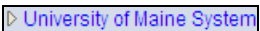
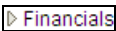


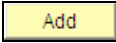


## Running GL Inquiry Reports

1.	<p>Click the <b>University of Maine System</b> link.</p> <p></p>
2.	<p>Click the <b>Financials</b> link.</p> <p></p>
3.	<p>Click the <b>GL Inquiry</b> link.</p> <p></p>
4.	<p>On the <b>New GL Inquiry</b> page, prior to creating and running a search, you need to enter a name for the search.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p></p>
5.	<p>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 <b>Find an Existing Value</b> page.</p> <p>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.</p>
6.	<p>Click the <b>Add</b> button.</p> <p></p>
7.	<p>On the <b>Search Criteria</b> page, the current Fiscal Year and Accounting Period enter by default. Verify or adjust the default entries.</p>
8.	<p>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.</p> <ul style="list-style-type: none"> <li>- Enter chartfield values for detailed results.</li> <li>- Enter tree node values for summary results.</li> <li>- When no value is entered for a chartfield, it results in a return of all values for that chartfield that fit the criteria.</li> <li>- Be aware that entering too narrow search criteria might limit your search results more than intended.</li> </ul>
9.	<ul style="list-style-type: none"> <li>- You can clear entered values on the <b>Search Criteria</b> page by clicking the <b>Clear</b> button.</li> <li>- If this is a saved search, you can delete it by clicking the <b>Delete Search</b> button.</li> <li>- Click the <b>Chartfields</b> button if you want a listing of values for a particular chartfield.</li> </ul> <p>Before running your search, you can also apply a filter to your search. In the <b>Filters</b> section, selecting <b>None</b> applies no filter. Selecting <b>Revenues Only</b> returns results only related to revenues. Selecting <b>Expenses and Transfers Only</b> returns results only related to expenses and transfers of fund.</p> <p>Click the <b>Search</b> button to initiate your search.</p>

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 <b>Display Summary</b> page.
11.	On the <b>Display Summary</b> page, you can click the collapse arrow next to <i>Assets/Liabilities</i> or <i>Revenues/Expenses</i> to hide either of those sections.
12.	On each search result page, you can move to either the next or previous periods by clicking on either the <i>Next Period</i> or <i>Prev Period</i> button.  Click on the <i>Refine Search</i> button to return to the Search Criteria page if you wish to alter your search parameters.
13.	Click <b>Attribute</b> links to view corresponding detail information for chartfield values.  When a tree node value is used for criteria, click on the <b>Tree Values</b> link to view all values in the range.
14.	On the <b>Attribute Details</b> 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 <i>Project Manager History</i> and the <i>Project Status History</i> .
15.	On <b>Display Summary</b> pages, you can click on <b>Current Month</b> totals to view transactions for all <i>Accounts</i> and <i>Class</i> codes for that month.
16.	On the <b>Journal Details</b> page, click on amounts with a source of <b>PAY</b> to open the <b>Payroll Journal Detail</b> page.
17.	Back on the <b>Journal Details</b> page, click on click on amounts with a source of <b>AP</b> to open the <b>AP Journal Details</b> page.
18.	Back on the <b>Journal Details</b> Page, click on a <b>Journal ID</b> to view <i>Journal Header</i> information.
19.	On the <b>Display Summary</b> page, you can click on <b>Year to Date</b> salaries or wages to view YTD summary by employee for that amount.
20.	On the <b>Payroll Journal Detail</b> page, click on an Employee ID to view the employee's total YTD payroll summary.
21.	Click on the <b>Display Details</b> radio button to view all YTD transactions.
22.	Click on a salary encumbrance amount to open the <b>Encumbrance Details</b> page and view payroll encumbrance detail.
23.	Click on a non-salary encumbrance amount to open the <b>Encumbrance Details</b> page and view purchase order or travel authorization detail.
24.	Click on a <b>Trans. Id</b> to view purchase order or travel authorization detail.
25.	<b>End of Procedure.</b>