

ACCOUNT INQUIRY

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

The screenshot shows the Tyler Menu interface for Birdville Independent School District - PROD. The top navigation bar includes 'Munis Landing Page (2)' and a search bar. Below this, there are three status boxes: Approvals (13), Notifications (1), and Alerts (0). The Tyler Menu is open, showing a search bar and a list of departmental functions. A red arrow points to the search bar. In the Favorites section, 'Account Inquiry' is highlighted with a red box.

2. Choose Segment Find

The screenshot shows the Account Inquiry [BIRDVILLE ISD] interface. The top navigation bar includes a search bar and various icons. A red arrow points to the 'Seg Find' button. Below the navigation bar, there are input fields for Fund, Org, Object, Project, Acct, Acct name, Type, Rollup, and Sub-Rollup. The '4 YEAR COMPARISON' tab is selected, showing a table with columns for Fiscal Year 2022, 2021, 2020, and 2023. The table rows include Original Budget, Transfers In, Transfers Out, Revised Budget, Actual (Memo), Encumbrances, Requisitions, Available, and Percent used.

Yr/Per 2022/12	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget				
Transfers In				
Transfers Out				
Revised Budget				
Actual (Memo)				
Encumbrances				
Requisitions				
Available				
Percent used				

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*.

Segment Name	Search Value	
Fund	199	...
Function	11	...
Object	6399	...
Sub Object	TC	...
Organization	104	...
Program	99	...
Budget Mgr	104	...
Project		...
Account Type		...
Account Status		...
Rollup Code		...
Sub-Rollup Code		...
Character Code		...

- 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

	Fiscal Year 2022		Fiscal Year 2021		Fiscal Year 2020		Fiscal Year 2023	
Yr/Per 2022/12								
Original Budget	.00		.00		.00		.00	
Transfers In	.00		279.60		.00		.00	
Transfers Out	.00		.00		.00		.00	
Revised Budget	.00		279.60		.00		.00	
Actual (Memo)	.00		279.60		.00		.00	
Encumbrances	.00		.00		.00		.00	
Requisitions	.00						.00	
Available	.00		.00		.00		.00	
Percent used	.00		100.00		.00		.00	

- 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 Inquiry

Back Accept Cancel Search Output Print Display PDF Save Excel Word

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

Account Inquiry [BIRDEVILLE ISD]

Back Search Browse Output Print Display PDF Save Excel Word Email Schedule Attach Detail Months Seg Find Totals User Defined Fields

Fund: 199 GENERAL OP
 Org: 1911S384 INSTRUCTIO
 Object: 6112 PROF SUB
 Project: [Folder Icon]

Acct: 199-11-6112-SB-104-11-104-
 Acct name: PROFESSIONAL SUBSTITUTES
 Type: Expense Status: Active
 Rollup: 10411 199.11.104
 Sub-Rollup: [Folder Icon]
 MultiYr Fund

4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

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