

Using Account Inquiry to Check Balances

Making Sure Your Department Stays on Track

October 6, 2025

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Select Financials, General Ledger, Inquiries and Reports, Account inquiry.


← ↻ <https://townofwindsorlocksct.tylerhub.com/Page/Display/4605ecd4-1456-4981-b920-a0aa92e7c03c>


Enterprise ERP Landing Page

TYLER HUB - PRODUCTION

Town of Windsor Locks, CT - Hub Prod

**26**
Approvals

**0**
Notifications

**Alerts**

Tyler Menu

- Enterprise ERP
 - Financials**
 - General Ledger Menu**
 - Set Up/Chart of Accounts
 - Miscellaneous Set Up
 - Journal Entry/History
 - End of Period
 - Inquiries and Reports**
 - Account Inquiry** ☆
 - Account Central ☆
 - Accounts Overview ☆
 - YTD Budget Report ☆
 - General Ledger Report Templates
 - Last Year Budgetary Report ☆
 - Historical Actuals Comparison ☆

Favorites
Recent Activity

- Account Inquiry
- Vendors
- Roles
- User Attributes
- Requisition Approvals
- Requisition Entry
- Purchase Order Change Orders
- Purchase Order Central
- Central Budget Entry
- Purchase Order Receiving

Financials

- Account Master

Then select Search. It will show you all of the accounts that you have access to. Generally, this is restricted by department. Some Supervisors have the ability to see multiple departments (Police Commission, Fire Marshall/OEM, DPW, WPCA, SELECTMEN)

Account Inquiry [Town of Windsor Locks, CT]

Close Search Browse Output Print Display PDF Save Excel Word Email Schedule Attach Detail Months Seg Find Totals Project Strings User Defined Fields

Account Inquiry [Town of Windsor Locks, CT]

Account

Fund Acct
Org Acct name [Account Notes](#)
Object Type Status
Project Rollup ☐
NY Rollup ☐
Sub-Rollup ☐
☐ MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Once you have selected search, you can then populate information to restrict the number of accounts selected. Generally, I would restrict inquiries by Fund (General Fund is 1005, Capital Projects 3000, Capital Improvement 3600, etc.), Account Type (Revenue or Expense), Org, or Object. They can also be combined to really restrict searches. Wildcards (*) also work.

Fund Acct
Org Acct name [Account Notes](#)
Object Type Status
Project Rollup ☐
NY Rollup ☐
Sub-Rollup ☐
☐ MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Here the response was two (2) accounts. Navigate between them using the left or right arrows.

Account Inquiry [Town of Windsor Locks, CT]

Fund	1005	GENERAL	Acct	1005.42.4203.0000.420300.7400.000.56265.0000000.	
Org	10420374	GEN FC SC	Acct name	DIESEL FUEL	Account Notes
Object	56265	DIESE F	Type	Expense	Status Active
Project			Rollup		
			NY Rollup		
			Sub-Rollup		
			<input type="checkbox"/> MultiYr Fund		

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	5,000.00	7,000.00	.00	5,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	5,000.00	7,000.00	.00	5,000.00
Actual (Memo)	210.93	3,745.96	.00	.00
Encumbrances	.00	.00	.00	6,000.00
Requisitions	.00			.00
Available	4,789.07	3,254.04	.00	-1,000.00
Percent used	4.22	53.51	.00	120.00

1 of 2

Display detail information for current account.

Account Inquiry [Town of Windsor Locks, CT]

Close | **Search** | **Browse** | **Output** | **Print** | **Display** | **PDF** | **Save** | **Excel** | **Word** | **Email** | **Schedule** | **Attach** | **Detail** | **Months** | **Seg Find** | **Totals** | **Project Strings**

Account Inquiry [Town of Windsor Locks, CT]

Fund	<input type="text" value="1005"/>	GENERAL	Acct	<input type="text" value="1005.42.4203.0000.420300.7400.000.56265.00000000."/>
Org	<input type="text" value="10420374"/>	GEN FC SC	Acct name	<input type="text" value="DIESEL FUEL"/> Account Notes
Object	<input type="text" value="56265"/>	DIESE F	Type	<input type="text" value="Expense"/> Status <input type="text" value="Active"/>
Project	<input type="text" value=""/>	Folder Icon	Rollup	<input type="text" value=""/> Folder Icon
			NY Rollup	<input type="text" value=""/> Folder Icon
			Sub-Rollup	<input type="text" value=""/> Folder Icon

☐ MultiYr Fund

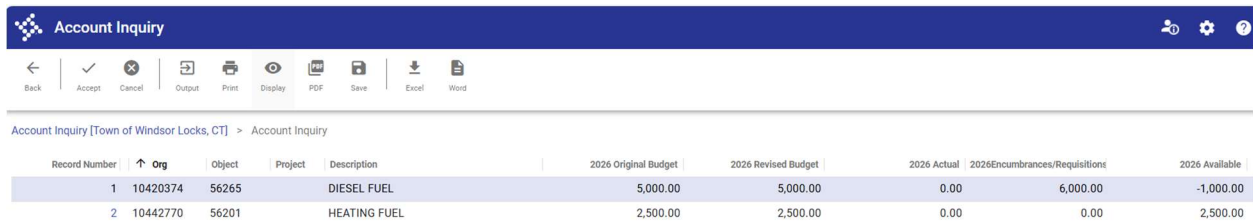
4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	<input type="text" value="5,000.00"/> Folder Icon	<input type="text" value="7,000.00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value="5,000.00"/> Folder Icon
Transfers In	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon
Transfers Out	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon
Revised Budget	<input type="text" value="5,000.00"/>	<input type="text" value="7,000.00"/>	<input type="text" value=".00"/>	<input type="text" value="5,000.00"/>
Actual (Memo)	<input type="text" value="210.93"/> Folder Icon	<input type="text" value="3,745.96"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon
Encumbrances	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value=".00"/> Folder Icon	<input type="text" value="6,000.00"/> Folder Icon
Requisitions	<input type="text" value=".00"/> Folder Icon			<input type="text" value=".00"/> Folder Icon
Available	<input type="text" value="4,789.07"/>	<input type="text" value="3,254.04"/>	<input type="text" value=".00"/>	<input type="text" value="-1,000.00"/>
Percent used	<input type="text" value="4.22"/>	<input type="text" value="53.51"/>	<input type="text" value=".00"/>	<input type="text" value="120.00"/>

1 of 2 < > >>

Display detail information for current account.

When browsing you can see your accounts in a list format.



The screenshot shows the 'Account Inquiry' window for the Town of Windsor Locks, CT. It displays a table with two records. The table has columns for Record Number, Org, Object, Project, Description, 2026 Original Budget, 2026 Revised Budget, 2026 Actual, 2026 Encumbrances/Requisitions, and 2026 Available. The first record is for DIESEL FUEL with a 2026 Original Budget of 5,000.00 and a 2026 Available of -1,000.00. The second record is for HEATING FUEL with a 2026 Original Budget of 2,500.00 and a 2026 Available of 2,500.00.

Record Number	↑ Org	Object	Project	Description	2026 Original Budget	2026 Revised Budget	2026 Actual	2026 Encumbrances/Requisitions	2026 Available
1	10420374	56265		DIESEL FUEL	5,000.00	5,000.00	0.00	6,000.00	-1,000.00
2	10442770	56201		HEATING FUEL	2,500.00	2,500.00	0.00	0.00	2,500.00

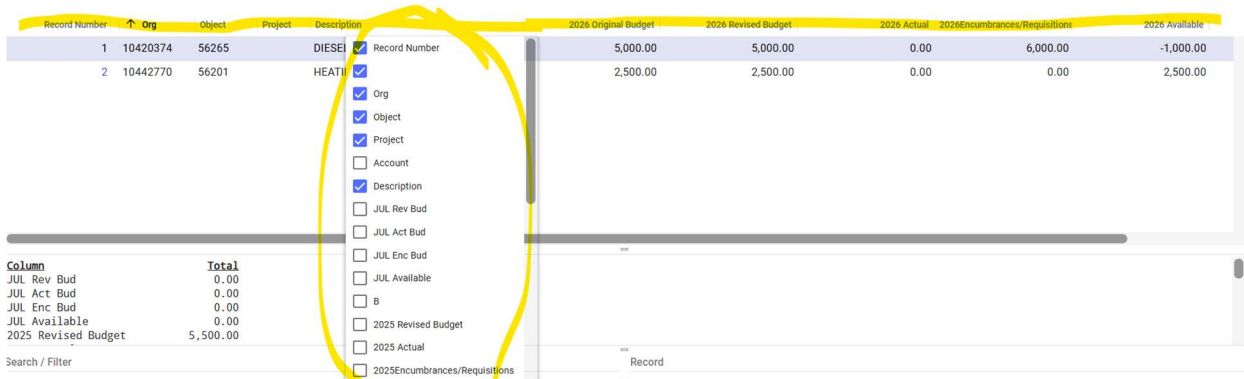
When you right click on the headers.....



The screenshot shows the 'Account Inquiry' window with the header row of the table highlighted in yellow. The table has columns for Record Number, Org, Object, Project, Description, 2026 Original Budget, 2026 Revised Budget, 2026 Actual, 2026 Encumbrances/Requisitions, and 2026 Available. The first record is for DIESEL FUEL with a 2026 Original Budget of 5,000.00 and a 2026 Available of -1,000.00. The second record is for HEATING FUEL with a 2026 Original Budget of 2,500.00 and a 2026 Available of 2,500.00.

Record Number	↑ Org	Object	Project	Description	2026 Original Budget	2026 Revised Budget	2026 Actual	2026 Encumbrances/Requisitions	2026 Available
1	10420374	56265		DIESEL FUEL	5,000.00	5,000.00	0.00	6,000.00	-1,000.00
2	10442770	56201		HEATING FUEL	2,500.00	2,500.00	0.00	0.00	2,500.00

It allows you to customize your view to include up to four years of history.



The screenshot shows the 'Account Inquiry' window with the customization menu open. The menu allows users to select which columns to display. The columns are: Record Number, Org, Object, Project, Description, 2026 Original Budget, 2026 Revised Budget, 2026 Actual, 2026 Encumbrances/Requisitions, and 2026 Available. The menu also includes options for JUL Rev Bud, JUL Act Bud, JUL Enc Bud, JUL Available, B, 2025 Revised Budget, 2025 Actual, and 2025 Encumbrances/Requisitions. The 'Record Number' column is highlighted in yellow.

Record Number	↑ Org	Object	Project	Description	2026 Original Budget	2026 Revised Budget	2026 Actual	2026 Encumbrances/Requisitions	2026 Available
1	10420374	56265		DIESEL FUEL	5,000.00	5,000.00	0.00	6,000.00	-1,000.00
2	10442770	56201		HEATING FUEL	2,500.00	2,500.00	0.00	0.00	2,500.00

☒ Record Number
☒ Org
☒ Object
☒ Project
☐ Account
☒ Description
☐ JUL Rev Bud
☐ JUL Act Bud
☐ JUL Enc Bud
☐ JUL Available
☐ B
☐ 2025 Revised Budget
☐ 2025 Actual
☐ 2025 Encumbrances/Requisitions

Column	Total
JUL Rev Bud	0.00
JUL Act Bud	0.00
JUL Enc Bud	0.00
JUL Available	0.00
2025 Revised Budget	5,500.00

Search / Filter

X

Close

🔍

Search

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Browse

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Output

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Print

👁️

Display

📄

PDF

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Save

⬇️

Excel

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Word

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Email

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Schedule

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Attach

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Detail

📅

Months

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Seg Find

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Totals

📄

Project Strings

👤

User Defined Fields

Account Inquiry [Town of Windsor Locks, CT]

Fund

1005

GENERAL

Org

10420374

GEN FC SC

Object

56265

DIESE F

Project

Acct

1005.42.4203.0000.420300.7400.000.56265.00000000.

Acct name

DIESEL FUEL

Account Notes

Type

Expense

Status

Active

Rollup

NY Rollup

Sub-Rollup

☐

MultiYr Fund

4 Year Comparison

Current Year

History

4 Year Graph

History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	5,000.00	7,000.00	.00	5,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	5,000.00	7,000.00	.00	5,000.00
Actual (Memo)	210.93	3,745.96	.00	.00
Encumbrances	.00	.00	.00	6,000.00
Requisitions	.00			.00
Available	4,789.07	3,254.04	.00	-1,000.00
Percent used	4.22	53.51	.00	120.00

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<< < > >>

Display detail information for current account.

Account Detail

< Back |
 ✓ Accept |
 ✗ Cancel |
 🔍 Search |
 🖨️ Output |
 🖨️ Print |
 👁️ Display |
 📄 PDF PDF |
 💾 Save |
 ⬇️ Excel |
 📘 D Detail |
 📖 J Journal |
 🚫 A Approvals

Account Inquiry [Town of Windsor Locks, CT] > Account Detail

Org	10420374	Object	56265	Project		Account	1005.42.4203.0000.420300.7400.000.56265.0000000.
						Account Description	DIESEL FUEL

Posted	YR/Per	Journal	Eff Dt	Post Date	Src	Ref1	PQ/RefT	Ref3	Ref4	Amount	Check #	Warrant	Vendor
Y	2025/12	189	06/30/25	08/28/25	API	002890	25000057	260650	W 063025F	210.93	260303	063025F	DIME OIL CO LLC

If you double click on the detail, it brings you to the invoice. If you want the document, click the paper clip.

Invoice Data [Town of Windsor Locks, CT]

Back | Email | Schedule | **Attach** | Comments | Detail | Invoice Audit | Additional Info | Approvers | Notes

Account Inquiry [Town of Windsor Locks, CT] > Account Detail > Invoice Data [Town of Windsor Locks, CT]

Invoice

Document: 260650
Invoice: 958487
Year/per: 2025 12
Type: 1 Invoice

Cash Account: 0000 10303 CASH WEB

PO: 25000057
Contract:

Gross amt: 1,054.67
Disc date:
Disc basis: .00
Disc percent: .000
Net amount: 1,054.67
Retainage: .00 [Details](#)

Payment meth: N Normal
Check no: 260303

Vendor: 2890 Remit: 0
Name: DIME OIL CO LLC
Terms:
[Address](#) [Remits](#)

Desc: Liquidation of Diesel Gallons
Status: P Paid
Voucher:
Warrant: 063025F
Inv date: 06/30/2025
Due date: 07/30/2025
Work Order/Task: 0
Dept/Loc: 4117
Special handling:

Display comments associated with this invoice. (C)

The content manager opens and shows the details.

Content Manager Classic Viewer

Documents Filter by:

Date	Key1	Key2	DocType
08/29/2025	260303	Fri Aug 29 00:00:...	APCheck
06/30/2025	958487	2890	APInvoice

Related Documents Filter by:

Date	Key1	Key2	DocType
08/29/2025	260303	Fri Aug 29 00:00:...	APCheck
08/28/2025	25000057	2890	PurchaseOrder

AP Invoice - 958487

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INVOICE

DIME OIL COMPANY LLC
HQ BOX 11125
WALTON, CT 06703
Phone 203-754-6334 Fax 203-754-3780

DATE: 6/30/2025
INVOICE #: 958487
ACCOUNT #: WNDLK20

BILL TO:
TOWN OF WINDSOR LOCKS
ACCOUNTS PAYABLE
6 STANTON RD
WILMINGTON CT 06096

SHIP TO:
PUBLIC WORKS
DIESEL FUEL TANK
6 STANTON RD
WINDSOR LOCKS, CT 06096

Gallons	Description	Price Each	TOTAL
3917.6	LIQUIDATION OF DIESEL GALLONS REMAINING ON 2425 FUEL CONTRACT	\$ 0.2692	\$ 1,054.67

Document Information

Attachment Filename: Dime Oil.pdf

Attachment Title:

INVOIC INVO... AUDIT

Invoice Number *: 958487

Document Number *: 260650

Date *: 06/30/2025

Amount: \$1,054.67

You can also click on encumbrance folder to see the po's that affect the account.

Account Inquiry [Town of Windsor Locks, CT]

Close

Search

Browse

Output

Print

Display

PDF

Save

Excel

Word

Email

Schedule

0 Attach

Detail

Months

Seg Find

Totals

Project Strings

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Account Inquiry [Town of Windsor Locks, CT]

Object

56265

DIESE F

Type

Expense

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Status

Active

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Project

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Rollup

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NY Rollup

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Sub-Rollup

...

☐ MultiYr Fund

4 Year Comparison

Current Year

History

4 Year Graph

History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	5,000.00	7,000.00	.00	5,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	5,000.00	7,000.00	.00	5,000.00
Actual (Memo)	210.93	3,745.96	.00	.00
Encumbrances	.00	.00	.00	6,000.00
Requisitions	.00			.00
Available	4,789.07	3,254.04	.00	-1,000.00
Percent used	4.22	53.51	.00	120.00

1 of 2

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Display detail information for current account.

Then select the po you wish to review.

Account Detail

Back

Accept

Cancel

Search

Output

Print

Display

PDF

Save

Excel

Detail

Journal

Approvals

Account Inquiry [Town of Windsor Locks, CT] > Account Detail

Org10420374

Object56265

Project

Account1005.42.4203.0000.420300.7400.000.56265.00000000.

Account DescriptionDIESEL FUEL

Posted	YR/Per	Journal	Eff Dt	Post Date	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor
Y	2026/01	814	07/31/25	10/05/25	POE	002890	26000716		PO ENT/PRF	5,000.00			DIME OIL CO LLC
Y	2026/01	813	07/31/25	10/05/25	POE	002185	26000715		PO ENT/PRF	1,000.00			EAST RIVER ENERGY

