



## Run GL inquiry



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# Run GL inquiry

Grants and Projects > Inquiry > GL Inquiry

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

Inquiry > GL Inquiry
Grants

### GL INQUIRY

**Retrieval Options**

**Exclusions**

Exclude Objects 61XX

Exclude Accounts with No Transactions

**Description**

Reason

Vendor Name

Grant/Project Code:  :

|  |                                 |                                   |                                 |                                  |  |                                |                                 |
|--|---------------------------------|-----------------------------------|---------------------------------|----------------------------------|--|--------------------------------|---------------------------------|
| Fund   | Func                            | Obj                               | Sobj                            | Org                              | -----Prog-----   |                                |                                 |
| Account Code: <input type="text" value="XXX"/> | <input type="text" value="XX"/> | <input type="text" value="XXXX"/> | <input type="text" value="XX"/> | <input type="text" value="XXX"/> | <input type="text" value="X"/> <input type="text" value="XX"/> | <input type="text" value="X"/> | <input type="text" value="XX"/> |



| Detail                | Account Code              | Description                   | Rtzd Rev  | Encum | Expenditure | Balance    |
|-----------------------|---------------------------|-------------------------------|-----------|-------|-------------|------------|
| <input type="radio"/> | 211-00-1110.00-000-200000 | CASH AND TEMPORARY INVESTMENT | 0.00      | 0.00  | 0.00        | -5,393.58  |
| <input type="radio"/> | 211-00-1110.00-001-200000 | CASH AND TEMPORARY INVESTMENT | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-00-2110.00-000-200000 | TRADES PAYABLE 87-88          | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-00-2161.00-000-200000 | ACCRUED WAGES PAYABLE         | 0.00      | 0.00  | 0.00        | -1,318.44  |
| <input type="radio"/> | 211-00-2171.00-000-200000 | DUE TO GENERAL FUND 199       | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-00-2171.00-001-200000 | DUE FROM                      | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-00-2171.99-000-200000 | DUE FROM                      | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-00-2211.11-000-200000 | ACCRUED FEDERAL DEPOSIT       | 0.00      | 0.00  | 0.00        | -102.19    |
| <input type="radio"/> | 211-00-2211.12-000-200000 | ACCRUED FEDERAL CARE          | 0.00      | 0.00  | 0.00        | -16.48     |
| <input type="radio"/> | 211-00-2211.14-000-200000 | FICA / MEDICARE ACCRUED       | 0.00      | 0.00  | 0.00        | -16.06     |
| <input type="radio"/> | 211-00-2211.16-000-200000 | ACCRUED EXPENSES              | 0.00      | 0.00  | 0.00        | -405.01    |
| <input type="radio"/> | 211-00-2211.19-000-200000 | EMPLR TRS CARE ACCRUED        | 0.00      | 0.00  | 0.00        | -9.92      |
| <input type="radio"/> | 211-00-4310.00-000-200000 | RESERVE FOR ENCUMBRANCES      | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-00-4310.01-000-200000 | RESERVE FOR ENCUMBRANCES      | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-00-5929.00-000-200000 | TITLE 1, PART A               | -8,083.09 | 0.00  | 0.00        | 31,721.91  |
| <input type="radio"/> | 211-11-6119.00-001-224000 | SALARIES                      | 0.00      | 0.00  | 0.00        | 0.00       |
| <input type="radio"/> | 211-11-6129.00-001-224000 | SALARIES--SUPPORT PERSONNEL   | 0.00      | 0.00  | 9,739.87    | -16,501.13 |

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.<br>Masked account code components (Xs) will retrieve any digit in that account code position.<br>For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies.<br>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.

Click  to view a list of transaction details for a specific account. A pop-up window opens with a list of balances and transactions for the selected account.

**Grant totals:**

The following screen shots provide an example of general ledger inquiries from finance file IDs 0 and C, then a GL inquiry from Grants and Projects to show the combined totals:

**File ID 0:**

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

211/0

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed  Current Period: 08  Next Period: 08  Balance Accounts Only  Include Fund Totals  Exclude Objects 61XX

Account Code: Fund: 211 Func: XX Obj: XXXX Subj: XX Org: XXX Prog: X XX X XX X XX X XX [Retrieve] [Reset]



First < > Last

Date Run: Inquiry Information for All Accounts  
City Dist: ISD Page: 1 of 1  
Processed  Current (08)  Next (08)  211 XX XXXX XX XXX X XX X XX File ID: 1

| Account Number               | Description                   | Est Revenue/<br>Appropriation | Encumbrance | Plzd Revenue/<br>Expenditure | Balance   |
|------------------------------|-------------------------------|-------------------------------|-------------|------------------------------|-----------|
| 211 00 1110 00 000 1 00 0 00 | CASH AND TEMPORARY INVESTMENT |                               |             |                              | -5,595.72 |
| 211 00 1110 00 001 1 00 0 00 | CASH AND TEMPORARY INVESTMENT |                               |             |                              | 0.00      |
| 211 00 1242 00 000 1 00 0 00 | DUE FROM FEDERAL AGENCIES     |                               |             |                              | 8,083.09  |
| 211 00 2110 00 000 1 00 0 00 | TRADES PAYABLE 87-88          |                               |             |                              | 0.00      |
| 211 00 2161 00 000 1 00 0 00 | ACCRUED WAGES PAYBLE          |                               |             |                              | -2,237.52 |
| 211 00 2171 00 000 1 00 0 00 | DUE TO GENERAL FUND 199       |                               |             |                              | 0.00      |
| 211 00 2171 00 001 1 00 0 00 | DUE TO                        |                               |             |                              | 0.00      |

**File ID C:**

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

211/0

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed 
  Current Period: 11 
  Next Period: 12 
  Balance Accounts Only 
  Include Fund Totals 
  Exclude Objects 61XX

Fund: 211 Func: XX Obj: XXXX Subj: XX Org: XXX Prog: X  
 Account Code: 211 XX XXXX XX XXX X XX X XX

First ◀ ▶ Last

**Date Run:** Inquiry Information for All Accounts Page: 1 of 1  
**Crty Dist:** ISD File ID: C  
**Processed**  **Current (11)**  **Next (12)**  211 XX XXXX XX XXX X XX X XX

| Account Number               | Description                   | Est Revenue/<br>Appropriation | Encumbrance | Rlzd Revenue/<br>Expenditure | Balance   |
|------------------------------|-------------------------------|-------------------------------|-------------|------------------------------|-----------|
| 211 00 1110 00 000 2 00 0 00 | CASH AND TEMPORARY INVESTMENT |                               |             |                              | -5,393.58 |
| 211 00 1110 00 001 2 00 0 00 | CASH AND TEMPORARY INVESTMENT |                               |             |                              | 0.00      |
| 211 00 2110 00 000 2 00 0 00 | TRADES PAYABLE 87-88          |                               |             |                              | 0.00      |
| 211 00 2161 00 000 2 00 0 00 | ACCRUED WAGES PAYBLE          |                               |             |                              | -1,318.44 |
| 211 00 2171 00 000 2 00 0 00 | DUE TO GENERAL FUND 199       |                               |             |                              | 0.00      |
| 211 00 2171 00 001 2 00 0 00 | DUE FROM                      |                               |             |                              | 0.00      |
| 211 00 2171 99 000 2 00 0 00 | DUE FROM                      |                               |             |                              | 0.00      |

**Grants and Projects > Inquiry > GL Inquiry**



Currently, the main inquiry page displays incorrect grant totals. Click to view the transaction details and the correct grant totals. Future development will correct this issue.

**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.

Inquiry > GL Inquiry Grants And Projects

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**GL INQUIRY**

**Retrieval Options**

**Exclusions**

Exclude Objects 61XX

Exclude Accounts with No Transactions

**Description**

Reason

Vendor Name

Grant/Project Code: TITLE 1A20 : TITLE 1 PART A 2019-2020

Fund: XXX : Func: XX : Obj: 63XX : Subj: XX : Org: XXX : Prog: X XX : X : XX

Retrieve Reset

| Detail                | Account Code              | Description      | Est Rev | Rtld Rev | Approp    | Encum | Expenditure | Balance   |
|-----------------------|---------------------------|------------------|---------|----------|-----------|-------|-------------|-----------|
| <input type="radio"/> | 211-11-6399.00-001-030000 | GENERAL SUPPLIES | 0.00    | 0.00     | -2,000.00 | 0.00  | 0.00        | -2,000.00 |
| <input type="radio"/> | 211-11-6399.00-041-030000 | GENERAL SUPPLIES | 0.00    | 0.00     | -2,000.00 | 0.00  | 2,000.00    | 0.00      |
| <input type="radio"/> | 211-11-6399.00-101-030000 | GENERAL SUPPLIES | 0.00    | 0.00     | -2,000.00 | 0.00  | 2,381.88    | 381.88    |

First 1 / 1 Last

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

Example of an encumbrance (EN):

911875 08036 CONSULTING, LLC

Cancel

Requestor: Approved    Originator: 06    Req Nbr: 022383    Date Request: 06-16-2020    Campus/Dept: curriculum    Vendor Nbr: 08036  
 Status: Approved    Req Per: 06    Priority: Regular    Reason: curriculum    PO Nbr: 911875    Vendor Name: CONSULTING, LLC

Comments: Goal CIP 1.1 Title One Money 8th grade US History STAAR focused curriculum 6-16-2020

**Requested Items**

| Item           | Approval Status | Item Status | Catalog Nbr | Item Nbr | Description | Unit of Issue | Unit Price  | Quantity | Sub Total | Disc % | Disc Amt | Freight Elig | Freight % | Freight Amt          | Total    |
|----------------|-----------------|-------------|-------------|----------|-------------|---------------|-------------|----------|-----------|--------|----------|--------------|-----------|----------------------|----------|
| 001            | Approved        | N/A         |             |          | curriculum  | BN - Bulk     | 2,000.00000 | 1.00     | 2,000.00  | 0.00%  | 0.00     | Y            | 0.00%     | 0.00                 | 2,000.00 |
| <b>Totals:</b> |                 |             |             |          |             |               |             |          |           |        |          |              |           | <b>0.00 2,000.00</b> |          |

First 1 / 1 Last

**Account Codes**

| Item    | Account Code | Description | Balance Amt | Pct | Amount |
|---------|--------------|-------------|-------------|-----|--------|
| No Rows |              |             |             |     |        |

**Purchasing Requisition Approval Path**

| Sequence | Approval User | Title | Alternate User | Print Name | Status | Date |
|----------|---------------|-------|----------------|------------|--------|------|
| No Rows  |               |       |                |            |        |      |

Example of a general journal (GJ):

09 ORBUD MOVE BUDGET TO FINANCE X

| Account Code              | Account Description            | Date       | Req/Invc | Reason        | Debit(+)             | Credit(-)             | User ID |
|---------------------------|--------------------------------|------------|----------|---------------|----------------------|-----------------------|---------|
| 199-00-3700.00-000-000000 | BUDGETARY FUND BALANCE LOCALY  | 09-01-2019 | NONE     | OPENING ENTRY | 0.00                 | -250,567.00           |         |
| 199-00-5711.00-000-000000 | TAXES-CURRENT YEAR LEVY        | 09-01-2019 | NONE     | OPENING ENTRY | 2,236,905.00         | 0.00                  |         |
| 199-00-5712.00-000-000000 | TAXES, PRIOR YEARS             | 09-01-2019 | NONE     | OPENING ENTRY | 50,000.00            | 0.00                  |         |
| 199-00-5719.00-000-000000 | PENALTIES & INT./OTHER TAX REV | 09-01-2019 | NONE     | OPENING ENTRY | 20,000.00            | 0.00                  |         |
| 199-00-5742.00-000-000000 | DEP-INVESTMENTS                | 09-01-2019 | NONE     | OPENING ENTRY | 50,000.00            | 0.00                  |         |
| 199-00-5744.00-000-000000 | GIFTS & BEQUESTS               | 09-01-2019 | NONE     | OPENING ENTRY | 3,000.00             | 0.00                  |         |
| 199-00-5749.00-000-000000 | MISC. LOCAL REVENUE            | 09-01-2019 | NONE     | OPENING ENTRY | 30,000.00            | 0.00                  |         |
| 199-00-5749.02-000-000000 | CO-OP FEES                     | 09-01-2019 | NONE     | OPENING ENTRY | 27,000.00            | 0.00                  |         |
| 199-00-5749.04-000-000000 | LAPTOP COMPUTER FEES           | 09-01-2019 | NONE     | OPENING ENTRY | 3,000.00             | 0.00                  |         |
| 199-00-5749.ER-000-000000 | REFUNDED E-RATE                | 09-01-2019 | NONE     | OPENING ENTRY | 17,000.00            | 0.00                  |         |
| 199-00-5752.01-000-000000 | ATHLETIC RECEIPTS              | 09-01-2019 | NONE     | OPENING ENTRY | 20,000.00            | 0.00                  |         |
| 199-00-5811.00-000-000000 | PER CAPITA APPORTIONMENT       | 09-01-2019 | NONE     | OPENING ENTRY | 169,778.00           | 0.00                  |         |
| 199-00-5812.00-000-000000 | FOUNDATION ENTITLEMENTS        | 09-01-2019 | NONE     | OPENING ENTRY | 5,317,947.00         | 0.00                  |         |
| 199-00-5831.00-000-000000 | TRS ON-BEHALF BENEFIT          | 09-01-2019 | NONE     | OPENING ENTRY | 329,894.00           | 0.00                  |         |
| 199-00-5831.11-000-000000 | MEDICARE PART D                | 09-01-2019 | NONE     | OPENING ENTRY | 21,000.00            | 0.00                  |         |
| 199-00-5931.00-000-000000 | SHARES REVENUE                 | 09-01-2019 | NONE     | OPENING ENTRY | 30,000.00            | 0.00                  |         |
| 199-00-8911.00-000-000000 | OPERATING TRANSFERS OUT        | 09-01-2019 | NONE     | OPENING ENTRY | 0.00                 | -55,726.00            |         |
| 199-11-6112.00-001-011000 | SUB TEACHERS                   | 09-01-2019 | NONE     | OPENING ENTRY | 0.00                 | -25,000.00            |         |
| 199-11-6112.00-001-022000 | SUB TEACHERS                   | 09-01-2019 | NONE     | OPENING ENTRY | 0.00                 | -2,000.00             |         |
| 199-11-6112.00-001-023000 | SUB TEACHERS                   | 09-01-2019 | NONE     | OPENING ENTRY | 0.00                 | -200.00               |         |
| <b>Fund Total:</b>        |                                |            |          |               | <b>8,325,424.00</b>  | <b>-8,325,424.00</b>  |         |
| <b>Grand Total:</b>       |                                |            |          |               | <b>11,289,430.00</b> | <b>-11,289,430.00</b> |         |

Example of a check (CK):

040201 08036 CONSULTING, LLC X

| Account Code              | Type     | Check Date | Reason     | Net Expend Amt  | Liquidated Amt   | Invoice Date | Invoice Nbr | Contra Account Code       | Due Date | PO/PA Type | PO/PA Number | Trans Date | Period | User ID | Document |
|---------------------------|----------|------------|------------|-----------------|------------------|--------------|-------------|---------------------------|----------|------------|--------------|------------|--------|---------|----------|
| 211-11-6399.00-041-030000 | Computer | 07-02-2020 | curriculum | 2,000.00        | -2,000.00        | --           | 1544        | 211-00-2110.00-000-030000 | --       | O          | 911875       | 07-01-2020 | 07     | AREEVES |          |
| <b>Check Total:</b>       |          |            |            | <b>2,000.00</b> | <b>-2,000.00</b> |              |             |                           |          |            |              |            |        |         |          |

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

[Review the report.](#)