

Account Enquiry (for Account Holder & Alternates)

Nov 2018

2018-12-01



Account Balance Enquiry

The screenshot shows the UNIT4 Business World On! interface. On the left, a vertical menu is displayed with the following items: Procurement, Project management, Planner, Information pages, and Reports. The 'Reports' item is highlighted with a red rectangular box. To the right of this menu, the 'Global reports' section is expanded, showing a list of report categories and items. The 'Account Balances' category is expanded, and the 'My Account SubAccount Detail...' item is highlighted with a red rectangular box. Two red arrows point from this item to the text on the right.

My Account SubAccount Detail Balance Prior Period
My Account SubAccount Detail Balance YTD

My Account SubAccount Detail Balance YTD

My Account SubAccount Detail Balance YTD

Selection criteria

All levels
All levels
Level 1 - Account

Results

Search Detail level Level 1 - Ac Copy to clipboard

#	Account	Account (T)	SubAccount	Fund	ExpendType	Budget	Line of Credit	Balance on Account	Requisitioned	Ordered	Received	Reservation	Total Encumbrances	Spent	Available	Percent Remaining	FiscalY
+ 1	Your Account					40,000.00	0.00	0.00	0.00	0.00	1,016.50	0.00	1,016.50	47,116...	-8,133.48	-20.33	
						40,00...	0.00	0.00	0.00	0.00	1,016.50	0.00	1,016.50	47,11...	-8,133....	-20.33	

Click to expand

My Account SubAccount Detail Balance YTD

a. Requisitioned:
Requisitions for products are raised prior to a purchase order.

b. Ordered:
Purchase orders are raised to purchase goods from a supplier.

c. Received:
The ordered goods are received, not yet invoiced.

My Account SubAccount Detail Balance YTD

My Account SubAccount Detail Balance YTD

Selection criteria

Results

Search Detail level All levels Copy to clipboard

#	Account	Account (T)	SubAccount	Fund	ExpendType	Budget	Line of Credit	Balance on Account	Requisitioned	Ordered	Received	Reservation	Total Encumbrances	Spent	Available	Percent Remaining	Fiscal
1	Your Account			1	1	20,000.00	0.00	0.00	a	b	c		1,016.50	36,787.17	-17,803.67	-89.02	2018
2				1	1	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-788.58	10,788.58	107.89	2018
3				1	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,118.39	-11,118.39	0.00	2018
4				1	1	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	100.00	2018
Σ1						40,000.00	0.00	0.00	0.00	0.00	1,016.50	0.00	1,016.50	47,116....	-8,133.48	-20.33	
Σ						40,00...	0.00	0.00	0.00	0.00	1,016.50	0.00	1,016.50	47,11...	-8,133....	-20.33	

Budget — Encumbrances — Actual YTD = Available Bal

Choose columns Graphical presentation Create widget Export

My Account SubAccount Detail Balance YTD

My Account SubAccount Detail Balance YTD

Selection criteria

Results

Search Detail level All levels Copy to clipboard

#	Account	Account (T)	SubAccount	Fund	ExpendType	Budget	Line Cred	Spent	Available	Percent Remaining	Fiscal
1				1	1	20,000.00	0				
2				1	1	10,000.00	0	36,787.17	-17,803.67	-89.02	2018
3	Your Account			1	1	0.00	0	-788.58	10,788.58	107.89	2018
4				1	1	10,000.00	0	11,118.39	-11,118.39	0.00	2018
Σ1						40,000.00	0	47,116....	-8,133.48	-20.33	
Σ						40,00...	0	47,11...	-8,133....	-20.33	

Report Engine

- Predefined
 - Browser [.xlsx]
 - Pivot [.xlsx]
 - Default [.pdf]
 - Default [.docx]
 - Design new [.rerx]

Choose columns Graphical presentation Create widget **Export**

Account Transaction Enquiry

UNIT4 Business World On!

Menu

- Procurement
- Project management
- Planner
- Information pages
- Reports**

Global reports

- Accounting
 - Account Balances
 - My Account Balances Summary...
 - My Account SubAccount Detail...
 - My Account SubAccount Detail...
 - My ARIEL II - Listing Detail
 - My Detailed Report (YTD)**
 - My Detailed Report Current Peri...
 - My Detailed Report Prior Years(...)
 - My NSERC - Listing Detail
- Accounts
- Enquiries
- Project Management
- Report References

→ My Detailed Report (YTD)

→ My Detailed Report Prior Years(s)

My Detailed Report (YTD)



My Detailed Report (YTD)

Selection criteria

Account Name like

→ Input account number to search for a specific account

Fiscal Year like

2018

Company like

TR

Results

Search

Detail level

Level 2 - Subaccount

Copy to clipboard

#	Account Name	Account Name (T)	Subaccount	Trans Date	Posting Date	SRC	Trans. #	Req/PO #	Invoice/JE/WO #	Supplier Name	Description	Amount	Encumbrance	Expenditure Type

Time executed 2018-11-16 1

Click 'Search' to get all your accounts.

Choose columns

Graphical presentation

Create widget

Export

My Detailed Report (YTD)

My Detailed Report (YTD)

Selection criteria

Account Name like

Fiscal Year like 2018

Company like TR

Results

Search Detail level **Level 2 - Subaccount** Copy to clipboard

- All levels
- Level 3 - Expenditure T...
- Level 2 - Subaccount**

#	Account Name	Subaccount	Trans Date	Posting Date	SRC	Trans. #	Req/PO #	Invoice/JE/WO #	Supplier Name	Description	Amount	Encumbrance	Ex
+ Σ2	Your account										28,885.03	0.00	
+ Σ2											-1,674.36	0.00	
+ Σ2											8,068.89	0.00	
- Σ1	Grand Total										35,279.56	0.00	

Click to expand

Click to expand

My Detailed Report (YTD)



Fiscal Year like 2018
Company like TR

Transaction level

Results

Search Detail level All levels Copy to clipboard

#	Account Name	Account Name (T)	Subaccount	Trans Date	Posting Date	SRC	Trans. #	Req/PO #	Invoice/JE/WO #	Amount	Encumbrance	Expenditure Type	Expenditure Type (T)	Period
1				2018-03-31	2018-03-31	IE	30031598	0	201803035	1,905.94		1	Materials & Supplies	2018
2				2018-04-03	2018-04-03	IE	30033241	0	18-134	152.48		1	Materials & Supplies	2018
3				2018-05-29	2018-05-29	IE	30033204	0	RETAINER 29MAY18	8,000.00		1	Materials & Supplies	2018
4				2018-06-27	2018-06-27	IE	30034595	0	MEETINGS-27JUN18	255.52		1	Materials & Supplies	2018
5				2018-07-09	2018-07-09	IE	30035007	0	201807082	3,097.51		1	Materials & Supplies	2018
6				2018-07-09	2018-07-09	IE	30035007	0	201807082	6,086.29		1	Materials & Supplies	2018
7				2018-07-31	2018-07-31	JE	10002195	0		80.00		1	Materials & Supplies	2018
8				2018-07-18	2018-07-18	IE	30035539	0	MEETING-17JUL18	233.50		1	Materials & Supplies	2018
9				2018-07-18	2018-07-18	IE	30035539	0	MEETING-17JUL18	67.00		1	Materials & Supplies	2018
10				2018-07-30	2018-07-30	IE	30036204	0	CDI MEETING-31JU...	346.30		1	Materials & Supplies	2018
11				2018-07-31	2018-07-31	IE	30035675	0	201807098	368.49		1	Materials & Supplies	2018
12				2018-08-11	2018-08-11	IE	30036237	3045701	101	8,132.00		1	Materials & Supplies	2018
13				2018-08-31	2018-08-31	JE	10002273	0		160.00		1	Materials & Supplies	2018
14				2018-04-13	2018-04-13	IE	30037420	0	201804042	736.96		1	Materials & Supplies	2018
15				2018-08-31	2018-08-31	IE	30037867	3045701	103	6,099.00	1,016.50	1	Materials & Supplies	2018

Your account

Thank you
Merci

www.triumf.ca

Follow us @TRIUMFLab

