



## Run GL inquiry



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This page is used to perform inquiries for specific grant/project codes for the entire grant period regardless of the fiscal year.



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

Under **Exclusions**:

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

Under **Description**:

<b>Reason</b>	Select to display the reason for each account transaction.
<b>Vendor Name</b>	Select to display the vendor name for each account transaction.



<b>Grant/Project Code</b>	Type a grant/project code, or click  to select a code from the <a href="#">Grant and Project Codes lookup</a> .
<b>Account Code</b>	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 account inquiry results are displayed.

To view a list of transaction details, click for a specific account. A pop-up window is displayed with a list of balances and transactions for the selected account.

**GL drill-down feature:**

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



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

You can click various transaction numbers and the pop-up window is refreshed 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.

When you select an encumbered number, the following details are displayed.



When you select a GJ, the following details are displayed.



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

[Review the report.](#)