

Accounts

Last Modified on 02/02/2026 8:54 am EST

Accounts

Records > Accounting

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 8 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

This is the primary way to browse account information, including balances and other data.

Options

Search: Determines what to order by and search by.

Status: Select if you wish to see all active or inactive accounts.

View: This allows you to save your settings for which columns are displayed or hidden and what order columns show. To hide or unhide columns, click the Customize Columns button and check which columns are displayed. You can click the Customize Columns button, or drag columns where you want them by dragging the column header to order columns. You can save a view by clicking the Save View button. You must be authorized in security to save or delete views.

Columns: For help on sign control, click [here](#).

Account#: The G/L account number consists of the different divisions separated by dashes. The account number size can be changed in *Settings > Accounts Configuration*. It is important that no changes are made to the account number structure (number of divisions and size of each) without first consulting with SGA.

Description: A brief description of what the account is. This is the description you will use when searching by account description.

Division Descriptions: Displays the descriptions for each account division.

Alias: This is an optional field used for your reference only to create a separate chart of account structure. It may be an old account number. If an alias is entered, the chart of accounts can be viewed in that order on the [accounts](#) screen.

Actual Last Period: Balance at the end of the last period.

Entered This Period: Amount entered into the current period.

Encumbered: This column represents the encumbered balance of any open purchase orders. Use of encumbrance is optional.

Current: The current balance of this account, including any entries in a batch that have not yet been posted.

Forecast: The current year forecast. If no forecasts were entered, then this is the budget. You can add or revise budgets in the [budget entry](#).

Remaining: The amount of budget remaining for the current year (Remaining = Annual Forecast minus the Actual YTD minus Encumbrance).

Original Budget: The original budget entry before any revisions or forecasting was done.

Active: An account must be active for entry to be allowed. If an account is inactive, all information and history may be browsed; however, entry will not be allowed. To deactivate a group of accounts, see [Global Account Edit](#).

Modify User: The user who last modified the account. To see who edited the account, go to audit history under the account menu.

Modify Date/Time: The account's date and time were last modified.
