

Inquiries & Reports

This MUNIS reference guide covers the following topics:

- Account Inquiry
- YTD Budget
- Project Detail History
- Project Summary
- Standard PO Reports

Inquiries & Reports

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
Account Inquiry

Inquiries & Reports

The Account Inquiry program provides both summarized and detail history for a selected set of accounts, with a focus on the current available budget. You cannot modify data in this program; you can view data and create reports of the collected data.

There are options in the Account Inquiry program for consolidating the data into a report-like format, but if you want to report on many accounts in a report format, it may be best to use the YTD Budget Report.

The information in the fields displayed throughout the program depends upon your user permissions, which are established in the System Administration General Ledger Roles program.

1. Go to Financials>Account Inquiry
2. Click Search  from the toolbar. Complete one or more of the fields to define your search criteria.

Yr/Per 2017/07	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018
Original Budget				
Transfers In				
Transfers Out				
Revised Budget				
Actual (Memo)				
Encumbrances				
Requisitions				
Available				
Percent used				

3. Once you define the search criteria click Accept .

Inquiries & Reports

4. If you have a large find set, you can click Browse to view a list of the accounts.

Record Number	Org	Object	Project	Description	JUN Rev Bud	JUN Enc Bud B	2019 Revised Budget	2019 Actual	2019Encumbrances/Req	2019 Available	2019 Percent	2019 Original Budget	2018 Rev
1	11135000	0957		INVENTORY REVENUE	0.00	0.00	21,321.00	0.00	0.00	21,321.00	0.00	21,321.00	
2	11135000	1010		CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	11135000	1017		PCARD LIABILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	11135000	9110		SALARIES FULL TIME	0.00	0.00	6,466,112.00	40,383.18	3,366.00	6,422,362.82	68	6,466,112.00	
5	11135000	5110	1050	SALARIES FULL TIME	0.00	0.00	21,476,984.00	0.00	0.00	21,476,984.00	0.00	21,476,984.00	
6	11135000	5110	1051	SALARIES FULL TIME	0.00	0.00	600.00	0.00	0.00	600.00	0.00	600.00	
7	11135000	5111		SALARIES PART TIME	0.00	0.00	236,288.00	54.168	0.00	235,748.83	23	236,288.00	
8	11135000	5112		SALARY- GRANT FUNDED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	11135000	5120		OVERTIME	0.00	0.00	193,255.00	200.00	0.00	193,055.00	10	193,255.00	
10	11135000	5121		OVERTIME TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	27.75	-27.75	0.00	0.00	0.00
11	11135000	5130		LONGEVITY	0.00	0.00	30,400.00	-102.25	0.00	30,502.25	-33	30,400.00	
12	11135000	5140		INCENTIVE PAY	0.00	0.00	0.00	55.25	445.00	-500.25	0.00	0.00	0.00
13	11135000	5141		COURT FAY	0.00	0.00	0.00	2,453.00	0.00	-2,453.00	0.00	0.00	0.00
14	11135000	5170		HOLIDAY PAY	0.00	0.00	0.00	-300.00	330.00	-30.00	0.00	0.00	0.00
15	11135000	5180		VACATION PAY	0.00	0.00	0.00	1,500.00	0.00	-1,500.00	0.00	0.00	0.00
16	11135000	5190		SICK PAY	0.00	0.00	0.00	-500.00	1,011.00	-511.00	0.00	0.00	0.00
17	11135000	5206		EQUIPMENT MAINTENANCE	0.00	0.00	700.00	4,849.00	109.99	-4,258.99	708.43	0.00	0.00
18	11135000	5209		TRAVEL	0.00	0.00	50,000,000.00	213.32	2,936.39	49,996,850.29	0.1	0.00	0.00
19	11135000	5211		ELECTRIC	0.00	0.00	7,510.00	0.00	500.00	7,010.00	6.66	0.00	0.00
20	11135000	5215		TELEPHONE	0.00	0.00	0.00	0.00	4,373.00	-4,373.00	0.00	0.00	0.00
21	11135000	5218		PROFESSIONAL DEVELOPMENT	0.00	0.00	50,000.00	187.50	260.00	49,552.50	90	0.00	0.00
22	11135000	5223		PRINTING AND COPYING	0.00	0.00	-900.00	1,565.00	999,519.24	-1,001,964.24	-111,231.58	0.00	0.00
23	11135000	5227		CONTRACTUAL SERVICES	0.00	0.00	1,200.00	2,990.00	16,000.00	-17,790.00	1,562.50	0.00	0.00
24	11135000	5227	CB123	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	11135000	5270		SOFTWARE SERVICES	0.00	0.00	1,200.00	10,778.00	25,000.00	-34,578.00	2,981.50	0.00	0.00
26	11135000	5290		MISCELLANEOUS EXPENSES	0.00	0.00	800.00	31,541.45	58,990.00	-95,731.45	12,066.43	0.00	0.00
27	11135000	5290	1261	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	11135000	5290	1300	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	24.48	-24.48	0.00	0.00	0.00
29	11135000	5400		OFFICE SUPPLIES	0.00	0.00	4,750.00	452,870.16	115,451.55	-563,371.71	11,960.46	0.00	0.00
Column Total					JUN Rev Bud	JUN Act Bud							
					0.00	0.00							

5. Double-click an account to view the details.

4 Year Comparison Tab

This tab shows the current fiscal year, the previous two fiscal years, and the next fiscal year. To view additional information for a field, click the folder button. (Most commonly used)

1. Click on the yellow folders and that will take you to the detail of the line.

Inquiries & Reports

Account Inquiry

Account

Fund: 1000 GEN FUND
 Org: 11133000 FINANCE
 Object: 5209 TRAVEL
 Project: []

Acct: 1000-1-135-000-00-0000-0-5209 -
 Acct name: TRAVEL
 Type: Expense Status: Active
 Rollup: []
 Sub-Rollup: []
 MultiYr Fund

4 YEAR COMPARISON HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2019/12	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	.00	.00	.00	500,000.00
Transfers In	97,500,000.00	.00	.00	.00
Transfers Out	-47,500,000.00	.00	.00	.00
Revised Budget	50,000,000.00	.00	.00	500,000.00
Actual (Memo)	213.52	-10.00	.00	1,371.55
Encumbrances	2,885.75	10.00	.00	65,825.00
Requisitions	50.64			37.00
Available	49,996,850.09	.00	.00	432,766.45
Percent used	.01	.00	.00	13.45

The Account Detail screen displays the results. Select a detail line to highlight it, and then click

Account Detail

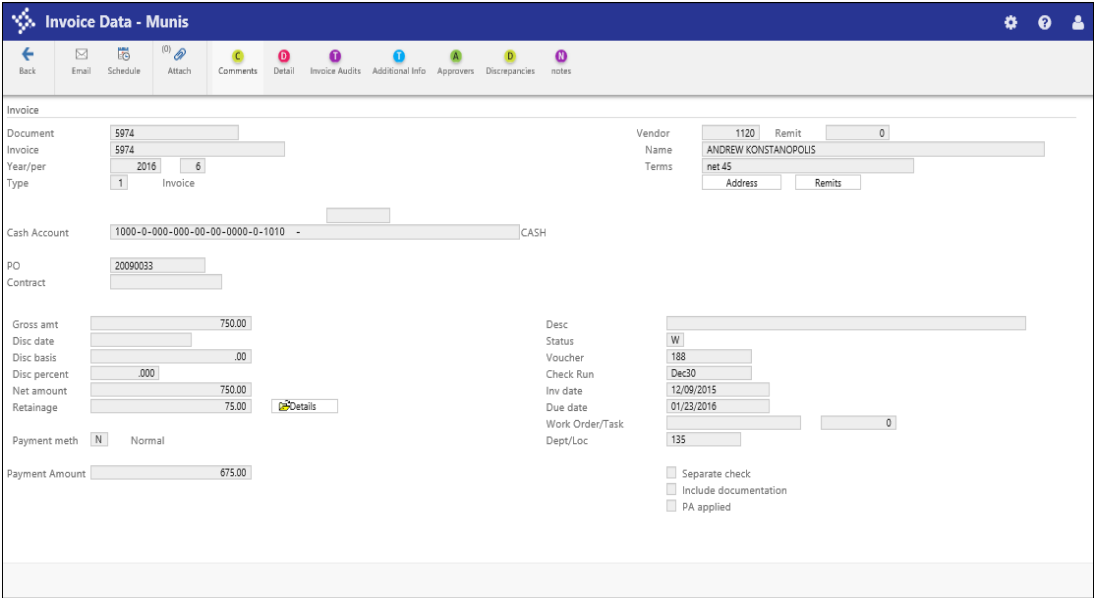
Org: 1000 Object: 1010 Project: Account: CASH

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment
N	2016/09	6	03/31/16	GEN	REF1			REF1	10,000.00				
Y	2016/06	7	12/09/15	API	001120	20090033	5974	W Dec30	750.00	Dec30		ANDREW KONSTANOPOLIS	
Y	2016/01	4	07/30/15	BUC				2016 BUDGT	600,000.00				ORIGINAL BUDGET 2016
N	2010/08	03/15/13	GEN					Short Desc	100.00				FIRST LINE
Y	2009/09	7	03/13/09	CRP			lam1	cash recpt	630.00				0000/
N	2009/09	2	03/20/09	GEN	calc23	9032009	9032009		-1,483.61				WARRANT=032009 RUN=9 MI
N	2009/09	03/19/09	POE	1110	1				100.00			OFFICE CONNECTIONS INC	SERVICES RENDERED
N	2009/09	03/20/09	POE	1110	555				100.00			OFFICE CONNECTIONS INC	SERVICES RENDERED
Y	2009/08	121	02/02/09	API	001020		5939	W BARSCAN	100.00		BARSCAN	MILIKEN	
Y	2009/08	108	02/20/09	APP	DISCO			9890	-2,460.00				AP CASH DISBURSEMENTS JOU
Y	2009/08	106	02/08/09	APP	DISCOU			4040	-1,845.00				AP CASH DISBURSEMENTS JOU
Y	2009/08	76	10/15/13	API	001020		5904	998	50.00		KNM630	MILIKEN	ITEMS
N	2009/08	54	02/27/09	GEN				DESCR	100.00				LINE
Y	2009/08	42	11/16/09	BLB				B/L AR GEN	60.00				2008 B/L 60 DOLLARS
Y	2009/08	42	11/16/09	BLB				B/L AR GEN	-60.00				2008 B/L 60 DOLLARS
Y	2002/07	1	05/01/02	CRP	PA	1482		cash recpt	10.00				

Detail or Journal for more information on a specific entry.

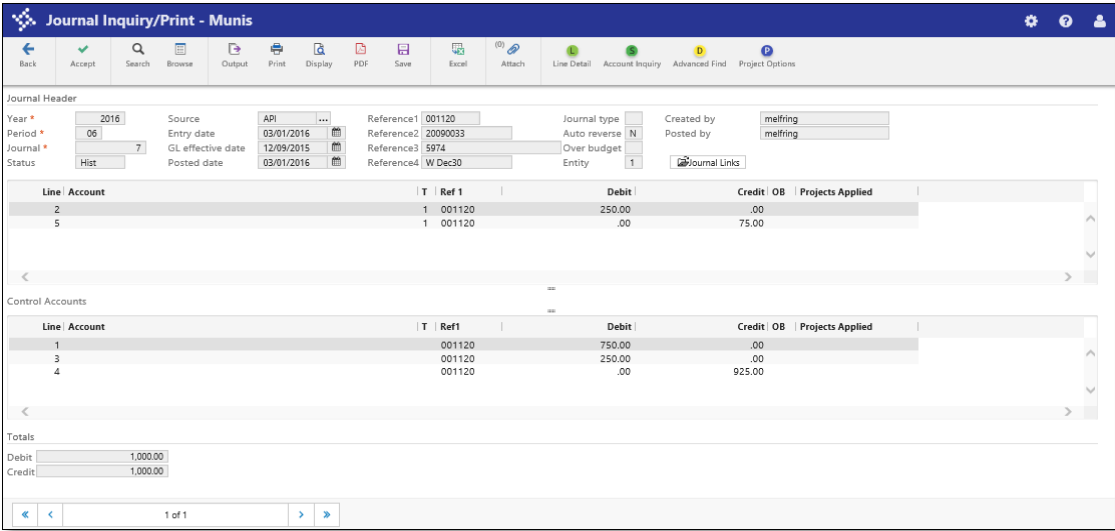
Inquiries & Reports

Clicking Detail displays the single entry from the account. The detail screen varies according to the journal entry source type. For example, invoice entries (journal source API) display the Invoice Data screen.



2. Click Back to return to the Account Detail screen.

Clicking Journal provides the Journal Inquiry/Print screen, which displays the entire journal.




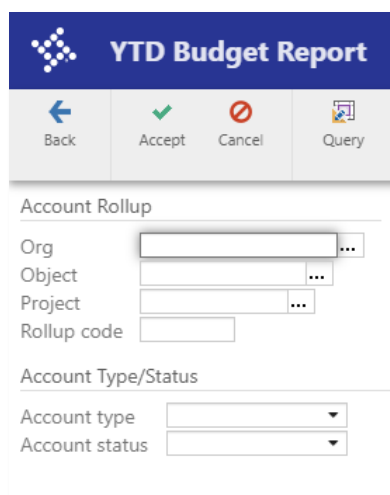
Inquiries & Reports

YTD Budget Report

The Year to Date Budget Report is used primarily to view budget position through a specified period. It is only run for subsidiary ledger accounts (expense and revenue accounts). Information is presented under different rules depending on whether the accounts are multi-year or annual fund accounts. Reporting periods may range from three years prior to the following year. This report is sensitive to the setting in Fund Attributes for Available Budget Method. An option exists to print totals only, useful for a quick view or for situations where totals are not needed by account, but by Org.

Although this report is commonly used to see budget position, it is also very useful for proving encumbrance balances against the MUNIS Purchase Order application.

1. Go to Financials>General ledger Menu>Inquiries and Reports>YTD Budget Report
2. Click search 
3. Enter Org Code or leave blank for wide open search.
4. Enter Object Code or leave blank for wide open search.
5. Enter Project Code or leave blank for wide open search.
6. Enter Rollup Code or leave blank for wide open search.
7. Account Type/Status
 - Account type: Select from drop down or leave blank for wide open search.
 - Account status: Select from drop down or leave blank from wide open search.
8. Click Accept .



9. Click on Report Options .
10. Report Sequence
 - Execute this report: Select from drop down (Most common option is **Now**)

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- Sequence 1: Use drop down and select Fund (Most common but you can choose other options)
 - i. Check Total
 - ii. Check Page Break
- Sequence 2: Use drop down and select Org (Most common but you can choose other options).
 - i. Check Total
 - ii. Uncheck Page Break if you choose
- Sequence 3 & 4: Leave Blank (Most common but you can choose other options).
- Report Title: Default is **YEAR-TO-DATE BUDGET REPORT**. You can change if you choose.

Report Options

Back Accept Cancel

Report Sequence

Execute this report: Now

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title *
YEAR-TO-DATE BUDGET REPORT

[PRINT OPTIONS](#) [ADDITIONAL OPTIONS](#)

11. Print Options

- Include only accounts that used: leave default as 0%
- Order accounts by: Leave default Org, Object, Project
- Uncheck Totals only
- Account description: Use drop down and select **Full**
- Uncheck Print full GL account
- Uncheck Roll projects to object
- Check report options

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This is highly recommended as if someone else comes and runs this report with different options this is the only thing that reminds you of how you set your report.

- Year/Period: Use drop down and select Within year/period.
 - i. Enter Year you want
 - ii. Enter Period that you want the report to run through.
- Carry forward: Use drop down and select Totals (GAAP)
- Uncheck Print MTD version if applicable.
- Format type: Use drop down and select
- Uncheck Double space
- Check Suppress zero bal accts
- Uncheck Exclude YEC journals

The screenshot shows a web-based configuration interface for a report. It is divided into two main sections: 'PRINT OPTIONS' (highlighted with a blue underline) and 'ADDITIONAL OPTIONS'. Under 'PRINT OPTIONS', there is a 'Report Options' section with a text input field containing '1' followed by '% or greater of budget'. Below this are several rows of options, each with a checkbox or dropdown menu. The 'ADDITIONAL OPTIONS' section contains a 'Year/period' dropdown set to 'Within year/period', two input fields for '2020' and '11', a 'Carry forward' dropdown set to 'Totals (GAAP)', a 'Print MTD version' checkbox, a 'Format type' dropdown set to 'Standard format', a 'Double space' checkbox, a 'Suppress zero bal accts' checkbox which is checked, and an 'Exclude YEC journals' checkbox.

12. Additional Options

- Uncheck requisition amounts if applicable.
- Uncheck Print Revenues-Version headings if applicable
- Check revenue as credit
- Uncheck Print revenue budgets as zero if applicable
- Uncheck include fund balance if applicable.
- The other options are for detail report (Will demonstrate in next option)
- Click Accept .
- Click Back button.

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- Click on output option of your choice PDF or Excel.

KB 2019.1 DATABASE Jan 31 2019



YEAR-TO-DATE BUDGET REPORT

FOR 2020 11										
ACCOUNTS 1000	FOR: GENERAL FUND	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL		
11135000	5215 TELEPHONE	0	0	0	1,511.13	1,016,500.00	-1,018,011.13	100.0%		
11135000	5218 PROFESSIONAL DEVE	649,995	-500,000	149,995	31,345.00	1,149,895.00	-1,031,245.00	787.5%		
11135000	5223 PRINTING AND COPY	0	-200	-200	1,525.00	1,000,000.00	-1,001,725.00	*****		
11135000	5227 CONTRACTUAL SERVI	0	0	0	19,300.00	35,000.00	-54,300.00	100.0%		
11135000	5270 SOFTWARE SERVICES	0	0	0	159.00	-934.50	775.50	100.0%		
11135000	5290 MISCELLANEOUS EXP	0	0	0	6,487.03	18,772.94	-25,259.97	100.0%		
11135000	5290 1261 MISCELLANEOUS	0	0	0	135.00	0.00	-135.00	100.0%		
11135000	5400 OFFICE SUPPLIES	1,113,840	0	1,113,840	-66,480.95	2,161,796.20	-981,475.03	188.1%		
11135000	5401 Supplies	0	0	0	8,416.50	3,131.16	-11,547.66	100.0%		
11135000	5403 POSTAGE AND COURI	0	0	0	45.00	1,509.95	-1,554.95	100.0%		
11135000	5405 PERIODICALS	0	0	0	274.00	0.00	-274.00	100.0%		
11135000	5409 MATERIALS AND EQU	0	200	200	75,672.50	195,447.98	-270,920.48	*****		
11135000	5410 FUEL EXPENSE	0	0	0	3,511.25	0.00	-3,511.25	100.0%		
11135000	5415 CLOTHING	0	0	0	5.60	0.00	-5.60	100.0%		
11135000	5703 EMPLOYER PAID EXP	0	0	0	915.52	0.00	-915.52	100.0%		
11135000	5704 INSURANCES	0	0	0	1,608.90	585.00	-2,193.90	100.0%		
11135000	5780 RETIREMENT	0	0	0	1,536.01	633.00	-2,169.01	100.0%		
11135000	5800 CAPITAL OUTLAY	0	0	0	1,009,808.00	165,977.00	-1,175,785.00	100.0%		
11135000	5820 BUILDING IMPROVEM	0	0	0	65,102.00	0.00	-65,102.00	100.0%		
11135000	5830 MACHINERY AND EQU	0	0	0	21,136.80	341,658.82	-362,795.62	100.0%		
11135000	5850 MOTOR VEHICLE	0	0	0	119,392.00	17,000.00	-136,392.00	100.0%		
11135000	5880 ART WORK	0	500,000	500,000	60,515.00	730.00	438,755.00	12.2%		
11135000	6321 TEXTBOOKS	0	0	0	-9,525.00	0.00	9,525.00	100.0%		
TOTAL FINANCE DEPARTMENT		2,273,835	50,000	2,323,835	1,404,203.72	6,294,013.25	-5,374,381.75	331.3%		
11155000 INFORMATION TECHNOLOGY DEPART										
11155000	5110 SALARIES FULL TIM	0	0	0	844.70	221,549.00	-222,393.70	100.0%		
11155000	5206 EQUIPMENT MAINTEN	0	0	0	75.00	0.00	-75.00	100.0%		
11155000	5215 TELEPHONE	0	0	0	1,000.00	0.00	-1,000.00	100.0%		
11155000	5218 PROFESSIONAL DEVE	0	0	0	600.00	3,000.00	-3,600.00	100.0%		
11155000	5223 PRINTING AND COPY	0	0	0	-100.00	250.00	-150.00	100.0%		
11155000	5227 CONTRACTUAL SERVI	0	0	0	0.00	100,000.00	-100,000.00	100.0%		
11155000	5270 SOFTWARE SERVICES	0	0	0	0.00	97,000.00	-97,000.00	100.0%		
11155000	5290 MISCELLANEOUS EXP	0	0	0	-3,867.00	-6,940.00	10,807.00	100.0%		
11155000	5400 OFFICE SUPPLIES	6,500	0	6,500	8,556.47	11,645.00	-13,701.47	310.8%		
11155000	5405 PERIODICALS	0	0	0	-185.00	0.00	185.00	100.0%		
11155000	5409 MATERIALS AND EQU	140,000	0	140,000	1,519.96	340,280.04	-201,800.00	244.1%		
11155000	5820 BUILDING IMPROVEM	500,000	0	500,000	55,000.00	2,445,000.00	-2,000,000.00	500.0%		
11155000	5830 MACHINERY AND EQU	0	500	500	0.00	0.00	500.00	0.0%		
11155000	5850 MOTOR VEHICLE	0	0	0	0.00	290,500.00	-290,500.00	100.0%		

With Detail

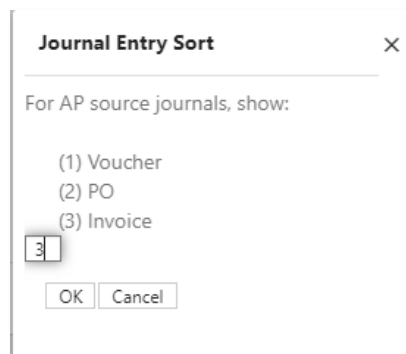
Follow all steps as before but all the following:

1. Additional Options

- Check Print Journal detail
- From Yr/Per: Choose the Yr/Pr you want to start the detail from
- To Yr/Per: Choose the Yr/Pr you want to end the detail to.
- Check Include budget entries if applicable
- Check encumb/liq entries if applicable
- Sort option: Use drop down and select Journal Entries
- Detail format option: Use drop down and select Standard format
- Uncheck Include additional JE comments if applicable
- Multiyear view: Use drop down and select Default view
- Check Amounts/totals exceed 999 million dollars.

Inquiries & Reports

2. You will get the following notice
 - Select 3 if applicable.

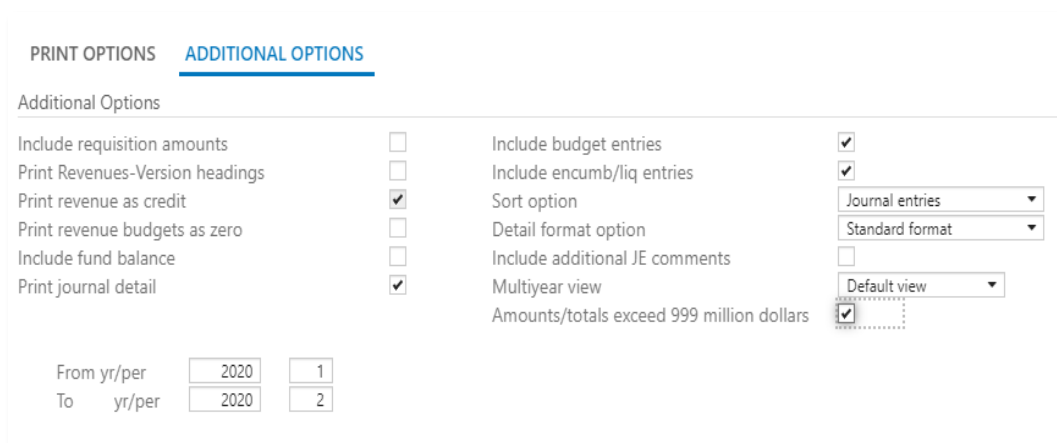


Journal Entry Sort [X]

For AP source journals, show:

- (1) Voucher
- (2) PO
- (3) Invoice

OK Cancel



PRINT OPTIONS **ADDITIONAL OPTIONS**

Additional Options

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input checked="" type="checkbox"/>	Multiyear view	Default view
		Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

From yr/per

To yr/per

3. Click Accept .
4. Click Back button.

Inquiries & Reports

KB 2019.1 DATABASE Jan 31 2019				munis a tyler erp solution				
YEAR-TO-DATE BUDGET REPORT								
FOR 2020 11				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS	FOR: 1000 ORIGINAL	GENERAL FUND APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1000 4140		VEHICLE STICKER REVENUE	0.00	0.00	-242.00	0.00	242.00	100.0%
1000 4200		GENERAL BILLING REVENUE	0.00	0.00	-26,588.51	0.00	26,588.51	100.0%
1000 4210		TUITION REVENUE	0.00	0.00	-180.00	0.00	180.00	100.0%
1000 4300		PERMITS	0.00	0.00	-545.00	0.00	545.00	100.0%
1000 4400		ANIMAL, LICENSE	0.00	0.00	-225.00	0.00	225.00	100.0%
2020/02/000045	08/13/2019	GBI		200.00 REF				
2020/02/000047	08/13/2019	CRP		-300.00 REF 274				
						2020/ 2017153		
1000 5290		MISCELLANEOUS EXPENSES	0.00	1,000.00	15,771.84	12,800.00	-27,571.84	2857.2%
2020/01/000017	07/01/2019	GEN		5,000.00 REF				
2020/01/000019	07/02/2019	GRV		-5,000.00 REF				
2020/01/000036	07/15/2019	API		5,000.00 VND 001036 IN 1640				
2020/01/000042	07/17/2019	PDE		300.00 VND 000148 PO 2170299				
2020/01/000043	07/17/2019	BUA		-7,000.00 REF				
2020/01/000044	07/17/2019	BUA		8,000.00 REF				
2020/02/000099	08/27/2019	API		300.00 VND 000148 IN 1735				
2020/02/000099	08/27/2019	POL		-300.00 VND 000148 PO 2170299				
1000 5290 1022		MISCELLANEOUS EXPENSES	0.00	0.00	39.26	1,042.92	-1,082.18	100.0%
2020/02/000016	08/06/2019	INI		-400.00 REF Laptop, Dell Latitude				
1000 5290 16JCD		MISCELLANEOUS EXPENSES	0.00	0.00	-80.00	0.00	80.00	100.0%
1000 540030		Electricity	0.00	0.00	-1.00	0.00	1.00	100.0%
2020/02/000017	08/06/2019	GEN		-1.00 REF				

5. Click on output option of your choice PDF or Excel.

Project Detail History Report

This report shows the journal information on all entries to the project, including the source journal, the four reference fields, amount, general ledger year and period and the entry amount.

1. Click on General Ledger Menu>Project Accounting>Project Ledger>Project Reports>Project Detail History.



2. Click Define

3. Template Selection

- Execute this report: Use drop down and select **Now**.

Inquiries & Reports

- Report Title: Use default (Can change name if you chose).

4. Project String Selection

- Expense:
 - Project: Enter Project (Leave Blank for open search)
 - Phase: Enter Phase (Leave Blank for open search)
 - Task: Enter Phase (Leave Blank for open search)
- Funding Source:
 - Project: Enter Project (Leave Blank for open search)
 - Source: Enter Source (Leave Blank for open search)

- Detail: Enter Detail (Leave Blank for open search)

5. Report Options

- Month/Year Range: Enter Month/Year to Month/Year
- Group by: Use drop down and select None
- Project Segment Sequence
 - Sort Sequence 1: Use Drop Down and select Project
 - Check Total
 - Check Page Break

Inquiries & Reports

Report options

Month/Year range to

Group by

	Project Segment	Total	Page Break
Sort Sequence 1	<input type="text" value="Project"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sort Sequence 2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Detail Options

- Include Name: Use drop down and select short
- Check Project String Detail
- Uncheck Employee Detail if applicable
- Check Include Journal Detail if applicable
- Check Actual Detail if applicable
- Check Encumbrance Detail if applicable
- Check Budget Detail if applicable
- Check Vendor Detail if applicable
- Uncheck Include Unposted Transactions if applicable
- Journal Source Code: Select if applicable

Detail Options

Include Name Include Journal Detail

Include Project String Detail Actual Detail

Include Employee Detail Encumbrance Detail

Budget Detail

Vendor Detail

Include Unposted Transactions

Journal Source Code

7. Click Accept



8. Select Output of choice, PDF, or Excel.

Inquiries & Reports

KB 2019.1 DATABASE Jan 31 2019



PROJECT DETAIL HISTORY

FOR 07/01/2018 - 11/30/2020

EFF DATE	JNL	LINE	SRC	REF1	REF2	REF3	CHECK	AMOUNT	D/C	GLYrPr	GLJnl	GLLine	Available Budget
Project: 1264 - 1264 PROJECT													
E 1264	-E1261	-TASKA	-		E1261	TASK							-492.75
09/01/2019	CONTRC ENT	4	1	COE 001011 project string test	190126			100,000.00	D	2020/03	21	1	
E 1264	-E1261	-TASKB	-		E1261	TB							100,000.00
E 1264	-E1261	-TASKC	-		E1261	TC							100,000.00
E 1264	-E1262	-TASKA	-		E1262								99,000.00
09/01/2019	CONTRC ENT	4	2	COE 001011 project string test	190126			1,000.00	D	2020/03	21	2	
F 1264	-F1261	-30	-		F1261D								-98,000.00
04/20/2020	Test	2	1	PAJ				2,000.00	D				
F 1264	-F1261	-DETAILA	-		F1261A								-100,000.00
F 1264	-F1261	-DETAILB	-		F1261B								-100,000.00
F 1264	-F1261	-DETAILC	-		F1261C								-100,000.00
TOTALS for Project: 1264 - 1264 PROJECT													-99,492.75

Project Summary

This report shows funding and expense string amounts for the projects and dates specified.

1. Click on General Ledger Menu>Project Accounting>Project Ledger>Project Reports>Project Summary.

D

Define

2. Click Define .
3. Execute this Report: Use drop down and select **Now**.
4. Project: Enter Project or use Ellipsis to select project.
5. Start Month/Year: Select starting Month/year
6. End Month/Year: Select Ending Month/year
7. Uncheck Group by Major Project if applicable.
8. Uncheck Exclude zero balance Projects if applicable.
9. Check Include String detail if applicable.
10. Check Include string title if applicable
11. Check Exclude zero balance strings if applicable.
12. Click Accept

Inquiries & Reports

Project Summary Report

← Back
✓ Accept
⊘ Cancel

Execute this report * Now

Project ...

Start Month/Year * JUL 2019

End Month/Year * JUN 2020

Group by Major Project
 Exclude zero balance Projects
 Include string detail
 Include string title
 Exclude zero balance strings

13. Select output of choice, PDF, or Excel.

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05/11/2020 19:12:32 | KB 2019.1 DATABASE Jan 31 2019
 shaLee.davis | Project Summary Report
 For Jul 2019 To Jun 2020

PAGE 31
 paba1rpt

PROJECT TITLE	AMOUNT
CD13 COMMUNITY DEV 2013 -2014	
BEGINNING BALANCE	140,112.32
FUNDING SOURCES	TITLE
CD13 COMMUNITY DEV 2013 -2014	
FUNDING SOURCES	TITLE
	.00
FUNDING SOURCE TOTAL	.00
EXPENSE STRINGS	TITLE
	.00
EXPENSE TOTAL	.00
ENDING BALANCE	140,112.32
PROJECT TITLE	AMOUNT
CDBG20 COMMUNITY DEVELOPMENT BLOCK GRANT	
BEGINNING BALANCE	.00
FUNDING SOURCES	TITLE
CDBG20 -FEDERAL -GRANT -	CDBG FEDERAL GRANT
	-210,125.00
FUNDING SOURCE TOTAL	-210,125.00
EXPENSE STRINGS	TITLE
CDBG20 -DESIGN -PROFSRV -	CDBG2020 PROFESSIONAL SERVICES
CDBG20 -DESIGN -SALARY -	CDBG20 SALARY
CDBG20 -DESIGN -WRKRCOMP -	CDBG2020 WORKERS COMP INS
	200,000.00
	50,000.00
	250.00
EXPENSE TOTAL	250,250.00
ENDING BALANCE	40,125.00

Inquiries & Reports

Standard Purchase Order Reports

There are several standard purchase orders reports you can run:

- Open Purchase Orders by Expense Account
- Open POs by Due Date
- Open POs by Vendor
- Open POs by Commodity Code
- Audit File PO History
- Open Encumbrance by PO Number
- Fixed Asset Purchase Order
-

Open PO by Account

1. Open '**Open PO by Account**'

Financials > Purchasing > PO Inquiry and Reports Menu > Standard PO Reports > Choose from the list the applicable report

- Description of Report
 - This report displays all Open Purchase orders broken down by GL account. The report displays the Vendor Name, PO Date, Amount Ordered, Remaining Open Amount and Line Descriptions
- Report Usage
 - This report can be used at the end of the year to identify “open” Purchase Orders that may need review to determine which ones should remain open and which ones should be closed prior to the year end.

Inquiries & Reports

- Report Setup

OPEN POs BY ACCOUNT

Back Accept Cancel

General

Initially sort by Dept/Loc
Sort by Fund Organization Account

Inclusion options

PO fiscal year	Next	2020
PO entered	07/01/2019	to 06/30/2020
Dept/Loc		to zzzzz
Fund		to zzzz
Function/CC		to zzzzzzzzzz
Department		to zzzzzzzzzz
Program		to zzzzzzzzzz
Grade		to zzzzzzzzzz
Grant		to zzzzzzzzzz
DOE Function		to zzzzzzzzzz
Category		to zzzzzzzzzz
Org		to 1000
Object		to zzzzzz
Project		to zzzzz
Accounts:	<input checked="" type="checkbox"/> Expense	
	<input type="checkbox"/> Revenue	
	<input type="checkbox"/> Balance Sheet	

Inquiries & Reports

- Report View

KB 2019.1 DATABASE Jan 31 2019

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OPEN PURCHASE ORDERS BY ACCOUNT
GROUPED BY FUND
DATE RANGE: 07/01/2019 TO 06/30/2020 NEXT YEAR POS'

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Item Description
DETAILS FOR ACCOUNT: 1000-1-015-000-00-0000-0-52200 - Professional Development							
20200020	001	001000	ABC SUPPLY COMPANY	04/30/20	108.90	108.90	Line 1 Line 1 Line 1 Line 1 Line
20200020	002	001000	ABC SUPPLY COMPANY	04/30/20	1,633.50	1,633.50	Line 2
20200020	003	001000	ABC SUPPLY COMPANY	04/30/20	1,350.36	1,350.36	Line 3
20200020	004	001000	ABC SUPPLY COMPANY	04/30/20	927.83	927.83	Line 4
20200020	005	001000	ABC SUPPLY COMPANY	04/30/20	106.72	106.72	Line 5
20200020	006	001000	ABC SUPPLY COMPANY	04/30/20	520.54	520.54	Line 6
20200020	007	001000	ABC SUPPLY COMPANY	04/30/20	8,574.00	8,574.00	DESCRIPTION DESCRIPTION DESCRI
					13,221.85	13,221.85	
TOTALS FOR FUND: 1000 GENERAL FUND					13,221.85	13,221.85	
TOTALS FOR Dept/Loc: EMS					13,221.85	13,221.85	

PO by Due Date

1. Open '**PO by Due Date**'
Financials > Purchasing > PO Inquiry and Reports Menu > Standard PO Reports > Choose from the list the applicable report
 - Description of Report
 - This report displays the original ordered amount and the remaining open balance of a PO based on the needed by date.
 - Report Usage
 - This report can be used determine deadlines for due purchases. It can also be used to review purchase orders that are past their due date to determine if the product is still needed and if not, can the PO be cancelled.

Inquiries & Reports

- Report Setup

OPEN POs BY DUE DATE

Back Accept Cancel

General

Report Summary Detail
 Initially sort by Dept/Loc

Inclusion options

PO fiscal year Next 2020
POs * 00000000 to 99999999
Due dates * 07/01/2019 to 06/30/2020
 Include zero balance POs
 Include carry forward POs

Dept/Loc	...	to	ZZZZZ	...
Fund	...	to	ZZZZ	...
Function/CC	...	to	ZZZZZZZZZZ	...
Department	...	to	ZZZZZZZZZZ	...
Program	...	to	ZZZZZZZZZZ	...
Grade	...	to	ZZZZZZZZZZ	...
Grant	...	to	ZZZZZZZZZZ	...
DOE Function	...	to	ZZZZZZZZZZ	...
Category	...	to	ZZZZZZZZZZ	...
Org	...	to	ZZZZZZZZ	...
Object	...	to	ZZZZZZ	...
Project	...	to	ZZZZZ	...

Inquiries & Reports

- Report View

KB 2019.1 DATABASE Jan 31 2019		munis a tyler erp solution	
OPEN PURCHASE ORDERS BY DUE DATE			
Date Range: 07/01/2019 - 06/30/2020		Next Year Orders	
		Ordered	Open
08/24/2019		3,499.00	400.00
04/16/2020		1,210.00	1,210.00
Grand Total		4,709.00	1,610.00

** END OF REPORT - Generated by Davis, Shalee **

PO by Vendor

1. Open '**PO by Vendor**'

Financials > Purchasing > PO Inquiry and Reports Menu > Standard PO Reports > Choose from the list the applicable report

- Description of Report
 - This report displays the original ordered amount and the remaining open balance of a PO based on vendor
- Report Usage
 - This report can be used to assess how much money is owed to a vendor or to see all open POs that may need to be closed for a vendor.

Inquiries & Reports

- Report Setup

OPEN POs BY VENDOR

Back Output Print Display PDF Save Excel Define Schedule Export

General

Report Summary Detail

Initial sort by Dept/Loc

Sort by Vendor Number Alpha Name

Inclusion options

PO fiscal year

PO * to


Include zero balance POs

Include carry forward POs

Vendor *	<input type="text" value="000000"/> ...	to	<input type="text" value="999999"/> ...
Dept/Loc	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZ"/> ...
Fund	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZ"/> ...
Function/CC	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZZZ"/> ...
Department	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZZZ"/> ...
Program	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZZZ"/> ...
Grade	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZZZ"/> ...
Grant	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZZZ"/> ...
DOE Function	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZZZ"/> ...
Category	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZZZ"/> ...
Org	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZZZ"/> ...
Object	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZZ"/> ...
Project	<input type="text" value=""/> ...	to	<input type="text" value="ZZZZZ"/> ...

Inquiries & Reports

- Report View

KB 2019.1 DATABASE Jan 31 2019 

OPEN PURCHASE ORDERS BY VENDOR REPORT

			Amount Ordered	Amount Liq/Cancel	Amount Open
**** 000001 GELINAS, MAUREEN					
PO# 02170352	Due on test	Dept/Loc: 135	Totals: 10.00	0.00	10.00
PO# 02170353	Due on Office Supplies	Dept/Loc: 1108	Totals: 47.92	0.00	47.92
PO# 02170385	Due on chairs	Dept/Loc: 135	Totals: 450.00	0.00	450.00
PO# 02170414	Due on test	Dept/Loc: 5201	Totals: 105.00	0.00	105.00
Vendor # 000001 GELINAS, MAUREEN			Totals: 612.92	0.00	612.92
**** 000129 WEST COAST WRAPPERS					
PO# 02170354	Due on Cork: Blocks, Boards, Sheets, etc.	Dept/Loc: 135	Totals: 1,471.20	0.00	1,471.20
Vendor # 000129 WEST COAST WRAPPERS			Totals: 1,471.20	0.00	1,471.20
**** 000148 FRED'S OFFICE SUPP					
PO# 02170356	Due on EQUIPMENT	Dept/Loc: 135	Totals: 10,000.00	0.00	10,000.00
Vendor # 000148 FRED'S OFFICE SUPP			Totals: 10,000.00	0.00	10,000.00
**** 001000 ABC SPPLY CO					
PO# 02170357	Due on supplie	Dept/Loc: 135	Totals: 178.00	0.00	178.00
PO# 02170358	Due on TESTING 123	Dept/Loc: 135	Totals: 5,000.00	0.00	5,000.00
PO# 02170360	Due on supplies	Dept/Loc: 135	Totals: 60,600.00	0.00	60,600.00
PO# 02170361	Due on supplies2	Dept/Loc: 135	Totals: 505.00	0.00	505.00
PO# 02170399	Due on EMERGENCY PO FOR ROOF REPAIR	Dept/Loc: 135	Totals: 15.00	0.00	15.00
PO# 02170403	Due on Inventoryu	Dept/Loc: PD	Totals: 1,000.00	0.00	1,000.00
PO# 02170407	Due on MULTIPLE VENDORS	Dept/Loc: 1300	Totals: 15.00	0.00	15.00
PO# 02170409	Due on OFFICE SUPPLIES, GENERAL	Dept/Loc: 1300	Totals: 15.00	0.00	15.00

PO Audit Report

1. Open '**PO Audit Report**'
Financials > Purchasing > PO Inquiry and Reports Menu > Standard PO Reports > Choose from the list the applicable report
 - Description of Report
 - The PO Audit Report prints a range of purchase orders showing historical information from purchase order entry through liquidation. Carryforward purchase orders may be included.
 - Report Usage
 - This option can be used periodically to purge old history records, which may consume large amounts of system space.

Inquiries & Reports

- Report Setup

Audit File PO History

← Back → Output 🖨️ Print 🔍 Display 📄 PDF 💾 Save 📊 Excel ⚙️ Define 🗑️ Purge

Inclusion Options

PO fiscal year: Next 2020

POs * 00000000 to 99999999

Audit date * 07/01/2019 to 06/30/2020

Include carry forward POs

- Report View

KB 2019.1 DATABASE Jan 31 2019

AUDIT FILE PO HISTORY

Fisyr	PO#	Chn	Lin	Org	Obj	Proj	Change Date	Clerk	New Data
Description					Original	Data			
2020	02170296						2019-07-15 12:14	munis	
Record Added	2020	02170296					2019-07-15 12:18	munis	
PO Printed		6							8
2020	02170296		1				2019-08-20 13:36	chris.vowell	
Receiving added	2020	02170296		1			2019-08-20 13:39	chris.vowell	
Receiving deleted	2020	02170296		1			2019-09-17 15:55	argerie.matute	
Receiving added	2020	02170296		1			2019-10-10 13:30	sarah.deroche	
Receiving deleted	2020	02170296		1			2019-10-14 19:29	sarah.deroche	
Receiving added	2020	02170296	1	1			2019-10-18 18:15	yen.nguyen	75.00
Quantity	2020	02170296	1	1			2019-10-18 18:15	yen.nguyen	22500.00
Ext Unit Price	2020	02170296	1	1	15000.00				
Receiving added	2020	02170296	1	1			2019-11-22 12:45	chance.griffeth	
Receiving added	2020	02170296	1	1			2019-11-22 12:50	chance.griffeth	
Receiving added	2020	02170296	1	1			2019-11-22 12:52	chance.griffeth	
Receiving added	2020	02170296	1	1			2019-11-22 13:54	chance.griffeth	
Receiving added	2020	02170296	1	1			2019-11-22 13:56	chance.griffeth	
Receiving deleted	2020	02170296	1	1			2019-12-10 11:28	chance.griffeth	
Receiving added	2020	02170296	1	1			2019-12-10 11:31	chance.griffeth	
Receiving deleted	2020	02170296	1	1			2020-01-21 13:34	ryan.oakes	
Receiving added	2020	02170296	1	1			2020-02-13 13:05	ryan.oakes	
Receiving added	2020	02170296	1	1			2020-03-12 09:20	ed.zelasko	
Receiving added	2020	02170296	1	1			2020-03-12 09:25	ed.zelasko	
Receiving added	2020	02170296	1	1			2020-03-26 10:02	ryan.oakes	
Receiving added	2020	02170296	1	1			2020-03-26 10:02	ryan.oakes	
Receiving added	2020	02170296	1	2			2019-11-22 12:45	chance.griffeth	
Receiving added	2020	02170296	1	2			2019-11-22 12:50	chance.griffeth	
Receiving added	2020	02170296	1	2			2019-11-22 12:52	chance.griffeth	
Receiving added	2020	02170296	1	2			2020-01-21 13:34	ryan.oakes	
Receiving added	2020	02170296	1	2			2020-02-13 13:05	ryan.oakes	
Receiving added	2020	02170296	1	2			2019-07-15 14:57	munis	

Report generated: 05/11/2020 19:37
 User: sha lee.davis
 Program ID: poreport

Page 1

Inquiries & Reports

Encumbrance by PO Number

- 1. Open '**Encumbrance by PO Number**'
Financials > Purchasing > PO Inquiry and Reports Menu > Standard PO Reports > Choose from the list the applicable report
- Description of Report
 - This report displays the original ordered amount and the remaining open balance of a PO based on PO number. You may choose to print a summary or detail report.
- Report Usage
 - This Report can be used to see the open amounts on a range of Purchase Orders.
- Report Setup



Inquiries & Reports

- [Report View](#)

KB 2019.1 DATABASE Jan 31 2019				munis a tyler erp solution		
OPEN ENCUMBRANCE BY PO NUMBER REPORT						
Detail Report for: 2020						
PO #	Vendor Name	Account	Amount Ordered	Amount Lig/Cancel	Amount Open	
02170407	001000 ABC SUPPLY COMPANY	1000-1-135-000-00-0000-0-5209 -				
	Printed	Dept/Loc 1300	15.00	.00	15.00	
02170408	001010 DELL	1000-1-135-000-00-0000-0-5209 -				
	Printed	Dept/Loc 1300	25.00	.00	25.00	
02170409	001000 ABC SUPPLY COMPANY	1000-1-135-000-00-0000-0-5209 -				
	Printed	Dept/Loc 1300	15.00	.00	15.00	
Dept/Loc Totals:			55.00	.00	55.00	

Capital Asset Purchase Orders

1. Open '**Fixed Asset Purchase Orders**'
Financials > Purchasing > PO Inquiry and Reports Menu > Standard PO Reports > Choose from the list the applicable report
 - [Description of Report](#)
 - This report displays all purchase orders that have been flagged as a fixed asset purchase.
 - [Report Usage](#)
 - This report can be used to analyze all purchase orders that have been flagged as a fixed asset.
 -
 - [Report Setup](#)

Capital Asset Purchase Order

Back
Output
Print
Display
PDF
Save
Excel
Define
Schedule Export

Inclusion Options

PO Yr/Per * 2020 / 1 to 2020 / 12

Fund ... to zzzz ...

Function/CC ... to zzzzzzzzzz ...

Department ... to zzzzzzzzzz ...

Program ... to zzzzzzzzzz ...

Grade ... to zzzzzzzzzz ...

Grant ... to zzzzzzzzzz ...

DOE Function ... to zzzzzzzzzz ...

Category ... to zzzzzzzzzz ...

Org ... to zzzzzzzz ...

Object ... to zzzzzz ...

Project ... to zzzzz ...

Inquiries & Reports

- Report View

KB 2019.1 DATABASE Jan 31 2019



CAPITAL ASSET PURCHASE ORDERS

Year/Period Range 2020/ 1 - 2020/12

PO #	Year/Per	Vendor	PO Date	Status	Dept/Loc	Comments
Lines:	Qty	Net Price	Commodity			
02170312	2020/02	001007	08/14/2019		FINANCE	test 14
	1.00	855.70				
02170326	2020/02	001054	08/21/2019	Closed	FINANCE	Cap Assets 1
	1.00	1,500.00				
02170327	2020/02	001054	08/21/2019	Closed	FINANCE	Cap Assets Test 2
	1.00	2,400.00				
02170328	2020/02	001054	08/22/2019	Printed	FINANCE	ABC
	1.00	1,818.00				
02170331	2020/02	001054	08/22/2019	Printed	FINANCE	TEST
	1.00	1,850.00				
02170332	2020/02	001054	08/22/2019	Closed	FINANCE	test
	1.00	2,850.00				
02170334	2020/02	001054	08/22/2019	Closed	FINANCE	Capital Asset #2 - JC
	1.00	3,250.00				
02170335	2020/02	001054	08/22/2019	Closed	FINANCE	Capital Asset #3 - JC
	1.00	4,800.00				
02170336	2020/02	001054	08/22/2019	Closed	FINANCE	Capital Assets #2a - JC
	1.00	3,750.00				
02170337	2020/02	001054	08/22/2019	Closed	FINANCE	Capital Assets #3a - JC
	1.00	2,750.00				
02170338	2020/02	001054	08/22/2019	Closed	FINANCE	testing cap assets from PO
	1.00	1,900.00				
02170340	2020/02	000098	08/27/2019	Closed	FINANCE	JC827
	1.00	8,000.00				
02170341	2020/02	000098	08/27/2019	Closed	FINANCE	JC827
	1.00	8,500.00				
02170342	2020/02	000098	08/27/2019	Closed	FINANCE	JC0827
	1.00	9,500.00				
02170343	2020/02	000098	08/27/2019	Allocated	FINANCE	JC1045
	1.00	11,000.00				
02170344	2020/02	000098	08/27/2019	Closed	FINANCE	JC1057
	1.00	12,500.00				
02170374	2020/04	001001	10/23/2019	Printed	FINANCE	Test
	1.00	50,000.00				
02170375	2020/04	001001	10/23/2019	Printed	FINANCE	Police Car
	1.00	52,000.00				
02170376	2020/04	001001	10/23/2019	Closed	FINANCE	asset
	1.00	24,500.00				
02170377	2020/04	001001	10/23/2019	Closed	FINANCE	cip 2
	1.00	30,000.00				
02170378	2020/04	001001	10/24/2019	Closed	FINANCE	test
	1.00	333,333.00				
02170379	2020/04	001001	10/25/2019	Printed	FINANCE	test1
	4.00	20,000.00				
02170380	2020/04	001001	10/25/2019	Printed	FINANCE	car2
	1.00	25,000.00				
02170381	2020/04	001001	10/25/2019	Closed	FINANCE	Car3
	6.00	120,000.00				
02170382	2020/04	000001	10/25/2019	Closed	FINANCE	Car4
	3.00	126,000.00				
02170383	2020/04	001001	10/25/2019	Closed	FINANCE	Police Cars
	12.00	360,000.00				