Running GL Inquiry Reports

Concept

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

Additional Information
Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the University of Maine System link.</td>
</tr>
</tbody>
</table>

![Image showing the University of Maine System portal](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Financials</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>GL Inquiry</strong> link.</td>
</tr>
</tbody>
</table>
4. On the New GL Inquiry page, prior to creating and running a search, you need to enter a name for the search.

Click the Add a New Value tab.
### Step 5

After you name and add a Search ID, the next time you wish to run it you will look it up and select it from the **Find an Existing Value** page.

When naming a search it might help to use a name that relates to the search; this will help you to more easily find the saved search in the future.

### Step 6

Click the **Add** button.

```
Add
```
### Step 7

On the **Search Criteria** page, the current Fiscal Year and Accounting Period enter by default. Verify or adjust the default entries.
Step 8. When deciding what to enter for your search criteria, consider if you want to lookup information about specific chartfields or lookup information for a range of values.

- Enter chartfield values for detailed results.
- Enter tree node values for summary results.
- When no value is entered for a chartfield, it results in a return of all values for that chartfield that fit the criteria.
- Be aware that entering too narrow search criteria might limit your search results more than intended.
### Step 9

- You can clear entered values on the **Search Criteria** page by clicking the **Clear** button.

- If this is a saved search, you can delete it by clicking the **Delete Search** button.

- Click the **Chartfields** button if you want a listing of values for a particular chartfield.

Before running your search, you can also apply a filter to your search. In the **Filters** section, selecting **None** applies no filter. Selecting **Revenues Only** returns results only related to revenues. Selecting **Expenses and Transfers Only** returns results only related to expenses and transfers of fund.

Click the **Search** button to initiate your search.
Step 10. One search result row will return for each distinct combination that matches the search criteria. You can click on any link in a search result row to open the Display Summary page.
Step | Action
--- | ---
11. | On the **Display Summary** page, you can click the collapse arrow next to **Assets/Liabilities** or **Revenues/Expenses** to hide either of those sections.
Step | Action
--- | ---
12. | On each search result page, you can move to either the next or previous periods by clicking on either the *Next Period* or *Prev Period* button.

Click on the *Refine Search* button to return to the search criteria page.
Step 13. Click **Attribute** links to view corresponding detail information for chartfield values.

When a tree node value is used for criteria, click on the **Tree Values** link to view all values in the range.

For this example, we’ll look at the **Attribute Values**.
Step 14. On the **Attribute Details** page, you can view all attribute values, information about the current Project Manager and the project's current status.

You can also click on links to view the **Project Manager History** and the **Project Status History**.

For this example, we'll look at the **Project Manager History**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Click the <strong>OK</strong> button to return to the summary search page.</td>
</tr>
</tbody>
</table>
16. Click the Project Status History link to review the Project Status.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Click the <strong>OK</strong> button to return.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
18. | Click the **OK** button to return to the **Display Summary** page.
## Step 19

On **Display Summary** pages, you can click on **Current Month** totals to view transactions for all **Accounts** and **Class** codes for that month.

For the example below, we clicked on the -105,396.85 **Current Month** total to open the **Journal Details** page.

![Journal Details](image-url)

<table>
<thead>
<tr>
<th>Account</th>
<th>Baseline</th>
<th>Current</th>
<th>Current</th>
<th>Year to Date</th>
<th>Project to Date</th>
<th>Encumbrance</th>
<th>Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Grants</td>
<td>387,909</td>
<td>387,909</td>
<td>387,909</td>
<td>-154,401.21</td>
<td>-154,401.21</td>
<td>0.00</td>
<td>-225,499.70</td>
</tr>
<tr>
<td>Revenue</td>
<td>387,909</td>
<td>387,909</td>
<td>387,909</td>
<td>-154,401.21</td>
<td>-154,401.21</td>
<td>0.00</td>
<td>-225,499.70</td>
</tr>
<tr>
<td>Compensation</td>
<td>341,344</td>
<td>341,344</td>
<td>27,382</td>
<td>239,285.72</td>
<td>239,285.72</td>
<td>53,075.72</td>
<td>19,774.80</td>
</tr>
<tr>
<td>Salaries, Wages, and Fico</td>
<td>8,870</td>
<td>8,870</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment Used for $0.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplies &amp; Services</td>
<td>5,309</td>
<td>5,309</td>
<td>5,309</td>
<td>5,309</td>
<td>5,309</td>
<td>0.00</td>
<td>5,309.00</td>
</tr>
<tr>
<td>Expenses and Transfers</td>
<td>352,444</td>
<td>352,444</td>
<td>27,450</td>
<td>241,345.72</td>
<td>241,345.72</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Facilities &amp; Admin Costs</td>
<td>10,000</td>
<td>10,000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Direct and Indirect Costs</td>
<td>387,909</td>
<td>387,909</td>
<td>265,204</td>
<td>265,204</td>
<td>265,204</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Net Expenses</td>
<td>387,909</td>
<td>387,909</td>
<td>265,204</td>
<td>265,204</td>
<td>265,204</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Net Revenue and Expenses | 0.00     | 0.00    | **-105,396.85** | 190,844.00 | 190,844.00 | 53,075.72 | 104,369.70 |

-105,396.85
Step | Action
--- | ---
20. | On the **Journal Details** page, click on amounts with a source of **PAY** to open the **Payroll Journal Detail** page.

For the example below, we clicked on the **5,580.39** amount.

![Payroll Journal Detail](image_url)
Step 21. Click the Return button to return to the Journal Details page.
Step 22. Back on the Journal Details page, click on amounts with a source of AP to open the AP Journal Details page.

For the example below, we clicked on the 525.00 amount.

<table>
<thead>
<tr>
<th>Account</th>
<th>Journal Date</th>
<th>Amount</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>43520</td>
<td>03/03/2016</td>
<td>525.00</td>
<td>AP</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
23. | Click the *Return* button to return to the *Journal Details* page.
Step 24.

Back on the Journal Details Page, click on a Journal ID to view Journal Header information.

For the example below, we clicked on the SP67910SP Journal ID.
Step 25. Click the **Return** button.
Step | Action
--- | ---
26. | On the **Display Summary** page, you can click on **Year to Date** salaries or wages to view YTD summary by employee for that amount.

For the example below, we clicked on the **168,192.06** amount **Year to Date** amount for Faculty Salaries.

![Image of Display Summary page]
### Step 27

On the **Payroll Journal Detail** page, click on an Employee ID to view the employee's total YTD payroll summary.

For the example below, we clicked on the **0099999** EmplID.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>On the <strong>Payroll Journal Detail</strong> page, click on an Employee ID to view the employee's total YTD payroll summary. For the example below, we clicked on the <strong>0099999</strong> EmplID.</td>
</tr>
</tbody>
</table>
### Step 28

Click the *Return* button.
29. Click on the Display Details radio button to view all YTD transactions.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>Click on the <em>Return</em> button to return to the <strong>Display Summary</strong> page,</td>
</tr>
</tbody>
</table>
Step 31. Click on a salary encumbrance amount to open the Encumbrance Details page and view payroll encumbrance detail.

For the following example, we clicked on the 58,362.00 encumbrance amount.

58,362.00
Step | Action
--- | ---
32. | Click the **Return** button.
Step 33. Click on a non-salary encumbrance amount to open the **Encumbrance Details** page and view purchase order or travel authorization detail.

For the following example, we clicked on the 1,350.00 encumbrance amount.
Step | Action
--- | ---
34. | Click on a **Trans. Id** to view purchase order or travel authorization detail.

5000003784
Step | Action
--- | ---
35. | Click the **Return** button.
### General Ledger: Running GL Inquiry Reports

**Step 36.** Click the **Return** button to return to the Display Summary page.

**Step 37.** **End of Procedure.**