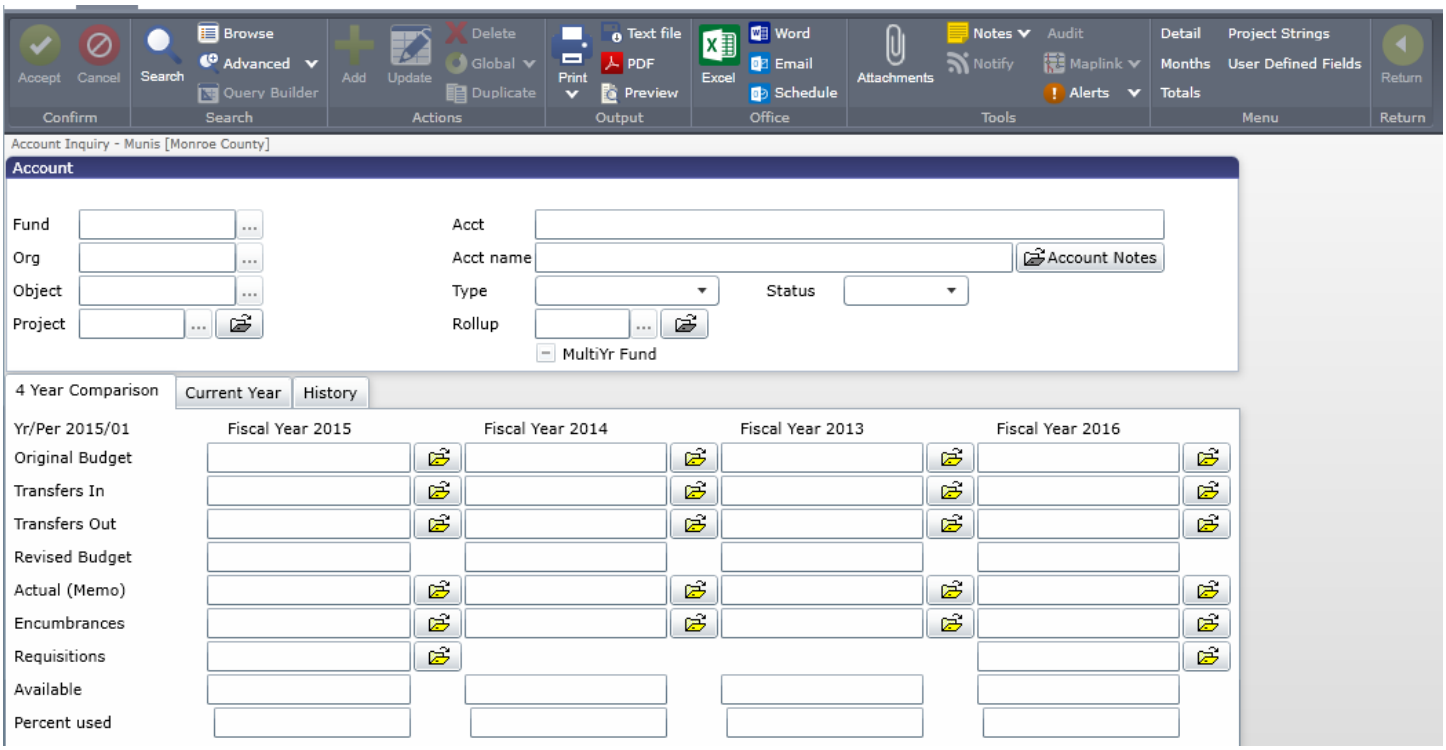
Account Inquiry

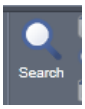
From the Menu on the MUNIS Home screen, click on **Account Inquiry**



Your screen will appear similar to that shown below.



Account Inquiry

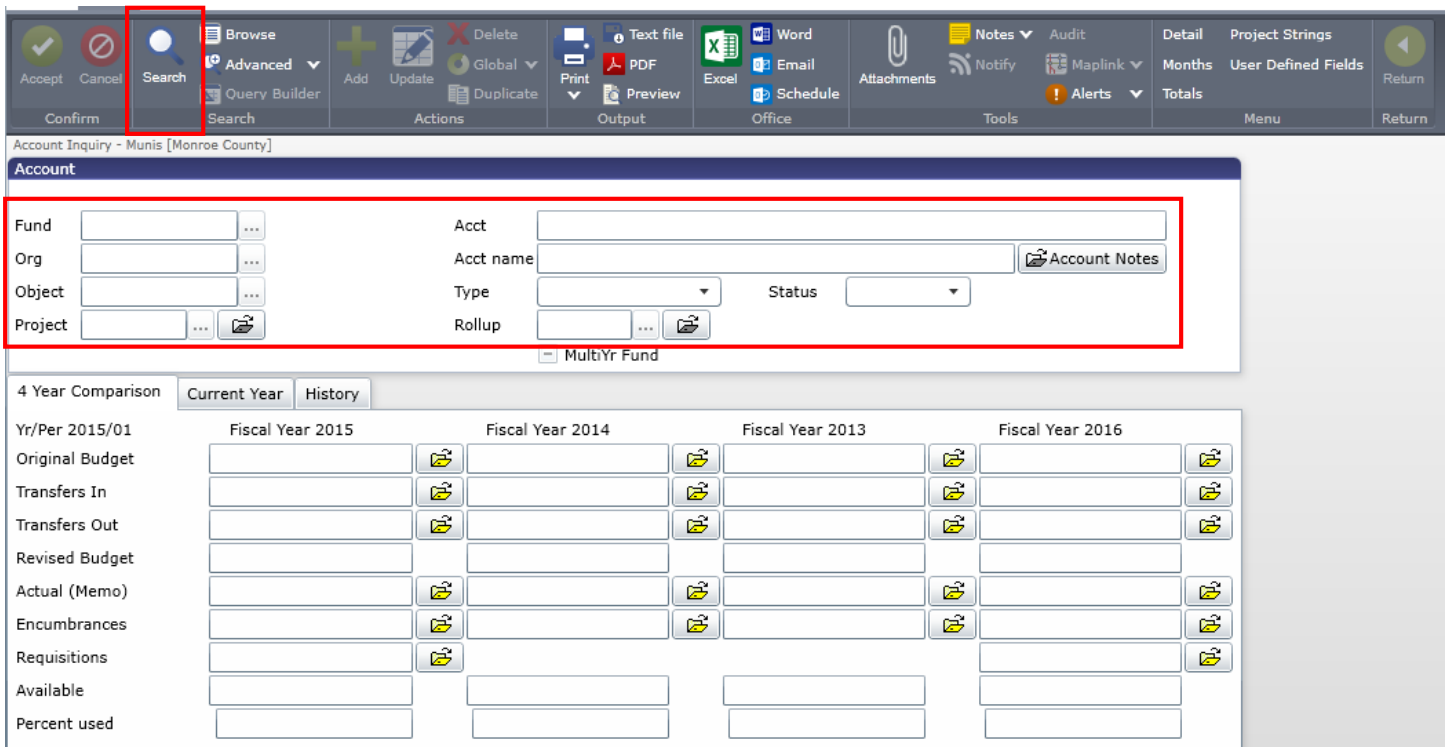
Click **Search** 

on the Dashboard Ribbon.

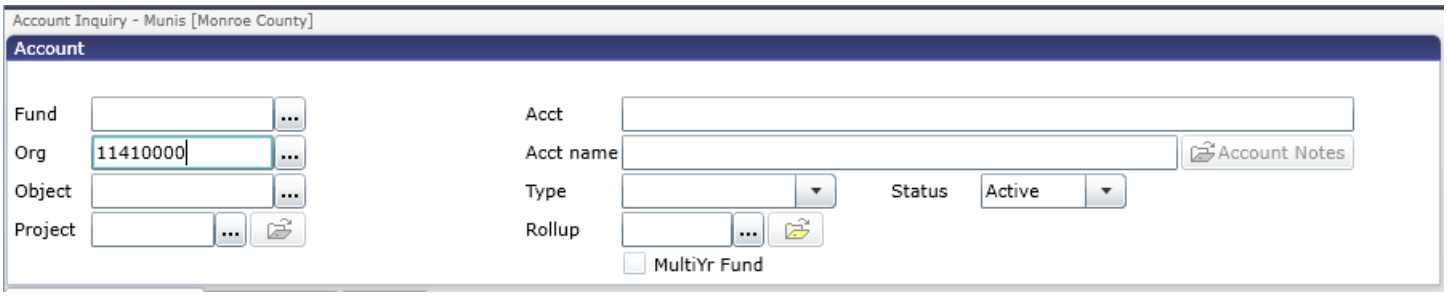
Then enter the Account information you wish to Inquire on.

You can Search by Fund, Org, Object, Project, Rollup Code, etc. – or a combination of parameters.

If you don't know the exact Search parameter you need, you can click on the elipsis ... for a drop down list to select from.

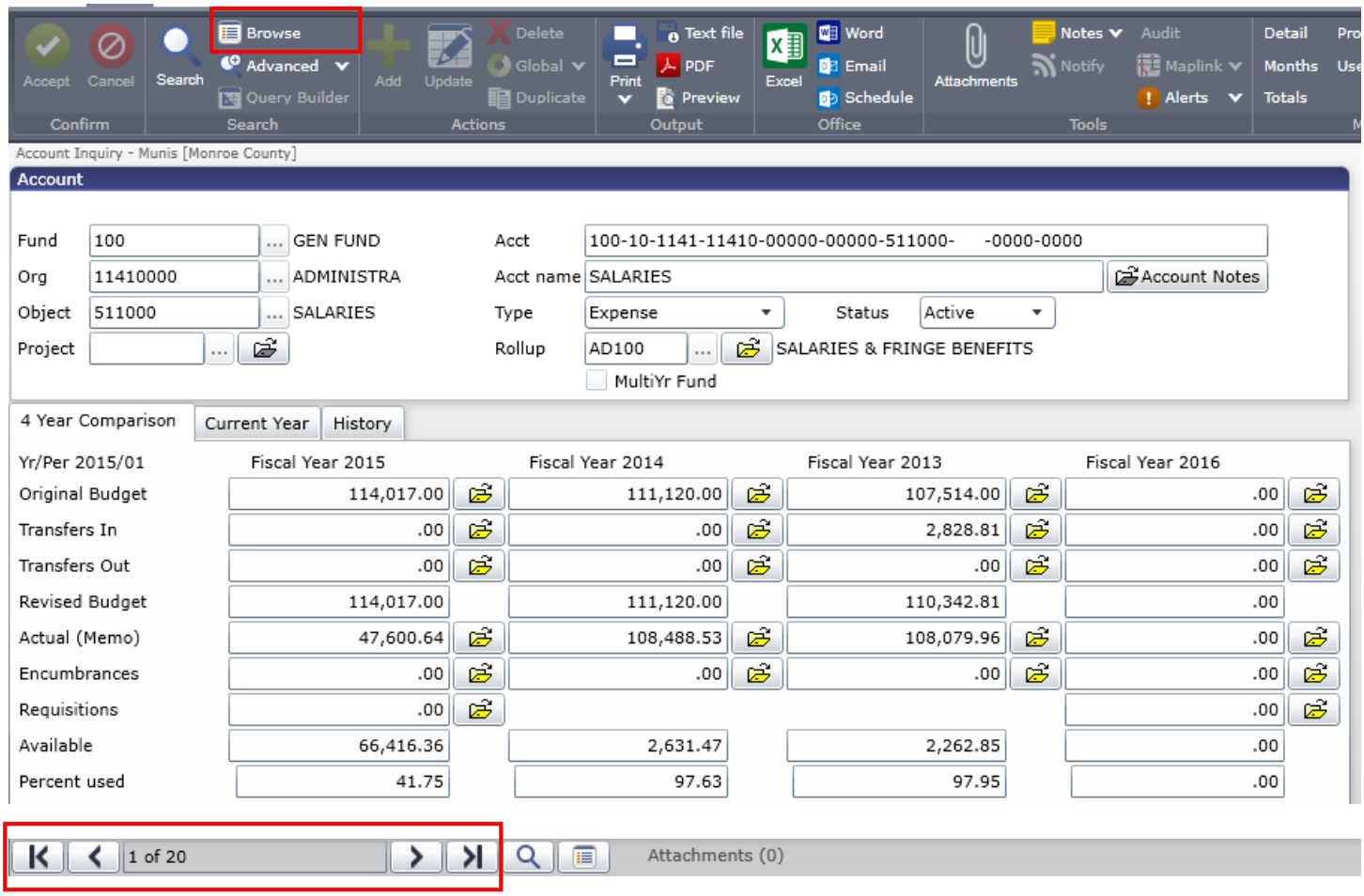


If you enter just the Org number for your department, as shown below, you will have all object accounts appear that are related to that Org. (An example of this is shown on the next page.)



Account Inquiry

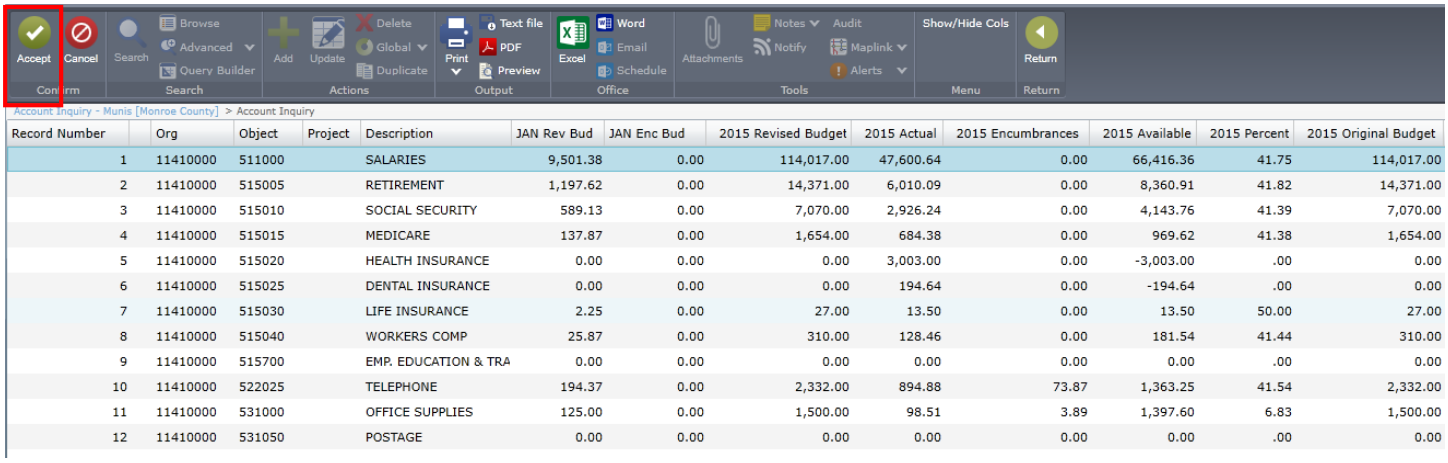
The example is shown below.



You can scroll through the various accounts by clicking the navigation arrows at the bottom of the screen.

You can also view the accounts as a list by clicking the **Browse** button on the Dashboard Ribbon.

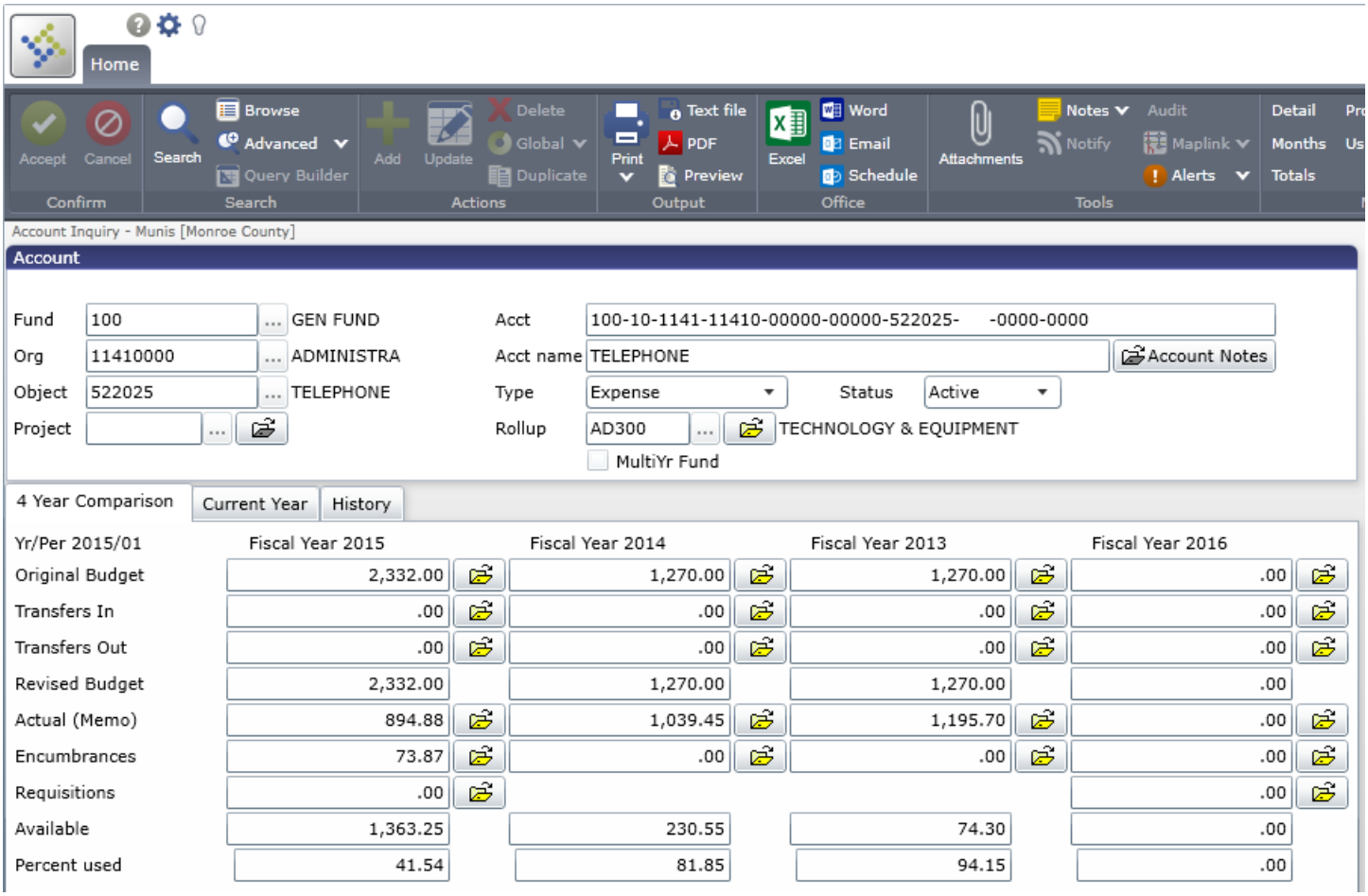
The list would appear similar to that shown below. You can then highlight and **Accept** the account you wish to view.



Record Number	Org	Object	Project	Description	JAN Rev Bud	JAN Enc Bud	2015 Revised Budget	2015 Actual	2015 Encumbrances	2015 Available	2015 Percent	2015 Original Budget
1	11410000	511000		SALARIES	9,501.38	0.00	114,017.00	47,600.64	0.00	66,416.36	41.75	114,017.00
2	11410000	515005		RETIREMENT	1,197.62	0.00	14,371.00	6,010.09	0.00	8,360.91	41.82	14,371.00
3	11410000	515010		SOCIAL SECURITY	589.13	0.00	7,070.00	2,926.24	0.00	4,143.76	41.39	7,070.00
4	11410000	515015		MEDICARE	137.87	0.00	1,654.00	684.38	0.00	969.62	41.38	1,654.00
5	11410000	515020		HEALTH INSURANCE	0.00	0.00	0.00	3,003.00	0.00	-3,003.00	.00	0.00
6	11410000	515025		DENTAL INSURANCE	0.00	0.00	0.00	194.64	0.00	-194.64	.00	0.00
7	11410000	515030		LIFE INSURANCE	2.25	0.00	27.00	13.50	0.00	13.50	50.00	27.00
8	11410000	515040		WORKERS COMP	25.87	0.00	310.00	128.46	0.00	181.54	41.44	310.00
9	11410000	515700		EMP. EDUCATION & TRA	0.00	0.00	0.00	0.00	0.00	0.00	.00	0.00
10	11410000	522025		TELEPHONE	194.37	0.00	2,332.00	894.88	73.87	1,363.25	41.54	2,332.00
11	11410000	531000		OFFICE SUPPLIES	125.00	0.00	1,500.00	98.51	3.89	1,397.60	6.83	1,500.00
12	11410000	531050		POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.00	0.00

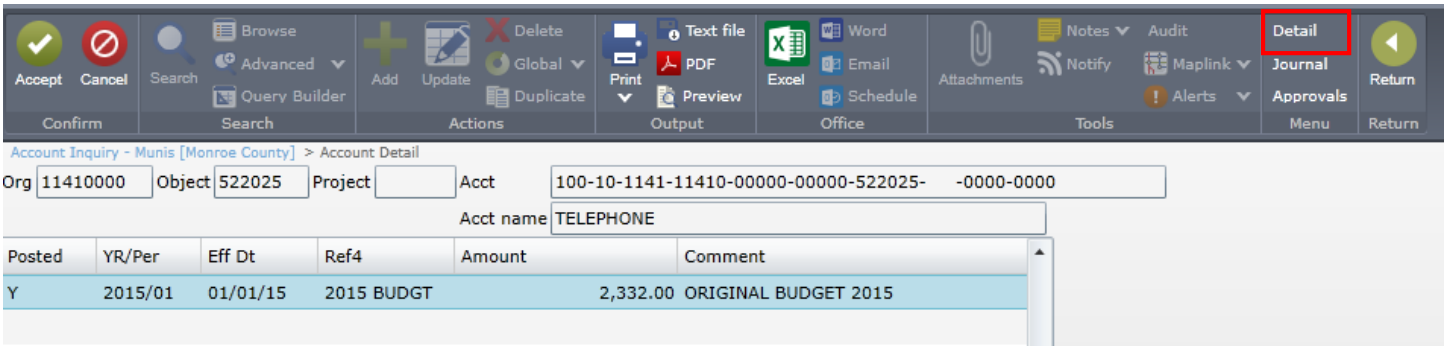
Account Inquiry

From the Account Inquiry screen, you can view the actual detail for the various lines and the various Fiscal Years by clicking on the corresponding highlighted yellow folder.



By clicking the yellow folder icon next to the Fiscal Year 2015 Original Budget Line, your screen might look similar to that shown below.

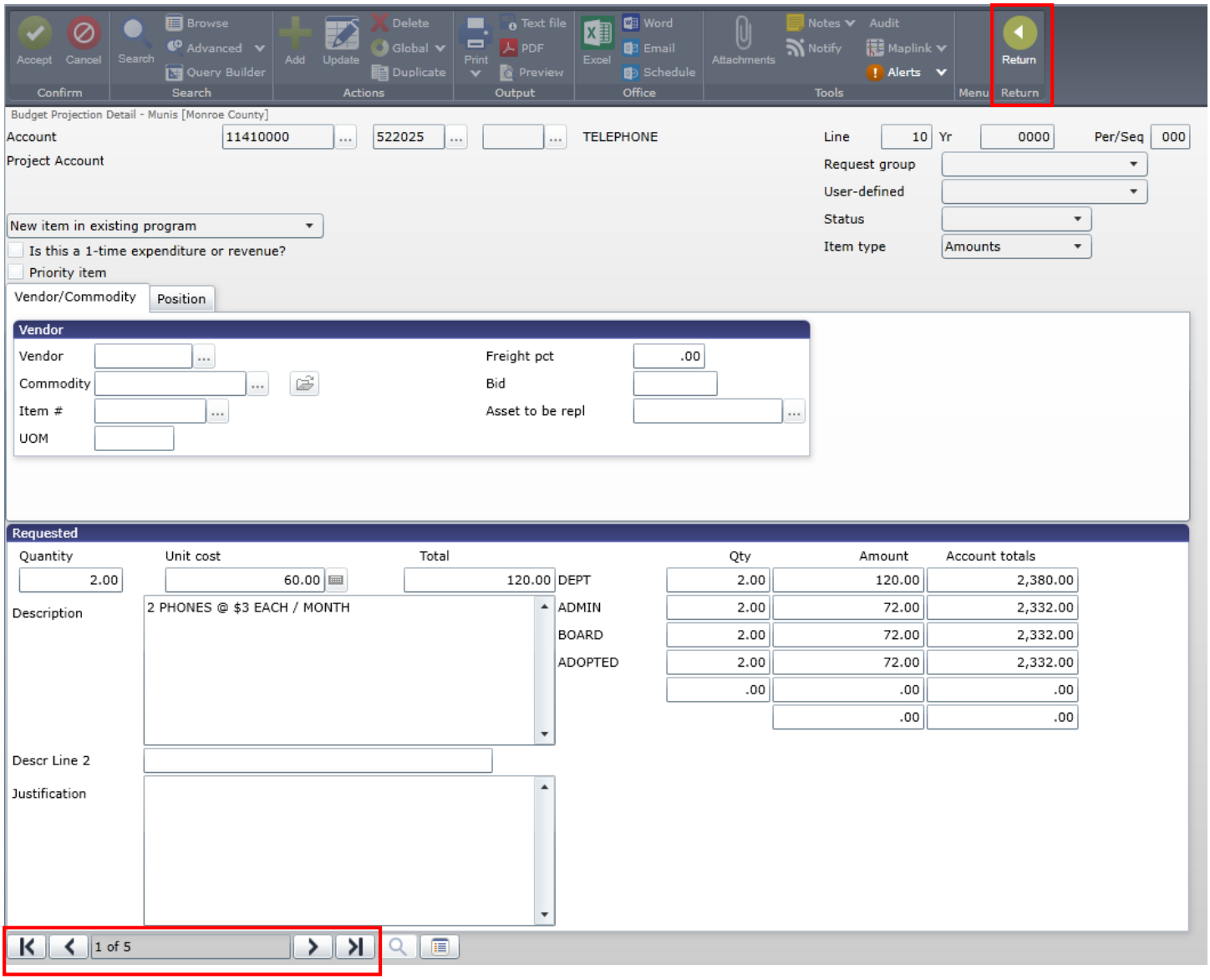
Click the **Detail** button on the Dashboard Ribbon, and your screen will appear similar to that on the next page.

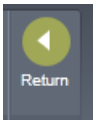


Account Inquiry

This screen reflects the 2015 Budget as entered into the system.

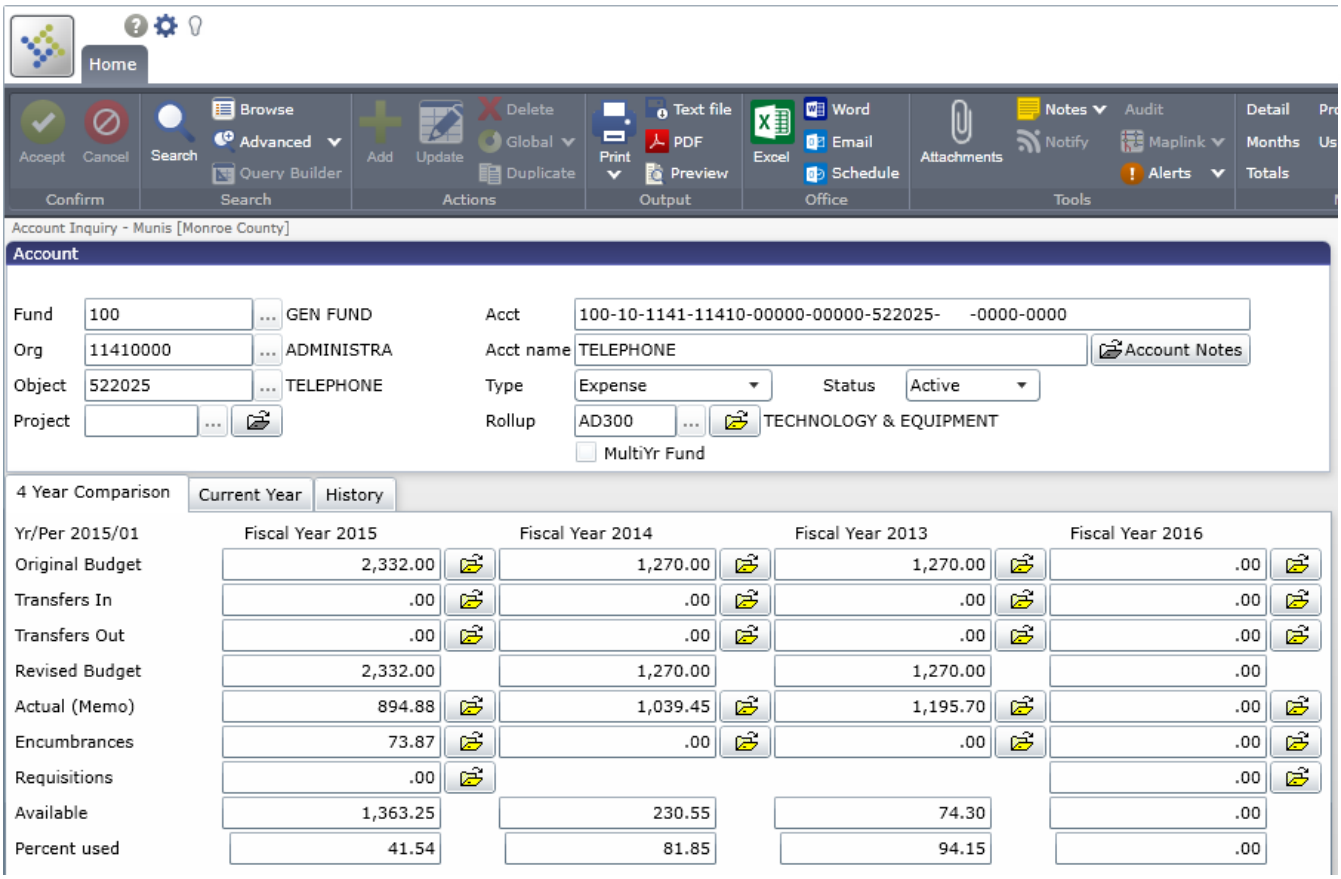
Remember, you can navigate through the various detail lines of the Account Budget by clicking the navigation arrows at the bottom of the screen.



Click **Return** 

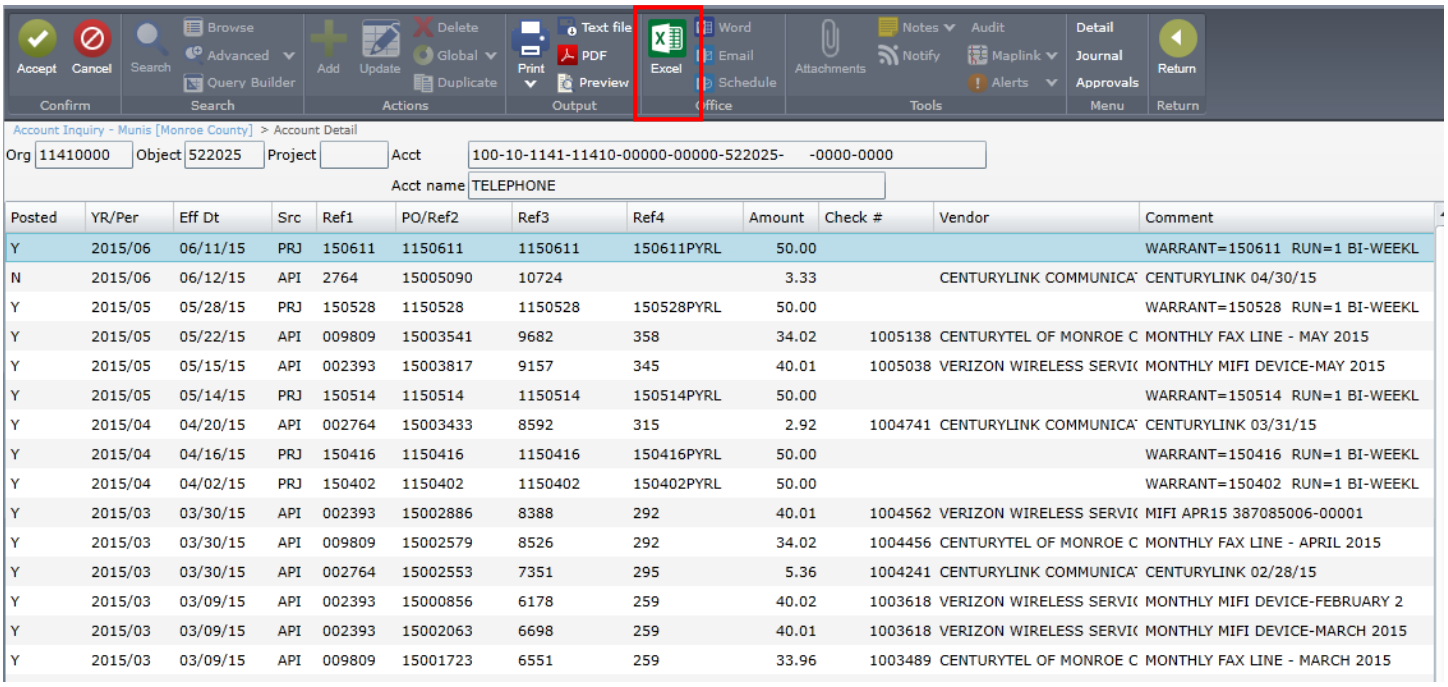
to exit and navigate back to the starting screen.

Account Inquiry



By clicking the yellow folder icon next to the Fiscal Year 2015 Actual (Memo) Line, your screen might look similar to that shown below.

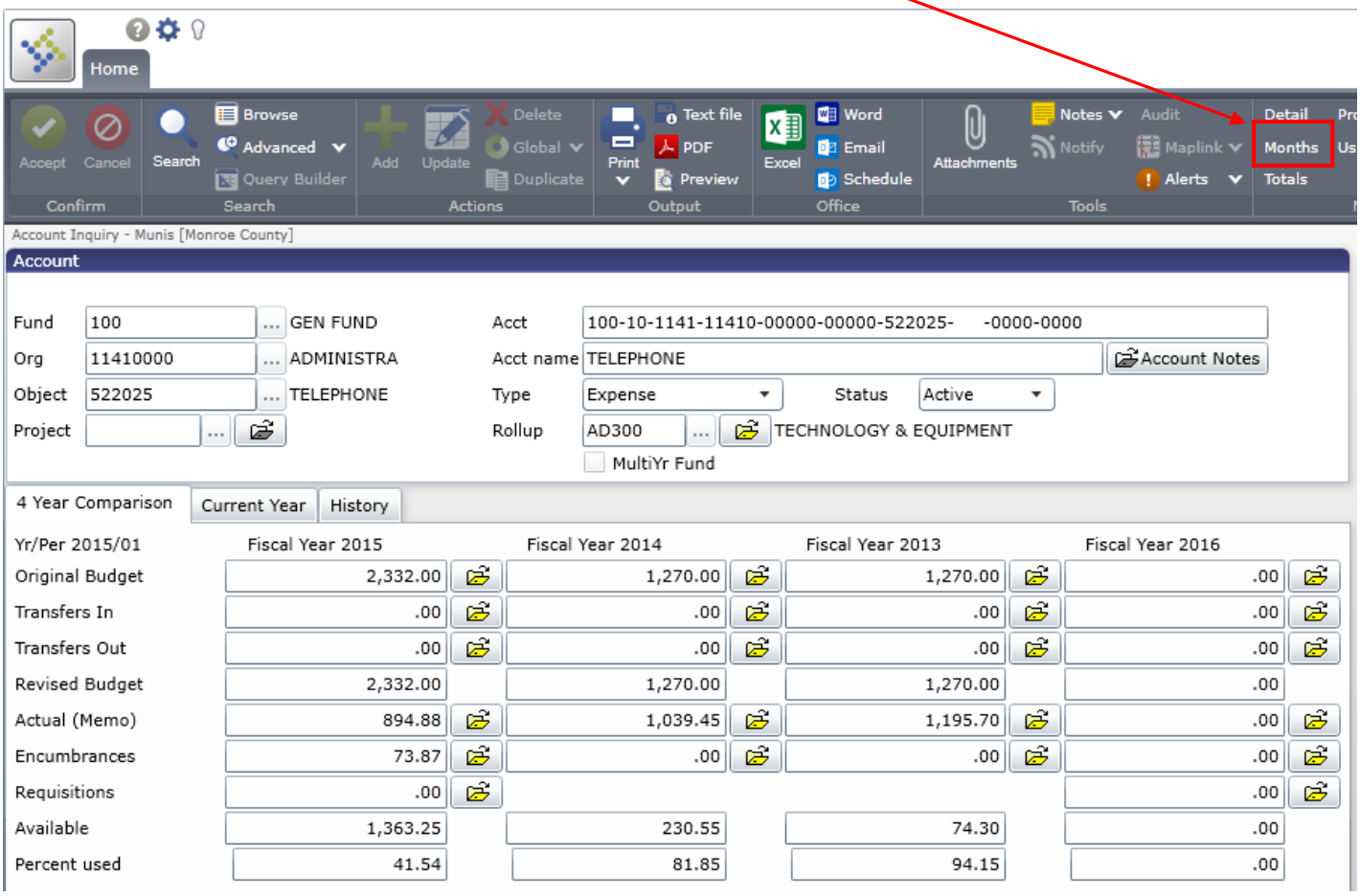
Click the **Excel** button on the Dashboard Ribbon to export into an Excel Spreadsheet at any time.



Posted	YR/Per	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Vendor	Comment
Y	2015/06	06/11/15	PRJ	150611	1150611	1150611	150611PYRL	50.00			WARRANT=150611 RUN=1 BI-WEEKL
N	2015/06	06/12/15	API	2764	15005090	10724		3.33		CENTURYLINK COMMUNICA	CENTURYLINK 04/30/15
Y	2015/05	05/28/15	PRJ	150528	1150528	1150528	150528PYRL	50.00			WARRANT=150528 RUN=1 BI-WEEKL
Y	2015/05	05/22/15	API	009809	15003541	9682	358	34.02	1005138	CENTURYTEL OF MONROE C	MONTHLY FAX LINE - MAY 2015
Y	2015/05	05/15/15	API	002393	15003817	9157	345	40.01	1005038	VERIZON WIRELESS SERVI(	MONTHLY MIFI DEVICE-MAY 2015
Y	2015/05	05/14/15	PRJ	150514	1150514	1150514	150514PYRL	50.00			WARRANT=150514 RUN=1 BI-WEEKL
Y	2015/04	04/20/15	API	002764	15003433	8592	315	2.92	1004741	CENTURYLINK COMMUNICA	CENTURYLINK 03/31/15
Y	2015/04	04/16/15	PRJ	150416	1150416	1150416	150416PYRL	50.00			WARRANT=150416 RUN=1 BI-WEEKL
Y	2015/04	04/02/15	PRJ	150402	1150402	1150402	150402PYRL	50.00			WARRANT=150402 RUN=1 BI-WEEKL
Y	2015/03	03/30/15	API	002393	15002886	8388	292	40.01	1004562	VERIZON WIRELESS SERVI(	MIFI APR15 387085006-00001
Y	2015/03	03/30/15	API	009809	15002579	8526	292	34.02	1004456	CENTURYTEL OF MONROE C	MONTHLY FAX LINE - APRIL 2015
Y	2015/03	03/30/15	API	002764	15002553	7351	295	5.36	1004241	CENTURYLINK COMMUNICA	CENTURYLINK 02/28/15
Y	2015/03	03/09/15	API	002393	15000856	6178	259	40.02	1003618	VERIZON WIRELESS SERVI(	MONTHLY MIFI DEVICE-FEBRUARY 2
Y	2015/03	03/09/15	API	002393	15002063	6698	259	40.01	1003618	VERIZON WIRELESS SERVI(	MONTHLY MIFI DEVICE-MARCH 2015
Y	2015/03	03/09/15	API	009809	15001723	6551	259	33.96	1003489	CENTURYTEL OF MONROE C	MONTHLY FAX LINE - MARCH 2015

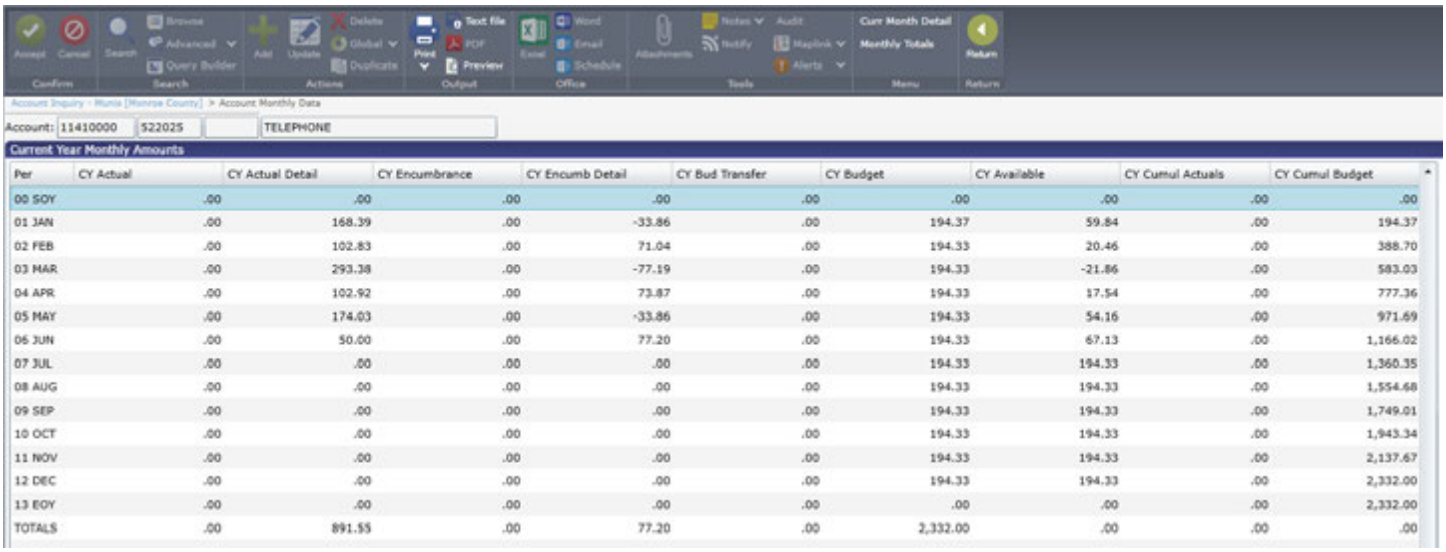
Account Inquiry

You can see the Account Detail by Month by clicking the **Months** button on the dashboard ribbon.



Your screen will appear similar to that shown below.

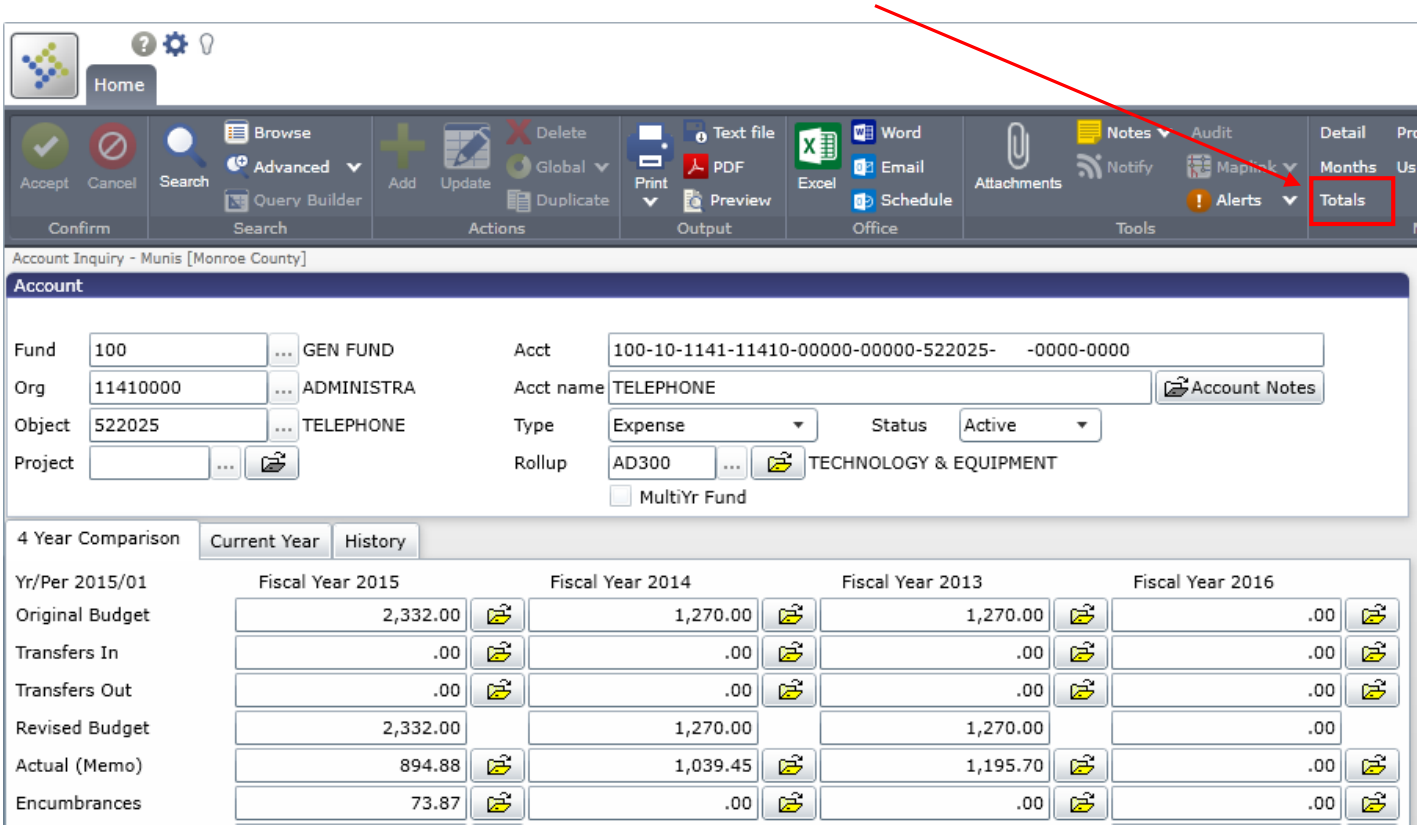
Remember that you can click and drag, delete, or sort the columns by clicking on the column headers.



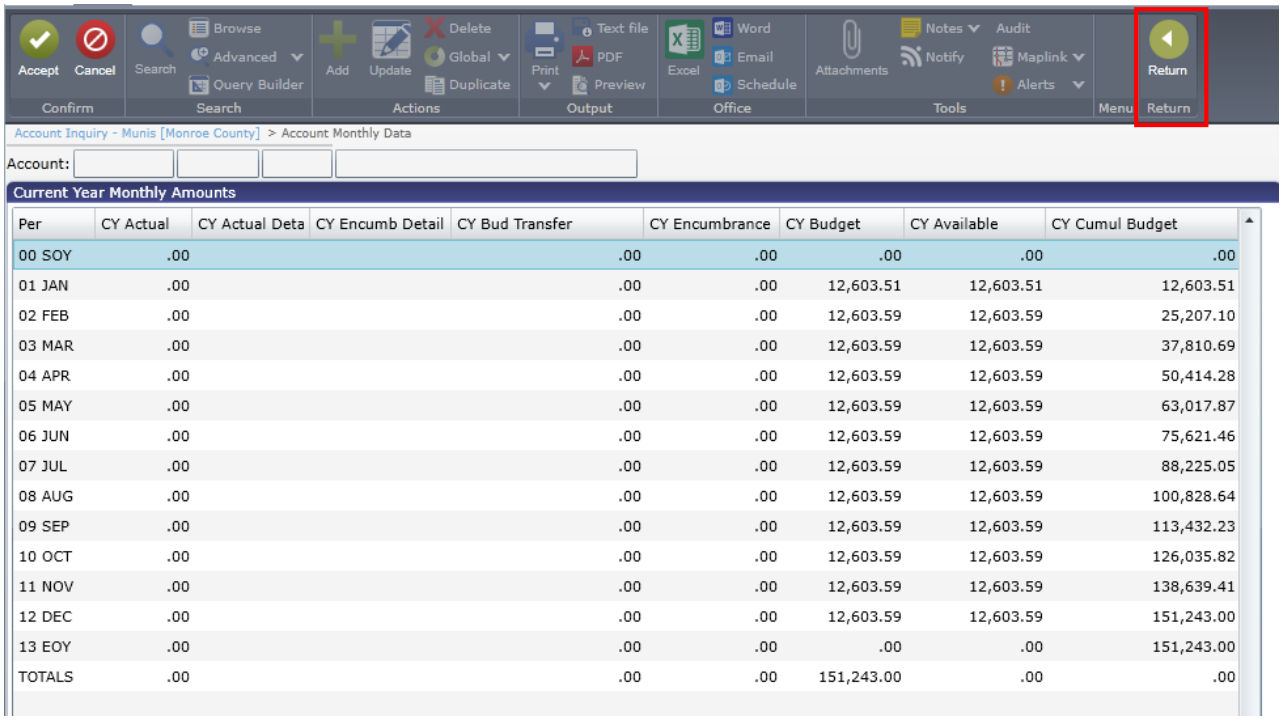
Per	CY Actual	CY Actual Detail	CY Encumbrance	CY Encumb Detail	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SOY	.00	.00	.00	.00	.00	.00	.00	.00	.00
01 JAN	.00	168.39	.00	-33.86	.00	194.37	59.84	.00	194.37
02 FEB	.00	102.83	.00	71.04	.00	194.33	20.46	.00	388.70
03 MAR	.00	293.38	.00	-77.19	.00	194.33	-21.86	.00	583.03
04 APR	.00	102.92	.00	73.87	.00	194.33	17.54	.00	777.36
05 MAY	.00	174.03	.00	-33.86	.00	194.33	54.16	.00	971.69
06 JUN	.00	50.00	.00	77.20	.00	194.33	67.13	.00	1,166.02
07 JUL	.00	.00	.00	.00	.00	194.33	194.33	.00	1,360.35
08 AUG	.00	.00	.00	.00	.00	194.33	194.33	.00	1,554.68
09 SEP	.00	.00	.00	.00	.00	194.33	194.33	.00	1,749.01
10 OCT	.00	.00	.00	.00	.00	194.33	194.33	.00	1,943.34
11 NOV	.00	.00	.00	.00	.00	194.33	194.33	.00	2,137.67
12 DEC	.00	.00	.00	.00	.00	194.33	194.33	.00	2,332.00
13 EOY	.00	.00	.00	.00	.00	.00	.00	.00	2,332.00
TOTALS	.00	891.55	.00	77.20	.00	2,332.00	.00	.00	.00

Account Inquiry

You can see the Account Detail Totals by Month by clicking the **Totals** button on the dashboard ribbon.



Your screen will appear similar to that shown below. Click **Return** to exit back to your starting point.



Per	CY Actual	CY Actual Deta	CY Encumb Detail	CY Bud Transfer	CY Encumbrance	CY Budget	CY Available	CY Cumul Budget
00 SOY	.00			.00	.00	.00	.00	.00
01 JAN	.00			.00	.00	12,603.51	12,603.51	12,603.51
02 FEB	.00			.00	.00	12,603.59	12,603.59	25,207.10
03 MAR	.00			.00	.00	12,603.59	12,603.59	37,810.69
04 APR	.00			.00	.00	12,603.59	12,603.59	50,414.28
05 MAY	.00			.00	.00	12,603.59	12,603.59	63,017.87
06 JUN	.00			.00	.00	12,603.59	12,603.59	75,621.46
07 JUL	.00			.00	.00	12,603.59	12,603.59	88,225.05
08 AUG	.00			.00	.00	12,603.59	12,603.59	100,828.64
09 SEP	.00			.00	.00	12,603.59	12,603.59	113,432.23
10 OCT	.00			.00	.00	12,603.59	12,603.59	126,035.82
11 NOV	.00			.00	.00	12,603.59	12,603.59	138,639.41
12 DEC	.00			.00	.00	12,603.59	12,603.59	151,243.00
13 EOY	.00			.00	.00	.00	.00	151,243.00
TOTALS	.00			.00	.00	151,243.00	.00	.00