Contents

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.)
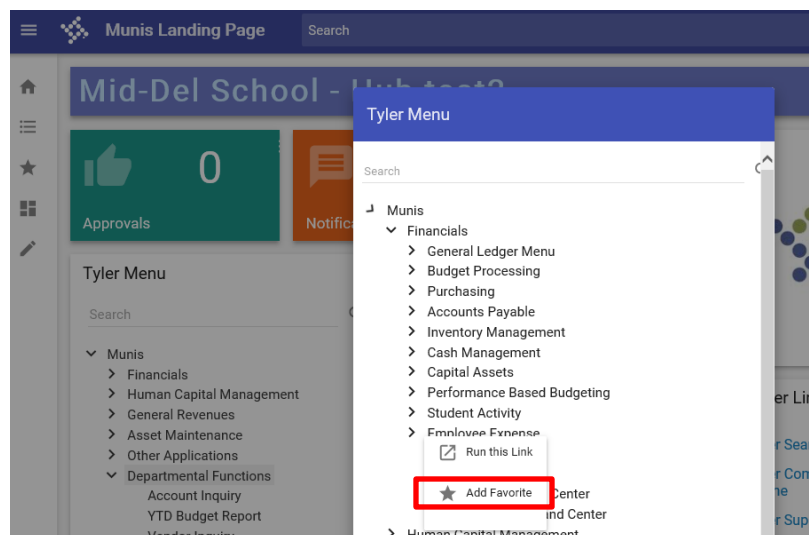
Financials > Account Inquiry

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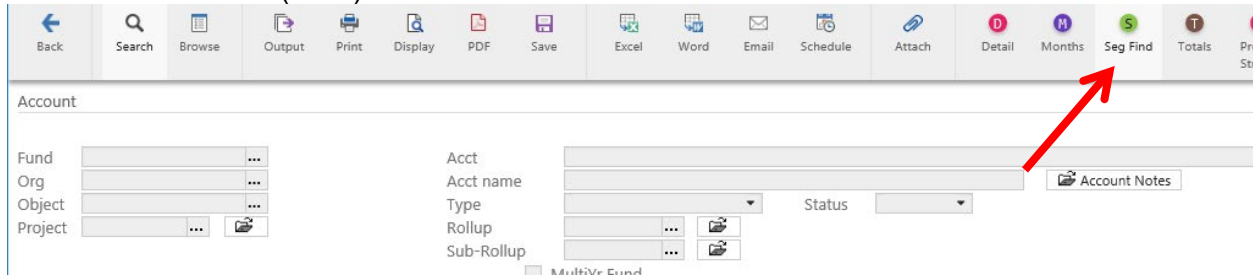
2. Search for an account or group of accounts.
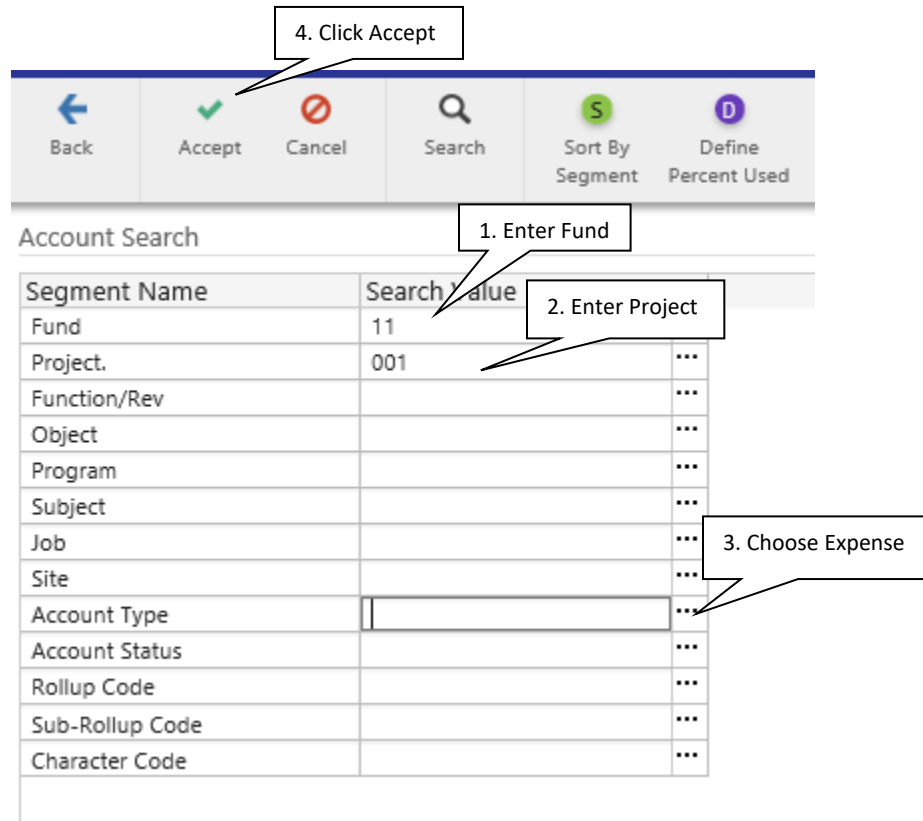   - Select **Seg Find** which permits account selection on any account segment or

      segments. By clicking on [Seg Find] 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).

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

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

3. 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.

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

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

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 [Excel] toolbar option and then select either Summary or Monthly.

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 Back .