



## 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.

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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
<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.

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

	<i>Fund</i>	<i>Func</i>	<i>Obj</i>	<i>Sobj</i>	<i>Org</i>	<i>-----Prog-----</i>						
Account Code:	211	XX	XXXX	XX	XXX	X	XX	X	XX		Retrieve	Reset

First ◀ ▶ Last

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

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd 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

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

Retrieve Reset

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

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Fund 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

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

**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.

Example of an encumbrance (EN):

911875 08036 CONSULTING, LLC

Requestor: Originator: Req Nbr: 022383 Date Request: 06-16-2020 Campus/Dept: 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	
														Totals:	0.00	2,000.00

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

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	5,317,847.00	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

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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