

GL INQUIRY

- 1 Overview using a specific program or project
- 2 Inquire on a specific grant
- 3 Inquire on everything in a specific department
- 4 Inquire on a group of departments

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

- Determine what information is available through the GL Inquiry Panels;
- Navigate through the GL Inquiry Panels and drill down to the next level of detail; and
- Use the Reference Numbers from the GL Inquiry to find details from the originating source.

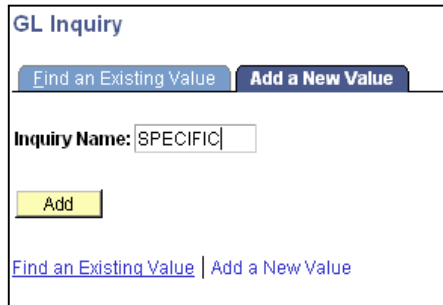
1. Overview using a specific program or project**Activity #1**


1. Navigate as follows:

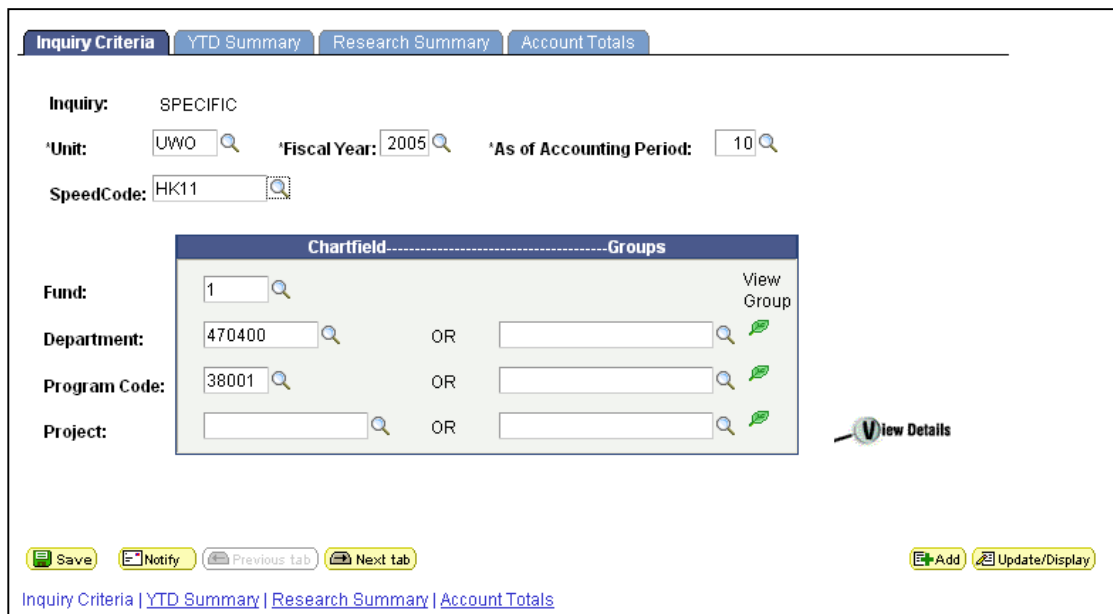
UWO Menu
 UWO Inquiries
 GL Inquiry
 Add a new Value

*The first time you navigate into this inquiry you must use the **Add** option. After that, use **Update/Display**, click OK and select the Inquiry Name. It is recommended that each type of inquiry be set up with a separate name.


- 2. Type SPECIFIC and click 



- 3. Type criteria into the various boxes. Try Fiscal Year 2005, As of Accounting Period 10 and SpeedCode HK11 (ensure you press tab after entering this). Then Click 

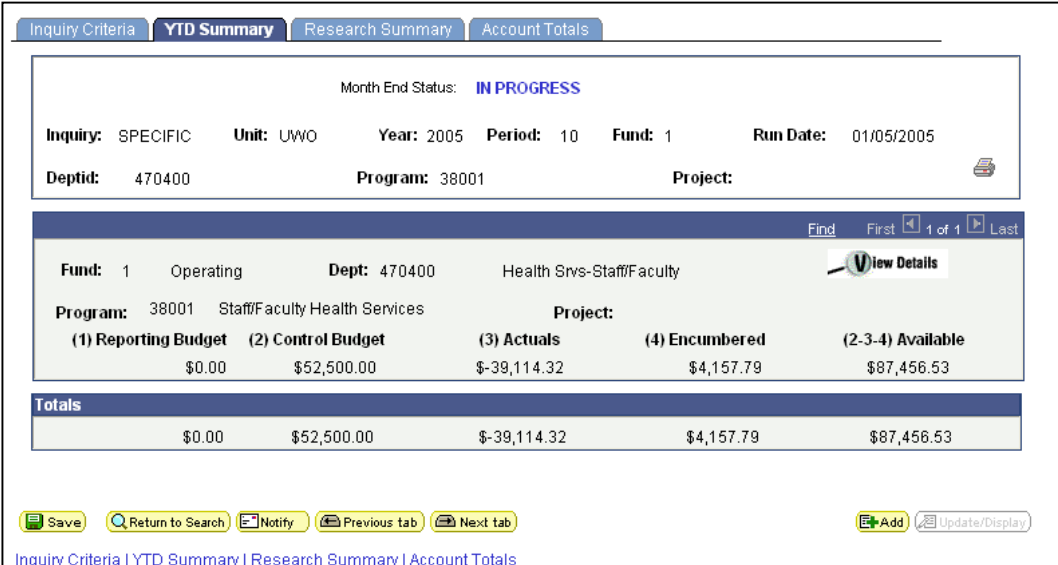


The first screen you will see is the Summary screen. Here you will get all the Year To Date (YTD) balances, based on the search criteria, but no account details.

You are able to print this page using the  icon. This report will be generated into a new window using Adobe Acrobat. You can review the report once it is complete and then decide whether to print or save it.


VERY IMPORTANT – all data on all of these pages include activity processed up to and including the previous day. Any transactions that you process on the current day will NOT be reflected until the next day.

Month End Status: At the top of all of these pages you will notice a title of “Month End Status”. This status will tell you if the data you are seeing is the final numbers or if these numbers are subject to change.





Month End Status: **IN PROGRESS**


Inquiry: SPECIFIC **Unit:** UWO **Year:** 2005 **Period:** 10 **Fund:** 1 **Run Date:** 01/05/2005
Deptid: 470400 **Program:** 38001 **Project:**

Fund:	Operating	Dept:	Health Svcs-Staff/Faculty	
1		470400		
Program:	38001	Staff/Faculty Health Services	Project:	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available
\$0.00	\$52,500.00	\$-39,114.32	\$4,157.79	\$87,456.53
Totals				
\$0.00	\$52,500.00	\$-39,114.32	\$4,157.79	\$87,456.53











Buttons: Save, Return to Search, Notify, Previous tab, Next tab, Add, Update/Display


4. Click  to get the detailed account information.

You are able to print this page using the  icon. This report will be generated into a new window using Adobe Acrobat. You can review the report once it is complete and then decide whether to print or save it.

You can retrieve all the actuals details on all accounts. To get to the journal details, click on  beside the words (All Accounts).

Similar detail reports can be retrieved for each account and for each type of activity (Reporting Budget, Control Budget, Actuals and Encumbrance) by clicking on the magnifying glass in each row.

Inquiry Criteria		YTD Summary		Research Summary		Account Totals	
Month End Status: IN PROGRESS							
Inquiry: SPECIFIC	Unit: UWO	Year: 2005	Period: 10	Fund: 1	Run Date: 01/05/2005 		
Deptid: 470400	Program: 38001		Project:				
Fund: 1	Operating	Dept: 470400	Health Svcs-Staff/Faculty		(All Accounts) 		
Program: 38001	Staff/Faculty Health Services		Project:				
Find First 1-4 of 4 Last							
Account 532610	Rev. - Sundry						
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
\$0.00 	\$-80,000.00 	\$-43,125.00 	\$0.00 	\$-36,875.00			
Account 601200	Salaries - Staff Full-Time						
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
\$0.00 	\$25,000.00 	\$1,686.28 	\$0.00 	\$23,313.72			
Account 622000	Supplies						
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			

5. Scroll down the page until you see account 622000. Click  in the Actuals column to see the Actuals Journals for account 622000. You will be prompted for the Accounting Period. By default the fiscal year and the From Period and To Period will be filled in by your criteria, however you can change the From Period as done in this example.

Enter Values

FISCAL YEAR, FROM PERIOD, TO PERIOD

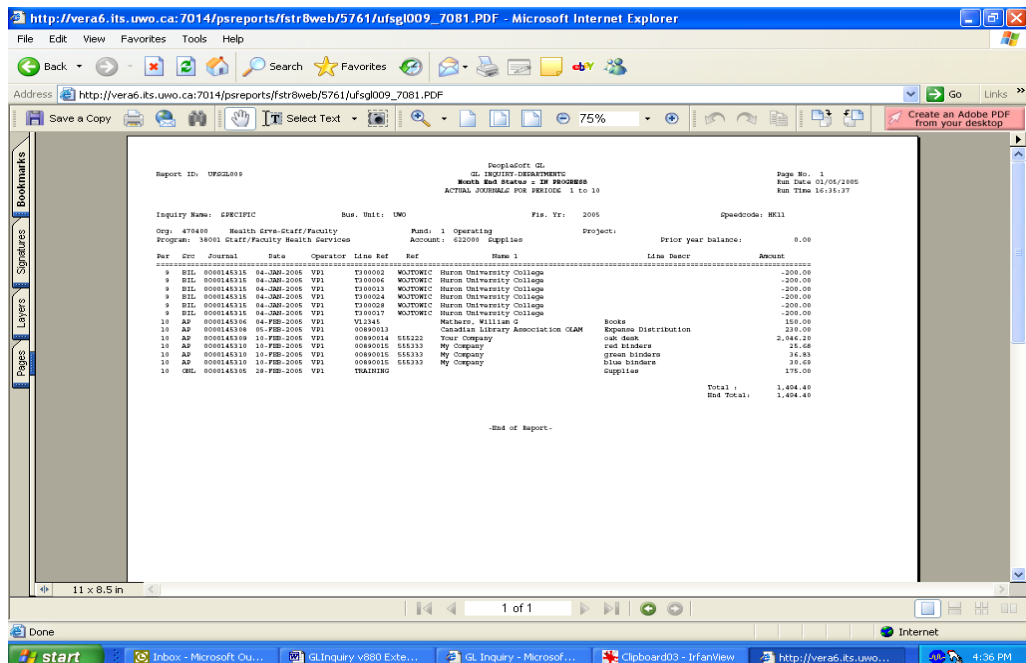
Fiscal Year:

From Period:

To Period:

6. Click 

This will drill down to the journals that make up the actual charges to Account 622000. The results will appear in a new window using Adobe Acrobat.






Report ID: 0F02L009


Program: 3801 Staff/Faculty Health Services

Inquiry Name: SPECIFIC Bus. Unit: UWO Fis. Yr: 2005 Speedcode: H011

Per	Dir	Journal	Date	Operator	Line Ref	Ref	Name	Amount	
9	BIL	0000443318	04-JAN-2005	VPI	T100002	WOLUTONIC	Haron University College	-200.00	
9	BIL	0000443318	04-JAN-2005	VPI	T100006	WOLUTONIC	Haron University College	-200.00	
9	BIL	0000443318	04-JAN-2005	VPI	T100013	WOLUTONIC	Haron University College	-200.00	
9	BIL	0000443318	04-JAN-2005	VPI	T100024	WOLUTONIC	Haron University College	-200.00	
9	BIL	0000443318	04-JAN-2005	VPI	T100028	WOLUTONIC	Haron University College	-200.00	
9	BIL	0000443318	04-JAN-2005	VPI	T100017	WOLUTONIC	Haron University College	-200.00	
10	AP	0000443306	04-FEB-2005	VPI	V12445	Meribury, William G	Books	150.00	
10	AP	0000443308	04-FEB-2005	VPI	0089013	Canadian Library Association CLAM	Expense Distribution	230.00	
10	AP	0000443309	14-FEB-2005	VPI	0089014	Year Company	adv desk	2,945.00	
10	AP	0000443310	14-FEB-2005	VPI	0089015	My Company	red binders	25.00	
10	AP	0000443311	14-FEB-2005	VPI	0089016	My Company	green binders	30.00	
10	AP	0000443312	14-FEB-2005	VPI	0089015	My Company	blue binders	30.00	
10	OH	0000443309	28-FEB-2005	VPI	TRAINING		Supplies	175.00	
								Total:	1,494.40
								Std Total:	1,494.40

Click on the plus and minus signs  75%  to change the size of this report on your screen.

This report can be printed using the  icon.

This report can also be saved using the  icon.

To investigate each transaction further requires that you navigate outside the GL Inquiry screen. You must note the **Source**, **Reference Number** and **Line Reference Number** to find the details.

Following is a list of sources (Src) you may find on your statements:

Source	Description
ADV	Advancement Services
AIS	Alumni Information System
ALN	Veterinary Services
ALO	Allocation Journal
AP	Accounts Payable Vouchers
AR	Accounts Receivable module
BIL	Billing module
BKS	Book Store
BLT	Boundary Layer Wind Tunnel
CAP	Finance - Capital
CCS	Campus Computer Store
CHS	Chemistry Store
CLR	CLLRNet
CSH	Cashier
EFS	Engineering Faculty Stores
ESB	Engineering UMS Stores
FAB	Financial Services-FABA
FDS	Food Services
FEE	Fees Services
FIN	Financial Services
FPO	Finance- PO
FRA	Finance-Research Accounting
FRB	Fees-Royal Bank
FWN	Foundation Western
GRS	Graphic Services
HDS	Hardware Services
HRC	Payroll Commitments

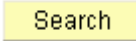
Source	Description
HRJ	Payroll Charges
INT	UWO Interest Calculation
IPB	Institutional Planning & Budg
ITS	Information Technology Service
ITV	ITS- Vantive
LIB	Library System
LMA	London Museum of Archaeology
MVS	MVS Journal Entries
OH	UWO Overhead Calculation
ONF	On Line Mixed Currency Journal
ONL	Online Journal Entry
PHS	Physics Stock Room
PO	Purchasing
PPD	Physical Plant
PPL	PPD Labour Charges
PPN	PPD Non-store Charges
PPS	PPD Stores Charges
PST	PST Adjustments
PUR	Purchasing - Central Supplies
RBG	Reporting Budget Upload
RES	Residence and Housing
TEG	Telecommunications
TRS	Finance- Treasury
UMS	University Machine Shop
UPG	Upgrade-Controlled Budget Jrnl
VAL	Currency Revaluation
WOS	Western Office Supplies

- 7. Note the Line Reference Number for one of the Source AP rows such as 00890015.
- 8. a) Return to the Peoplesoft GL Inquiry page by clicking on the item in you toolbar which should look something like the following:



- b) Scroll to the top of the screen and click [New Window](#) in the top right corner of your window. This opens an additional Peoplesoft window. You will likely want to maximize this new window.
- c) Navigate as follows.

Accounts Payables
Review Accounts Payables Info
Vouchers
Voucher

- 9. Enter the Voucher Number and then click on 

Voucher Inquiry

Search Criteria


From Business Unit: <input type="text" value="UWO"/>	To Business Unit: <input type="text" value="UWO"/>	From Voucher ID: <input type="text" value="00890015"/>	To Voucher ID: <input type="text" value="00890015"/>	*Voucher Style: Regular Voucher
From Invoice: <input type="text"/>	To Invoice: <input type="text"/>	Post Status: <input type="text"/>	Approval Status: <input type="text"/>	Voucher Balance: <input type="text"/>

SetID: <input type="text" value="UWO"/>	From Vendor Short Name: <input type="text"/>	To Vendor Short Name: <input type="text"/>
From Vendor ID: <input type="text"/>	To Vendor ID: <input type="text"/>	Vendor Location: <input type="text"/>
From Vendor Name 1: <input type="text"/>	To Vendor Name 1: <input type="text"/>	


*Amount Rule: Any	Voucher Gross Amount: <input type="text"/>	Transaction Currency: <input type="text"/>
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10. After you click search an additional box will appear at the bottom of this screen. You will need to scroll down until you see the following:

Voucher Inquiry Results											
Voucher Details											More Details
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Lines	Scheduled Payments	Transaction Currency	Gross Invoice Amount
UWO	00890015	INV555555555555	12/22/2004	MY1000	MY COMP-001	000001	Regular			CAD	96.30

Click  to view voucher detail(s).

A new window will open to show you the voucher details. You will likely want to maximize this window.

When you are finished reviewing this information click  in the top right corner of your screen to close this window.

Click  to view payment information or scheduled payments.

Your existing window will change to a new screen.

When you are finished reviewing this information click [Back To Voucher Inquiry](#) to return to the voucher inquiry page.

Note: The Payment Reference ID number is the Cheque number

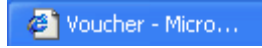
Refer to Purchasing and Accounts Payable Inquiry Training documentation for additional instructions.

11. a) Return to the GL Inquiry detail report. The report is still open and you should be able to see it on your windows tool bar and click on it. It will look something like the following:



- b) Note the Journal ID Number for Source ONL such as 0000145305.

12. a) Click on the page in your windows toolbar that you used to do your voucher inquiry which should look something like the following.



- b) Navigate as follows

UWO Menu
 UWO Inquiries
 Journal Inquiry
 Add a new value

- c) Type INQUIRY


- d) Click 

- e) Type information as per the following screen print

See [Online Journal Entry Lesson, Section 6 – Inquiring on Journals](#), for complete steps on how to inquire on a journal.

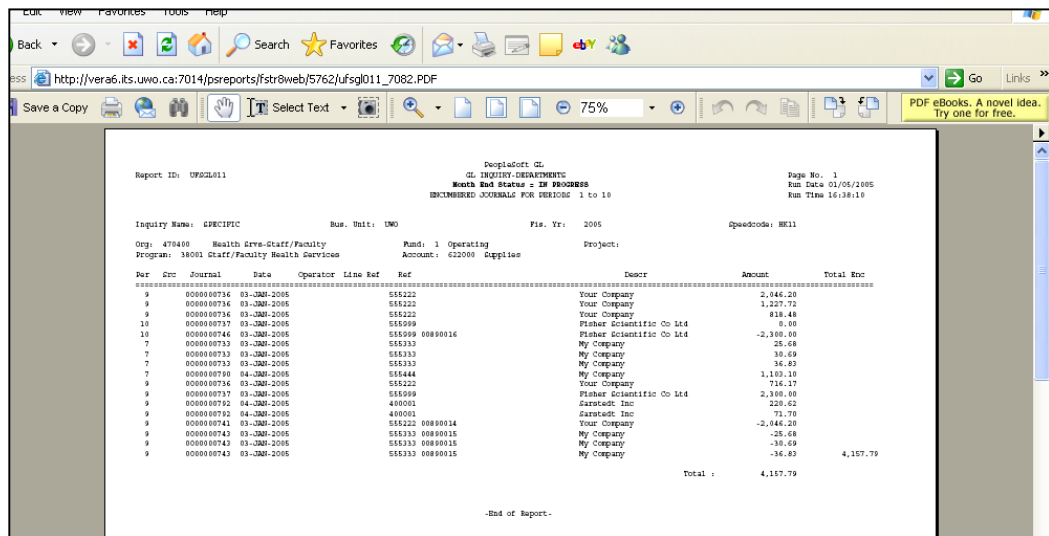
13. Return to the GL Inquiry panel by clicking on the link on your tool bar which should look something like;



14. Scroll down until you see account 622000.
15. Click  in the encumbered column to see the Encumbered Journals detail.

PeopleSoft will NOT prompt you for the Accounting Period.
Encumbrance detail will always display YTD.

A new window will open that shows the journals that make up the encumbrances for Account 622000.



Par	Cnc	Journal	Date	Operator	Line Ref	Ref	Descr	Amount	Total Enc
9	00000	00736	03-JAN-2005			555222	Your Company	2,046.20	
9	00000	00736	03-JAN-2005			555222	Your Company	1,257.72	
9	00000	00736	03-JAN-2005			555222	Your Company	818.48	
10	00000	00737	03-JAN-2005			555999	Fisher Scientific Co Ltd	0.00	
10	00000	00746	03-JAN-2005			555999 00890016	Fisher Scientific Co Ltd	-2,399.00	
7	00000	00733	03-JAN-2005			555333	My Company	25.68	
7	00000	00733	03-JAN-2005			555333	My Company	38.69	
7	00000	00733	03-JAN-2005			555333	My Company	34.82	
7	00000	00790	04-JAN-2005			555444	My Company	1,101.10	
9	00000	00736	03-JAN-2005			555222	Your Company	756.17	
9	00000	00737	03-JAN-2005			555999	Fisher Scientific Co Ltd	2,399.00	
9	00000	00792	04-JAN-2005			400001	Sarstedt Inc	229.62	
9	00000	00792	04-JAN-2005			400001	Sarstedt Inc	71.70	
9	00000	00741	03-JAN-2005			555222 00890014	Your Company	-2,046.20	
9	00000	00743	03-JAN-2005			555333 00890015	My Company	-25.68	
9	00000	00743	03-JAN-2005			555333 00890015	My Company	-38.69	
9	00000	00743	03-JAN-2005			555333 00890015	My Company	-34.82	
Total :								4,157.79	4,157.79

To investigate each transaction further requires that you navigate outside the GL Inquiry screen. You must note the **Source** and the **Reference Number** to find the details.

16. Note the Reference Number for Source PO such as 555222.
17. a) Return to the Peoplesoft Journal Inquiry page with a click on the item in your toolbar which should look something like the following:



b) Navigate as follows

Purchasing
Purchase Orders
Review PO Information
Purchase Orders


18. Enter the PO Number 555222

Purchase Order Inquiry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	▼	UWO	🔍
PO ID:	begins with	▼	555222	
Contract SetID:	begins with	▼		🔍
Contract ID:	begins with	▼		🔍
Release Number:	=	▼		
Purchase Order Date:	=	▼		📅
PO Status:	=	▼		▼
Short Vendor Name:	begins with	▼		🔍
Vendor ID:	begins with	▼		🔍
Buyer:	begins with	▼		🔍
Buyer Name:	begins with	▼		🔍
PO Type:	=	▼		▼

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

19. Click

Purchase Order Inquiry

Purchase Order

Unit: UWO PO Status: Dispatched
 PO ID: 555222 Budget Status: Valid


Header


PO Date: 11/01/2004 Doc Tol Status: Valid
 Vendor: YOUR COMP-001 Backorder Status: None
 Vendor ID: YR1000 [Vendor Details](#) Receipt: Not Recvd
 Buyer: Roswell, Elaine Hold From Further Processing



PO Reference: **Amount Summary**
 Merchandise: 4700.00
 Freight/Tax/Misc.: 329.00
 Total: 5029.00 CAD

[Header Details](#) [All RTV](#) [Matching](#)
[Change Order](#) [Document Status](#) [Header VAT](#)

Select Lines to Display


Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		oak desk	M901	1.0000	EA	2000.00 CAD	Active

Click  to obtain additional information on the item description. When completed click **Return** to get back to your PO inquiry.

Click  to view the schedule, which enables you to click  to obtain the chartfields used in the distribution. When completed click **Return** to return to the schedule page and then click [Return to Main Page](#) to get back to your PO inquiry.

Refer to Purchasing and Accounts Payable Inquiry Training documentation for additional instructions.

Summary Notes

Detail reports exist also for both the Control Budgets and Reporting Budgets. These are accessed by clicking on the  in the appropriate column. They will result in windows in a fashion similar to the Actuals and Encumbered reports included in this documentation.

2. Inquire on a specific grant

The same panels are used to inquire upon research grants in fund 2. Let's try an example using the following criteria:

Fiscal year = 2005

Accounting Period = 10

Project = R3152A01

Your criteria page should look as follows:

Inquiry Criteria | YTD Summary | Research Summary | Account Totals

Inquiry: GENERAL


Unit: UWO **Fiscal Year:** 2005 **As of Accounting Period:** 10




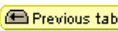


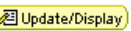
SpeedCode:

Chartfield Groups

Fund: <input type="text"/>		View Group
Department: <input type="text"/>	OR	<input type="text"/> <input type="text"/>
Program Code: <input type="text"/>	OR	<input type="text"/> <input type="text"/>
Project: R3152A01 <input type="text"/>	OR	<input type="text"/> <input type="text"/>

[Inquiry Criteria](#) | [YTD Summary](#) | [Research Summary](#) | [Account Totals](#)


Click on  and you will be transferred to the Research Summary page which looks like the following:











Inquiry Criteria		YTD Summary		Research Summary		Account Totals	
Month End Status: IN PROGRESS							
Grant:	R3152A01	Role of RHO Gtpases in Chrondr	Status:	A	P.I.:	Chard,Sandra	
Dept	370450	Physiology and Pharmacology	Agency Reference	MOP 43899			
Agency:	CANADIAN INSTITUTES OF HEALTH RESEARCH			Major Program	OPERATING GRANT		
Grant Rec:	MB04A1	Close Out Period:	Budget Status:	Fis.Yr.:	2005	Period:	10
Budget:	\$27,000.00	Cash Received:	\$-2,500.00				
Total Spent:	\$1,876.29	Funds Transferred:	\$0.00				
Encumbered:	\$0.00	Balance Forward:	\$0.00				
Funds Availability:	\$25,123.71	Total Revenue:	\$-2,500.00				
Tot Restricted Budg:	\$0.00						
Budget Start Date:	01-APR-04	Project Start Date:	01-APR-04				
Budget End Date:	31-MAR-05	Project End Date:	31-MAR-08				
							
							
Inquiry Criteria YTD Summary Research Summary Account Totals							

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 the Funds Availability.

The amounts on the right hand side are provided for informational use only. These amounts are NOT included in the Funds Availability calculation.

Click on  and you will be transferred to the Account totals page.

Inquiry Criteria		YTD Summary		Research Summary		Account Totals	
Month End Status: IN PROGRESS							
Inquiry: SPECIFIC	Unit: UWO	Year: 2005	Period: 10	Fund:	Run Date: 01/05/2005		
Deptid:	Program:		Project: R3152A01 				
Fund: 2	Research	Dept: 370450	Physiology and Pharmacology		(All Accounts) 		
Program:	Project: R3152A01		Role of RHO Gtpases in Chronodr				
Find First 1-3 of 3 Last							
Account 000000	All Accounts						
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
\$0.00 	\$27,000.00 	\$0.00 	\$0.00 	\$27,000.00			
Account 560000	Rev. - Research Only		*** not included in final totals ***				
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	Not Applicable			
\$0.00 	\$0.00 	\$-2,500.00 	\$0.00 	\$0.00			
Account 622000	Supplies						
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			

This page is the same as the Accounts totals page shown in exercise 1. All reports are generated in the same fashion.

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 but will not affect the overall calculations.

3. Inquire on everything in a specific department

Let's try another example using the following criteria:

Fiscal Year = 2005

Accounting Period = 10

Department = 470400

Your criteria page should look as follows:

Inquiry Criteria | YTD Summary | Research Summary | Account Totals

Inquiry: GENERAL

'Unit: UWO **'Fiscal Year:** 2005 **'As of Accounting Period:** 10

SpeedCode:

Fund: **View Group**

Department: 470400 OR


Program Code: OR



Project: OR

View Details

Save Return to Search Notify Previous tab Next tab Add Update/Display

[Inquiry Criteria](#) | [YTD Summary](#) | [Research Summary](#) | [Account Totals](#)

Click on  and you will be transferred to the YTD Summary page, which looks like the following:

Inquiry Criteria		YTD Summary		Research Summary		Account Totals	
Month End Status: IN PROGRESS							
Inquiry:	SPECIFIC	Unit:	UWO	Year:	2005	Period:	10
Fund:		Run Date:	01/05/2005				
Deptid:	470400	Program:		Project:			
Find First 1-2 of 2 Last							
Fund:	1	Operating	Dept:	470400	Health Svcs-Staff/Faculty		
Program:	38001	Staff/Faculty Health Services		Project:			
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
\$0.00	\$52,500.00	\$-39,114.32	\$4,157.79	\$87,456.53			
Fund:	3	Ancillary	Dept:	470400	Health Svcs-Staff/Faculty		
Program:	00000	General		Project:			
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(1-3-4) Available			
\$0.00	\$1,778.00	\$0.00	\$0.00	\$0.00			
Totals							
\$0.00	\$54,278.00	\$-39,114.32	\$4,157.79	\$87,456.53			

You should notice that the first row is a fund 1 program and the second row is a fund 3 program. Since we didn't specify a fund on our criteria page we get all funds.

Also notice how the Available column is calculating on each row.

Fund 1 equals Control Budget minus Actuals minus Encumbered

Fund 3 equals Reporting Budget minus Actuals minus Encumbered

Continuation from this page is the same as the previous examples.

4. Inquire on a group of departments


Let's try an example using the tree node groupings using the following criteria:


Fiscal Year = 2005

Accounting Period = 10

Department = whatever range includes department 470400

To find which department group we need to select we need to do the following:

Click  to the right of the Department group box

Department:	<input type="text"/>	OR	<input type="text"/>	
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A new window will open which you will 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. The screen will look as follows:


Tree Viewer

SetID:	UWO	Last Audit:	Valid Tree
Effective Date:	05/01/2004	Status:	Active
Tree Name:	UWO_ORG_TREE		Main Org Tree - Summer

[Close](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#) [Find](#) First Page  8 of 309  Last Page

-  [ALL_ORGS - All Organizations](#)
- + [CORPORAT -](#)
- + [PRES - President's Office](#)
- + [PRVOST - Provost](#)
- + [VP_ADMIN - VP Administration](#)
- + [VP_RES - VP Research](#)
- + [VP_EXT - VP External](#)
- + [BUSUNITS - Other Business Units](#)

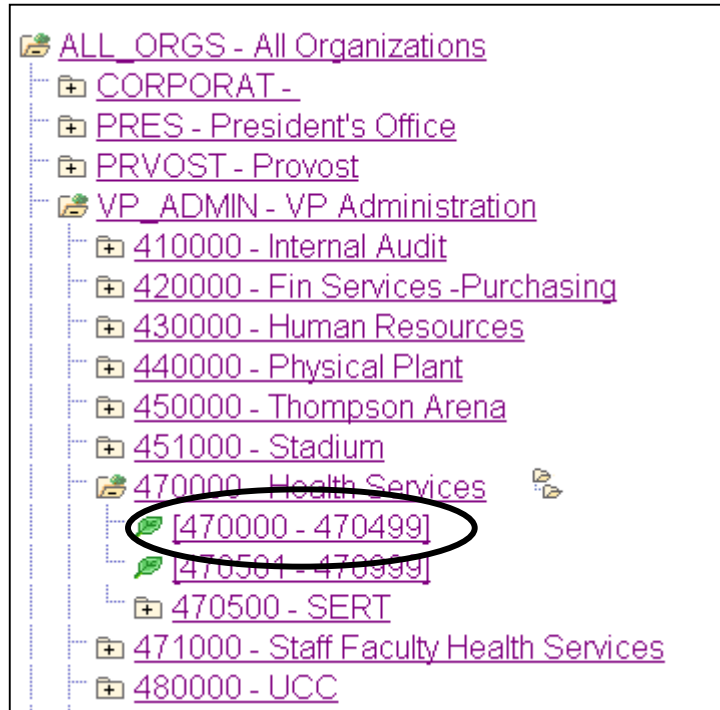
By clicking  you can begin to expand the various groupings to see what is included.

Let's start by expanding:

VP_ADMIN

470000 – Health Services

At this point you can see a range that includes the department we are looking for and that was 470400. Your screen should look as follows:



Therefore the grouping that we need to use is “470000 – Health Services”.

The folders are the items that you can select as your group. The leaves are the details that are included in the folder. You will notice that there are also times when a folder can include leaves and another folder, as in our example above. When identifying your group, ensure that you select the folder that contains your leaves.

The text beside a folder identifies the name of the folder and a description, separated by a hyphen. In our example: 470000 is the name of the folder and its description is “Health Services”.

Once we know our group we must return to the GL Inquiry page, which will still be open on your windows tool bar and will look something like:



To recap: Our criteria for the inquiry are:

- Fiscal Year = 2005
- Accounting Period = 10
- Department = 470000 (group)

Your criteria page should appear as follows:

Inquiry Criteria | YTD Summary | Account Totals

Inquiry: INQUIRY

'Unit: UWO **'Fiscal Year:** 2005 **'As of Accounting Period:** 10


SpeedCode:




Chartfield-----Groups	
Fund:	View Group
Department: 470000	View Group
Program Code:	View Group
Project:	View Group

View Details

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display

[Inquiry Criteria](#) | [YTD Summary](#) | [Account Totals](#)

Click  **View Details** and you will be transferred to the YTD Summary page which looks like the following:

Inquiry Criteria		YTD Summary		Research Summary		Account Totals	
Month End Status: IN PROGRESS							
Inquiry:	GENERAL	Unit:	UWO	Year:	2004	Period:	10
Fund:		Run Date:	12/14/2004				
Grp Deptid:	470000	Program:		Project:			
Find First 1-8 of 6 Last							
Fund:	1 Operating	Dept:	470400	TEST			
Program:	38001	TEST		Project:			
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
\$0.00	\$144,507.00	\$119,824.95	\$131,717.14	-\$107,035.09			
Fund:	3 Ancillary	Dept:	470100	Health Svcs-General			
Program:	00000	General		Project:			
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(1-3-4) Available			
-\$592,003.00	\$0.00	-\$488,114.84	\$41,751.95	-\$145,640.11			

Notice that the first item contains the specific department that we were looking for – **470400**. In addition look in the second row for department **470100**, which was also included in the group that we selected.

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

Continuing from this page is the same process as discussed previously.

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.