



Run GL inquiry

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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 file ID.

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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: : : : : : : : :



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 PAYBLE	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
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:

File ID 0:

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

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

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/ Appropriation	Encumbrance	Balzd Revenue/ 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

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

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

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Plzd Revenue/ 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

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GL drill-down feature:

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

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	
Fund Total:					8,325,424.00	-8,325,424.00	
Grand Total:					11,289,430.00	-11,289,430.00	

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	
Check Total:				2,000.00	-2,000.00										

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

[Review the report.](#)



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