MUNIS Account Central
Hampton City Schools Cheat Sheet

USE CHROME WEB BROWSER ONLY

Account Central provides both summarized and detail history for a select set of accounts, with a focus on current budget. You cannot modify data in this program; you can view data and create reports. This cheat sheet shows a few examples; you are encouraged to experiment with searches to retrieve the needed data.

To Check Account Balance and

1. Open the **Tyler Menu**, then
   a. **Financials**
   b. **General Ledger**
   c. **Inquiries and Reports**
   d. **Account Central**

2. The following search prompt will appear. If searching for one account, you can type in the full account code and click the [🔍] or you can select Advanced Search.
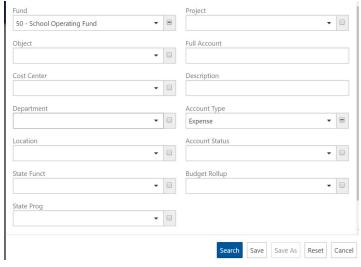
Search by full account

Account number [ ] [🔍]

Advanced Search

3. Advanced Search allows you to search by any segment or combination of segments of the account code or account attributes such as description, type or status.

Example: search for all expense accounts in the school operating fund:

Fund	Project
50 - School Operating Fund	
Object	Full Account
Cost Center	Description
Department	Account Type
	Expense
Location	Account Status
State Funct	Budget Rollup
State Prog	

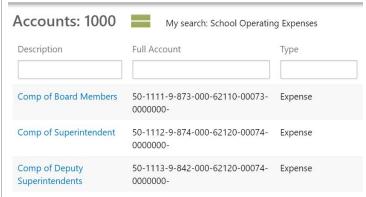Search Save Save As Reset Cancel

4. Click **Search** at the bottom of the screen to initiate the search OR

5. If this is a search that you will need to access frequently or repeatedly, you can click **Save** to save

this search. Clicking **Save** will allow you to name your search.

Name *

School Operating Expenses

Ok Cancel

6. Search results in this program will be limited to 1000 records and can then be viewed in either a grid view or block view by clicking the green blocks/lines at the top of the screen.
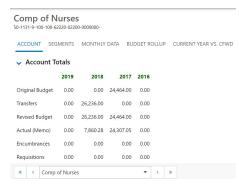
Example: Grid View:

Accounts: 1000   My search: School Operating Expenses

Description	Full Account	Type
Comp of Board Members	50-1111-9-873-000-62110-00073-0000000-	Expense
Comp of Superintendent	50-1112-9-874-000-62120-00074-0000000-	Expense
Comp of Deputy Superintendents	50-1113-9-842-000-62120-00074-0000000-	Expense

Example: Block View:

Accounts: 1000   My search: School Operating Expenses

Comp of Board Members
50-1111-9-873-000-62110-00073-0000000-
0% Used   Available -89,281.50

Comp of Superintendent
50-1112-9-874-000-62120-00074-0000000-
0% Used   Available -218,829.07

Comp of Deputy Superintendents
50-1113-9-846-000-62120-00074-0000000-
0% Used   Available -87,849.00

Comp of Other Admin Personnel
50-1114-4-100-100-61410-00070-0000000-
1,654% Used   Available -46,200.99

7. To view an account in detail:
    a. Click the blue account description (in Grid View) or the account block (in Block View).
    b. Account Detail will appear.

Comp of Nurses
50-1131-9-100-100-62220-02200-0000000-

ACCOUNT   SEGMENTS   MONTHLY DATA   BUDGET ROLLUP   CURRENT YEAR VS. CFWD

⌄ Account Totals

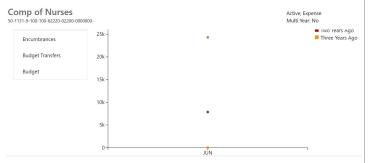|	2019	2018	2017	2016
Original Budget	0.00	0.00	24,464.00	0.00
Transfers	0.00	26,236.00	0.00	0.00
Revised Budget	0.00	26,236.00	24,464.00	0.00
Actual (Memo)	0.00	7,860.28	24,307.05	0.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00

« ‹ Comp of Nurses ▾ › »

8. The various tabs display different detail about the selected account:
    a. Account will show account totals (see above). Expanding the Transactions option at the bottom of the screen will show transaction-level detail for the account.

⌄ Transactions 2018 ▾   Total Amount: $34,096.28

		Source	Year	Period	Journal
Original Budget	0.00				
Transfers	26,236.00	BUA	2018	12	4
Revised Budget	26,236.00	GNI	2018	12	7
Actual (Memo)	7,860.28				
Encumbrances	0.00				
Requisitions	0.00				
Available Budget	18,375.72				

    b. Segments shows each segment of the full account and segment descriptions.

Segment	Code	Description
Fund	50	School Operating Fund
Object	1131	Comp of Nurses
Cost Center	9	Administration
Department	100	Bethel High
Location	100	Bethel High School
State Funct	62220	Health Services
State Prog	02200	SPED - General
State Reven	0000000	Undistributed

    c. Monthly data shows account activity represented in a graph view:

Comp of Nurses
50-1131-9-100-100-62220-02200-0000000-   Active, Expense
                                                                Multi Year: No

    d. Budget Rollup is currently not being used and will not display information.
    e. Current Year vs. CFWD shows both current year and last year totals.

Comp of Nurses
50-1131-9-100-100-62220-02200-0000000-

FY 2018 as of 2018/1 JUL

	Current year	Last year
Original Budget	0.00	24,464.00
Transfers	26,236.00	0.00
Revised Budget	26,236.00	
Actual	7,860.28	24,307.05
Encumbrances	0.00	0.00
Requisitions	0.00	
Inception to Date	0.00	
Available Budget	18,375.72	

9. The Filter tool at the bottom left of the screen allows for easy transition between account codes in your record set.

riginal	Comp of Board Members
ransfe	Comp of Superintendent
evised	Comp of Deputy Superintendents
ctual	Comp of Deputy Superintendents
	Comp of Other Admin Personnel
ncumb	Comp of Other Admin Personnel
equisi	Comp of Other Admin Personnel
	Comp of Other Admin Personnel
vailab	Comp of Other Admin Personnel

‹ filter › »