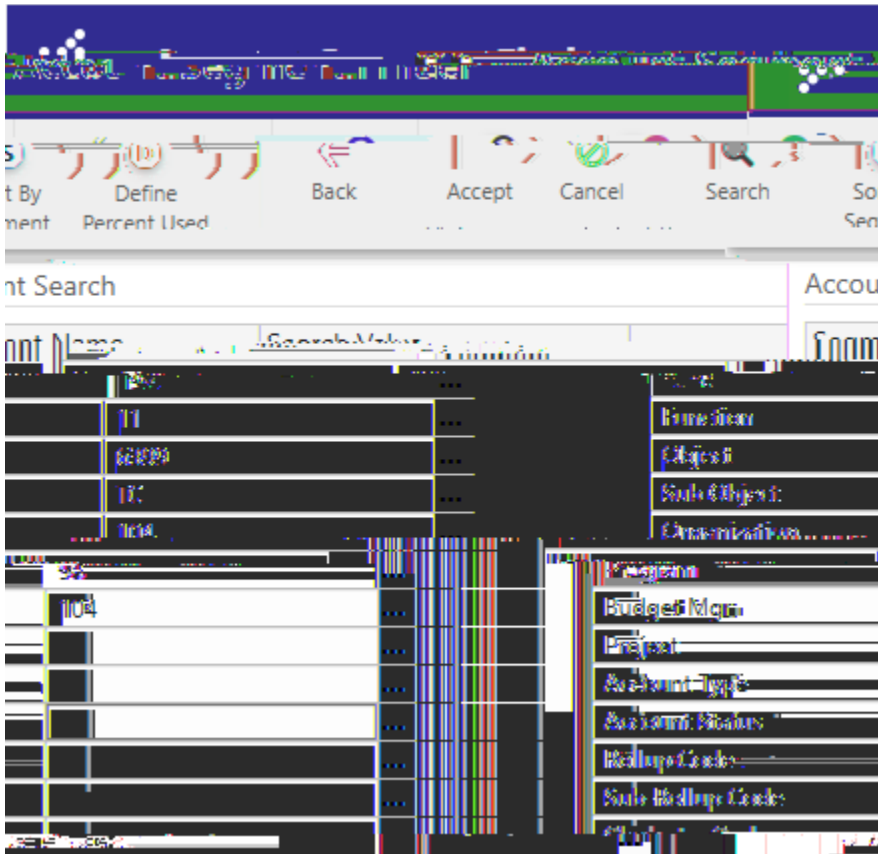


# ACCOUNT INQUIRY

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



- 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

Yr/Per	Original Budget	Transfers In	Transfers Out	Revised Budget	Actual (Memo)	Encumbrances	Req	Available	Percent used
	.00	.00	.00	.00	.00	.00		.00	.00
	.00	279.60	.00	279.60	279.60	.00		.00	100.00
	.00	.00	.00	.00	.00	.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

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.