DISTRICT SCHOOL BOARD OF PASCO COUNTY

# MUNIS QSG

QUICK START GUIDE

## Activity: Account Inquiry – Access and View Account Information

Munis > Departmental Functions > Account Inquiry

**Locate account(s) to be viewed**

1. Navigate to **Account Inquiry**
2. Click on **Segment Find**
    a. Enter account segments in the **Search Value** column
        i. Input the full coding strip to review a single account
        ii. Input fewer segments to review multiple accounts that have those segments in common
        iii. The **Search Value** fields accept wildcards to narrow or broaden searches
    b. Click **Accept** – the number of records found are displayed at the bottom of the screen
3. Click **Browse** to view a list of all of the returned records and double-click on the record to be reviewed, or use the arrows at the bottom to scroll one by one

**Review account using specified search criteria**

1. Locate account to be viewed
2. Click **Detail** to view transactions by search criteria
    a. Input desired search criteria
        i. **Date range** allows a specific range to be viewed – tab through to ensure that **Year/period** updates
        ii. Check **Include Unposted journals** to ensure that unposted transactions are visible
        iii. Use the **Source journal** field to specify a certain type of entry (e.g. **API** for P-Card transaction)
    b. Click **Accept** to display a list of transactions within the search criteria – note that an unposted P-Card statement will not have a journal number, will have a **Reference** of PCARD, and will not be reviewable with **Detail** or **Journal**
        i. Select a transaction and click **Detail** to review it in greater detail
        ii. Select a transaction and click **Journal** to view the full journal entry containing the transaction
        iii. Click **Return** to return to the browse list
    c. Click **Return** to return to the original find set

**Review all posted and unposted transactions within an account**

1. Locate account to be viewed
2. Click on the yellow folder to the right of **Actual (Memo)** to view all posted and unposted transactions in the current fiscal year
    a. Select a transaction and click **Detail** to review it in greater detail
    b. Select a transaction and click **Journal** to view the full journal entry containing the transaction
    c. Click **Return** to return to the original find set

If the account selected is the default account on a P-Card, unmanaged charges will be viewable as an unposted transaction regardless of available funds. Unposted P-Card transactions cannot be reviewed via the **Detail** or **Journal** functions. Refer to the **Purchase Card Statement Management** QSG for instructions on managing purchase card transactions.