Smartetools

SmarteFinance Budget Inquiry

User Guide

Revised 4/2018

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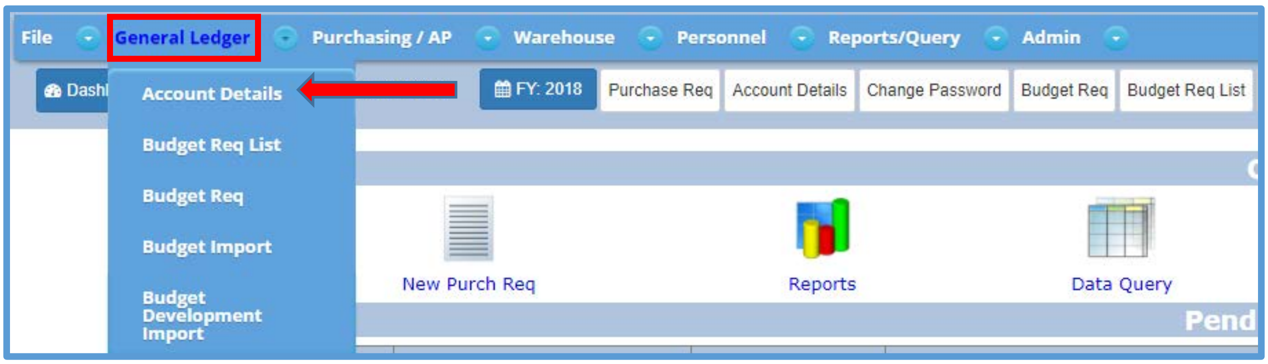
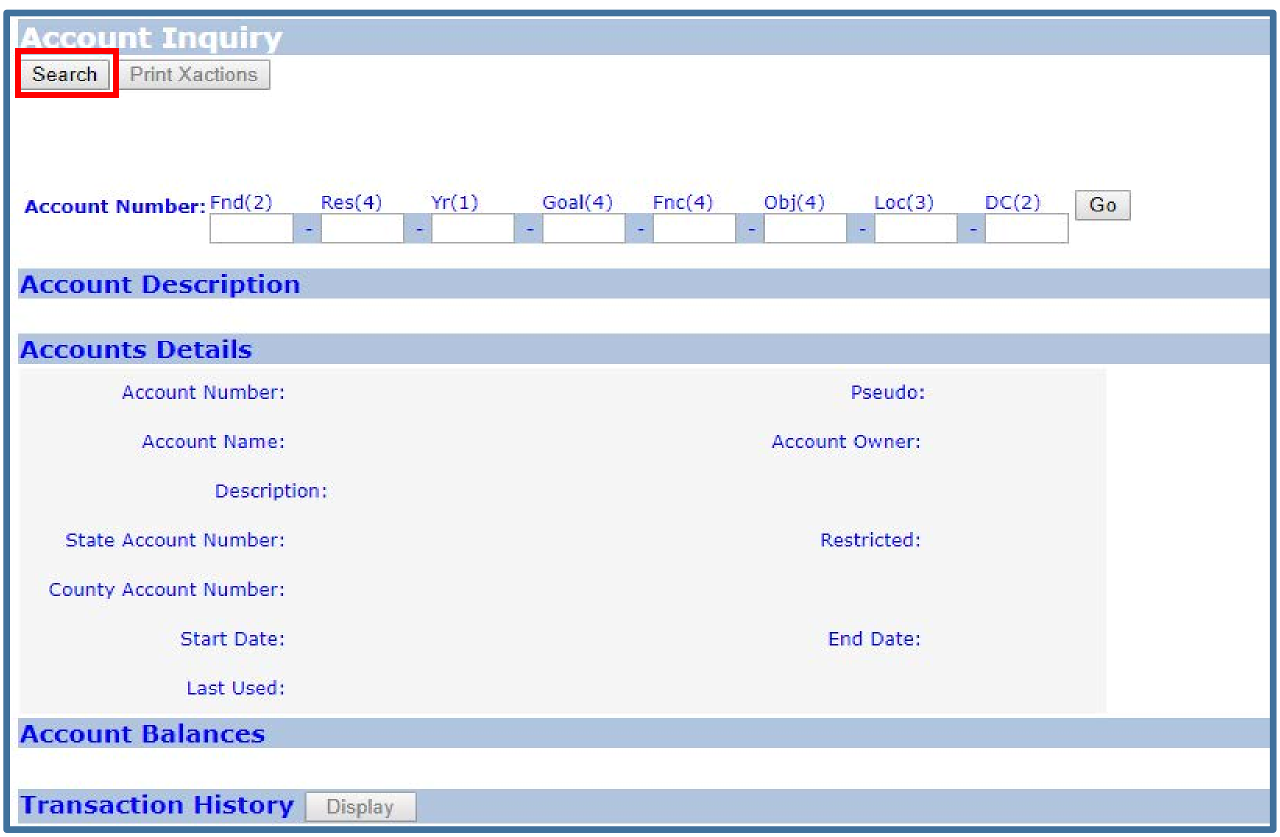
BUDGET INQUIRY

ACCESSING THE BUDGET INQUIRY SCREEN

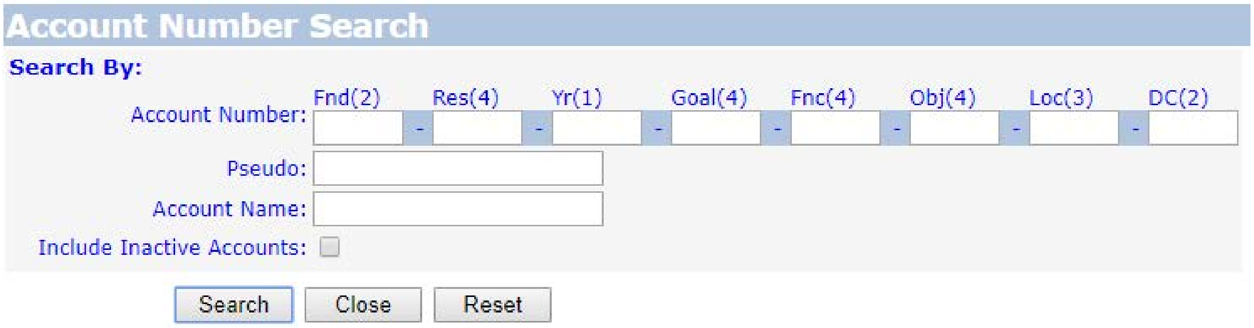
The Main Menu displays the functional areas for which you are authorized. The menu bar below shows File, General Ledger, Purchasing/AP, Warehouse, Personnel, Reports/Query, and Admin. To access the items within each of these areas, click on the desired area.



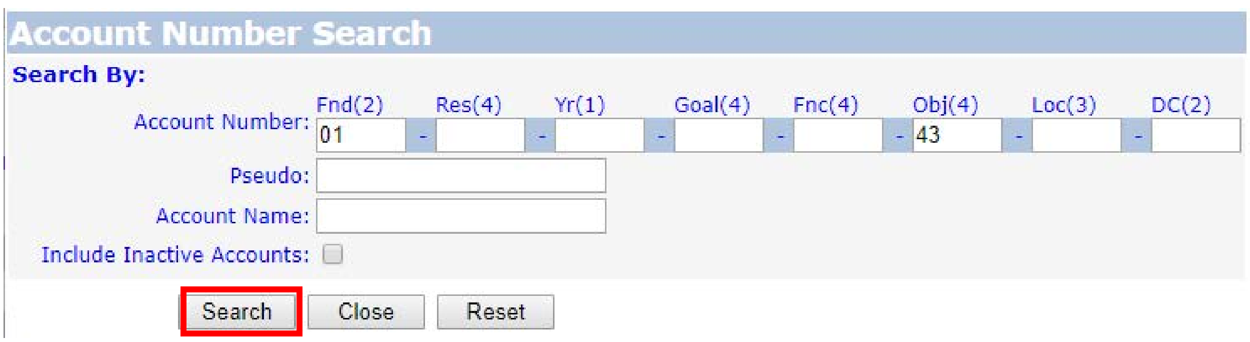
Hover over the **General Ledger** menu then click on the **Account Details** button. This will display a screen that appears like the following:



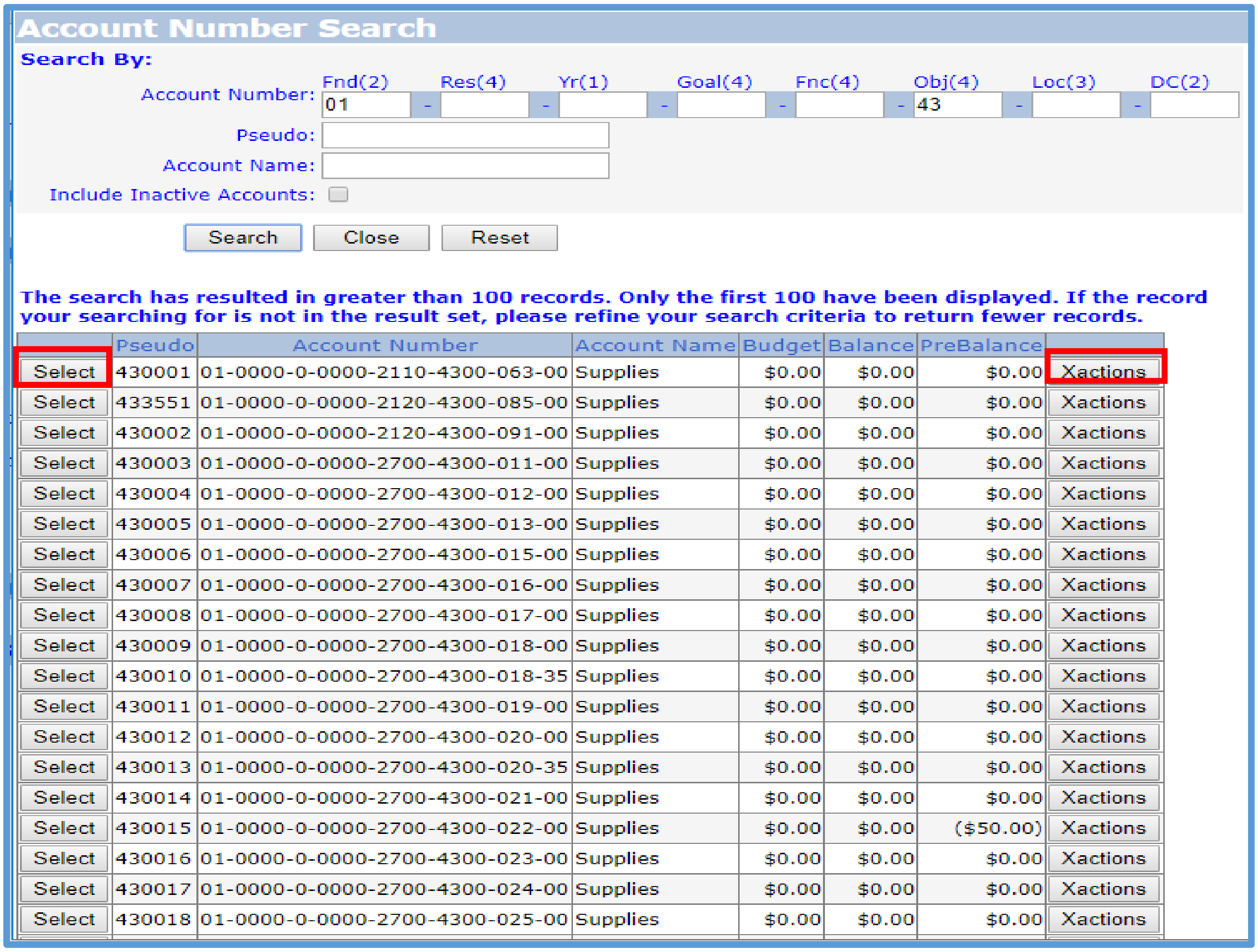
From this screen, you can search for accounts, lookup a specific account and view the financial transactions for accounts. To search for an account or to get a list of accounts, click the **Search** button. This will display the Account Number Search page as shown below.



Enter the values for each account component as your search criteria. You can leave any component blank or enter the first character(s) of a component. Blank spaces are treated as wild card characters. For example, to search for all accounts with fund 01 and objects beginning with a 43 the search criteria and search results would be entered as follows:



Once you click on the search button the results will appear as follows:


Account Number Search

Search By:

Account Number: Fnd(2) 01 - Res(4) - Yr(1) - Goal(4) - Fnc(4) - Obj(4) 43 - Loc(3) - DC(2)

Pseudo:

Account Name:

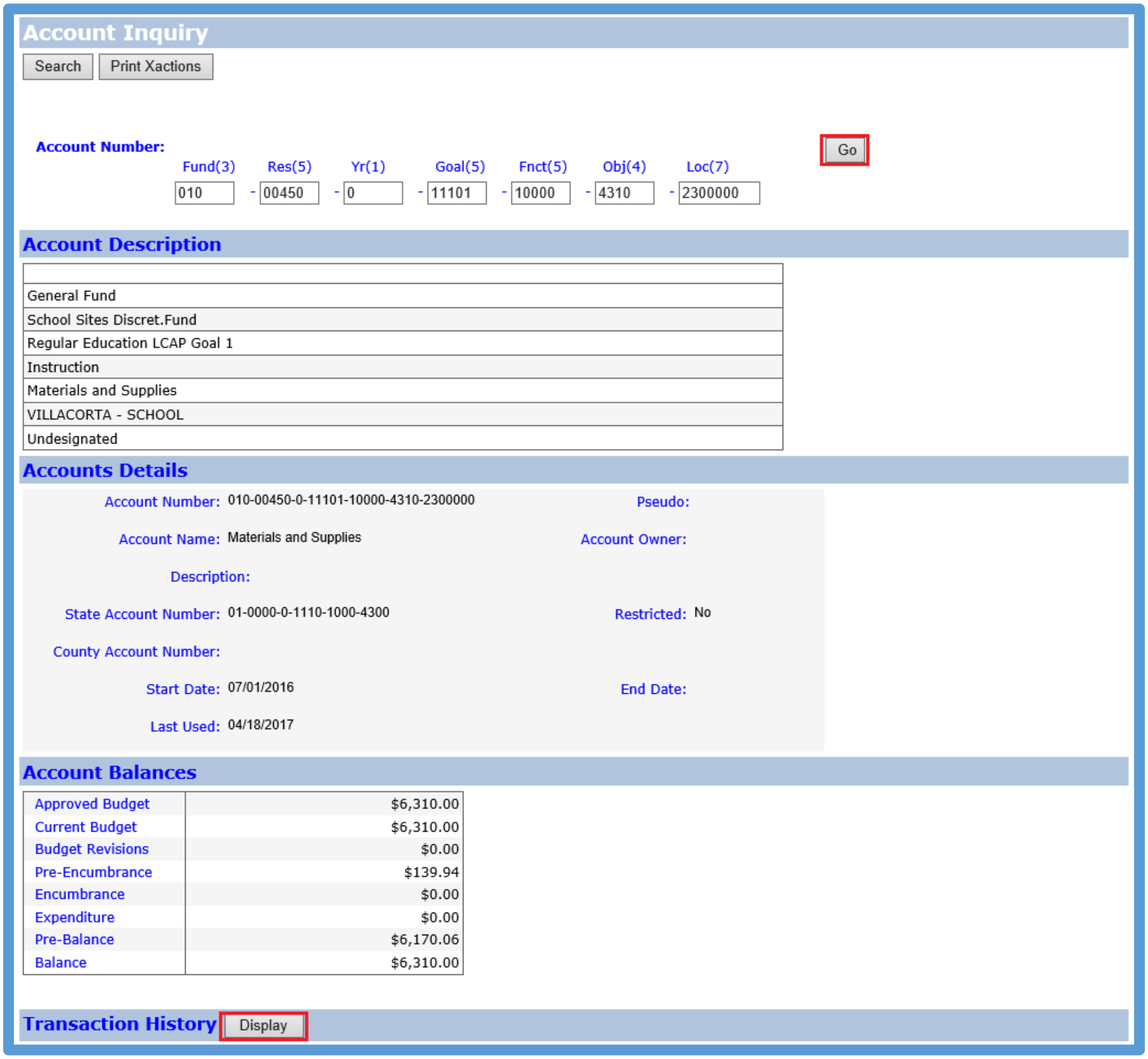
Include Inactive Accounts:

Search Close Reset

The search has resulted in greater than 100 records. Only the first 100 have been displayed. If the record your searching for is not in the result set, please refine your search criteria to return fewer records.

	Pseudo	Account Number	Account Name	Budget	Balance	PreBalance	
Select	430001	01-0000-0-0000-2110-4300-063-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	433551	01-0000-0-0000-2120-4300-085-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430002	01-0000-0-0000-2120-4300-091-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430003	01-0000-0-0000-2700-4300-011-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430004	01-0000-0-0000-2700-4300-012-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430005	01-0000-0-0000-2700-4300-013-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430006	01-0000-0-0000-2700-4300-015-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430007	01-0000-0-0000-2700-4300-016-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430008	01-0000-0-0000-2700-4300-017-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430009	01-0000-0-0000-2700-4300-018-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430010	01-0000-0-0000-2700-4300-018-35	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430011	01-0000-0-0000-2700-4300-019-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430012	01-0000-0-0000-2700-4300-020-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430013	01-0000-0-0000-2700-4300-020-35	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430014	01-0000-0-0000-2700-4300-021-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430015	01-0000-0-0000-2700-4300-022-00	Supplies	$0.00	$0.00	($50.00)	Xactions
Select	430016	01-0000-0-0000-2700-4300-023-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430017	01-0000-0-0000-2700-4300-024-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430018	01-0000-0-0000-2700-4300-025-00	Supplies	$0.00	$0.00	$0.00	Xactions

From here, you can click the **Xactions** button to view the financial transactions for each account. If you click the **Select** button next to the desired account, the search screen will close and the details of the account will be displayed.

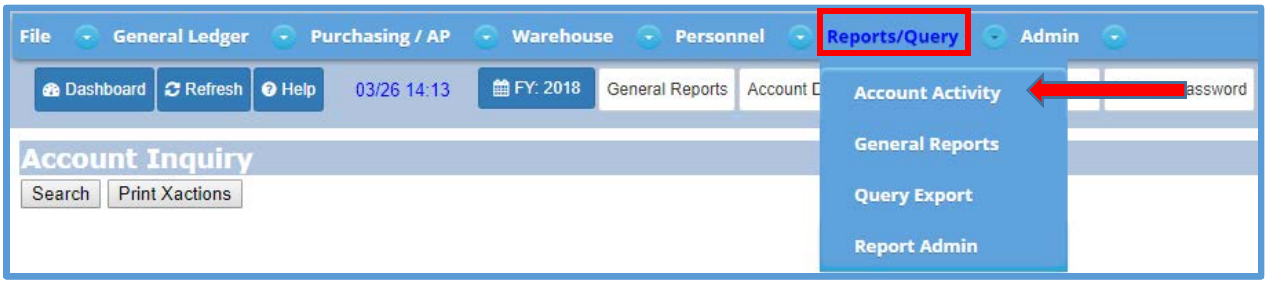


The Account Details screen shows information about the account number, the current account activity amounts, and balances, and provides a button to view the financial transaction history of the account. To view the financial transaction history, click the **Display** button at the bottom of the screen.

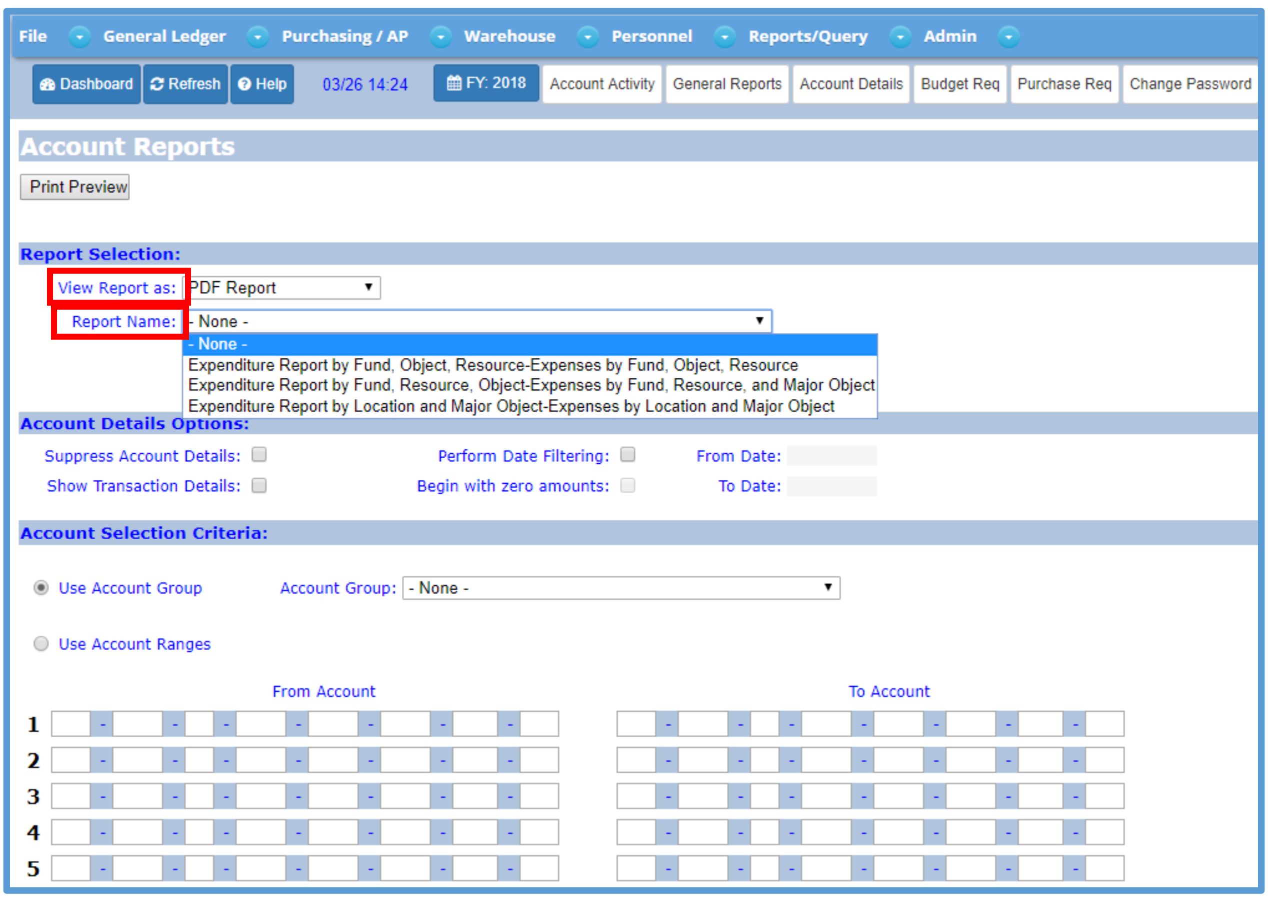
To find a specific account number, you can bypass the account search screen and enter the account number on the Account Details screen and click the **Go** button. This will display the desired account number immediately as shown above. If wild cards are used, then the first account number found will be displayed.
Your user profile will be setup in a way that allows you to view accounts to which you require access.

REPORTS

To run Account Activity reports, click on the **Reports/Query** menu item on the main menu. This will display different report options. Locate the **Account Activity** report menu item and click on it.

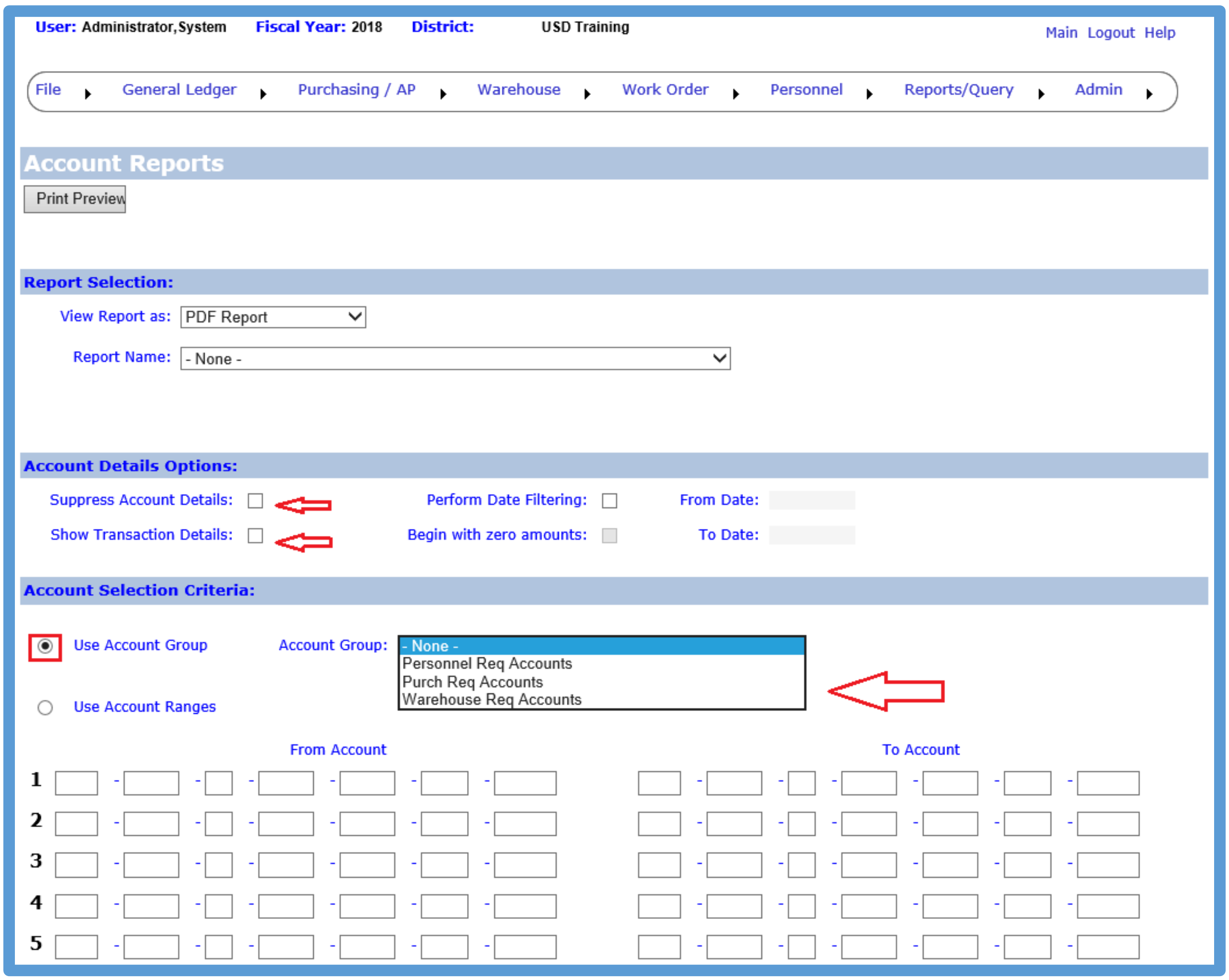


This will display the Account Activity report selection screen shown below.



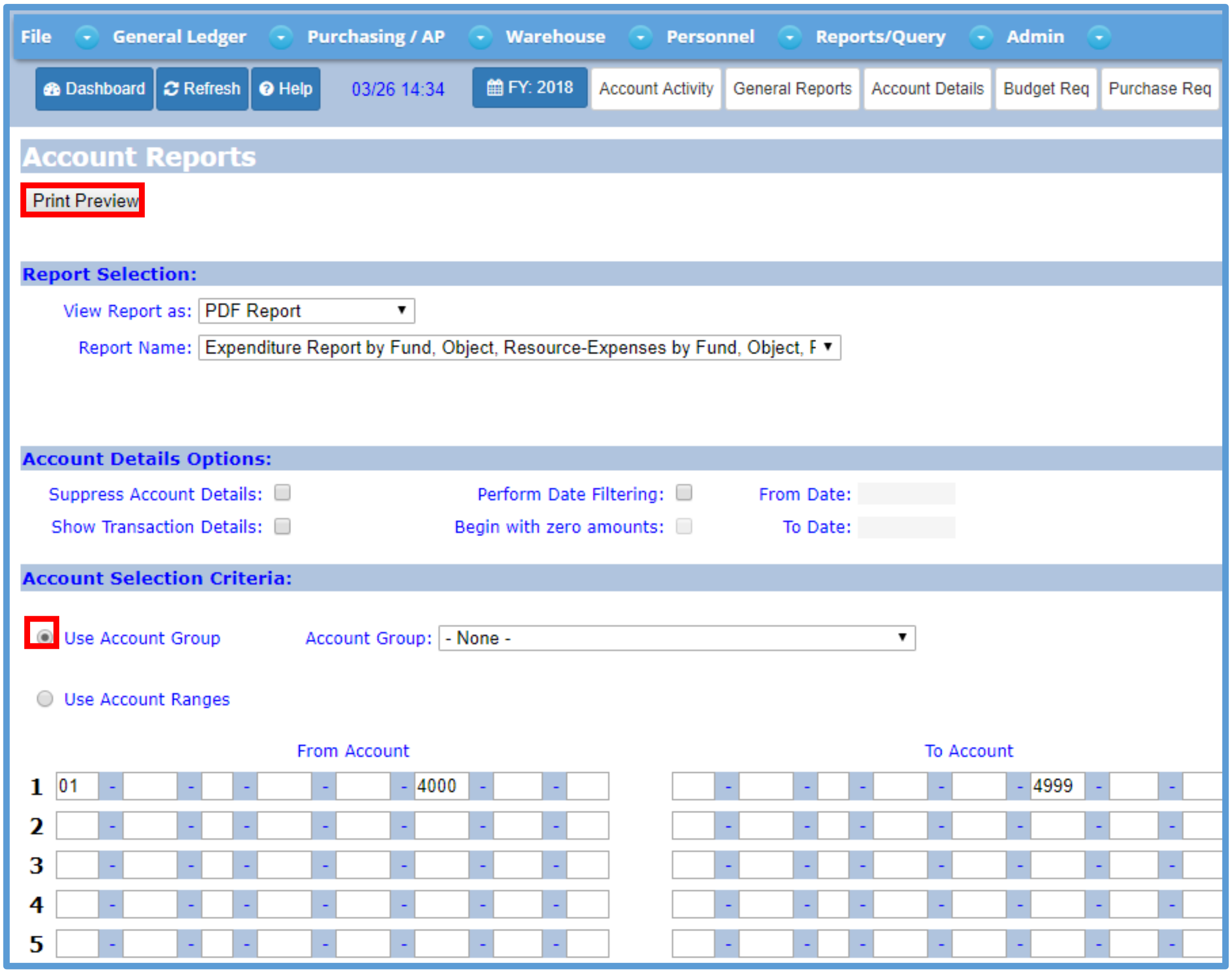
Use the Report Name drop down list to select a report. The “View Report As” list allows you to output the report to different formats. The default is a PDF report which will use your web browser’s PDF view, usually Acrobat, to display the report.

Once you select a report, you can suppress the account details, which will just show the report sub-totals and totals, or you can show the transaction details, which will show all the financial transactions for each account that appears in the report. Just check the appropriate box in the Account Details Options section. If you leave both check boxes unchecked, then the report will show the account number and current balances, one account number per line on the report. You can also limit the accounts that appear in the report. This is done in the Account Selection Criteria section of the screen.



To use an Account Group, click the **Use Account Group** button and then select an account group from the Account Group drop down list. Account groups are groups of account ranges grouped together and given a name.
To use an account range that is not found in an account group, click the **Use Account Ranges** button. You can then enter up to five account ranges. An account range is a range of values for each account component. Spaces are wildcard characters. For example, to report only accounts

within fund 010 and object range 4000 through 4999, enter a range in line 1 of the ranges as follows:



Your report will be limited to accounts within fund 01 and objects 4000 – 4999. To report on all accounts to which you have access, do not select an Account Group, and do not enter any Account Ranges.

Once you have selected all your report options, click the **Print Preview** button at the top of the screen to produce the report. From there you can use the browser or report viewer print function to send the report to your printer.