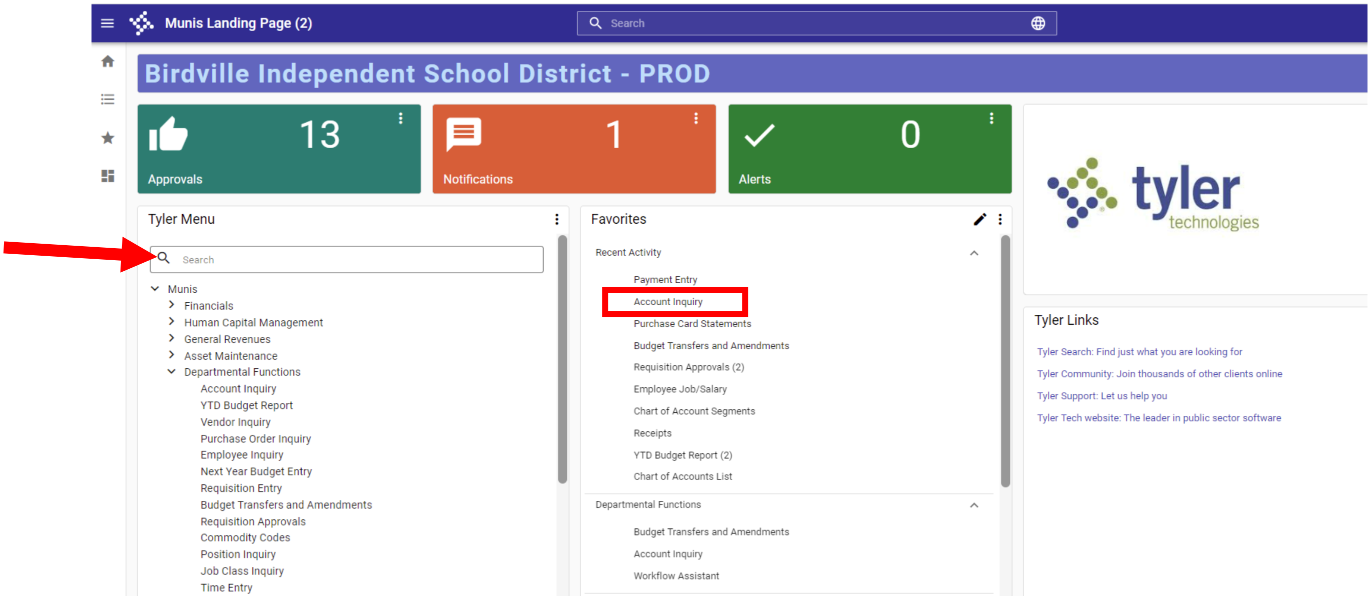
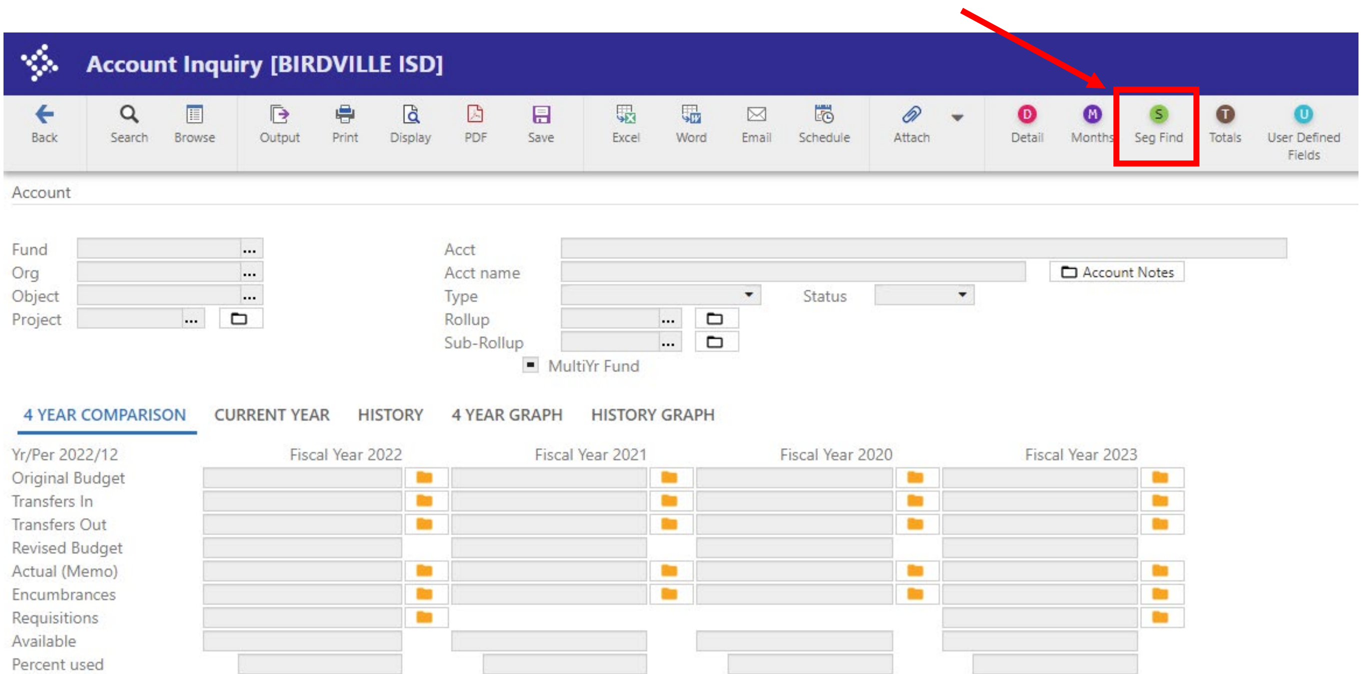
ACCOUNT INQUIRY

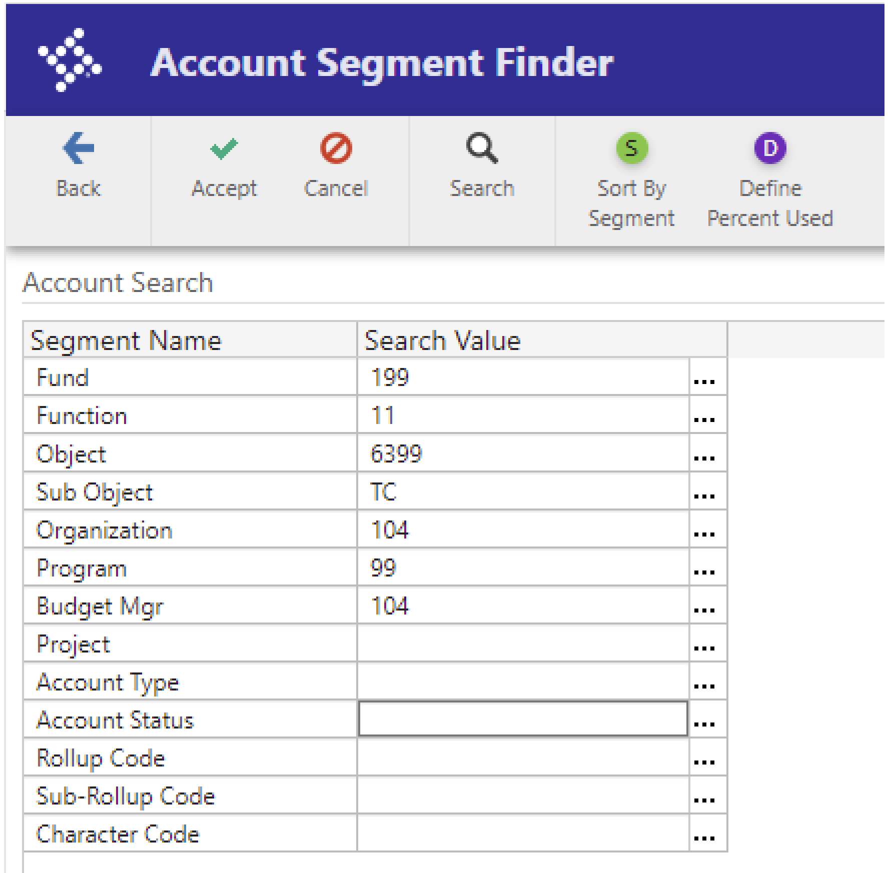
1. Choose Tyler Menu – Departmental Functions – Account Inquiry, or type in search bar.



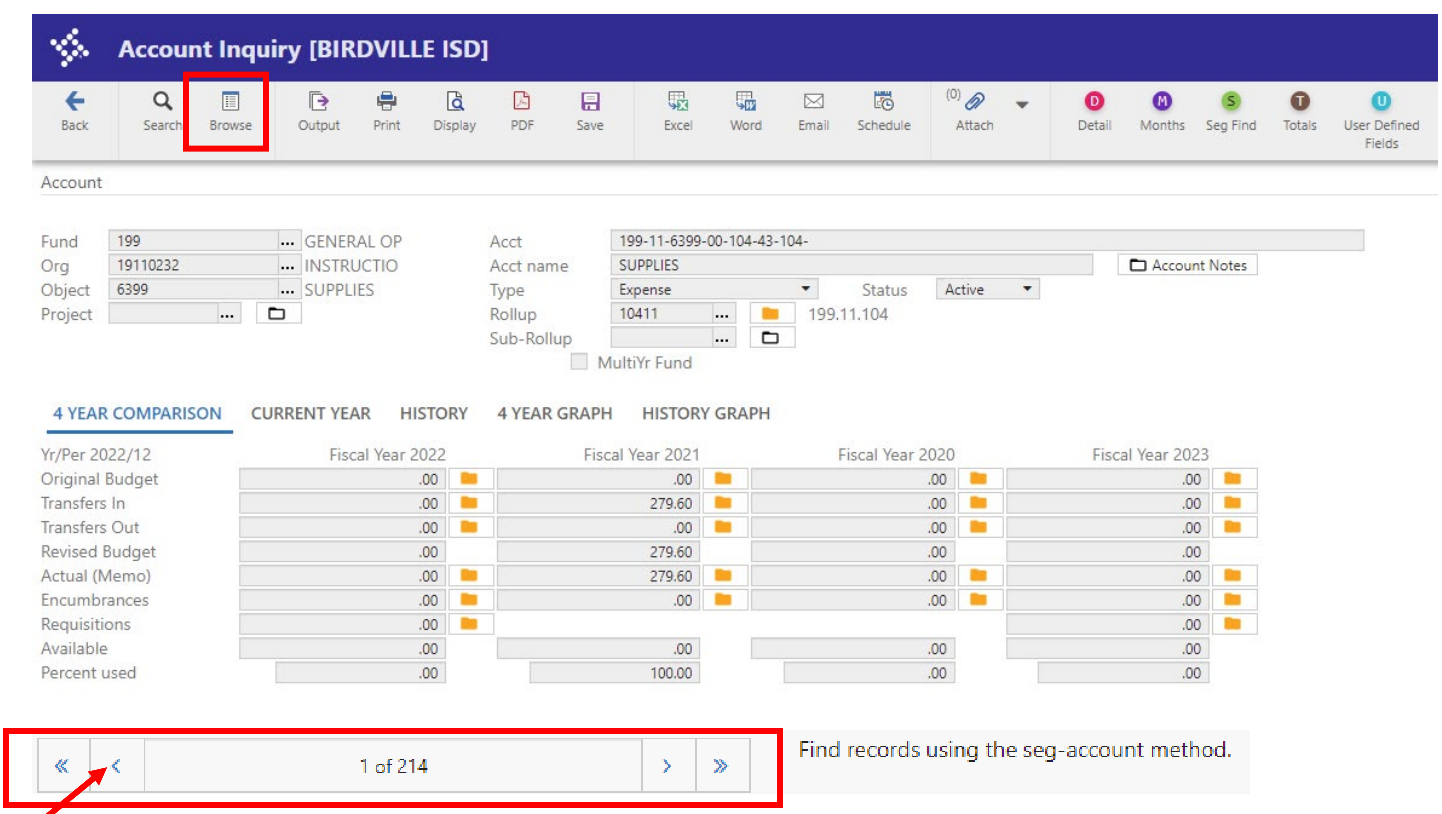
2. Choose Segment Find



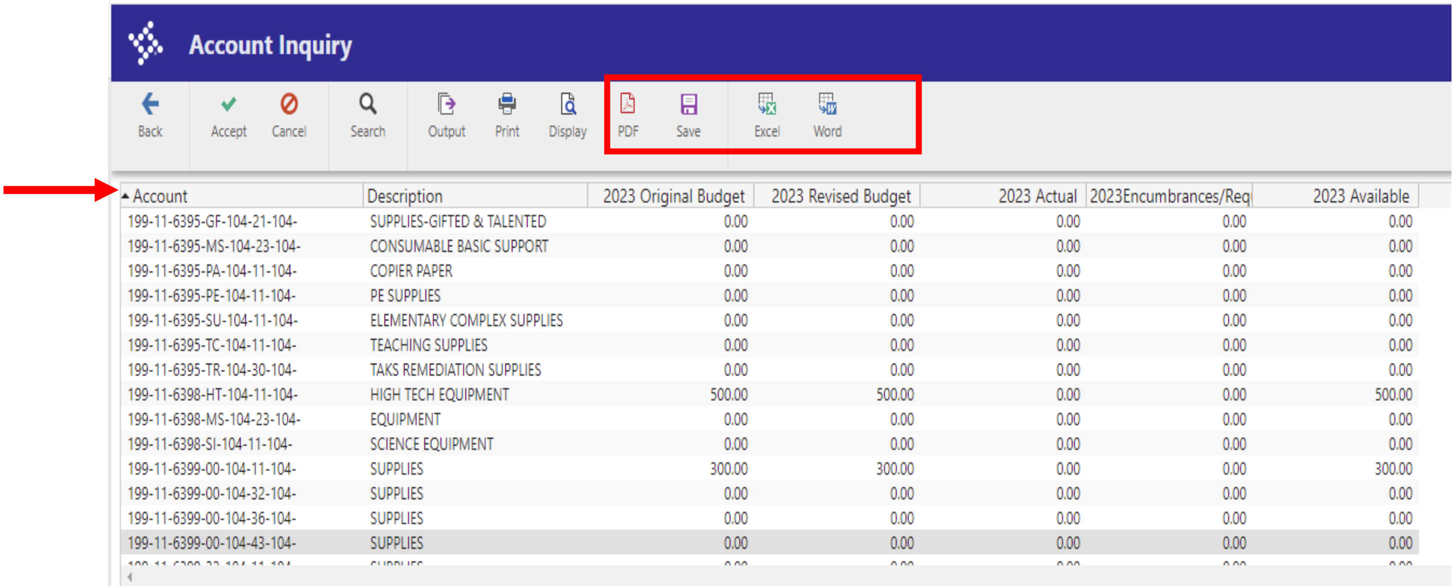
3. If you want all accounts, enter fund 199 and hit ACCEPT. You can enter the whole account and see details just for that account. Enter a certain segments to see all accounts with same segment, *example all 6399 accounts*.



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

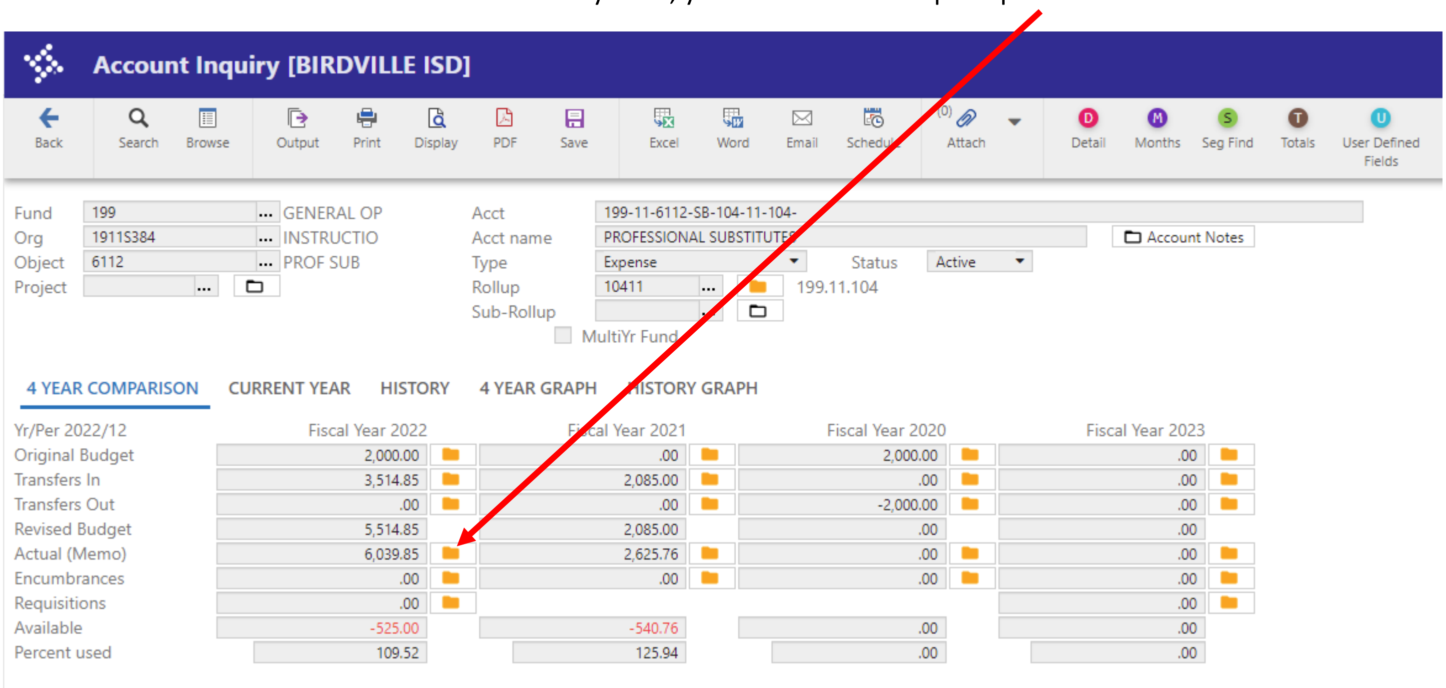


5. Once in Browse, you can arrange your columns to your preferred view by dragging columns left or right. You can also remove columns by right clicking on heading and unchecking the column you don't want to see. You can also export this information to Excel, Word or PDF



Account	Description	2023 Original Budget	2023 Revised Budget	2023 Actual	2023Encumbrances/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.



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
Available	-525.00	-540.76	.00	.00
Percent used	109.52	125.94	.00	.00