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The GL Account Inquiry program provides both summarized and detail history for a selected set of accounts, with a focus on current available budget. You cannot modify data in this program; you can view data and create reports of collected data.

There are some options for consolidating the data into a report like format, but if you want to report on many accounts in a report format, it may be best to use the YTD Budget Report.

The information in the columns displayed throughout the program depends upon your user permissions. In addition to user settings, the fields on the tabs within this program vary according to the type of account being viewed.

Procedure

Use the following steps to run the GL Account Inquiry program.

1. Open GL Account Inquiry (Please note that the program can be found in several locations. How you access the program is determined by your menu options.)

Financials > Account Inquiry

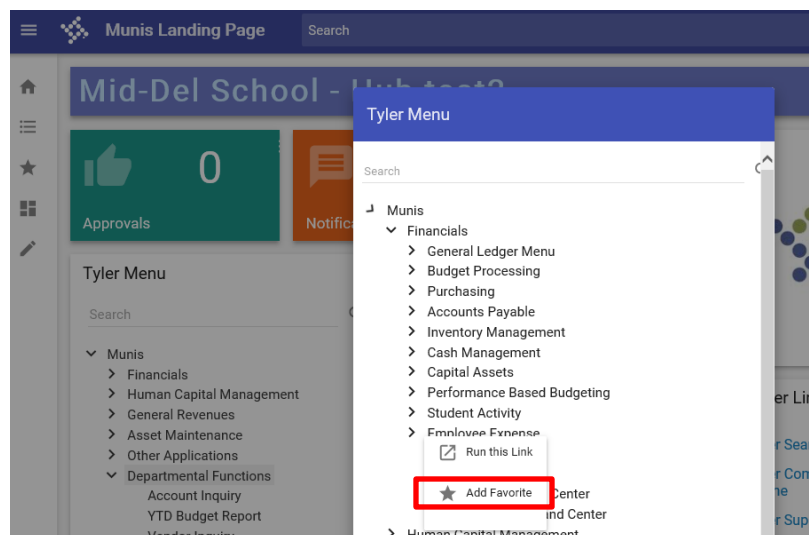
OR

Departmental Functions > Account Inquiry

OR

My Favorites > Account Inquiry (if you have already added this to "My Favorites")


Tip: You may want to add this program to your Dashboard "My Favorites" menu by right-clicking on the words Account Inquiry and choosing "Add to My Favorites"

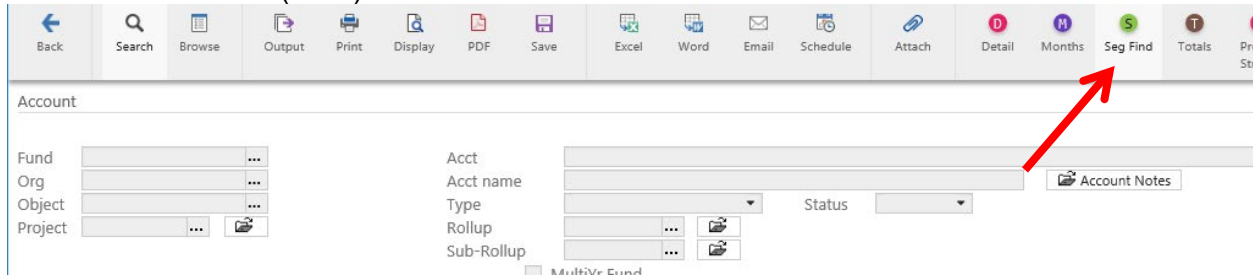


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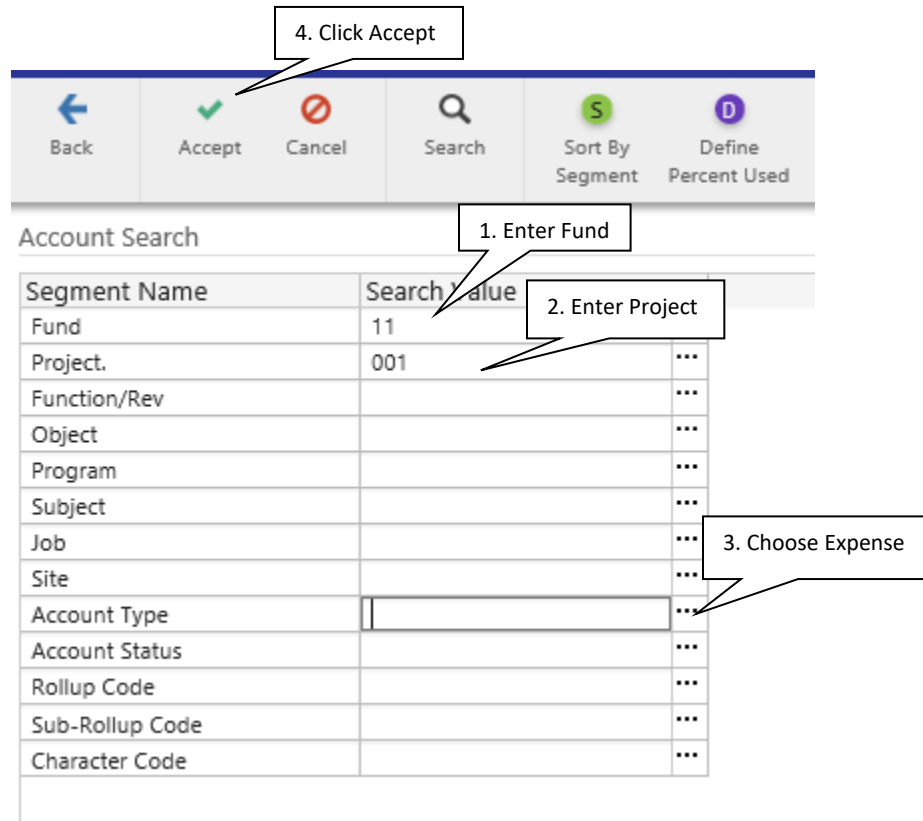
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2. Search for an account or group of accounts.
 - Select **Seg Find** which permits account selection on any account segment or

segments. By clicking on  you will open a new window in which you may search. This permits selection on any account segment or segments of the Chart of Accounts (COA).



The screenshot shows the top toolbar of the Account Inquiry application. The 'Seg Find' button, represented by a green circle with a white 'S', is highlighted with a red arrow. Other buttons include Back, Search, Browse, Output, Print, Display, PDF, Save, Excel, Word, Email, Schedule, Attach, Detail, Months, Totals, and Print Screen.




The screenshot shows the 'Account Search' window. It includes a toolbar at the top with buttons: Back, Accept (green checkmark), Cancel (red X), Search, Sort By Segment (green S), and Define Percent Used (purple D). Below the toolbar is a table for entering search criteria. Numbered callouts indicate the following steps:

1. Enter Fund (points to the 'Fund' row in the table)
2. Enter Project (points to the 'Project.' row in the table)
3. Choose Expense (points to the 'Account Type' row in the table)
4. Click Accept (points to the 'Accept' button in the toolbar)

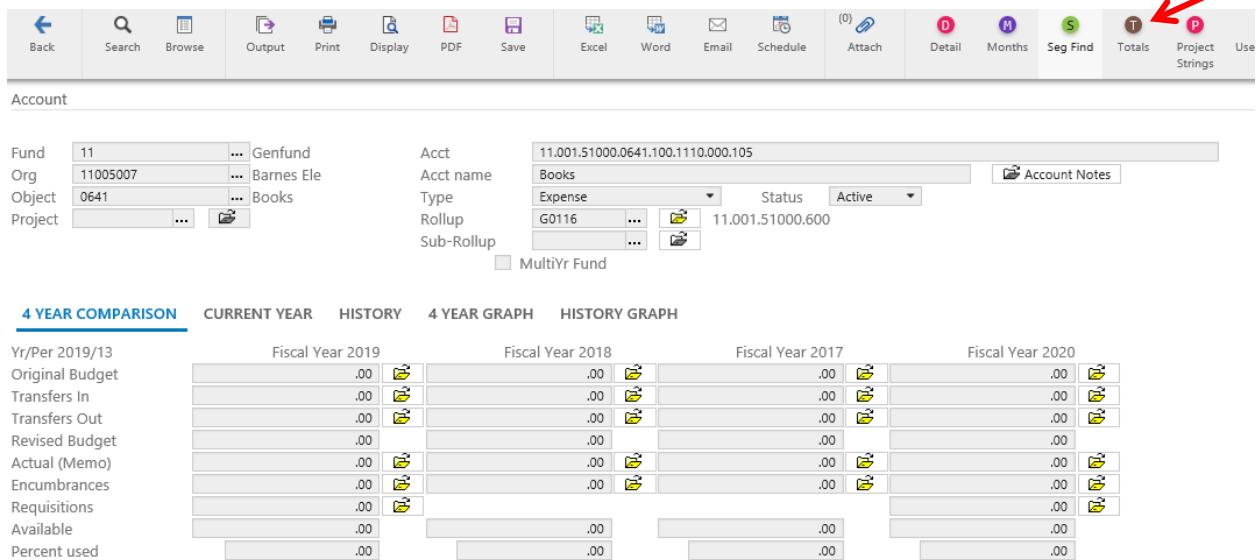
Segment Name	Search Value
Fund	11
Project.	001
Function/Rev	
Object	
Program	
Subject	
Job	
Site	
Account Type	
Account Status	
Rollup Code	
Sub-Rollup Code	
Character Code	

****Note:** If you are searching for your Activity account you should enter:

Fund: 64
 Project: 826 (example)
 Site: 105 (example)
 Account Type: Expense

- Click on Field Help  to search this list of segments or enter the segment directly into the field. You may search using one or multiple criteria.

- After you have made your selection, click Accept  to submit the search criteria.



Account

Fund 11 Genfund
Org 11005007 Barnes Ele
Object 0641 Books
Project ...

Acct 11.001.51000.0641.100.1110.000.105
Acct name Books
Type Expense Status Active
Rollup G0116 11.001.51000.600
Sub-Rollup ...
☐ MultiYr Fund

4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2019/13	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	.00	.00	.00	.00
Percent used	.00	.00	.00	.00

- To see the total for the Control Group, select Totals.

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March
2020

Back
 Output
 Print
 Display
 PDF
 Save
 Excel
 Display Find Criteria
 Exit Totals

count

ind ...
 rg ...
 bject ...
 oject ...

Acct
 Acct name
 Type Status
 Rollup 11.001.51000.600
 Sub-Rollup
☐ MultiYr Fund

Account Notes

4 YEAR COMPARISON

CURRENT YEAR

HISTORY

4 YEAR GRAPH

HISTORY GRAPH

/Per 2019/13

Fiscal Year 2019

Fiscal Year 2018

Fiscal Year 2017

Fiscal Year 2020

Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Acquisitions	.00	.00	.00	.00
Available	.00	.00	.00	.00
Percent used	.00	.00	.00	.00



The amounts that appear in the columns represent the totals for the Control Group, now known as a Budget Rollup Group.

To return to the Inquiry screen to view different accounts, click the Back from the top menu bar.

To find a different account, choose Seg Find from the top menu bar.

Reporting on the Find Set

Note: Once you have found the group of accounts or single account on which you would like to inquire, you may export a summary or a monthly report directly to Microsoft® Word or Microsoft

Excel To do so, click the  Word or the Excel  toolbar option and then select either Summary or Monthly.

Options ×

Choose an option

☒ Summary
☐ Monthly

OK Cancel

Using the Browse Feature

Once you have found the group of accounts which you would like to review, you can use the Browse feature to see quickly the total for a group of accounts, see which accounts in the group are spending the most money, or not spending any.







You may also use the Browse feature to customize and export information to Excel.

1. Click on  Browse.

Record Number	Account	Description	EOY Rev Bud	EOY Enc Bud B	2019 Revised
1	11.001.51000.0641.100.1110.000.105	Books	0.00	0.00	
2	11.001.52213.0641.000.0000.000.000	Books	0.00	0.00	
3	11.001.52213.0641.000.0000.000.105	Books	0.00	0.00	

Column	Total
EOY Rev Bud	0.00
EOY Act Bud	0.00
EOY Enc Bud	0.00
EOY Available	0.00
2019 Revised Budget	0.00
2019 Actual	0.00
2019 Encumbrances/Requisitions	0.00

2. Right click on any column header.
3. Check or uncheck the boxes until you have selected the desired fields.
4. Drag and drop columns into the desired order.
5. Click on any of the output options shown below to report this information:

 Display	Display/Preview
 PDF	PDF
 Print	Output/Print
 Save	Save
 Word	Export to Word
 Excel	Export to Excel



6. To exit the Browse feature and return to the find set, click on