Running GL Inquiry Reports

1.	Click the **University of Maine System** link. University of Maine System
2.	Click the **Financials** link. Financials
3.	Click the **GL Inquiry** link. GL Inquiry
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. Add a New Value
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.
6.	Click the **Add** button. Add
7.	On the **Search Criteria** page, the current Fiscal Year and Accounting Period enter by default. Verify or adjust the default entries.
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 criterial might limit your search results more than intended.
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.

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.
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.
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 if you wish to alter your search parameters.
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.
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***.
15.	On **Display Summary** pages, you can click on **Current Month** totals to view transactions for all A*ccounts* and *Class* codes for that month.
16.	On the **Journal Details** page, click on amounts with a source of **PAY** to open the **Payroll Journal Detail** page.
17.	Back on the **Journal Details** page, click on click on amounts with a source of AP to open the **AP Journal Details** page.
18.	Back on the **Journal Details** Page, click on a **Journal ID** to view ***Journal Header*** information.
19.	On the **Display Summary** page, you can click on **Year to Date** salaries or wages to view YTD summary by employee for that amount.
20.	On the **Payroll Journal Detail** page, click on an Employee ID to view the employee's total YTD payroll summary.
21.	Click on the **Display Details** radio button to view all YTD transactions.
22.	Click on a salary encumbrance amount to open the **Encumbrance Details** page and view payroll encumbrance detail.
23.	Click on a non-salary encumbrance amount to open the **Encumbrance Details** page and view purchase order or travel authorization detail.
24.	Click on a **Trans. Id** to view purchase order or travel authorization detail.
25.	**End of Procedure.**