

Western PeopleSoft Financials

GL Inquiry

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

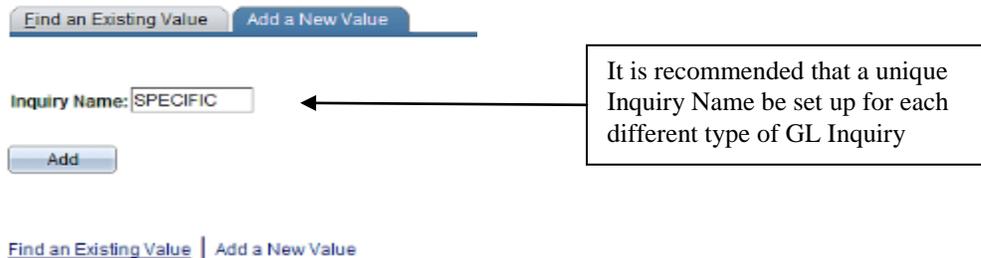
Western PeopleSoft Financials GL Inquiry

1. Overview Using a Specific Program or Project

Navigation: UWO Menu/UWO Inquiries/GL Inquiry

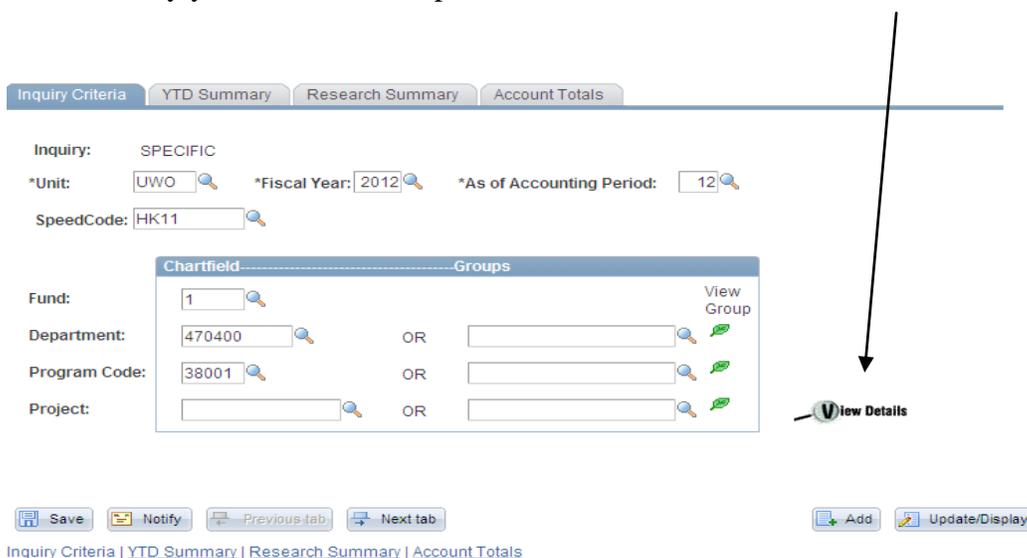
1. If you have not previously done so, add a new Inquiry Name. Select Add a New Value link or tab and enter an Inquiry Name. As this is for a specific department use SPECIFIC and click 

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 38001Alternatively you can enter the Speed Code - HK11. Then click **View Details**.



Inquiry Criteria | YTD Summary | Research Summary | Account Totals

Save | Notify | Previous tab | Next tab | Add | Update/Display

Inquiry Criteria | YTD Summary | Research Summary | Account Totals

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- 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 Criteria | **YTD Summary** | Research Summary | Account Totals

Month End Status: **IN PROGRESS**

Inquiry: SPECIFIC Unit: UWO Year: 2012 Period: 12 Fund: 1 Run Date: 06/10/2013
Deptid: 470400 Program: 38001 Project:

(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available
\$0.00	\$470,813.00	\$227,808.45	\$14,063.76	\$228,940.79
Totals				
\$0.00	\$470,813.00	\$227,808.45	\$14,063.76	\$228,940.79

Save Notify Previous tab Next tab Add Update/Display

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

- Click  **View Details** to get the detailed account information.

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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. ①

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. ②

Inquiry Criteria						YTD Summary	Research Summary	Account Totals			
Month End Status: IN PROGRESS											
Inquiry:	SPECIFIC	Unit:	UWO	Year:	2012	Period:	12	Fund:	1	Run Date:	06/10/2013
Deptid:	470400	Program:	38001	Project:							
Fund:	1	Operating	Dept:	470400	Health Svcs-Staff/Faculty	(All Accounts)					
Program:	38001	Staff/Faculty Health	Project:								
Account	631800	Train. & Dev. Expenses		(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
				\$0.00	\$0.00	\$49,618.11	\$0.00	\$-49,618.11			
Account	645000	Travel - General		(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
				\$0.00	\$35,000.00	\$200.00	\$0.00	\$34,800.00			
Account	690300	Transfer To Ancillary		(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available			
				\$0.00	\$170,813.00	\$170,813.00	\$0.00	\$0.00			
Totals											
				\$0.00	\$470,813.00	\$227,808.45	\$14,063.76	\$228,940.79			
											

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.

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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

FISCAL YEAR, FROM PERIOD, TO PERIOD

Fiscal Year:

From Period:

To Period:

7. Click 

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.

peoplesoft inc.										
gl inquiry - departments										
month and status = by processor										
ACTUAL JOURNAL FOR PERIOD 1 TO 12										
page no. 1										
run date 08/10/2013										
run time 14:02:10										
inquiry name	operator	date	operator	line	ref	ref	invoice	description	line desc	amount
org: 470000	health care-staff/faculty									0.00
program: 48001	staff/faculty health									
accnt: 622000	supplies									
prior year balance:										0.00
ref	src	journal	date	operator	line	ref	invoice	description	line desc	amount
8	ONL	0001942169	07-08-12	LEJGSE				training	training	-400.00
13	ONL	0001942189	04-APP-12	LEJGSE				supplies	supplies	-470.00
12	AP	0001942168	10-APP-12	LEJGSE	02201544	842024		your company	oil desk - 8766	2,048.00
12	ONL	0001942168	10-APP-12	LEJGSE				MEJSC	journal training	-800.00
12	AP	0001942171	10-APP-12	LEJGSE	02201544	842024		my company	red binder - 844444	287.82
12	AP	0001942171	10-APP-12	LEJGSE	02201544	842024		my company	blue binder - 844444	372.77
12	AP	0001942171	10-APP-12	LEJGSE	02201544	842024		my company	orange binder 844444	148.91
12	ONL	0001942183	23-APP-12	REJGJTCW	T971183	T9A183		triland health		-1,000.00
12	ONL	0001942183	23-APP-12	REJGJTCW	T971183	T9A183		surco university college		-1,000.00
12	ONL	0001942183	23-APP-12	REJGJTCW	T971183	T9A183		surco university college		-1,000.00
12	ONL	0001942183	23-APP-12	REJGJTCW	T971183	T9A183		surco university college		-1,000.00
12	ONL	0001942183	23-APP-12	REJGJTCW	T971183	T9A183		surco university college		-1,000.00
12	ONL	0001942183	23-APP-12	REJGJTCW	T971183	T9A183		surco university college		-1,000.00
12	ONL	0001942183	23-APP-12	REJGJTCW	T971183	T9A183		surco university college		-1,000.00
12	ONL	0001942200	20-APP-12	LEJGSE				supplies	supplies	-180.00
12	AP	0001942184	30-APP-12	LEJGJGSD	02201547	12340		lilly, rose	expense distribution	79.00
12	AP	0001942184	30-APP-12	LEJGJGSD	02201547	12340		lilly, rose	expense distribution	100.00
12	AP	0001942184	30-APP-12	LEJGJGSD	02201547	12340		my company	taxi table - 844760	617.09
12	AP	0001942184	30-APP-12	LEJGJGSD	02201547	12340		my company	pipelines - 844760	208.02
12	AP	0001942184	30-APP-12	LEJGJGSD	02201547	12340		my company	microscope - 844760	778.97
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	transport - auto km allow	79.49
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	transport - auto km allow	2.71
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	misc - registration fee	200.89
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	misc - registration fee	6.22
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	meal - all day allowance	78.69
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	meal - all day allowance	2.71
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	accom - hotel	232.14
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	accom - hotel	7.81
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	transport - auto km allow	104.19
12	EX	0001942190	30-APP-12	LEJGSE	80077633	80077633		rose, lilliane	transport - auto km allow	2.62
12	ONL	0001942221	30-APP-12	LEJGSE	12448768			supplies	supplies	-1,770.98
								total		-3,281.48
								and total		-3,281.48

8. For the next activity write down the following references

Src AP - Line Ref 02201547
Src ONL - Journal 0001942169

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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.

Inquiry Criteria YTD Summary Research Summary Account Totals						
Month End Status: IN PROGRESS						
Inquiry: SPECIFIC		Unit: UW0	Year: 2012	Period: 12	Fund: 1	Run Date: 06/10/2013
Deptid: 470400		Program: 38001		Project:		
Fund: 1 Operating Dept: 470400 Health Svs-Staff/Faculty (All Accounts) 						
Program: 38001 Staff/Faculty Health Project:						
Account	621250	Computer Software				
(1) Reporting Budget	\$0.00	(2) Control Budget	\$75,000.00	(3) Actuals	\$0.00	(2-3-4) Available
				(4) Encumbered	\$0.00	\$75,000.00
Account	622000	Supplies				
(1) Reporting Budget	\$0.00	(2) Control Budget	\$100,000.00	(3) Actuals	\$-1,472.44	(2-3-4) Available
				(4) Encumbered	\$14,063.76	\$87,408.68
Account	622100	Supplies - Animals				
(1) Reporting Budget	\$0.00	(2) Control Budget	\$40,000.00	(3) Actuals	\$0.00	(2-3-4) Available
				(4) Encumbered	\$0.00	\$40,000.00
Account	631800	Train. & Dev. Expenses				
(1) Reporting Budget	\$0.00	(2) Control Budget	\$0.00	(3) Actuals	\$49,618.11	(2-3-4) Available
				(4) Encumbered	\$0.00	\$-49,618.11

PeopleSoft GL GL INQUIRY-DEPARTMENTS Month End Status = IN PROGRESS ENCUMBERED JOURNALS FOR PERIODS 1 to 12											
Report ID: UF0GL011		Inquiry Name: SPECIFIC				Bus. Unit: UW0		Fis. Yr: 2012		Speedcode: HK11	
Org: 470400		Health Svs-Staff/Faculty				Fund: 1 Operating		Project:		Page No. 1	
Program: 38001		Staff/Faculty Health				Account: 622000		Supplies		Run Date 06/10/2013	
										Run Time 14:56:57	
Per	Src	Tran Id	Date	Line Ref	Ref	Descr	Amount	Total Enc			
12	PO_POINIC	0007602981	13-APR-2012	562034		Your Company	1,654.56				
12	PO_POINIC	0007602981	13-APR-2012	562034		Your Company	1,034.10				
12	PO_POINIC	0007602981	13-APR-2012	562034		Your Company	2,068.20				
12	AP_VOUCHER	0007602985	13-APR-2012	562034	02201544	Your Company	-2,068.20				
12	PO_POINIC	0007602981	13-APR-2012	562034		Your Company	723.87	3,412.53			
12	PO_POINIC	0007602982	13-APR-2012	562035		My Company	148.91				
12	AP_VOUCHER	0007602993	17-APR-2012	562035	02201546	My Company	-148.91				
12	PO_POINIC	0007602982	13-APR-2012	562035		My Company	297.82				
12	AP_VOUCHER	0007602993	17-APR-2012	562035	02201546	My Company	-372.27				
12	AP_VOUCHER	0007602993	17-APR-2012	562035	02201546	My Company	-297.82				
12	PO_POINIC	0007602982	13-APR-2012	562035		My Company	372.28	0.01			
12	AP_VOUCHER	0007602995	23-APR-2012	562036	02201547	My Company	-778.57				
12	PO_POINIC	0007602983	13-APR-2012	562036		My Company	258.92				
12	PO_POINIC	0007602983	13-APR-2012	562036		My Company	517.05				
12	PO_POINIC	0007602983	13-APR-2012	562036		My Company	778.57				
12	AP_VOUCHER	0007602995	23-APR-2012	562036	02201547	My Company	-258.92				
12	AP_VOUCHER	0007602995	23-APR-2012	562036	02201547	My Company	-517.05				
12	PO_POINIC	0007602984	13-APR-2012	562037		My Company	10,340.99				
12	PO_POINIC	0007602984	13-APR-2012	562037		My Company	310.23				
Total :							14,063.76	10,681.22			

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

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

Voucher Inquiry Results										
Voucher Details Amounts More Details Vendor Details										
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
UWO	01926892	0Q1206	04/17/2010	CH8954	Postable		Matched			CHUB SECU-003

- Click 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 Results														
Voucher Details Amounts More Details Vendor Details														
Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Line	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
UWO	02201547	Regular Voucher	000001		Posted	Approved	Open	ONL	04/16/2012	04/16/2012	04/23/2012	04/23/2012	Valid	Valid Budget Check

Voucher Details

Business Unit: UWO	Gross Amount: 1,695.00
Voucher ID: 02201547	Misc Charges: 0.00
Invoice No: 12345	Total VAT: 195.00
Invoice Dt: 04/16/2012	Transaction Currency: CAD
Vendor ID: MY1000	
Name: MY COMPANY	

Invoice Lines										
Find View All First 1 of 3 Last										
Line:	1	Description:	Test tubes - #8887690		Merchandise Amt:	500.00				
Item ID:		Quantity:	5.0000	UOM:	BOX	Unit Price:	100.00000			
PO Business Unit:	UWO	PO Number:	562036	PO Line:	1	PO Schedule:	1			
Receipt Unit:		Receipt Number:		Receipt Line:		Schedule:				

Distributions											
GL Chartfields											
Customize Find View All First 1 of 1 Last											
Distrib Line	Merchandise Amt	GL Unit	Account	Fund	Dept	Program	Project	Affiliate	PC Bus Unit	Activity	Reference
1	500.00	UWO	622000	1	470400	38001					

- Return to the **Voucher Details** tab and click on **Payment Information**.

Voucher Inquiry Results										
Voucher Details Amounts More Details Vendor Details										
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
UWO	02201547	12345	04/16/2012	MY1000	Postable		Matched			MY COMP-001

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[Back To Voucher Inquiry](#)

Business Unit: UWO Voucher ID: 02201547 Invoice Number: 12345

Vendor Name: MY COMPANY Vendor Location: 000001

Gross Invoice Amount: 1,695.00 Transaction Currency: CAD

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UWO	MNTRL	CDN	4594047			04/23/2012	1,695.00	CAD	1,695.00	Paid

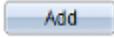
The Payment Reference ID is the cheque number.

- 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/

- 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 
- Enter information as shown below: Unit, Ledger, Year, From Period, To Period and Journal ID.

Journal Inquiry

Journal Criteria						
Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
INQUIRY	UWO	ACTUALS	2012	1	12	
Journal ID	Status	Source	Currency	Stat	Document Type	
0001942169						
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
		Journal Id	100			

Journal ID	Date	Unit ID	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

Western PeopleSoft Financials GL Inquiry

3. Click on Journal ID to view journal lines.

Journal Line															
Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Project	Affiliate	PC Bus Unit	Activity	An Type	Book Code	Adjustment	Scenario
1	Training	-100.00	CAD	622000	1	470400	38001								
2	Travel - General	100.00	CAD	645000	1	470400	38001								

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

Purchase Order Inquiry

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: UWO

PO ID: begins with 562034

Purchase Order Date: 05

PO Status: 1

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

Buyer Name: begins with

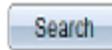
PO Type: begins with

Purchase Order Reference: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter PO ID: 562034 and click



Purchase Order Inquiry

Purchase Order

Business Unit: UWO PO Status: Dispatched
 PO ID: 562034 Budget Status: Valid
 Change Order: 1

Header

PO Date: 04/13/2012 Doc Tol Status: Valid
 Vendor Name: YR,1000-001 Backorder Status: Not Backordered
 Vendor ID: YR1000 Vendor Details Receipt Status: Not Recvd
 Buyer: Jeffs Peter
 PO Reference: Lilly-2 Hold From Further Processing

Header Details All RTV Document Status
 Header Comments... Matching Header VAT
 Change Order Activity Summary

Merchandise: 5,300.00
 Freight/Tax/Misc.: 689.00
 Total: 5,989.00 CAD
 3,412.53 CAD

Lines

Line	Item ID	Item Description	Category	PO Qty	IOM	Merchandise Amount	Status
1		Oak desk - #7678	M410	1.0000	EA	2,000.00 CAD	Approved
2		Big comfortable chair - #90097	M409	1.0000	EA	1,000.00 CAD	Approved
3		Matching side chairs - #866076	M409	2.0000	EA	1,600.00 CAD	Approved
4		Book shelf - #4543	M409	1.0000	EA	700.00 CAD	Approved

Return to Search Notify Related Links

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.

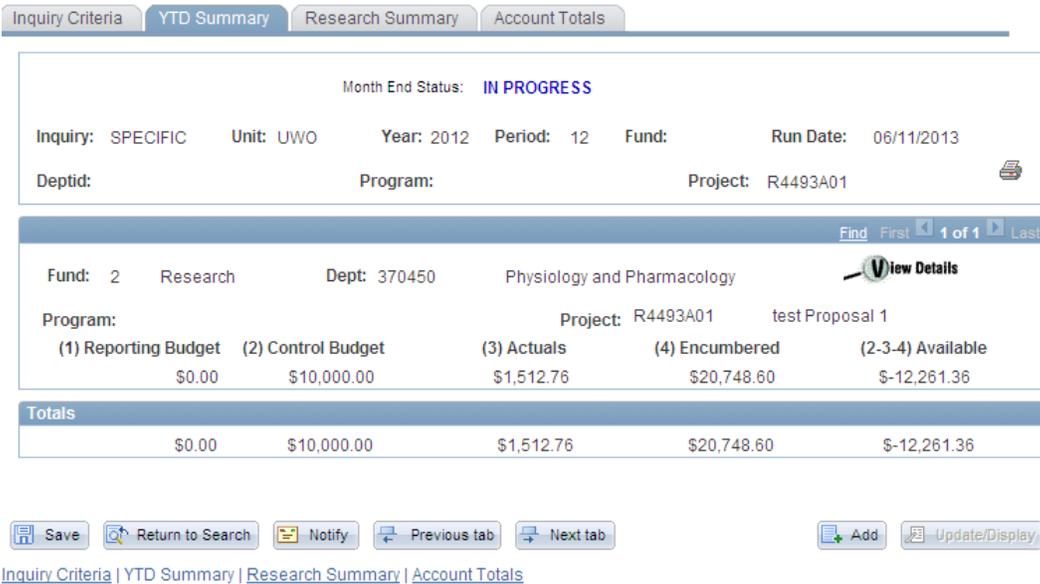
Western PeopleSoft Financials GL Inquiry

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.



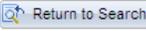
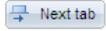
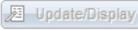
Inquiry Criteria | **YTD Summary** | Research Summary | Account Totals

Month End Status: **IN PROGRESS**

Inquiry: SPECIFIC Unit: UWO Year: 2012 Period: 12 Fund: Run Date: 06/11/2013
Deptid: Program: Project: R4493A01 

Find First 1 of 1 Last

Fund:	2	Research	Dept: 370450	Physiology and Pharmacology	
Program:				Project: R4493A01	test Proposal 1
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available	
\$0.00	\$10,000.00	\$1,512.76	\$20,748.60	\$-12,261.36	
Totals					
\$0.00	\$10,000.00	\$1,512.76	\$20,748.60	\$-12,261.36	

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

4. Click  and you will be transferred to the **Research Summary** window.

Western PeopleSoft Financials GL Inquiry

Inquiry Criteria	YTD Summary	Research Summary	Account Totals																																			
Month End Status: IN PROGRESS																																						
Project ID:	R4493A01 test Proposal 1	Status: A	P.I.: Ross,Lillianne																																			
Dept:	370450 Physiology and Pharmacology	Reference:																																				
Funding Source:	CANADIAN INSTITUTES HEALTH RESEARCH																																					
Sponsor Name:	CANADIAN INSTITUTES HEALTH RESEARCH	Financial Officer:	Meredith Legault																																			
Account Holder:	Ross,Lillianne																																					
Recipient:		Major Program:	OPERATING GRANT																																			
Speed Code:	TR11	Close Out Period:	Budget Status: Open Fiscal Year: 2012 Period: 12																																			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Budget:</td> <td style="width: 33%;">\$10,000.00</td> <td style="width: 33%;">Cash Received:</td> <td style="width: 33%;">\$0.00</td> <td style="text-align: right;"></td> </tr> <tr> <td>Total Spent:</td> <td>\$1,512.76</td> <td>Funds Transferred:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Encumbered:</td> <td>\$20,748.60</td> <td>Balance Forward:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Funds Availability:</td> <td>\$-12,261.36</td> <td>Total Revenue:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Tot Restricted Budg:</td> <td>\$0.00</td> <td colspan="3"></td> </tr> <tr> <td>Budget Start Date:</td> <td>01-APR-12</td> <td>Project Start Date:</td> <td>01-APR-12</td> <td></td> </tr> <tr> <td>Budget End Date:</td> <td>31-MAR-13</td> <td>Project End Date:</td> <td>31-MAR-19</td> <td></td> </tr> </table>				Budget:	\$10,000.00	Cash Received:	\$0.00		Total Spent:	\$1,512.76	Funds Transferred:	\$0.00		Encumbered:	\$20,748.60	Balance Forward:	\$0.00		Funds Availability:	\$-12,261.36	Total Revenue:	\$0.00		Tot Restricted Budg:	\$0.00				Budget Start Date:	01-APR-12	Project Start Date:	01-APR-12		Budget End Date:	31-MAR-13	Project End Date:	31-MAR-19	
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Budget Start Date:	01-APR-12	Project Start Date:	01-APR-12																																			
Budget End Date:	31-MAR-13	Project End Date:	31-MAR-19																																			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>																																				
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 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.

Western PeopleSoft Financials GL Inquiry

Inquiry Criteria	YTD Summary	Research Summary	Account Totals
Month End Status: IN PROGRESS			
Inquiry: SPECIFIC	Unit: UWO	Year: 2012	Period: 12
		Fund:	Run Date: 06/11/2013
Deptid:	Program:		Project: R4493A01
Fund: 2	Research	Dept: 370450	Physiology and Pharmacology (All Accounts)
Program:		Project: R4493A01	test Proposal 1
Find First 1-13 of 13 Last			
Account 000000	All Expense Accounts		
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$20,000.00	\$0.00	\$0.00
(2-3-4) Available \$20,000.00			
Account 000001	All Revenue Accounts		
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$-10,000.00	\$0.00	\$0.00
*** not included in final totals ***			
Not Applicable \$0.00			
Account 601220	Salaries - Staff Part-Time		
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$0.00	\$0.00	\$3,432.00
(2-3-4) Available \$-3,432.00			

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 though 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.

Western PeopleSoft Financials GL Inquiry

Inquiry Criteria	YTD Summary	Research Summary	Account Totals
Month End Status: IN PROGRESS			
Inquiry: SPECIFIC	Unit: UWO	Year: 2012	Period: 12
Fund:	Run Date: 06/11/2013		
Deptid: 370450	Program:	Project:	
Find First 1-224 of 224 Last			
Fund: 1	Operating	Dept: 370450	Physiology and Pharmacology
Program:		Project:	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$0.00	\$1,200.00	\$0.00
			(2-3-4) Available
			\$-1,200.00
View Details			
Fund: 1	Operating	Dept: 370450	Physiology and Pharmacology
Program: 00000 General		Project:	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$0.00	\$2,305,297.71	\$0.00
			(2-3-4) Available
			\$-2,305,297.71
View Details			
Fund: 2	Research	Dept: 370450	Physiology and Pharmacology
Program:		Project: X3371B09	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$0.00	\$12,500.00	\$0.00
			(2-3-4) Available
			\$-12,500.00
View Details			
Fund: 2	Research	Dept: 370450	Physiology and Pharmacology
Program:		Project: X3371B11	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$0.00	\$0.00	\$0.00
			(2-3-4) Available
			\$0.00
View Details			
Fund: 4	Other	Dept: 370450	Physiology and Pharmacology
Program:		Project: 390300	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$0.00	\$0.00	\$0.00
			(2-3-4) Available
			\$0.00
View Details			

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.

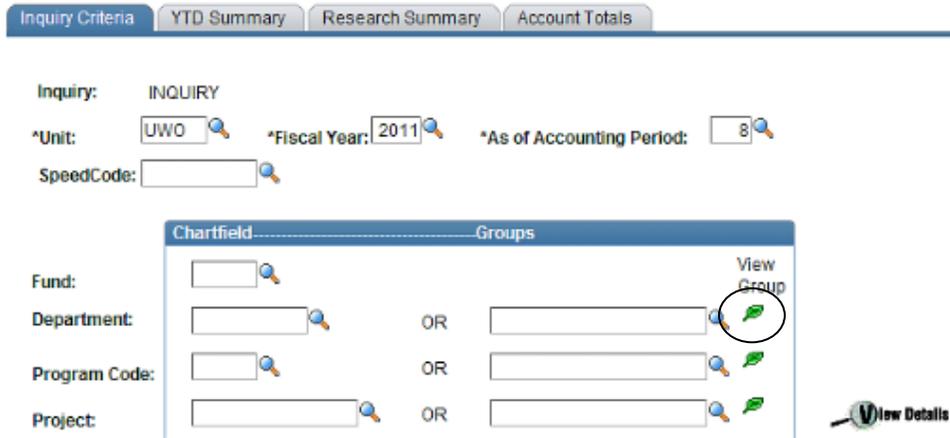
5. Inquire on a Group of Departments

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.

Tree Viewer

SetID: UWO Last Audit: Valid Tree
Effective Date: 05/03/2010 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 379](#) | [Last Page](#)

-  **ALL_ORGS - All Organizations**
 -  CORPORAT - Corporate
 -  PRES - President's Office
 -  PRVOST - Provost
 -  VP_ADMIN - VP Resources & Operations
 -  VP_RES - VP Research
 -  VP_EXT - VP External
 -  BUSUNITS - Other Business Units

2. Click  to expand the various groupings.

You can see the range of department numbers.

Western PeopleSoft Financials GL Inquiry



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

Western PeopleSoft Financials GL Inquiry

4. Click  **View Details** and you will be taken to the YTD Summary window

Inquiry Criteria	YTD Summary	Research Summary	Account Totals
Month End Status: IN PROGRESS			
Inquiry: INQUIRY		Unit: UWO	Year: 2011
Grp: 150000		Program:	Period: 12
Deptid:		Project:	Fund:
Run Date: 07/06/2011 			
View Details			
Fund: 1	Operating	Dept: 150100	ITS-General
Program: 30740 ITIF-Central Funding		Project:	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$1,733,550.00	\$779,276.53	\$236,840.46
			(2-3-4) Available
			\$717,433.01
View Details			
Fund: 1	Operating	Dept: 150250	Infrastructure Services (MAC)
Program: 00000 General		Project:	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$248,803.00	\$-83,470.55	\$266,551.14
			(2-3-4) Available
			\$85,722.41
View Details			
Fund: 1	Operating	Dept: 150300	Telecommunications
Program: 00000 General		Project:	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
\$0.00	\$0.00	\$390,775.58	\$483,836.28
			(2-3-4) Available
			\$-874,611.86
View Details			

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.

**Western PeopleSoft Financials
GL Inquiry**

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
EX	Online Expenses
EFS	Engineering Faculty Stores
FDS	Food Services
FIN	Financial Services
FM	Facilities Management
GRS	Graphic Services
HRC	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
PO	Purchasing
PPD	Physical Plant
PST	PST Adjustments
PUR	Purchasing - Central Supplies
SF	Student Financial
TEG	Telecommunications
UMS	University Machine Shop
VAT	Value Added Tax