Finance: Inquiry

Table of Contents

iv

Inquiry

Use the Table of Contents to access a page.

General Ledger Inquiry

Use the Table of Contents to access a page.

Employee Distribution List Inquiry - FIN5000

Finance > Inquiry > General Ledger Inquiry > Employee Distribution List Inquiry

This tab displays a list of employees whose account in master distribution matches the account(s) selected. The amount that displays for each employee reflects the annual amount assigned to that specific account code with the exception of the business allowance. The business allowance accounts (account types B and T) reflect the amount paid each time payroll is processed and are not reflective of an annual amount. This is because the master distribution only reflects the amount paid each pay period. Under each account number displayed, the employee names are sorted alphabetically. A summary total for each object code is displayed at the end of each fund/year combination. On this tab, you may:

- Review the balances on individual accounts.
- View a detailed listing of the account or just the balances in a summary view of the account.
- View records by page or by printing.

Perform an employee distribution list inquiry:

❏ Select from one of the following employee types to include in the inquiry:

Field	Description
Active	Select to include only those employees where the **Pay Status** field is set to *Active* on the Pay Info tab.
Inactive	Select to include only those employees where the **Pay Status** field is set to *Inactive* on the Pay Info tab.
Both	Select to include all employees, regardless of the selection in the **Pay Status** field on the Pay Info tab.
Display Details	Select to display account code details. If not selected, the inquiry displays the account code summary.
Include Supplemental Pay	Select to include all extra-duty supplemental pay records on the report. By default, the field is not selected.
Account Code	Type an account code in each of the account code field components. Click ⋮ to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved. For example, if you want a summary of all payroll accounts for campus 001, the account mask would look like the following: XXX-XX-61XX-XX-001-XXXXXX

❏ Click **Retrieve** to process the inquiry based on the values selected. The page displays the general ledger account summary report. Fund totals by class are reported at the end of each fund.

[Review the report.](#)

Other functions and features:

Reset	Click to clear the account code and return to the default setting (all Xs).

General Ledger Account Summary - FIN5000

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

This tab is used to perform a single-line inquiry of account balances. On this tab, you may:

- Review the balances on individual accounts.
- View the balances in a summary view of the account.
- View records by page or by printing.

Perform a general ledger account summary inquiry:

❑ Select any of the following fields to include in the inquiry:

Field	Description
Processed	Select to include account balances as of the end of the last reporting period.
Current Period	Select to include account balances as of the current accounting period.
Next Period	Select to include account balances as of the next accounting period.
Balance Accounts Only	Select to include only account classes 1, 2, 3, and 4.
Include Fund Totals	Reports class totals by fund.
Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Account Code	Type an account code in each of the account code field components. Click ⁝ to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved. For example, if you want a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX

❑ Click **Retrieve** to process the inquiry based on the values selected. The page displays the general ledger account summary report. Fund totals by class are reported at the end of each fund.

[Review the report.](#)

Other functions and features:

Reset	Click to clear the account code and return to the default setting (all Xs).

General Ledger Inquiry - FIN5000

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

This tab is used to perform the following:

- Review the balances on individual accounts or groups of accounts.
- View the processed, current period, next period, or any combination of these.
- View a detailed listing of the account or just the balances in a summary view of the account.
- View records by page or by printing.
- After a deferred check is printed, the check number description will display "PAYABL" in the expenditure account. The numerical check number is displayed in the accounts payable account for the accounting period in which the check was printed.

Perform a general ledger inquiry:

The default Retrieve function only displays active account codes.

❑ Select any of the following fields to include in the inquiry:

❑ Select **Include Inactive Accounts** to display inactive account codes in the inquiry.

Field	Description
Processed	Select to include account balances as of the end of the last reporting period.
Current Period	Select to include account balances as of the current accounting period.
Next Period	Select to include account balances as of the next accounting period.
Show Details *Report will display Transaction Details*	Select to display and print a detailed list of all transactions. If not selected, a summary for all accounts is displayed and printed: **Totals** - The totals of all accounts with the selected account code component are displayed. **Balance Accts Only** - The totals for only the accounts that are selected in the account code mask are displayed.
Include soft encumbrances when POs exist	Selected, by default, to include general ledger transactions when purchase orders exist. If not selected, the soft encumbrances (where the associated purchase order has been created) are not displayed.
Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Include Inactive Accounts	Select to include inactive account codes in the inquiry.

❑ Under **Description**, select one of the following:

Reason	Select to display the reason for each account transaction.

Vendor Name	Select to display the vendor name for each account transaction. If selected, the requisition number is not displayed.

Note: Descriptions are only displayed for line items that are checks (CK) or purchase orders (EN). The **Description** option only works if the **Show Details** option is selected.

Account Code	Type an account code for each of the account code components or click ⋮ to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes.

❑ Click **Retrieve** to process the inquiry based on the values selected. The results are displayed.

General ledger description notes

The general ledger invoice description length is limited to 30 characters, which may cause some characters of a customer name to be truncated.

For example, if the customer's name is Randall Cleaning Service:

- The description for a new invoice is the six-digit invoice number and the customer name (e.g., 123456 Randall Cleaning Servic).
- The description for an invoice adjustment (change/credit memo) is the six-digit invoice number, ADJ, and the customer name (e.g., 123456 ADJ Randall Cleaning Se).
- The description for an invoice payment is the six-digit invoice number, PYMT, and the customer name (e.g., 123456 PYMT Randall Cleaning S).
- The description for an invoice overpayment is the six-digit invoice number, PYMT, and the customer name (e.g., 123456 PYMT Randall Cleaning S).
- The description for an invoice reversal is the six-digit invoice number, PYMT REV, and the customer name (e.g., 123456 PYMT REV Randall Cleani).

Note: If the number of records being retrieved is more than 20,000 and the **Display GL Inquiry Warning** field is selected on the Tables > District Finance Options > Finance Options tab, the following warning message is displayed: "Report will take longer to generate due to the number of rows being retrieved for the Account Code selected."

- Click **Yes** to continue processing the inquiry.
- Click **No** to return to the General Ledger Inquiry tab.

Review the report.

Other functions and features:

Reset	Click to clear the account code and return to the default setting (all Xs).

Over Expended Account Summary - FIN5000

Finance > Inquiry > General Ledger Inquiry > Over Expended Account Summary

This tab is used to perform a single-line inquiry of overexpended account balances. Only 6XXX object-coded accounts are displayed. This tab allows you to:

- Review the balances on individual accounts.
- View the balances in a summary view of the account.
- View records by page or by printing.

Perform an overexpended account summary inquiry:

❏ Select any of the following fields to include in the inquiry:

Field	Description
Processed	Select to include account balances as of the end of the last reporting period.
Current Period	Select to include account balances as of the current accounting period.
Next Period	Select to include account balances as of the next accounting period.
Minimum Over Expended Amount	Type the amount for which to include only account balances above that specified amount.
Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Account Code	Type an account code in each of the account code field components. Click ⦙ to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved. For example, if you want a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX

❏ Click **Retrieve** to process the inquiry based on the values selected. The page displays the summary inquiry report. Fund totals by class are reported at the end of each fund.

[Review the report.](#)

Other functions and features:

Reset	Click to clear the account code and return to the default setting (all Xs).

GL Inquiry

Use the Table of Contents to access a page.

GL Inquiry

GL Inquiry - FIN5050

Finance > Inquiry > GL Inquiry > GL Inquiry

This tab is used to perform the following inquiries:

- Review the balances on individual accounts or groups of accounts.
- View the processed, current period, next period, or any combination of these options.
- View a detailed listing of the account and drill down to view all transactions related to a single transaction. You can view the details for the following transaction types: journal voucher, check, cash receipt, credit cards, encumbrances, Accounts Receivable, Purchasing, and Warehouse. The selected transaction type determines the displayed view.
- View the account summary with only balances.

Perform a GL inquiry:

The default Retrieve function only displays active account codes. Select **Include Inactive Accounts** to display inactive account codes in the inquiry.

❑ Under **Retrieval Options**, select any of the following fields to include in the inquiry:

Field	Description
Processed	Select to include EOM balances and all processed transactions.
Current Period	Select to include account balances as of the current accounting period.
Next Period	Select to include account balances as of the next accounting period.
Include soft encumbrances when POs exist	Selected, by default, to include general ledger transactions when purchase orders exist. If not selected, the soft encumbrances (where the associated purchase order has been created) are not displayed.
Include Inactive Accounts	Select to include inactive account codes in the inquiry.

❑ Under **Exclusions**:

Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Exclude Accounts with No Transactions	Select to exclude all accounts that do not have associated transactions. Only accounts that have zero balances with account transactions are displayed.

❑ Under **Description**:

Reason	Select to display the reason for each account transaction.
Vendor Name	Select to display the vendor name for each account transaction.
Account Code	Type an account code for each of the account code components or click ⋮ to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes.

❑ Click **Retrieve** to display the inquiry results based on the values selected.

❑ Click **Reset** to clear the account code fields.

❑ Click 🔍 to view detailed transactions for the selected account. A pop-up opens with a list of balances and transactions.

GL drill-down feature:

From the transaction details pop-up window, click a transaction number to open another pop-up window with a list of the related transactions. The transaction type determines the displayed view.

Types	Views
General Journal (GJ)	Accounts Receivable Finance Purchasing Warehouse Inventory - The PO number is not included. Warehouse Restock - The PO number is included.
Encumbrances (EN)	Finance Purchasing Warehouse Restock - The PO number is included.

You can click various transaction numbers to refresh the pop-up window with the newly selected transaction data. This functionality prevents you from having to close the pop-up window each time you click a different transaction number.

⚠️ **IMPORTANT**: If the **Use Finance User Profile for GL Inquiry drill-down** field is selected on the Finance > Tables > District Finance Options > Finance Options tab, you may be limited to certain account details based on your Finance user profile.

- If selected, the accounts are displayed according to the Finance user profile settings.
- If not selected, all accounts are displayed regardless of the Finance user profile settings.

💡 **TIP**: The totals only display the amounts for the accounts to which you have access. It is possible that the amounts may appear out-of-balance because you do not have access to a specific account(s). For example, if you have access to one account on a PO, you can view all of the purchase order details except the accounts to which you do not have access and the items that are fully paid out of an account to which you do not have access.

If documents exist for a transaction, ⬜ is displayed next to the transaction. Click ⬜ to view the [Document Attachments.](#)

❑ Click **Cancel** to close the pop-up windows and return to the GL Inquiry tab.

[Review the account list.](#)

GL History - EOM - FIN5050

Finance > Inquiry > GL Inquiry > GL History - EOM

This tab is used to recreate any accounting period allowing you to view general ledger history amounts and transactions. The inquiry displays the current amounts at the time of the EOM process for the accounting period.

Transactions are listed in ascending order by accounting period and then year regardless of the **Starting Accounting Period** value on the Finance > Tables > District Finance Options > Finance Options tab.

Perform a GL history - EOM inquiry:

❑ Under **Retrieval Options**, select any of the following fields to include in the inquiry:

Field	Description
Accounting Period/Year From and To	Type the from and to date of data to be included in the MM YYYY format.

❑ Under **Exclusions**:

Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Exclude Accounts with No Transactions	Select to exclude all accounts that do not have associated transactions. Only accounts that have zero balances with account transactions are displayed.

Under **Description**:

Reason	Select to display the reason for each account transaction.
Vendor Name	Select to display the vendor name for each account transaction.
Account Code	Type an account code for each of the account code components or click ⋮ to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes.

❑ Click **Retrieve** to display the inquiry results based on the values selected.

❑ Click 📊 save and print the account code summary information in CSV format.

❑ Click 🔍 to view detailed transactions for the selected account. A pop-up is displayed with a list of balances and transactions.

- Click to display the detailed transactions for the selected account in CSV format. You can save or print the report.
- Click **Cancel** to close the pop-up and return to the GL History - EOM tab.

GL History - Accounting Period - FIN5050

Finance > Inquiry > GL Inquiry > GL History - Accounting Period

This tab is used to recreate any accounting period allowing you to review general ledger history amounts and transactions. The inquiry displays total amounts for the selected accounting period. The accounts are displayed by accounting period and year.

Only one accounting period can be viewed at a time.

Transactions are listed in ascending order by accounting period and then year regardless of the **Starting Accounting Period** value on the Finance > Tables > District Finance Options > Finance Options tab.

Perform a GL history by accounting period inquiry:

❑ Under **Retrieval Options**, select any of the following fields to include in the inquiry:

Field	Description
Accounting Period/Year From and To	Type the from and to date of data to be included in the MM YYYY format.

❑ Under **Exclusions**:

Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Exclude Accounts with No Transactions	Select to exclude all accounts that do not have associated transactions. Only accounts that have zero balances with account transactions are displayed.

❑ Under **Description**:

Reason	Select to display the reason for each account transaction.
Vendor Name	Select to display the vendor name for each account transaction.
Account Code	Type an account code for each of the account code components or click to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes.

❑ Click **Retrieve** to display the inquiry results based on the values selected.

❑ Click save and print the account code summary information in CSV format.

❏ Click 🔎 to view detailed transactions for the selected account. A pop-up is displayed with a list of balances and transactions.

- Click 📊 to display the detailed transactions for the selected account in CSV format. You can save or print the report.
- Click **Cancel** to close the pop-up and return to the GL History - Accounting Period tab.

Review the account list.

Travel Reimbursement Inquiry - FIN5150

Finance > Inquiry > Travel Reimbursement Inquiry

This page is used to retrieve a listing of travel reimbursement requests for each vendor. This is an inquiry page only; therefore, you cannot create any transactions. Only requests that have been processed in Finance are displayed.

Retrieve data:

Use the following fields to retrieve travel information:

Field	Description
Travel Request Nbr	Type the travel request number for which you want to retrieve data.
Vendor	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor.

❑ Under **Request Dates**, use the following fields to type a date range for you for which you want to retrieve travel information:

From	Type a from date in the MM-DD-YYYY format to filter the list by travel request date.
To	Type a to date in the MM-DD-YYYY format to filter the list by travel request date.

❑ Click **Retrieve** to retrieve a list of processed travel reimbursement requests within the sort/filter criteria. The following details are displayed for each travel request:

Details	Click 🔍 to view the details of the travel request. A pop-up window opens with the travel request details as entered in EmployeePortal and processed by Finance. If documents exist for the request, 🗎 is displayed on the **Documents** button. Click **Documents** to open the Document Attachments pop-up window.
Travel Req Nbr	The travel request number is displayed.
Vendor	The vendor name and number are displayed.
Date Requested	The travel request date is displayed.
Request Total	The total amount of the travel request is displayed.
Purpose	The purpose of the travel request is displayed.
Check Number	The Finance check number for the travel request is displayed.

Vendor Inquiry

Use the Table of Contents to access a page.

Vendor Payment Inquiry - FIN5100

Finance > Inquiry > Vendor Inquiry > Vendor Payment Inquiry

This tab displays the vendor check transaction listing. This is an inquiry page; therefore, you cannot create any transactions. If you are authorized in the Security Administration application, you can change the **File ID** field.

Perform a vendor payment inquiry:

❏ Under **Vendor Information**:

Field	Description
Perform a vendor PO inquiry.	In the **Vendor** field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

❏ Under **Payments Dates**:

From	Type a from date in the MM-DD-YYYY format to filter the vendor list by payment date.
To	Type a to date in the MM-DD-YYYY format to filter the vendor list by payment date.

❏ Under **Check Number**:

From	Type a check number. The field can be a maximum of six digits.
To	Type a check number. The field can be a maximum of six digits.
File ID	Click ⌄ to select a file ID. The default file ID is C.

❏ Under **Transaction Type**:

Include Check Transactions	Select to include check transactions for the vendor.
Include Credit Card Transactions	Select to include credit card transactions for the vendor.

❏ Click **Retrieve** to retrieve a list of all check transactions associated with the selected vendor and any specific sort/filter criteria. The **Total Expend Amt** and **Total Liquidated Amt** fields are displayed at the bottom of the data page.

Other functions and features:

Clear Dates	Click to clear the check dates of a previous inquiry from the **From** and **To** fields.
Print	Click to print the report. Review the report.

Vendor PO Inquiry - FIN5100

Finance > Inquiry > Vendor Inquiry > Vendor PO Inquiry

This tab displays the vendor PO transaction listing. This is an inquiry page only; therefore, you cannot create any transactions. If you are authorized in the Security Administration application, you can change the File ID field.

Perform a vendor purchase order inquiry:

❑ Under **Vendor Information**:

Field	Description
Perform a vendor PO inquiry.	In the **Vendor** field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

❑ Under **PO Dates**:

From	Type a from date in the MM-DD-YYYY format to filter the vendor list by purchase order date.
To	Type a to date in the MM-DD-YYYY format to filter the vendor list by purchase order date.
File ID	Click ⌄ to select a file ID. The default file ID is C.

❑ Click **Retrieve** to retrieve all purchase orders within the sort/filter criteria.

If there are purchase orders for two or more transactions, totals for the **Encumbered**, **Liquidated**, and **Outstanding Balance** columns display in the **Totals** fields at the bottom of the data page.

Other functions and features:

Clear Dates	Click to clear the purchase order **From** and **To** dates from the previous inquiry.
Print	Click to print the report. Review the report.

Vendor YTD Amounts Inquiry - FIN5100

Finance > Inquiry > Vendor Inquiry > Vendor YTD Amounts Inquiry

> This tab displays paid vendor YTD transaction amounts. This is an inquiry page only; therefore, you cannot create any transactions.

Perform a vendor year-to-date amounts inquiry:

❑ Click **Retrieve** to retrieve a list of all vendors and their check transaction amounts.

   To sort the data, select **Vendor Name**, **Vendor Number**, or **Amount**, and click **Retrieve** again.

❑ Under **Vendor Information**:

Field	Description
Perform a vendor PO inquiry.	In the **Vendor** field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

❑ Under **Check Dates**:

From	Type a from date in the MMDDYYYY format to filter the vendor list by check date.
To	Type a to date in the MMDDYYYY format to filter the vendor list by check date.
Greater Than Amount	Type the beginning dollar value to display all values higher than this amount.

❑ Under **Sort By**:

Vendor Name	Select to sort the data by the vendor name.
Vendor Number	Select to sort the data by the vendor number.
Amount Select	Select to sort by YTD amounts.

❑ Click **Retrieve** to retrieve a list of all check transactions associated with the selected vendor and any specific sort/filter criteria. The **Total Expenditure Amt**, **Total Liq Encum Amt**, and **Total Number of Vendors** fields are displayed at the bottom of the data page.

Other functions and features:

Clear Dates	Click to clear the check **From** and **To** dates from the previous inquiry.
Print	Click to display the Vendor YTD Amounts Inquiry report. Review the report.