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
Western PeopleSoft Financials
GL Inquiry

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 Add a New Value link or tab and enter an Inquiry Name. As this is for a specific department use SPECIFIC and click

   It is recommended that a unique Inquiry Name be set up for each different type of GL Inquiry

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.
Western PeopleSoft Financials
GL Inquiry

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.

4. Click to get the detailed account information.
Western PeopleSoft Financials
GL Inquiry

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 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 on the 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.

Detailed reports can be generated for each type of activity; (1) Reporting Budget, (2) Control Budget, (3) Actuals, (4) Encumbered, by clicking on the icon for each Account under each activity.
6. Scroll down the page until you see Account 622000 and click 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

<table>
<thead>
<tr>
<th>FISCAL YEAR, FROM PERIOD, TO PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year: 2012</td>
</tr>
<tr>
<td>From Period: 1</td>
</tr>
<tr>
<td>To Period: 12</td>
</tr>
<tr>
<td>OK</td>
</tr>
<tr>
<td>Cancel</td>
</tr>
</tbody>
</table>

7. Click 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.

8. For the next activity write down the following references

   Src AP - Line Ref 02201547
   Src ONL - Journal 0001942169
Western PeopleSoft Financials
GL Inquiry

9. To generate a detailed report for Encumbered Journals click 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.

10. For the next activity write down the Line Ref – 562034
Western PeopleSoft Financials
GL Inquiry

2. Navigating Outside of GL Inquiry to Investigate Transactions

At the top right of the screen click New Window

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

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

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

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

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

5. Return to the **Voucher Details** tab and **click on Payment Information**.
6. When you are finished reviewing this information click to return to the Voucher Inquiry window.

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

2.2 Investigate the ONL Journal 0001942169

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.
Western PeopleSoft Financials
GL Inquiry

3. **Click on Journal ID to view journal lines.**

<table>
<thead>
<tr>
<th>Journal Line</th>
<th>Account (in Description Exempted)</th>
<th>Transaction Date</th>
<th>Transaction Type</th>
<th>Account</th>
<th>Total</th>
<th>Associate</th>
<th>Project</th>
<th>Feature</th>
<th>Affiliate</th>
<th>PO Bus Unit</th>
<th>Activity</th>
<th>Doc Type</th>
<th>Book Code</th>
<th>Adjustment</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training</td>
<td>02/09/2013</td>
<td></td>
<td>622000</td>
<td>0.00</td>
<td>107442</td>
<td>33081</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Travel - General</td>
<td>02/09/2013</td>
<td></td>
<td>645460</td>
<td>0.00</td>
<td>107442</td>
<td>33081</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refer to [Online Journal Entries](#) 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

1. **Enter PO ID:** 562034 and click **Search**

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

Refer to [Purchasing & Accounts Payable Inquiry](#) training documentation for additional instructions.
Western PeopleSoft Financials
GL Inquiry

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 Add a New Value link or tab and enter an Inquiry Name. As this is for a specific department use SPECIFIC and click

2. **Enter** the Fiscal Year 2012, the As of Accounting Period 12, and Project R4493A01.

3. **Click**  
   you will be taken to the **YTD Summary** window.

4. **Click**  
   and you will be transferred to the **Research Summary** window.
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. Click and you will be taken to the Account Totals window.
This window is the same as the Accounts Totals window in section 1 Overview Using a Specific Program or Project 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.
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 Overview Using a Specific Program or Project.

5. Inquire on a Group of Departments

Navigation: UWO Menu/UWO Inquiries/GL Inquiry
Western PeopleSoft Financials
GL Inquiry

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

1. Click to the right of the Department group box

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.

2. Click to expand the various groupings.

You can see the range of department numbers.
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.
4. **Click** and you will be taken to the YTD Summary window

![YTD Summary Window](image)

**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**

<table>
<thead>
<tr>
<th>ADV</th>
<th>Advancement Services</th>
<th>HRJ</th>
<th>Payroll Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALN</td>
<td>Veterinary Services</td>
<td>INT</td>
<td>UWO Interest Calculation</td>
</tr>
<tr>
<td>ALO</td>
<td>Allocation Journal</td>
<td>ITV</td>
<td>ITS- Vantive</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable Vouchers</td>
<td>OH</td>
<td>UWO Overhead Calculation</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable module</td>
<td>ONF</td>
<td>On Line Mixed Currency Journal</td>
</tr>
<tr>
<td>BIL</td>
<td>Billing module</td>
<td>ONL</td>
<td>Online Journal Entry</td>
</tr>
<tr>
<td>CHS</td>
<td>Chemistry Store</td>
<td>PHS</td>
<td>Physics Stock Room</td>
</tr>
<tr>
<td>CSH</td>
<td>Cashier</td>
<td>PO</td>
<td>Purchasing</td>
</tr>
<tr>
<td>EX</td>
<td>Online Expenses</td>
<td>PPD</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>EFS</td>
<td>Engineering Faculty Stores</td>
<td>PST</td>
<td>PST Adjustments</td>
</tr>
<tr>
<td>FDS</td>
<td>Food Services</td>
<td>PUR</td>
<td>Purchasing - Central Supplies</td>
</tr>
<tr>
<td>FIN</td>
<td>Financial Services</td>
<td>SF</td>
<td>Student Financial</td>
</tr>
<tr>
<td>FM</td>
<td>Facilities Management</td>
<td>TEG</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>GRS</td>
<td>Graphic Services</td>
<td>UMS</td>
<td>University Machine Shop</td>
</tr>
<tr>
<td>HRC</td>
<td>Payroll Commitments</td>
<td>VAT</td>
<td>Value Added Tax</td>
</tr>
</tbody>
</table>