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

tip 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.