



ASCENDER GUIDES



GL Inquiry - GRT5050

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This page is used to perform the following inquiries for specific grant/project codes. You can view grant/project data for the entire grant period regardless of the fiscal year. In order to view details for a specific grant/project code, the grant/project code must be assigned to your user profile on the District Administration > Maintenance > User Profiles > Grants and Projects tab.

- Review the balances on individual accounts or groups of accounts.
- 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 just the balances.



Perform a GL inquiry:

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


☐ Under **Exclusions**:

Field	Description
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.
Grant/Project Code	Type a grant/project code, or click  to select a code from the Grant and Project Codes lookup .
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 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.

GL drill-down feature:

☐ From the transaction details pop-up window, click a transaction number to open another pop-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: The accounts and account masks defined on the Grants and Projects record in the Tables > Grants and Projects Table are used to determine which accounts are selected for the initial display. Once the accounts are displayed, any detailed view may include accounts that are not included in the grant definition list of eligible accounts. For example, if the grant definition includes fund 211 and you drill down to a check record that includes funds 199, 202, and 211, you will see all of the transactions included in the check (all of the funds of 199, 202, and 211). Finance User profile settings are currently used for the detail popups.



DETAILS POPUP 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.

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

[Review the report.](#)

Other functions and features:

Reset	Click to reset all previously selected options to the default.
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