Objectives

By the end of this exercise you will be able to:

- Determine what information is available through the GL Inquiry windows
- Navigate through the GL Inquiry windows and drill down to the next level of detail
- Look up transaction details from the originating source by using reference numbers

Content

- 1. Overview Using a Specific Program or Project
- 2. Navigating Outside of GL Inquiry to Investigate Transactions
- 3. Inquire on a Specific Grant
- 4. Inquire on Everything in a Specific Department
- 5. Inquire on a Group of Departments
- 6. Source List

1. Overview Using a Specific Program or Project

Navigation: UWO Menu/UWO Inquiries/GL Inquiry

1. If you have not previously done so, add a new Inquiry Name. Select <u>Add a New Value</u> link or tab and enter an Inquiry Name. As this is for a specific department use SPECIFIC and click <u>Add</u>

GL Inquiry	
Eind an Existing Value Add a New Value	
Add	It is recommended that a unique Inquiry Name be set up for each different type of GL Inquiry
Find an Existing Value Add a New Value	

- 2. Enter the Fiscal Year 2012, the As of Accounting Period 12, and the Chartfields
 - Fund 1
 - Department 470400
 - Program 38001

Alternatively you can enter the Speed Code - HK11. Then click View Details.

Inquiry Criteria	YTD Summary Researc	h Summa	ry Account Totals			
Inquiry: Si *Unit: UV SpeedCode: Hi	PECIFIC NO C *Fiscal Year: 2	012	*As of Accounting Period:		12 🔍	
Fund: Department:	Chartfield 1 470400 Q	OR	Groups	_	View Group Ø	
Program Code: Project:	38001 🔍	OR OR] _ _	je je	View Details
E Save N	otify 🖶 Previous tab 📮 Summary Research Summ	Next tab	ount Totals			💽 Add 🖉 Update/Display

1

3. You will be taken to the **YTD Summary** tab displaying the year-to-date summary totals for the Department and Program. You can print a report using the print icon. This will generate in a new window and when complete you can choose to view, print or save the report.

Data on all GL Inquiry reports include transactions processed to the end of the previous day.

A Month End Status of FINAL indicates the current period is closed and the report totals will not change.

If you run the report prior to the month end the Month End Status will be IN PROGRESS and the report totals may change until the month end is closed.

Inquiry Crit	eria YTD Su	mmary Rese	arch Summary	Account T	otals				_
		\langle	Nonth End Status:	IN PROGRE	SS				
Inquiry:	SPECIFIC	Unit: UWO	Year: 2012	Period:	12	Fund: 1	Run Date:	06/10/2013	
Deptid:	470400		Program: 3800)1		Project	:		
							Fir	nd First 🚺 1 of 1	Last
Fund:	1 Operati	ng De	pt: 470400	Health S	Srvs-Sta	aff/Faculty	-	View Details	
Progra	m: 38001 S	Staff/Faculty Healt	h	F	Project:				
(1) R	eporting Budget	t (2) Control Bu	ldget	(3) Actuals		(4) Encumb	ered	(2-3-4) Available)
	\$0.00	\$470,813	3.00 \$	6227,808.45	5	\$14,063	3.76	\$228,940.79	
Totals									
	\$0.00	\$470,813	.00	\$227,808.4	5	\$14,063	3.76	\$228,940.79	
Save Save	🔚 Notify 🖣	Previous tab	→ Next tab mmary Account	<u>Totals</u>			.	Add 🛛 🖉 Update	/Display

4. <u>Click</u> Jetails to get the detailed account information.

5. You will be taken to the Account Totals tab displaying year-to-date totals for each Account for the Department and Program. You can print a summary report using the print 1 icon. This will generate in a new window and when completed you can choose to view, print or save the report.

You can drill down and generate a detailed report for Actuals for all Accounts by clicking 2 on the 2 beside (All Accounts). You can also drill down and generate a detailed Actual report for one Account. You will do this in the next step.

nquiry Criteria	YTD Summa	ary Research Summary	Account Totals		
		Month End Sta	atus: IN PROGRESS		
Inquiry: SPEC	CIFIC Unit:	UW0 Year: 2012	Period: 12 Fun	d: 1 Run Date:	06/10/2013
Deptid: 47	70400	Program: 380	001	Project:	5
Fund: 1	Operatir	ng Dept: 4704(00 Health Srvs-	Staff/Faculty	(All Accounts) Q
Program: 38	3001 Staff/Fac	culty Health	Project:		
Account 6 (1) Report	531800 T ting Budget \$0.00	Train. & Dev. Expenses (2) Control Budget \$0.00	(3) Actuals \$49,618.11	(4) Encumbered	(2-3-4) Available \$-49,618.11
Account 6 (1) Report	645000 T ting Budget \$0.00	Travel - General (2) Control Budget \$35,000.00	(3) Actuals \$200.00	(4) Encumbered	(2-3-4) Available \$34,800.00
Account 6 (1) Report	590300 T ting Budget \$0.00	Transfer To Ancillary (2) Control Budget \$170,813.00	(3) Actuals \$170,813.00	(4) Encumbered	(2-3-4) Available \$0.00
Totals	\$0.00	\$470.813.00	\$227,808,45	\$14.063.76	\$228,940,79
🖪 Save 📔	S Notify	Previous tat			.dd Update/Display

Detailed reports can be generated for each type of activity; (1) Reporting Budget, (2) Control Budget, (3) Actuals, (4) Encumbered, by clicking on the \bigcirc icon for each Account under each activity.

 Scroll down the page until you see Account 622000 and <u>click</u> in the Actuals column. You will be prompted for the Accounting Period. By default the Fiscal Year and the From Period and To Period will be filled in from your criteria, however you can change this.
 Enter Values

FISCAL YE	AR, FROM PERIOD, TO PERIOD
Fiscal Year:	2012
From Period:	1
To Period:	12
ок	Cancel

7. <u>Click</u> OK

This will drill down to the transactions that make up the actual charges to Account 622000. The results will appear in a new window. Note the references below.

sport ID. UMBELCOS					Peoplesoft on negative-new worth and status arminic Journals For	OL ALTMONIX - IN PRODUCTS PETICES 1 to 12	rage mo. mum pate : mum time :	1 06/10/2013 14:52:10
nquiry same. assocrate		128.	unit, uwo			FIR. YF: 2012	speedcode, mx11	
rg: 470400 sealth: rogram: 38001 staff/#3	crvs-staff/ra mity mealth	culty		wands is accounts	operating errors supplies	Project.	stior year balance.	0.0
er arc sournal na	te operator	line tef	net.	invoice		nescript	tion zine pescr	Amount.
8 CML 0001042100 07-08	-11 18085	ACCURACE.					Training	-100.0
8 CHL 0001942170 08-DB	-11 LANSE						Training	400.0
12 CML 0001042100 04-AP	-12 LEGGE						supplies	-478.0
12 AF 0001042104 13-AF	-12 LEGGE	02201844	862034	TRAIN-1		your company	cak desk - \$7678	2,068.2
12 CML 0001042100 10-AP	1-12 LANSE	MODELC:					Journal Training	-300.0
12 AF 0001842171 18-AF	t-12 LAGGE	02201546	842038	TRAIN-2		wy company	ned hinders - \$464646	297.8
12 AF 0001842171 18-AF	t-12 Littlet	02201846	842038	TRAIN-2		wy company	Blue Binders - \$464647	372.2
12 AP 0001842171 18-AP	t-12 LEGER	02201846	542035	TRAIN-2		wy company	Green Dimbers peeceds	148.8
12 BTL 0001842183 23-AP	-12 BLADTER	10111101	TRAINI			miron university cul	lana	-1,000.0
12 BIL 0001042183 23-AP	-12 KLADITON	1171101	TRAINI			suron university col	11000	-1.000.0
12 HIL 0001042183 23-AP	-12 BLADTON	T371102	TEA INL			suron university col	llege	-3,000.0
12 BIL 0001042183 23-AP	-12 KLMOTTON	7371102	TRAIN1			suron university col	llege	-1,000.0
12 BIL 0001042183 23-AP	-12 8140,7708	7371183	TEA INL			suron university col	11000	1,000.0
12 HIL 0001042183 23-AP	-12 REMOVED	2371183	TRAIN1			suron university col	llaga	1,000.0
12 CML 0001042200 23-AP	1-12 LACKE						supplies	-180.0
12 AF 0001042188 30-AF	-12 DAMAG	00024882		189323		nilly, nose	expense distribution	78.0
12 AF 0001842188 10-AF	-12 DAIMON	02201840		C1234		Lilly Ross	superse Distribution	100.0
12 AF 0001042180 10-AF		-1201847	He2036	12240		wy company	TORE LIDOR - generate situation - transmo	817.0
13 AF 0001843188 10-AF	-13 04000	02201047	342034	12245		My company	Microsoft - 2238845	775.8
12 KE 0001842190 30-AP	-12 LACKE	#0077632		80077632		some uillianne	Transport - auto -km allowa	78.6
12 ME 0001042100 30-AP	-12 LEGGE	80077632		80077632		some nillianno	rransport - auto -km allowa	2.7
12 ME 0001042100 30-AP	-12 LEONE	#2077632		80077632		some nillianne	Hisc - registration fee	200.8
12 KK 0001042100 30-AP	1-12 LECOLE	20077632		80077632		Rose, Lillianno	Misc - registration fee	6.3
12 ME 0001042100 30-AP	-12 LEGER	20077633		80077633		soss, nillianne	Meal - all day allowance	78.6
12 MX 0001042100 30-AP	t-12 LEGGE	20077633		80077633		Ross, 111112000	Meal - all day allowance	2.7
12 KK 0001042100 30-AP	t-12 LEGGE	#2077633		80077633		Ross, L1111anno	Accom - hotel	232.1
12 KK 0001642190 30-AP	-12 LACHER	#DOT7633		80077633		FORM, L11 11 20150	ACCOM - NOLEI	7.3
12 EE 0001842180 10-AF	-13 18000	#2077633		80077633		FORE Lillianno	Transport - auto -km allowa	1.00.1
12 HRLT 0001042223 30-AP	-12 LAGES	121456798					rupplies	-1,770.8
							rotal .	-2,281.4
					-and of se	port-	md votal.	-2,281.4

8. For the next activity write down the following references

Src AP - Line Ref 02201547 Src ONL - Journal 0001942169

9. To generate a detailed report for Encumbered Journals click Q in the Encumbered column for Account 622000. A new window will open and when the report is complete you can view, print or save. Note the reference below.

Inquiry Criteria YTD Sum	mary Research Summary	Account Totals		
Inquiry: SPECIFIC Uni Deptid: 470400	Month End Si it: UWO Year: 2012 Program: 38	tatus: IN PROGRESS Period: 12 Fu	nd: 1 Run Date: Project:	06/10/2013
Fund: 1 Oper Program: 38001 Staff/	ating Dept: 4704 Faculty Health	00 Health Srvs Project:	-Staff/Faculty	(All Accounts)
Account 621250 (1) Reporting Budget \$0.00	Computer Software (2) Control Budget \$75,000.00	(3) Actuals \$0.00	(4) Encumbered	(2-3-4) Available \$75,000.00
Account 622000 (1) Reporting Budget \$0.00	Supplies (2) Control Budget \$100,000.00	(3) Actuals \$-1,472.44	(4) Encumbered \$14,063.76	(2-3-4) Available \$87,408.68
Account 622100 (1) Reporting Budget \$0.00	Supplies - Animals (2) Control Budget \$40,000.00	(3) Actuals \$0.00	(4) Encumbered \$0.00	(2-3-4) Available \$40,000.00
Account 631800 (1) Reporting Budget \$0.00	Train. & Dev. Expenses (2) Control Budget \$0.00	(3) Actuals \$49,618.11	(4) Encumbered	(2-3-4) Available \$-49,618.11

Repor	t ID: UFSGLO	11			G Mont ENCUMBERS	h End Status - IN PROG D JOURNALS FOR PERIODS	1 to 12	Page N Run Da Run Ti	io. 1 te 06/10/2013 ma 14:56:57
Inqui	ry Name: SPE	CIFIC	Bus	Uhit: UW	0	Fis. Yr:	2012	Speedcode: HK11	
Orgı Progr	470400 H am: 38001 St	ealth Srvs-Sta aff/Faculty He	aff/Faculty walth		Fund: 1 Opera Account: 62200	ting 0 Supplies	Project:		
Per	Src	Tran Id	Date	Line Ref	Ref	Descr		Amount	Total Rnc
12 12 12	PO_POENC PO_POENC PO_POENC	0007602981 0007602981 0007602981	13-APR-2012 13-APR-2012 13-APR-2012	562034 562034 562034		Your Company Your Company Your Company	Matching side chairs - Big comfortable chair - Oak desk - #7678	#8 1,654.56 # 1,034.10 2,068.20	
12	PO_POENC	0007602981	13-APR-2012	562034	02201544	Your Company	Book shelf - #4543	723.87	3,412.53
12 12 12 12	PO_POHNC AP_VOUCHER PO_POENC AP_VOUCHER	0007602982 0007602993 0007602982 0007602993	13-APR-2012 17-APR-2012 13-APR-2012 17-APR-2012	562035 562035 562035 562035	02201546	My Company My Company My Company My Company	Green binders #464645 Green binders #464645 Red binders - #464646 Blue Binders - #464647	148.91 -148.91 297.82 -372.27	
12 12	AP_VOUCHER PO_POENC	0007602993	17-APR-2012 13-APR-2012	562035 562035	02201546	My Company My Company	Red binders - #464646 Blue Binders - #464647	-297.82 372.28	0.01
12 12 12 12	AP_VOUCHER PO_POENC PO_POENC PO_POENC	0007602995 0007602983 0007602983 0007602983	23-ADR-2012 13-ADR-2012 13-ADR-2012 13-ADR-2012	562036 562036 562036 562036	02201547	My Company My Company My Company My Company	Microscope - 2239965 Dipettes - #343434 Test tubes - #8887690 Microscope - 2239965	-775.57 258.52 517.05 775.57	
12 12	AP_VOUCHER AP_VOUCHER	0007602995	23-APR-2012 23-APR-2012	562036 562036	02201547 02201547	My Company My Company	Pipettes - #343434 Test tubes - #8887690	-258.52	0.00
12 12	PO_POBNC PO_POBNC	0007602984	13-APR-2012 13-APR-2012	562037 562037		My Company My Company	Grand Piano - CAT #5657 Ebony Bench - CAT #7877	10,340.99 8 310.23	

10. For the next activity write down the Line Ref - 562034

2. Navigating Outside of GL Inquiry to Investigate Transactions

At the top right of the screen click New Window

Inquiry Criteria YTD Summary Research Summary Account Totals	🖉 New Window 📝 Customize Page	🖬 http

This opens an additional PeopleSoft window. You will likely want to maximize this new window. You will use this window to investigate the AP, ONL and Line Ref numbers. You can move between windows by clicking the icons on the bottom tool bar



2.1 Investigate the AP Line Ref 02201547

Voucher Inquiry

Navigation: Accounts Payable/Review Accounts Payable Info/Vouchers/Voucher

1. <u>Enter</u> the Voucher ID in the From column and the To column or you may want to copy and paste to avoid data entry error.

Search Name	ALL	۹,		
	From		То	
Business Unit	UWO	Q	UWO	<u></u>
/oucher ID	02201547	Q		<u></u>
nvoice Id		Q		
Vendor SetID	UWO	Q,		
Short Name		Q,		Q.
Vendor Name 1		Q,		<u></u>
Vendor Name 2		Q,		<u></u>
Vendor ID		۹,		Q
Vendor Location		Q,		
Entry Status		~		
Accounting Dt		Ħ		31
Invoice Date		31		31
Due Date		31		31
Entered Date		31		31
Origin Set ID		٩,		
Origin		Q		
Control Group ID		Q,		
Contract ID				
Lease Number		Q		

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3. A new box, **Voucher Inquiry Results**, will appear at the bottom of this screen with the **Voucher Details** tab in view.

Voucher In	nquiry Res	ults							Customize	Find View All	🖉 🔛 First 🖸 1 of 1 🖸 Las
Voucher D	etails 🛛 🗚	mounts	s <u>M</u> ore Details	Vendor Deta	ails					ala ceda esta	
Business Unit	Voucher	ID Ir	nvoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
uwo	0192689	2 0	0Q1206	04/17/2010	CH6954	Postable	B	Matched	B	<u>(1</u>)	CHUB SECU-003

4. <u>Click</u> on **More Details** tab and the Detail Lines to view the Voucher Details. When you are finished reviewing this information close this window.

							/										
Voucher	Inquiry Res	ults											Customiz	ze Find Vie	w All 🗖 🕴	First 🚺 1	of 1 🕨
Voucher	Details 📉 A	mounts	More D	etails	<u>V</u> endo	r Details	s 🗈								<		
<u>Business</u> <u>Unit</u>	Voucher ID	Vouche Style	er <u>Vend</u>	or Det Lin	tail <u>Post</u> es <u>Statu</u>	Ar Is St	oproval atus	<u>Close</u> Status	Origin	<u>Due D</u>	<u>ate</u>	<u>Basis Date</u>	Ł	Acctg Date	Entered on	<u>Budget</u> <u>Header</u> <u>Status</u>	Budge Misc Status
UWO	02201547	Regula Vouche	ar er 00000	01	Post	ed Ap	proved	Open	ONL	04/16	2012	04/16/2012	2 (04/23/2012	04/23/2012	Valid	Valid Budg Chec
Vouche	er Details															<u> </u>	
Business Ur	nit: UWO								Gross A	mount:		1,	695.00				
/oucher ID:	0220154	7							Misc Charges: 0.00				0.00				
nvoice Dt: /endor ID:	04/16/20 MY1000	12							Total VAT: 195.00				195.00				
lame:	MY COMP	PANY							Transac	tion Curr	ency:		CAD				
Invoice Lin	es														Find View	All First 🚺 1 (of 3 본 L
Line:	1		De	scription	: т	est tube	s - #888	7690				Merch	nandise An	nt:	500.00		
Item ID:			Qu	antity:		Ę	5.0000		UOM:		BOX	Unit P	rice:		100.00000		
DO Rucia	acco Unity U	NO	DO	Number		00000			PO Line:			1 DO Sel	odulo	1			
PO BUSI	Po Business Unit: 000 PO Number: 562036			Receipt	ine:		PU SU	icuule.	1								
кесеірt			Net	opr Nu					Receipt			Schedu	lie:				
Distributi GL Charti	ons fields												<u>Customiz</u>	<u>te Find</u> View .	All 🗖 📔 Fi	rst 🛛 1 of 1 🕻	Last
Distrib Line	Merchand	ise Amt (GL Unit	Account	Fu	nd [Dept	P	rogram	Project		Affiliate	PC Bus Ur	nit <u>Activity</u>		Referen	ice
1		500.00 U	JWO	622000	1	4	470400	3	8001								

5. Return to the **Voucher Details** tab and <u>click</u> on Payment Information.

Voucher	Inquiry Resu	ults				Customize	Find View A	AH I 🗖 I 🛗	First 🚺 1 of 1 🕨 Last	
Voucher	Details A	mounts <u>M</u> ore Det	ails <u>V</u> endo	or Details)				*	
<u>Business</u> <u>Unit</u>	Voucher ID	Invoice Number	Invoice Date	<u>Vendor</u> ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
UWO	02201547	12345	04/16/2012	MY1000	Postable	1	Matched	1		MY COMP-001

						Back	To Voucher Inc	quiry				
Business	s Unit:	UWO	Voucher	ID: 02201	547	Invoi	ce Number:		123	45		
Vendor Name: MY COMPANY					Vend	lor Location:		0000	01			
Gross Invoice Amount:			1,695.00			Transaction Currency:			CA	D		
Details								<u>Customize Fi</u>	nd View A	* القار	First 🚺 1	of 1 🖸 Last
Bank SetID	Bank Code	Bank Account	<u>Payment</u> <u>Reference ID</u>	Applied Business Unit	Applied Voucher II	D	Payment Date	Payment Amount	Payment Currency	Vo	oucher Paid Amount	Payment Status
UWO	MNTRL	CDN	4594047				04/23/2012	1,695.00	CAD		1,695.00	Paid
		The Pay the chec	ment Re	ference	ID is							

6. When you are finished reviewing this information <u>click</u> to return to the Voucher Inquiry window.

Refer to Purchasing & Accounts Payable Inquiry training documentation for additional instructions.

Investigate the ONL Journal 0001942169 2.2

Navigation: UWO Menu/UWO Inquiries/Journal Inquiry/

- 1. If you have not previously done so, add a new Inquiry Name. Select Add a New Value link or tab and enter an Inquiry Name, INQUIRY and click Add
- 2. Enter information as shown below: Unit, Ledger, Year, From Period, To Period and Journal ID.

Journali	nquiry										
Journal Criteri	ia										
Inquiry INQUIRY	*Unit UWO	Q	*Ledger ACTUALS		Year 2012	*Fro	m Period	*To Period 12	Suspense :	Status	
Journal ID 0001942169			Status	0	Source	Cur	rency	Stat	Document	Type Q	
User	User Document Sequence Sort By Max Rows Attachment Exist Journal Id V 100										
Search	Delete	c	lear								
Journals											Customize Find 🗖 🛗 First 🗹 1 of 1 본 Last
Journal ID	Date	<u>Unit IU</u>	Status	Source	Suspense Status		Document Type	Document Sequence	User	Unpost Date	Descr
0001942169	12/07/2011	UWO	Posted	ONL	No Susp				LROSS	12/07/2011	In-class training sessions - D
📑 Save 🔛	Notify										📮 Add 🖉 Update/Display

🔚 Save 🔛 Notify

3. <u>Click</u> on Journal ID to view journal lines.

Journal Line												
Line # Line Descr Currency	ency Account	Fund	Dept	Program	Project	<u>Affiliate</u>	PC Bus Unit	Activity	<u>An Type</u>	Book Code	<u>Adjustment</u>	<u>Scenario</u>
1 Training -100.00 CAE	622000	1	470400	38001								
2 Travel - General 100.00 CAL	645000	1	470400	38001								

Refer to <u>Online Journal Entries</u> training document for complete steps on how to inquire on a journal.

2.3 Investigate the Line Ref 562034

Navigation: Purchasing/Purchase Orders/Review PO Information/Purchase Orders

Find an Existing Value		_				
Limit the number of results to	(up to 300):	30	0			
Business Unit:	= ~		UWO	0		
PO ID:	begins with	4	532034			
Purchase Order Date:				8		
PO Status:	- 4				~	
Short Vendor Name:	begins with	~		9		
Vendor ID:	begins with	~		9		
Buyer:	begins with	*		9		
Buyer Name:	begins with	*		0		
PO Type:					1	
Purchase Order Reference:	begins with	~				
Case Sensitive						

1. Enter PO ID: 562034 and click



Purch	Purchase Order Inquiry												
Pure	cha	se Orde	er										
Busine PO ID: Chang	ess Ur e Ord	nit: er:	UWO 562034 1				PO S Budg	itatus: get Status:	Dispatche Valid	d			
👻 Hea	ler												
PO Date: 04/13/2012 Vendor Name: YR,1000-001 Vendor ID: YR1000 Buyer: Jefts,Peter			<u>s</u>			Doc Tol Status: Backorder Statu Receipt Status:	is: ther Process	Valid Not Back Not Recv ing	ordere d	d			
PO Reference: Lilly-2							Amount Summa	Ŋ					
<u>Heade</u> <u>Heade</u> <u>Chang</u>	Header Details All RTV Header Comments Matching Change Order Activity Summary		IRTV D atching H tivity Summary	locument Status leader VAT	Merchandise: Freight/Tax/Misc.: Total:				5,300.00 <u>689.00</u> 5,989.00 CAD <u>3,412.53</u> CAD			0.00 <u>9.00</u> 9.00 CAD 2 <u>.53</u> CAD	
Lines								Customize Find Vie	w Al 🗖 🐂	First 🔣 1-4	of 4 🖻	Last	
<u>Line</u>		Item ID		Item Description	Category	PO Qty	<u>uom</u>	Merchandise Amount		<u>Status</u>			
1	P:			Oak desk - #7678	M410	1.000	EA	2,000.00	CAD	Approved	\bigcirc	1	
2	P:			Big comfortable chair - #90097	M409	1.000	EA	1,000.00	CAD	Approved	\Diamond	1	
3	P:			Matching side chairs - #866076	M409	2.000	EA	1,600.00	CAD	Approved	\bigcirc	1	
4	P:			Book shelf - #4543	M409	1.0000	EA	700.00	CAD	Approved	9	1	
िू Re	turn to	Search	Notify								-		Related Links

2. <u>Click</u> on icons for further details and click on **Return to Search** when done.

Refer to <u>Purchasing & Accounts Payable Inquiry</u> training documentation for additional instructions.

3. Inquire on a Specific Grant

The same windows are used as in section 1 Overview Using a Specific Program or Project,

Navigation: UWO Menu/UWO Inquiries/GL Inquiry

- 1. If you have not previously done so, add a new Inquiry Name. Select <u>Add a New Value</u> link or tab and enter an Inquiry Name. As this is for a specific department use SPECIFIC and click <u>Add</u>
- 2. Enter the Fiscal Year 2012, the As of Accounting Period 12, and Project R4493A01.
- 3. <u>Click</u> Juiew Details you will be taken to the **YTD Summary** window.

Inquiry Criteria YTD Summary Research Summary Account Totals										
	Month End Status:	IN PROGRESS								
Inquiry: SPECIFIC	Unit: UWO Year: 2012	2 Period: 12	Fund: Run	Date: 06/11/2013						
Deptid:	Program:		Project: R44	93A01 🎒						
				Find First 🚺 1 of 1 D Last						
Fund: 2 Research	Dept: 370450	Physiology an	d Pharmacology	-Wiew Details						
Program:		Projec	t: R4493A01 test	Proposal 1						
Program: (1) Reporting Budget	(2) Control Budget	Projec (3) Actuals	t: R4493A01 test (4) Encumbered	Proposal 1 (2-3-4) Available						
Program: (1) Reporting Budget \$0.00	(2) Control Budget \$10,000.00	Projec (3) Actuals \$1,512.76	t: R4493A01 test (4) Encumbered \$20,748.60	Proposal 1 (2-3-4) Available \$-12,261.36						
Program: (1) Reporting Budget \$0.00 Totals	(2) Control Budget \$10,000.00	Projec (3) Actuals \$1,512.76	t: R4493A01 test (4) Encumbered \$20,748.60	Proposal 1 (2-3-4) Available \$-12,261.36						
Program: (1) Reporting Budget \$0.00 Totals \$0.00	(2) Control Budget \$10,000.00 \$10,000.00	Projec (3) Actuals \$1,512.76 \$1,512.76	t: R4493A01 test (4) Encumbered \$20,748.60 \$20,748.60	Proposal 1 (2-3-4) Available \$-12,261.36 \$-12,261.36						
Program: (1) Reporting Budget \$0.00 Totals \$0.00	(2) Control Budget \$10,000.00 \$10,000.00	Projec (3) Actuals \$1,512.76 \$1,512.76	tt: R4493A01 test (4) Encumbered \$20,748.60 \$20,748.60	Proposal 1 (2-3-4) Available \$-12,261.36 \$-12,261.36						
Program: (1) Reporting Budget \$0.00 Totals \$0.00	(2) Control Budget \$10,000.00 \$10,000.00 rch T Notify T Previous	Projec (3) Actuals \$1,512.76 \$1,512.76 stab	t: R4493A01 test (4) Encumbered \$20,748.60 \$20,748.60	Proposal 1 (2-3-4) Available \$-12,261.36 \$-12,261.36						

4. <u>Click</u> and you will be transferred to the **Research Summary** window.

Inquiry Criteria	YTD Sum	nmary Resear	ch Summa	ry Account Totals						_
		1	Month End Si	tatus: IN PROGRESS	;					
Project ID:	R4493A0)1 test Proposal	1		Status: A	P.I.:	Ross,Lillia	anne		
Dept:	370450	Physiology ar	nd Pharma	cology	Refer	rence:				
Funding Source:	CANADIA	AN INSTITUTES H	EALTH RE	SEARCH						
Sponsor Name:	CANADIA	AN INSTITUTES H	EALTH RE	SEARCH	Financial Officer: Meredith Legault					
Account Holder:	Ross,Lill	lianne								
Recipient:				Major Program	OPERATIN		Т			
Speed Code:	TR11	Close Out F	Period:	Budget Status:	Open	F	iscal Year:	2012	Period:	12
Budget:		\$10.00	00.00	Cash Received:			\$0.00		View De	tails
Total Spent:		\$1,5	12.76	Funds Transferred:			\$0.00			
Encumbered:		\$20,74	48.60	Balance Forward:			\$0.00			
Funds Availability:	:	\$-12,20	61.36	Total Revenue:			\$0.00			
Tot Restricted Bu	dg:	\$	\$0.00							
Budget Start Date	e: 0	1-APR-12		Project Start Date:	01-APR-1	2				
Budget End Date:	3	1-MAR-13		Project End Date:	31-MAR-1	9				
Save 🔯 Ret	urn to Sea Summar	rch 😢 Notify ⊻ Research Sum	Previ	ous tab 📮 Next tab			.	Add z	炟 Update/	/Display

The data in the box at the top of the screen is information that is unique to research grants.

The amounts on the left hand side are the amounts that are used to calculate Funds Availability.

The amounts on the right hand side are provided for information only and are not included in the Funds Availability calculation.

5. <u>Click</u> - **Wiew Details** and you will be taken to the **Account Totals** window.

Inquiry Criteria YTD Sum	mary Research Summary	Account Totals		
	Month End	Status: IN PROGRESS		
Inquiry: SPECIFIC Ur	nit: UWO Year: 2012	Period: 12 F	und: Run Date	e: 06/11/2013
Deptid:	Program:		Project: R4493A01	4
Fund: 2 Res	earch Dept: 370	1450 Physiolog	y and Pharmacology	(All Accounts)
Program:		Project: R44	493A01 test Propo	sal 1
			<u>Find</u> Firs	st 🚺 1-13 of 13 🗋 Last
Account 000000 (1) Reporting Budget \$0.00	All Expense Accounts (2) Control Budget \$20,000.00	(3) Actuals \$0.00	(4) Encumbered \$0.00	(2-3-4) Available \$20,000.00
Account 000001 (1) Reporting Budget \$0.00	All Revenue Accounts (2) Control Budget \$-10,000.00	*** not inclu (3) Actuals \$0.00	ded in final totals *** (4) Encumbered \$0.00	Not Applicable \$0.00
Account 601220 (1) Reporting Budget \$0.00	Salaries - Staff Part-Time (2) Control Budget \$0.00	(3) Actuals \$0.00	(4) Encumbered \$3,432.00	(2-3-4) Available \$-3,432.00

This window is the same as the Accounts Totals window in section 1 <u>Overview Using a</u> <u>Specific Program or Project</u> and all reports are generated the same way.

One difference on this page relates to the information only accounts for research which will show on this page with a notation *** not included in final totals ***. This allows you to inquire on these accounts even thought they do not affect the calculations.

4. Inquire on Everything in a Specific Department

Navigation: UWO Menu/UWO Inquiries/GL Inquiry

1. Enter Department 370450.

uiry Criteria	YTD Summary	Research Summar	y Account Totals							
		Month End Statu	s: IN PROGRESS							
Inquiry: SPE	CIFIC Unit: (JWO Year: 20	12 Period: 12	Fund: Run D	ate: 06/11/2013					
Deptid: 37	0450	Program:		Project:	a					
				Find	1 First 🚺 1-224 of 224 D Las					
Fund: 1	Operating	Dept: 370450	Physiology ar	nd Pharmacology	iew Details					
Program:			Projec	et:						
(1) Reportir	ng Budget (2) Co	ontrol Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available					
	\$0.00	\$0.00	\$1,200.00	\$0.00	\$-1,200.00					
Fund: 1	Operating	Dept: 370450	Physiology ar	nd Pharmacology	Details					
Program: 00000 General Project:										
(1) Reportir	ng Budget (2) Co	ontrol Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available					
	\$0.00	\$0.00	\$2,305,297.71	\$0.00	\$-2,305,297.71					
Fund: 2	Research	Dept: 370450	Physiology a	nd Pharmacology	View Details					
Program:			Proje	ct: X3371B09						
(1) Reporti	ng Budget (2) C	ontrol Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available					
	\$0.00	\$0.00	\$12,500.00	\$0.00	\$-12,500.00					
Fund: 2	Research	Dept: 370450	Physiology a	nd Pharmacology	View Details					
Program:			Proje	ct: X3371B11						
(1) Reporti	ng Budget (2) C	ontrol Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available					
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Fund: 4	Other	Dept: 370450	Physiology a	nd Pharmacology	View Details					
Program:			Proje	ct: 390300						
(1) Reporti	ng Budget (2) C	ontrol Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available					
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					

Notice that all programs for this Department are displayed. As the Fund field was blank in the search, if the Department had Programs under other Funds such as Fund 3 these would also display.

Navigation from this page to drill down to more detail and generate reports is the same as in section 1 <u>Overview Using a Specific Program or Project.</u>

5. Inquire on a Group of Departments

Navigation: UWO Menu/UWO Inquiries/GL Inquiry

To find a group of department numbers use the Tree Viewer.

1. <u>Click</u> $\not \! \! P$ to the right of the Department group box

Inquiry Criteria YTD Summary Research Summary Account Totals											
Inquiry: IN *Unit: UV SpeedCode:	QUIRY VO A *Fiscal Year: 201	1	*As of Accounting Period:	89							
	Chartfield		Groups								
Fund:	Q			View Group							
Department:	۹,	OR]< / /							
Program Code:	٩	OR		Q 🖉							
Project:	<u> </u>	OR		Q 🖉	-Wiew Details						

A new window will open which you may want to maximize.

In this new window you will see a tree that groups all the departments into categories that you can select in your inquiry.

	Tree Viewe	r					
	SetID:	UWO	Last Audit:	Valid Tree			
	Effective Date:	05/03/2010	Status:	Active			
	Tree Name:	UW0_ORG_	TREE	Main Org Tree - Sum	mer		
	Close Di	splay Options	Print Format				
	Collapse All Expan	d Al Fi	nd		First Page 🚺	8 of 379	下 Last Page
	ALL_ORGS - AI DRES - Pres PRES - Pres PRVOST - P D PRVOST - P D PRVOST - V D VP_RES - V D VP_RES - V D VP_EXT - V D PUSUNITS	Organization C Orporate dident's Office rovost VP Resources P Research External Office Busines	& Operations				
2.	Click + to ex	pand the	various g	groupings.			

You can see the range of department numbers.

ALL_ORGS - All Organizations
 CORPORAT - Corporate
 PRES - President's Office
 PRVOST - Provost
 110050 - Provost & V.P. Academic
 120000 - Vice-Provost Acad Plan,Policy
 130000 - Institutional Planning
 140000 - Vice Provost & Registrar
 150000 - Information Technology Service
 [150000 - Libraries
 160000 - Libraries
 210000 - Faculty of Arts & Humanities
 220000 - Faculty of Social Sciences

The folders are the items that you select as your group. The Department group is 150000. The leaves are the details that are included in that group.

3. Return to the GL Inquiry window. Enter the Department group 150000

Inquiry Criteria	YTD Summary Research S	Summary	Account Totals			
Inquiry: IN *Unit: UV SpeedCode:	IQUIRY NO Criscal Year: 20	11 🔍	*As of Accounting Period:		12 🔍	
	Chartfield		Groups			
Fund:	Q				View Group	
Department:	Q	OR	150000	Q	P	
Program Code:	<u> </u>	OR		4	ø	
Project:	<u> </u>	OR		9	P	-Wiew Details
Save Qt R	leturn to Search 😰 Notify	Previ	ous tab			🕞 Add) 🖉 Update/Display.
Inquiry Criteria YTD	Summary Research Summary	Accour	nt Totals			

4. <u>Click</u> **Otells** and you will be taken to the YTD Summary window

	a 🍸 YTD Sun	imary Res	earch Summary 🍸	Account Totals	1	
			Month End Status:	IN PROGRESS		
nquiry:	INQUIRY	Unit: UWO	Year: 2011	Period: 12	Fund: Ru	n Date: 07/06/2011
Ərp Deptid:	150000		Program:		Project:	4
Fund:	1 Operatin	g [Dept: 150100	ITS-General		-Wiew Details
Program	30740 IT	IF-Central Fund	ling	Proje	ct:	
(1) Rep	oorting Budget	(2) Control	Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available
	\$0.00	\$1,733,5	50.00	\$779,276.53	\$236,840.46	\$717,433.01
Fund:	1 Operatin	a I	Dept: 150250	Infrastructure	Septess (MAC)	-Wiew Details
		•			Services (MAC)	1940-
rogram	00000 G	eneral		Proje	services (MAC)	
Program: (1) Rep	00000 G	eneral	Budget	Projec (3) Actuals	ct: (4) Encumbered	(2-3-4) Available
Program: (1) Rep	00000 G corting Budget \$0.00	eneral : (2) Control \$248,8	Budget 103.00	Projec (3) Actuals \$-83,470.55	ct: (4) Encumbered \$266,551.14	(2-3-4) Available \$65,722.41
Program: (1) Rep Fund:	00000 G orting Budget \$0.00 1 Operatin	eneral : (2) Control 1 \$248,8 g [Budget :03.00)ept: 150300	Proje (3) Actuals \$-83,470.55 Telecommuni	ct: (4) Encumbered \$266,551.14	(2-3-4) Available \$85,722.41
Program: (1) Rep Fund: Program:	00000 G porting Budget \$0.00 1 Operatin 00000 G	eneral : (2) Control \$248,8 g [eneral	Budget :03.00)ept: 150300	Proje (3) Actuals \$-83,470.55 Telecommuni Project	ct: (4) Encumbered \$266,551.14 cations	(2-3-4) Available \$65,722.41
Program: (1) Rep Fund: ⁹ rogram: (1) Rep	00000 G porting Budget \$0.00 1 Operatin 00000 G porting Budget	eneral (2) Control i \$248,8 g [eneral (2) Control i	Budget :03.00)ept: 150300 Budget	Projection (3) Actuals \$-83,470.55 Telecommuni Projection (3) Actuals	ct: (4) Encumbered \$266,551.14 cations ct: (4) Encumbered	(2-3-4) Available \$65,722.41 View Details (2-3-4) Available

Scroll down and you will notice that Departments continue from 150100, 150250, 150300 etc.

This approach can provide users with all the balances across all the funds for a range of departments.

Continuing from this window is the same process as in the previous sections.

Keep in mind, if this department had any activity in a fund-2 (research) account, you would have automatically been forwarded to the Research Summary tab. For fund types other than "2" you are forwarded directly to the Account Totals tab.

5. Source List

ADV	Advancement Services
ALN	Veterinary Services
ALO	Allocation Journal
AP	Accounts Payable Vouchers
AR	Accounts Receivable module
BIL	Billing module
CHS	Chemistry Store
CSH	Cashier
ГV	Ouline Francisco
EX	Online Expenses
EX EFS	Engineering Faculty Stores
EX EFS FDS	Engineering Faculty Stores Food Services
EX EFS FDS FIN	Online ExpensesEngineering Faculty StoresFood ServicesFinancial Services
EX EFS FDS FIN FM	Online ExpensesEngineering Faculty StoresFood ServicesFinancial ServicesFacilities Management
EX EFS FDS FIN FM GRS	Engineering Faculty StoresFood ServicesFinancial ServicesFacilities ManagementGraphic Services
EX EFS FDS FIN FM GRS HRC	Engineering Faculty Stores Food Services Financial Services Facilities Management Graphic Services Payroll Commitments

HRJ	Payroll Charges
INT	UWO Interest Calculation
ITV	ITS- Vantive
OH	UWO Overhead Calculation
ONF	On Line Mixed Currency Journal
ONL	Online Journal Entry
PHS	Physics Stock Room
РО	Purchasing
PPD	Physical Plant
PST	PST Adjustments
PUR	Purchasing - Central Supplies
SF	Student Financial
TEG	Telecommunications
UMS	University Machine Shop
VAT	Value Added Tax