



Description

The GL Inquiry tool provides the option to print a report from every search result page. This quick guide describes how to use the *Print Report* feature.

Process Steps

Navigation to GL Inquiry:

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

***** NOTE:** It's best to disable pop-up blockers prior to starting print process.

1 To print a report from a Display Details or Display Summary page, click the icon to start the print process.

2 To access the report, click the [Report Manager](#) link. The **Report Manager Administration** page will open.

3 Click the **Refresh** button. When the Status reads “Posted,” your report is ready.

4 In the **Description** column, click the link to your report to open it in a new window (see next page).

Chartfields

Fiscal Year: 2006 Accounting Period: 09 - March

Business Unit: UMS06

Department: 6200021 Applied Med Science-Res [Attribute Values](#)

Fund Code: 20 Restricted Expendable

Program:

Project: 6401374 Chronic Disease 05/06 [Attributes](#)

Operating Unit:

Filters

No Filter

Display Summary
 Display Details

1 **Report Manager**

2 [Prev Period](#) [Next Period](#)

[Refine Search](#)

Statistics

Revenues/Expenses

| Account | Class | Base Budget | Current Budget | Current Month | Year to Date | Project to Date | Encumbrance | Budget Variance |
|-------------------------------|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------------|
| 43520 | Grants - State of Maine | -387,909.00 | -387,909.00 | -154,410.21 | -154,410.21 | -154,410.21 | 0.00 | -233,498.79 |
| Total Revenue | | -387,909.00 | -387,909.00 | -154,410.21 | -154,410.21 | -154,410.21 | 0.00 | -233,498.79 |
| 50000 | Faculty Salaries 01 | 68,639.00 | 68,639.00 | 5,580.39 | 50,223.51 | 50,223.51 | 16,741.17 | 1,674.32 |
| 50000 | Faculty Salaries 02 | 66,625.00 | 66,625.00 | 5,416.67 | 41,856.09 | 41,856.09 | 16,250.01 | 8,518.90 |
| 50000 | Faculty Salaries 03 | 52,019.00 | 52,019.00 | 4,229.17 | 38,062.53 | 38,062.53 | 12,687.51 | 1,268.96 |
| 50000 | Faculty Salaries 04 | 52,001.00 | 52,001.00 | 4,227.77 | 38,049.93 | 38,049.93 | 12,683.31 | 1,267.76 |
| Total Faculty Salaries | | 239,284.00 | 239,284.00 | 19,454.00 | 168,192.06 | 168,192.06 | 58,362.00 | 12,729.94 |
| 51000 | Non-Faculty Salaries | 0.00 | 0.00 | 0.00 | 1,812.00 | 1,812.00 | 0.00 | 0.00 |

F Y I

- You can access your reports from **Report Manager** for up to 10 days. From your Financials menu select:
Reporting Tools > Report Manager
- The **View Reports For** section allows you to filter how many reports display in the “Report List” section.

Administration

View Reports For

User ID: 0017057 Type: Last: 1 Days **3** **Refresh**

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-7 of 7 Last

| Select | Report ID | Prcs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|--|-----------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 1594 | 21 | 4 GL Inquiry Report | 05/25/2007 12:00:34PM | Acrobat (*.pdf) | Posted | Details |



▶ GL Inquiry – Print Report

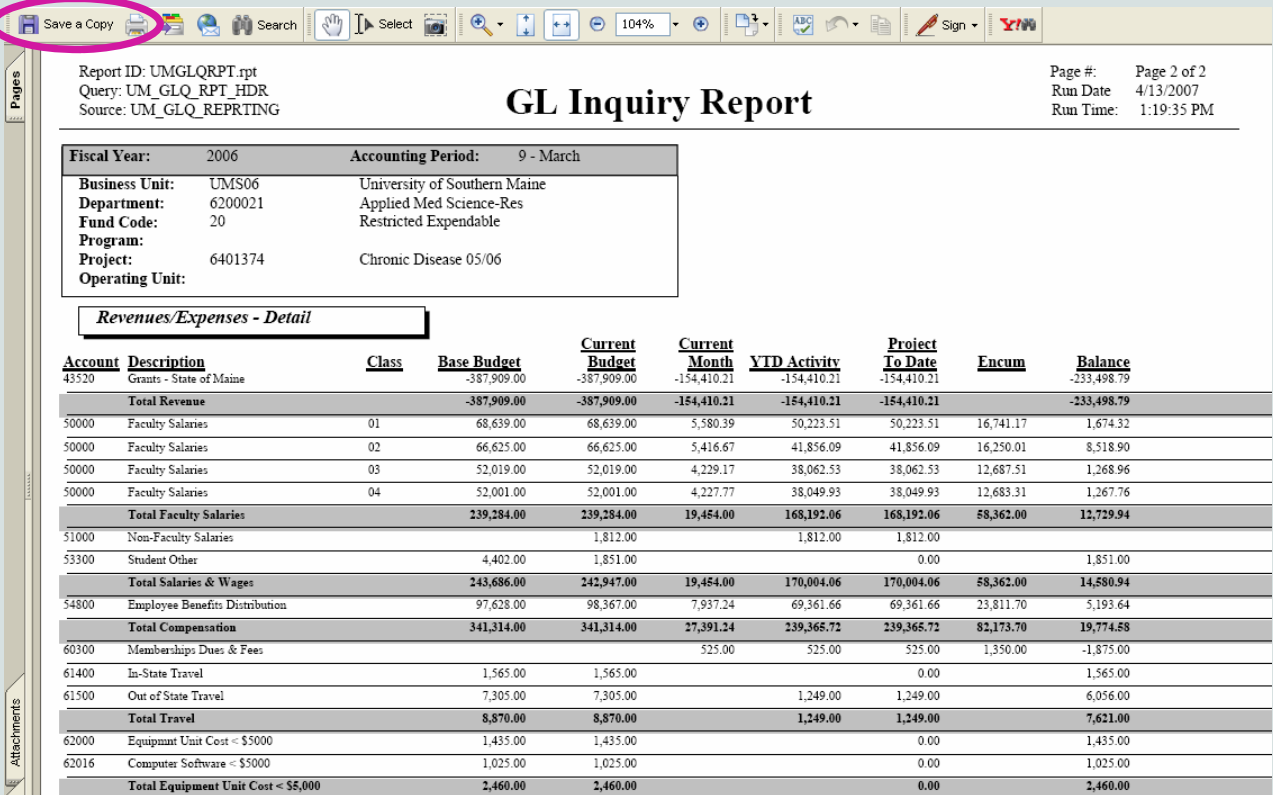
QG / Quick Guide

5 Click on the PDF's print icon to print the report. Click the Save a Copy icon  Save a Copy to save the report.

- If your report contains both *Assets/Liabilities* and *Revenues/Expenses*, you will need to scroll down to view the Revenues/Expenses section.

6 Select the [Return to GL Inquiry](#) link on the **Report Manager Administration** page to return to GL Inquiry.

5



Report ID: UMGLQRPT.rpt
Query: UM_GLQ_RPT_HDR
Source: UM_GLQ_REPRTING

Page #: Page 2 of 2
Run Date: 4/13/2007
Run Time: 1:19:35 PM

| | | | | |
|------------------------|---------|------------------------------|-----------|--|
| Fiscal Year: | 2006 | Accounting Period: | 9 - March | |
| Business Unit: | UMS06 | University of Southern Maine | | |
| Department: | 6200021 | Applied Med Science-Res | | |
| Fund Code: | 20 | Restricted Expendable | | |
| Program: | | | | |
| Project: | 6401374 | Chronic Disease 05/06 | | |
| Operating Unit: | | | | |

Revenues/Expenses - Detail

| Account | Description | Class | Base Budget | Current Budget | Current Month | YTD Activity | Project To Date | Encum | Balance |
|---|--------------------------------|-------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------------|
| 43520 | Grants - State of Maine | | -387,909.00 | -387,909.00 | -154,410.21 | -154,410.21 | -154,410.21 | | -233,498.79 |
| Total Revenue | | | -387,909.00 | -387,909.00 | -154,410.21 | -154,410.21 | -154,410.21 | | -233,498.79 |
| 50000 | Faculty Salaries | 01 | 68,639.00 | 68,639.00 | 5,580.39 | 50,223.51 | 50,223.51 | 16,741.17 | 1,674.32 |
| 50000 | Faculty Salaries | 02 | 66,625.00 | 66,625.00 | 5,416.67 | 41,856.09 | 41,856.09 | 16,250.01 | 8,518.90 |
| 50000 | Faculty Salaries | 03 | 52,019.00 | 52,019.00 | 4,229.17 | 38,062.53 | 38,062.53 | 12,687.51 | 1,268.96 |
| 50000 | Faculty Salaries | 04 | 52,001.00 | 52,001.00 | 4,227.77 | 38,049.93 | 38,049.93 | 12,683.31 | 1,267.76 |
| Total Faculty Salaries | | | 239,284.00 | 239,284.00 | 19,454.00 | 168,192.06 | 168,192.06 | 58,362.00 | 12,729.94 |
| 51000 | Non-Faculty Salaries | | | 1,812.00 | | 1,812.00 | 1,812.00 | | |
| 53300 | Student Other | | 4,402.00 | 1,851.00 | | | 0.00 | | 1,851.00 |
| Total Salaries & Wages | | | 243,686.00 | 242,947.00 | 19,454.00 | 170,004.06 | 170,004.06 | 58,362.00 | 14,580.94 |
| 54800 | Employee Benefits Distribution | | 97,628.00 | 98,367.00 | 7,937.24 | 69,361.66 | 69,361.66 | 23,811.70 | 5,193.64 |
| Total Compensation | | | 341,314.00 | 341,314.00 | 27,391.24 | 239,365.72 | 239,365.72 | 82,173.70 | 19,774.58 |
| 60300 | Memberships Dues & Fees | | | | 525.00 | 525.00 | 525.00 | 1,350.00 | -1,875.00 |
| 61400 | In-State Travel | | 1,565.00 | 1,565.00 | | | 0.00 | | 1,565.00 |
| 61500 | Out of State Travel | | 7,305.00 | 7,305.00 | | 1,249.00 | 1,249.00 | | 6,056.00 |
| Total Travel | | | 8,870.00 | 8,870.00 | | 1,249.00 | 1,249.00 | | 7,621.00 |
| 62000 | Equipment Unit Cost < \$5000 | | 1,435.00 | 1,435.00 | | | 0.00 | | 1,435.00 |
| 62016 | Computer Software < \$5000 | | 1,025.00 | 1,025.00 | | | 0.00 | | 1,025.00 |
| Total Equipment Unit Cost < \$5,000 | | | 2,460.00 | 2,460.00 | | | 0.00 | | 2,460.00 |