GL Inquiry

Description
This quick guide describes how to use GL Inquiry to access current or historical, summary or detailed accounting information for departments, programs and projects.

Process Steps

Navigation:

*From MaineStreet Portal menu:* University of Maine System > Financials > GL Inquiry

~ OR ~

*From PeopleSoft Financials menu:* University of Maine System > General Ledger > Lookup Items > GL Inquiry
On the **New GL Inquiry** page select **Find An Existing Value** tab to select a previously saved search or select the **Add a New Value** tab to create a new **GL Inquiry Search ID**. The following steps explain creating a new GL Inquiry search:

1. Select **Add a New Value** tab
2. Enter name for new search.
3. Click on **Add** or select **Enter** key.

**F Y I**
- When naming your search it might help to use a name that relates to the search; this will enable you to find the saved search easier in the future.
- Only you can look up searches you've saved.
Verify Fiscal Year and Accounting Period and adjust if necessary.

Enter search criteria:
- Lookup or enter ChartField value for detailed results.
- Lookup or enter Tree node for summary results.

Choose Filters option (see FYI below).

Click on \textit{Search} or select \textit{Enter} key.

Other options on page:
- Click \textit{Clear} to remove all values from this search and start over.
- Click \textit{Delete Search} on a previously saved search to delete that search record.
- Click \textit{ChartFields} if you want a listing

\textbf{FYI}

- Entering too narrow search criteria might limit your search results more than intended.
- When no value is entered for a ChartField it results in a return of all values for that ChartField that fit the criteria.
- In Filters section, selecting \textit{None} applies no filter to the search, selecting \textit{Revenues Only} returns results only related to revenues and selecting \textit{Expenses and Transfers Only} returns results only related to expenses and transfers of funds.
1. One search result row will return for each distinct combination that matches the search criteria.

2. Click on any link in a search result row to open the Display Summary page.
1. Click on to collapse Assets/Liabilities or Revenues/Expenses section.
2. Click icon to print page in PDF format.
3. Click icon to download results to Excel.
4. Click on or to view alternative periods.
5. Click on to return to the Search Criteria page.

FYI
- The Print and Excel icons appear on all Display pages.
1. Click **Attribute** links to view corresponding detail information for Chart-Field values. When tree node value is used for criteria, select **Tree Values** link to view all values in range.

2. Click on any **Current Month** amounts to show journal entries for that amount.

3. Click on any **Encumbrance** amount to show encumbrance detail for that amount.

4. Click **Display Details** radio button to view detail search results.

5. Click on YTD Salaries or Wages amount to view YTD detail for that amount.

FYI
- **Display Details** page shows Account and Class detail amounts with Account Descriptions.
On Summary pages, click on **Current Month** totals to view transactions for all accounts and class codes for that month.
1. Click on amounts with source PAY to view detailed Payroll information.
2. Click on amounts with source AP to view detailed Accounts Payable information.
3. Click on Journal ID to view Journal Header information (see next page).
### AP Journal Header

**Journal Header**

- **Journal ID:** ISP67910SP
- **Fiscal Year:** 2006
- **Ledger:** ACTUALS
- **Accounting Period:** 09 - March
- **Date:** 03/02/2006
- **Date Posted:** 03/04/2006
- **Business Unit:** UMS06
- **Source:** 6SI
- **University of Southern Maine
- **Reference:**
  - **User ID:** 00XXXX
  - **Employee Name:**
- **Long Description:** DEPOSIT 3/2/06
- **Reversal:** None
- **Reversal Date:**

### Approval History

<table>
<thead>
<tr>
<th>Step</th>
<th>Path</th>
<th>Status</th>
<th>Date/Time Stamp</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>Initiated</td>
<td>03/02/2006 3:28:40PM</td>
<td>Employee Name</td>
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<td>2.01</td>
<td>A</td>
<td>Approved</td>
<td>03/03/2006 9:58:15AM</td>
<td>Employee Name</td>
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</table>
On Summary Display page, click on YTD Salaries or Wages to view YTD summary by employee for that amount.

Click on Employee ID to view employee’s total year-to-date payroll summary.

Click on Display Details radio button to view all YTD transactions (see next page).
1. YTD payroll transactions detail.
As previously explained on page 5, you can click on underlined Encumbrance amount to view encumbrance details for that amount.

1. Click on salary Encumbrance amount to view payroll encumbrance detail (see next page).

2. Click on non-salary Encumbrance amount to view purchase order or travel authorization detail (see next page).
Payroll & Non-payroll Encumbrance Details

1. Payroll encumbrance detail.
2. Non-payroll encumbrance detail.
3. On **non-payroll** Encumbrance Details page click on **Trans. Id** to view Purchase Order or travel authorization transaction detail.

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**Encumbrance Details**

**Chartfields**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accounting Period</th>
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<tr>
<td>2008</td>
<td>09 - March</td>
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<table>
<thead>
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<th>Business Unit</th>
<th>Department</th>
<th>Fund Code</th>
<th>Program</th>
<th>Project</th>
<th>Operating Unit</th>
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<tbody>
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<td>8200021</td>
<td>29</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Applied Med Science-Res</td>
<td>Restricted Expendable</td>
<td></td>
<td>Chronic Disease 0508</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronic Disease 0508</td>
</tr>
</tbody>
</table>

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**Encumbrance Details from Payroll**

<table>
<thead>
<tr>
<th>Account</th>
<th>Employee Name</th>
<th>Position</th>
<th>HR Dept</th>
<th>Amount</th>
<th>Last Date Posted</th>
<th>End Date</th>
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<tbody>
<tr>
<td>50000</td>
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<td>18,741.17</td>
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<td>06/30/2006</td>
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<td>06/30/2006</td>
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**Encumbrance Details from Purchasing & Expense**

<table>
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<tr>
<th>Account</th>
<th>Class</th>
<th>Trans. Id</th>
<th>Trans. Id</th>
<th>Vendor</th>
<th>Original PO</th>
<th>Liquidated Amount</th>
<th>Reimbursement Amount</th>
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<tbody>
<tr>
<td>60000</td>
<td>PO</td>
<td>E00030037</td>
<td>E00030037</td>
<td>RESEARCH TRIANGLE INSTITUTE</td>
<td>1,355.00</td>
<td>0.00</td>
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*University of Maine System*