Run GL inquiry

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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.

❏ 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.

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:

Finance > File ID 0 > Inquiry > General Ledger Inquiry > General Ledger Account Summary > 211/0

screen shot

Finance > File ID C > Inquiry > General Ledger Inquiry > General Ledger Account Summary > 211/0

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.

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 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):

Example of a general journal (GJ):

Example of a check (CK):

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

Review the report.

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