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1. PeopleSoft Financials General Ledger

The PeopleSoft General Ledger is a central financial database with built-in accounting, budgeting, financial analysis, and reporting features. It is built to handle multiple financial systems within a single database. This reduces redundancy, maintenance, and data integrity problems since all transactions are entered into one system.

2. GL Inquiry Pages

The GL Inquiry tool provides easy to access current or historical, summary or detailed budget information for departments, programs and projects. Summaries combine data from Budget, Commitment Control and Actuals ledgers for given ChartField combinations. The tool provides detailed support for GL transactions such as AP voucher data, payroll actual detail by employee and detail of encumbrances. GL Inquiry Pages replaces monthly paper reports (e.g. AM090/91) previously provided to FAST account users. Users can set and save their own search criteria according to ChartFields or Tree Nodes. What information users can access is based on security that can be defined by business unit, department, program, and/or project for each user.
3. Access Financials

PeopleSoft Login

You must login to your PeopleSoft account to access the Enterprise Portal and the Financials system. If you do not know your UMS User ID and password, contact the computing Help Center on your campus or phone the UNET Help Desk at 561-3587.

To access the Enterprise Portal, open a web browser (e.g. Internet Explorer) and navigate to http://www.maine.edu. Select the Employee Access link located in the upper-right corner of the page.

When you select this link, the PeopleSoft login screen will display.

Enter your primary UMS User ID and Password and then select Sign In.
After you login to your PeopleSoft account, the Enterprise Portal opens:

To access the Financial system, from the Portal menu select:

**Enterprise Applications > Financials**
When you select the link to Financials, a new window for the Financial system opens. The items listed in your Financials menu depend on what Financial roles are assigned to you. Staff with different roles will see slightly different menus. The menu you see should give you access to all the Financial-related tasks you need to perform.

When you are finished with your work in the Financials system, select the Return to Portal link to logout of Financials and return to the Enterprise Portal.

4. Access GL Inquiry Pages

From the PeopleSoft Financials Menu select:

 Universität of Maine System > General Ledger > GL Inquiry
The **New GL Inquiry** page appears with the **Find an Existing Value** page open.

First time you use GL Inquiry tool, you need to enter a **GL Inquiry Search ID**. Select the **Add a New Value** tab.

**Note:** After you have created Search IDs, you will select the **Find an Existing Value** tab to look up and select the IDs. When you select a Search ID, you will go directly to the Search Criteria page with criteria already set.

### 5. Add New GL Inquiry

On the **Add a New Value** page, enter a name for your search criteria in the **GL Inquiry Search ID** field. It helps to use a name that specifically relates to the search. Only you will see the Search IDs you create and save.

After you enter a name for your GL Inquiry Search, select **Add**.
6. Search Criteria Page

The **Search Criteria** Page is where you will set the parameters for your GL Inquiry search.

![Search Criteria Page]

- **Enter the Fiscal Year** for your search.
- **Look Up and select the Accounting Period/Month** you want to search.
- **Enter Business Unit**.

Typically, other criteria you set for search will define the Business Unit so it is not required to enter that criteria here.

At this point, what you do depends on whether you want to search for detail ChartField values or on summary tree node values.
**Detail Search**

To conduct a search based on specific ChartField value, enter or look up the ChartField value that relates to the search you want to conduct. If you know the ChartField value, enter it in the box adjacent to the ChartField name. You can also look up the ChartField value by clicking on the Look Up button adjacent to the ChartField box.

- Narrow your results by entering the first few digits of the ChartField code prior to conducting your Look Up.
- Click on the ChartField code or its Description to enter the value in the ChartField box.
Summary Search

Summary searches are based on tree node values. When you select a node on a ChartField tree, you will generate a summary report that includes all values in the selected node.

Tree Overview

Trees – Trees are the backbone of PeopleSoft Financials. A tree is a hierarchy or reporting structure in PeopleSoft. We use trees to organize ChartField data, setup security, to create summary reports and to change organizational structure without having to change the entire PeopleSoft system. Trees also provide an easy to follow visual representation of each Business Unit’s ChartField hierarchy.

TreeNode – A Node is an individual item on a tree that summarizes a range of ChartField values or other nodes that logically belong together for reporting purposes.

Tree Leaf – A leaf defines a Detail Value attached to a Node. It can be an individual ChartField value or a range of ChartField values. All detail values must roll up to a node.

To set your criteria, select the Look up Tree icon to right of the ChartField.
The **Display and Select Tree Node** page opens:

The top level tree nodes for the Department tree appear.

You can also click on the Expand Node icon to the right of the Department Business Unit node to view all Department nodes for Business Unit.

Click on the Expand Node icon to the left of the Business Unit Department node related to your search.

In this example, top level nodes for each Business Unit’s **Department** tree initially appear under the “AllDEPTS” node.
Viewing all Business Unit nodes for the ChartField tree might result in a very long list comprised of several pages. You can advance to the next page by clicking on the next arrow located at the top and bottom of the page.

Rather than view all Business Unit tree nodes for the ChartField, you can select the Expand Node icon to the left of the top level node you think relates to your search. This displays nodes directly under the selected node.
Display and Select Tree Nodes

SetID: UMSYS

Tree Name: UMS_DEPT_ORG

ALLDEPTS > UMS06 > 6VP_ENROLL_MGMT_LVL4

System tracks tree node path you have followed. These are clickable links that when selected, return you to that node.

Continue selecting nodes until you reach the one that applies to your search. When ready, click on the node to highlight it and choose Select.

In this example, the range of Departments under the selected node appears.
**Find Value**

The *Find Value* feature helps you quickly locate and select a specific node on a tree. For example, if you want to include in your search a node that a specific value exists within but are not certain where the node exists on the tree, you can enter the value or its description in the *Find Detail Value* section on the *Find Value* page and be taken directly to the node.

To access the *Find Value* feature, select the **Find** link located on the *Display and Select TreeNodes* page.

The *Find Value* page opens.

Enter or look up the tree node name or its description in the *Find Tree Node* section.

Or…

Enter name of the ChartField code or its description in the *Find Detail Value* section.

**Exact Matching** is checked by default on the *Find Value* page. Uncheck the box to remove that restriction.
When you select on the Find Value page, you will navigate directly to the location on the tree that matches the set parameters. After you select the node on the ChartField tree, the node name appears in the ChartField box. Continue entering ChartField values or selecting ChartField tree nodes until your search criteria is complete.
In the search below, you are asking to see information for Period 01 of fiscal year 2004 for Project 6300044 in Department 6804011 of USM.

To save your criteria for the GL Inquiry Search ID, click on Save.

7. GL Inquiry Search Results

After you have entered all your search criteria, select Search on the GL Inquiry Search ID page.

Your GL Inquiry Search returns one search result row for each distinct combination that matches the search criteria. The search criteria entered above generates the following:
When no value is entered for a ChartField in your GL Search criteria, it results in a return of all values for that ChartField that fit the criteria. In this example, the result of (blank) for Program means there are no returning Program values for the designated search criteria. Remember - Program is not a required field and is not included on many transactions.

**Display Summary**

When you select a link in a search result row, the Display Summary page appears:
Summaries of corresponding **Revenues/Expenses** and/or **Asset/Liability** accounts will display in separate sections of the page.

Current Month values are active links if activity is present for the fiscal month entered for the GL Search Inquiry. This is possible even if the amount is zero resulting from two offsetting transactions.
The **Project to Date** column will only appear if the ChartField combination entered for the search includes a non-blank Project that has had activity.

Unless the search criteria includes a Project, **Balance Available** is calculated as **Current Budget** minus **Year to Date** minus **Encumbrance**. If a project is included, **Project to Date** is subtracted rather than **Year to Date**.

When detail value is entered in search criteria, select **Attributes** link adjacent to ChartField to view corresponding attributes including FAST account values, effective dates and status.
When tree node is entered for criteria, select **ChartField Values** link to view all values in range.
## Departments for tree node 6FIN_AID

<table>
<thead>
<tr>
<th>Tree Range</th>
<th>Active</th>
<th>Financial Aid</th>
<th>Dubois,Keith</th>
</tr>
</thead>
<tbody>
<tr>
<td>6804000</td>
<td></td>
<td>Financial Aid</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804001</td>
<td></td>
<td>Scholarships University</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804002</td>
<td></td>
<td>Supp Financial Aid</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804003</td>
<td></td>
<td>University Student Aid</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804004</td>
<td></td>
<td>College Wk Stud</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804005</td>
<td></td>
<td>NDSL Match</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804006</td>
<td></td>
<td>Interest Loan Funds</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804007</td>
<td></td>
<td>Nursing Loan Match Fund</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804008</td>
<td></td>
<td>SEOG Matching Funds</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804009</td>
<td></td>
<td>Indian Scholarships</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804010</td>
<td></td>
<td>Student/Work Program</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804011</td>
<td></td>
<td>Financial Aid Schol</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804012</td>
<td></td>
<td>Financial Aid Exec Mgmt</td>
<td>Dubois,Keith</td>
</tr>
<tr>
<td>6804013</td>
<td></td>
<td>Financial Aid Fellow</td>
<td>Dubois,Keith</td>
</tr>
</tbody>
</table>

Select **Refine Search** button at any point during search to return to **Search Criteria** page and adjust criteria.
Select Display Details radio button to view detailed results.

Displays Account numbers

Displays subtotals at each summary level shown on the Summary page and NET BALANCE.
Select the Print icon to Print in PDF format.

Select Refresh to update information displayed in the Run Status and Distribution Status columns. Distribution Status Column shows Posted, your PDF file is ready.

Select Details link to access Process Detail page.
Select **View Log/Trace** to access link to PDF

Select **PDF** file to view PDF
### GL Inquiry Report

**Fiscal Year:** 2004  
**Accounting Period:** 2 - August

<table>
<thead>
<tr>
<th>Account</th>
<th>Beginning of Year</th>
<th>Current Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>0.00</td>
<td>2,841,141.00</td>
<td>-2,726,736.00</td>
<td>112,405.00</td>
<td>112,405.00</td>
</tr>
<tr>
<td><strong>Revenues/Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Beginning of Year Balance</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>595,895.00</td>
</tr>
<tr>
<td><strong>Current Year Activity</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Governance Grants</td>
<td>0.00</td>
<td>0.00</td>
<td>-2,841,141.00</td>
<td>0.00</td>
<td>2,841,141.00</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,841,141.00</td>
</tr>
<tr>
<td>Student Aid</td>
<td>2,841,141.00</td>
<td>2,841,141.00</td>
<td>426,216.00</td>
<td>2,508,582.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Net Expenses</strong></td>
<td>2,841,141.00</td>
<td>2,841,141.00</td>
<td>426,216.00</td>
<td>2,508,582.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Net Revenue and Expenses</strong></td>
<td>2,841,141.00</td>
<td>2,841,141.00</td>
<td>-523,799.00</td>
<td>0.00</td>
<td>2,778,342.00</td>
</tr>
<tr>
<td><strong>Net Balance</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>63,036.00</td>
</tr>
</tbody>
</table>

---

**Download Results to Excel**

Select Excel icon to download results in section adjacent to icon.

---

**General Ledger**  
**Page 25 of 27**  
**GL Inquiry Pages**
As was previously explained, clicking on an underlined value displays transactions. The Journal Details page lists all transactions for the selected category during the given accounting period.

The Journal Details page lists all transactions for the selected category during the given accounting period.

Select underlined value to open the Journal Details page.

Select underlined Journal ID to drill to Journal Entry Header and additional information.

# Journal Header

<table>
<thead>
<tr>
<th>Journal ID:</th>
<th>CNVG072003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2004</td>
</tr>
<tr>
<td>Ledger:</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>Accounting Period:</td>
<td>1</td>
</tr>
<tr>
<td>Date:</td>
<td>07/31/2003</td>
</tr>
<tr>
<td>Date Posted:</td>
<td>10/29/2004</td>
</tr>
<tr>
<td>Business Unit:</td>
<td>UMS06 University of Southern Maine</td>
</tr>
<tr>
<td>Source:</td>
<td>CNV</td>
</tr>
<tr>
<td>User ID:</td>
<td>9000004 Johnny B. Good</td>
</tr>
<tr>
<td>Long Description:</td>
<td>Conversion for 07/2003</td>
</tr>
<tr>
<td>Reversal:</td>
<td>None</td>
</tr>
<tr>
<td>Reversal Date:</td>
<td></td>
</tr>
</tbody>
</table>

The Journal Header page displays all information entered on the Header page of the corresponding journal entry: Journal ID, Fiscal Year, Accounting Period, Ledger the journal entry was posted to, date it was submitted, date it was posted, Business Unit, Source code, User ID and name of employee who originated the journal entry, the complete Long Description and if it was a reversal entry.