



## **General Ledger Inquiries**



## **Learning Objectives**

Participants will be able to:

- Generate financial reports using GL Inquiry
- Analyze a GL Inquiry report to learn more about transaction line details
- Open nVision reports from the Report Manager, and run a drilldown inquiry



## Session Topics and Exercises

1. Generate GL Inquiry financial reports
2. Report Manager
3. nVision monthly reports



## Browsers, Application Versions, Pop-up Blockers, File Downloads

It is becoming increasingly difficult to make specific recommendations for “best results”

- Windows 10 with MS Office 2016 and Google Chrome is currently recommended
1. Allow site [finance.uwo.ca](http://finance.uwo.ca) in pop-up blocker
  2. Install current version of Acrobat Reader
  3. Install the UWO web certificate in the Trusted Root Certificate Authorities for the browser
  4. Enable automatic file downloads in browser security settings

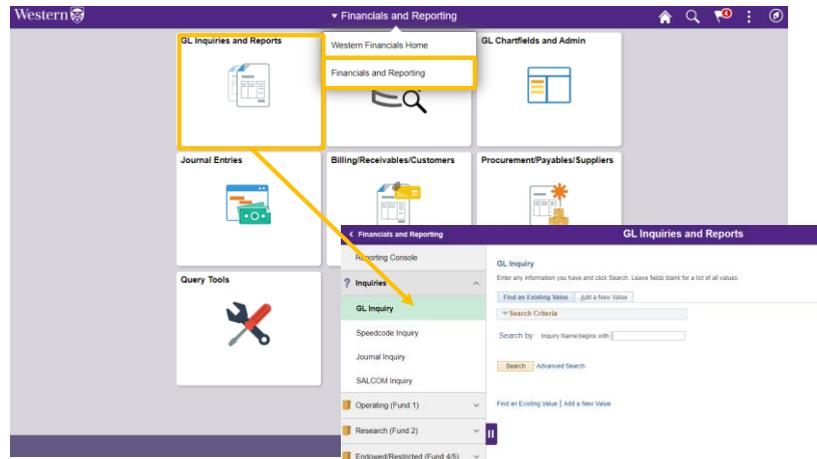


# Session Topics and Exercises

1. **Generate GL Inquiry financial reports**
2. Report Manager
3. nVision monthly reports



## GL Inquiry- Navigation Path



## GL Inquiry

- Restricted to your general ledger access
- Many different ways to inquire
  - By Speedcode, Fund, Department, Program, Project, or using a “Group” (Tree Node) value
- Useful reconciliation tool
- Data is current – as of last business day
- Reports are in Acrobat pdf format
- Raw data can be exported to Excel



## GL Inquiry

GL Inquiry

Find an Existing Value | Add a New Value

Inquiry Name: MY\_REPORT1

Add

Find an Existing Value | Add a New Value

You must add an Inquiry Name the first time you access this page. Once you have created an Inquiry Name, you may use it over and over again in the future.



# GL Inquiry – Inquiry Criteria Tab

New Window | Personalize Page

Inquiry Criteria | YTD Summary

Inquiry: MY\_REPOR

\*Unit: UWO \*Fiscal Year: 2021 \*As of Accounting Period: 7

SpeedCode:

Chartfield-----Groups

Fund: Department: Program Code: Project:

Save Notify Previous tab Next tab

Inquiry Criteria | YTD Summary | nt Totals

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Fields with an asterisk \* must be completed

If a Speedcode is used, the system will automatically populate the appropriate chartfield values for Fund, Department, and Program or Project

# GL Inquiry – The View Details Button

New Window | Personalize Page

Inquiry Criteria | YTD Summary | Research Summary | Account Totals

Department: Program Code: Project: R4493%

Save Notify Previous tab Next tab

Inquiry Criteria | YTD Summary | Research Summary | Account Totals

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When you click on View Details, you will move to the YTD Summary tab above. Do not click on the tabs directly though.

Click the View Details button to generate the Year-to-Date summary

# GL Inquiry – YTD Summary Tab

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

Month End Status: **FINAL**  
 Inquiry: MY\_REPORT Unit: UWO Year: 2012 Period: 11 Fund: 1 Run Date: 12/03/2020  
 Deptid: 421030 Program: 00000 Project:

[Find](#) First 1 of 1 Last

Fund: 1	Operating	Dept: 421030	Financial Systems	<a href="#">View Details</a>
Program: 00000	General		Project:	
(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available
\$0.00	\$620,723.00	\$561,076.19	\$42,863.28	\$16,783.53
<b>Totals</b>				
\$0.00	\$620,723.00	\$561,076.19	\$42,863.28	\$16,783.53

[Save](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Add](#) | [Update/Display](#)

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



# GL Inquiry – YTD Summary Tab

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

Month End Status: **FINAL**  
 Inquiry: MY\_REPORT Unit: UWO Year: 2012 Period: 12 Fund: Run Date: 12/03/2020  
 Deptid: Program: Project: **R1230%**

[Find](#) First 1 of 1 Last

Fund: 2	Research	Dept: 231200	Department of Biology	Project: R1230A01	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
					\$0.00	\$47,000.00	\$2,970.49	\$286.60
Fund: 2	Research	Dept: 231200	Department of Biology	Project: R1230A02	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
					\$0.00	\$129,612.26	\$21,669.45	\$0.00
Fund: 2	Research	Dept: 231200	Department of Biology	Project: R1230A03	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered
					\$0.00	\$25,155.70	\$0.00	\$2,689.25

Three Projects were found when using a "wildcard" in the Project criteria R1230%



# GL Inquiry – YTD Summary Tab

## Report ID: UFSGL007

Report ID: UFSGL007  
 Inquiry Name: MY\_REPORT

Western University  
 General Ledger Inquiry - YTD Summary  
 As of Period 12, Fiscal Year 2012  
 Month End Status: IN PROGRESS

Page: 1 of 1  
 Run Date: 2015-10-07  
 Run Time: 21:43 PM

Business Unit: UW0  
 Department:

Fund:

Program:  
 Project: R1230%

Department	Fund	Program / Project	Reporting Budget	Control Budget	Actuals	Encumbered	Funds Available	
231200 Department of Biology	2	R1230A01 start up funds	0.00	47,000.00	2,970.49	286.66	43,742.85	b
231200 Department of Biology	2	R1230A02 Discovering the Art of Financi	0.00	129,612.26	21,669.45	0.00	107,942.81	b
231200 Department of Biology	2	R1230A03 Dissecting Finance	0.00	25,153.70	0.00	2,689.25	22,464.45	b
231200 Department of Biology	2	R1230A04 Learning How to Manage with Gu	0.00	59,000.00	10,505.63	0.00	48,494.37	b
231200 Department of Biology	2	R1230A05 Managing Change	0.00	11,968.84	1,829.08	0.00	10,139.76	b
<b>TOTALS:</b>			0.00	266,736.80	36,974.65	2,975.91	228,766.24	



# GL Inquiry –

## Research Summary Tab

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

Month End Status: **IN PROGRESS**

Project ID: **R1230A02** Discovering the Art of Financi      Status: A    PI: Cradle,Leitha  
 Dept: 231200 Department of Biology      Reference: 123456-2010 RGPIN

Funding Source: NATURAL SCIENCES & ENGINEERING RESEARCH

Sponsor Name: NATURAL SCIENCES & ENGINEERING RESEARCH

Account Holder: Cradle,Leitha

Recipient:

Speed Code: TRCH    CL

Budget:

Total Spent:

Encumbered: \$0.00      Budgeted Forwards: \$-34,012.26

Funds Availability: \$107,942.81      Total Revenue: \$-129,612.26

Tot Restricted Budget: \$0.00

Budget Start Date: 01-APR-11      Project Start Date: 01-APR-10  
 Budget End Date: 31-MAR-12      Project End Date: 31-MAR-14

The Research Summary Tab will only be active when a Research Grant was selected from the YTD Summary page



# GL Inquiry – Account Totals Tab

Inquiry Criteria		YTD Summary		Research Summary		Account Totals	
Dept:	Program:	Project: R4493A01					
Fund: 2	Research	Dept: 370450	Physiology and Pharmacology		(All Accounts)		
Program:		Project: R4493A01		Test Proposal 1			
Find First 1 of 1 Last							
Account: 000000	All Expense Accounts	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available	
		\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	
Account: 000001	All Revenue Accounts	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available	
		\$0.00	\$-10,000.00	\$0.00	\$0.00	\$-10,000.00	
*** not included in final totals ***							
Account: 601220	Salaries - Staff Full-Time	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available	
		\$0.00	\$0.00	\$0.00	\$3,432.00	\$-3,432.00	
Account: 601550	Salaries - Res. Associate	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available	
		\$0.00	\$0.00	\$450.29	\$0.00	\$-450.29	
Account: 602000	Benefits	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available	
		\$0.00	\$0.00	\$0.00	\$3,356.25	\$-3,356.25	
Account: 602550	Benefits - Res. Associate	(1) Reporting Budget	(2) Control Budget	(3) Actuals	(4) Encumbered	(2-3-4) Available	
		\$0.00	\$0.00	\$23.89	\$0.00	\$-23.89	
<b>Totals</b>		\$0.00	\$10,000.00	\$1,512.78	\$20,748.00	\$-2,261.36	



# GL Inquiry – Reports

Report ID: UFSGL060  
 Inquiry Name: MY\_REPORT  
 Business Unit: UWU  
 Program: 38001  
 Fund: 1 Operating Staff/Faculty Health  
 Department: 470400 Health Svcs-Staff/Faculty  
 Speedcode: HK11  
 Western University  
 Actual Journals Detail - All Accounts  
 From Period 1 to 12, 2012  
 Month End Status: IN PROGRESS  
 Page: 1 of 2  
 Run Date: 2015-12-01  
 Run Time: 23:28:50

Per	Ser	Journal	Date	Operator	Line Ref	Ref	Invoice	Description	Line Descr	Amount
12	BL	0001942183	2012-04-23	ALWOLJOW	T371192	TRAIN1		Billing		-1,000.00
12	BL	0001942183	2012-04-23	ALWOLJOW	T371193	TRAIN1		Billing		-1,000.00
12	BL	0001942183	2012-04-23	ALWOLJOW	T371191	TRAIN1		Billing		-1,000.00
Total:										-1,000.00
End Total:										-1,000.00
601200 Salaries - Staff Full-Time										
Per	Ser	Journal	Date	Operator						
12	HRU	0001942225	2012-04-25	PSOPFER						
601220 Salaries - Staff Part-Time										
Per	Ser	Journal	Date	Operator						
12	HRU	0001942224	2012-04-30	FNST15						
602000 Benefits										
Per	Ser	Journal	Date	Operator						
12	HRU	0001942225	2012-04-30	FNST15						
12	HRU	0001942225	2012-04-25	PSOPFER						
622000 Supplies										
Per	Ser	Journal	Date	Operator						
5	DNL	0001942282	2011-07-20	LRCSS						
5	DNL	0001942280	2011-10-04	LRCSS						
5	DNL	0001942281	2012-01-01	LRCSS						
10	DNL	0001942278	2012-02-08	LRCSS						
12	BL	0001942183	2012-04-23	ALWOLJOW						
12	BL	0001942183	2012-04-23	ALWOLJOW						
12	BL	0001942183	2012-04-23	ALWOLJOW						
12	BL	0001942183	2012-04-23	ALWOLJOW						
12	BL	0001942183	2012-04-23	ALWOLJOW						
12	BL	0001942183	2012-04-23	ALWOLJOW						
12	AP	0001942188	2012-04-30	PSOPFER						
12	AP	0001942188	2012-04-30	PSOPFER						
12	AP	0001942189	2012-04-30	PSOPFER	02001847	662036	12345	My Company	Test User - #087600	\$17.05
12	AP	0001942189	2012-04-30	PSOPFER	02001847	592036	12345	My Company	Parent - #042424	258.52
12	AP	0001942189	2012-04-30	PSOPFER	02001849		C1234	Lily Ross	Euroline Distribution	100.00
12	EX	0001942190	2012-04-30	PSOPFER	02077822			Ross, Liliane	Mini - registration fee	200.99
12	EX	0001942190	2012-04-30	PSOPFER	02077823			Ross, Liliane	Mail - all day allowance	79.65

The Header section, containing:

- Report ID
- Inquiry Name
- Month End Status
- Report criteria
- Run Date and Time



# GL Inquiry – Reports

Report ID: UFSGL060  
 Inquiry Name: MY\_REPORT  
 Business Unit: UWO Program: 38001  
 Fund: 1 Operating Staff/Faculty Health  
 Department: 47040 Health Svcs-Staff/Faculty  
 Speedcode: HK11  
 Western University  
 Actual Journals Detail - All Accounts  
 From Period 1 to 12, 2012  
 Month End Status: IN PROGRESS  
 Page: 1 of 2  
 Run Date: 2015-12-01  
 Run Time: 23:28:50

Click the green Excel icon to download the report data into an MS Excel workbook



Per	Src	Journal	Date	Operator	Description	Amount
3	ONL	0001942282	2011-07-20	LROSS		-1,000.00
6	ONL	0001942280	2011-10-06	LROSS		1,000.00
9	ONL	0001942281	2012-01-01	LROSS		-1,000.00
10	ONL	0001942278	2012-02-08	LROSS		-1,000.00
12	BIL	0001942183	2012-04-23	KLWOJTOW		0.00
12	BIL	0001942183	2012-04-23	KLWOJTOW		0.00
12	BIL	0001942183	2012-04-23	KLWOJTOW		0.00
12	BIL	0001942183	2012-04-23	KLWOJTOW		0.00
12	BIL	0001942183	2012-04-23	KLWOJTOW		0.00
12	BIL	0001942183	2012-04-23	KLWOJTOW		0.00
12	AP	0001942188	2012-04-30	PSOPER		0.00
12	AP	0001942189	2012-04-30	PSOPER		0.00
12	AP	0001942189	2012-04-30	PSOPER		0.00
12	AP	0001942189	2012-04-30	PSOPER		0.00
12	AP	0001942189	2012-04-30	PSOPER		0.00
12	EX	0001942190	2012-04-30	PSOPER		0.00
12	EX	0001942190	2012-04-30	PSOPER		0.00

The column "SRC" contains the journal source

Operator is the person (or "System") who created the journal

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# GL Inquiry – Reports

- UFSGL007 – YTD Summary
- UFSGL091 – Reporting Budget Journal Details
- UFSGL010 – Control Budget Journal Details
- UFSGL009 – Actual Journal Details
- UFSGL011 – Encumbrance Transactions
- UFSGL008 – All Account Summary Totals
- UFSGL060 – All Account Actual Journal Details

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## GL Inquiry – Journal Sources

Code	Description	Code	Description
ADV	Advancement Services	ALN	Veterinary Services
AP	Accounts Payable Vouchers	AR	Accounts Receivable
BIL	Billing Invoice	BKS	Campus Bookstore
CHS	Chem-Bio Stores	CSH	Central Cashier
EX	Online Expenses	FM	Facilities Management
GRS	Graphic Services	HFS	Housing & Food Services
HRC	HR Pay Commitment	HRJ	HR Salary & Benefit Charge
INT	Interest	MMF	Mustang Market Form
OH	Overhead	ONL	Online Journal Entry
PHS	Physics Storeroom	SF	Student Financials
TEG	Telecommunications	UMS	University Machine Shop

[http://www.uwo.ca/finance/forms/docs/financial\\_systems/Source\\_Codes.pdf](http://www.uwo.ca/finance/forms/docs/financial_systems/Source_Codes.pdf)



## GL Inquiry – More Details

You can inquire further when the journal source is from another module (feeder system) within Western Financials (e.g. Accounts Payable, Journal Entry, Online Expenses, Billing)

- For AP, use Voucher Inquiry
- For ONL, use Journal Inquiry
- For EX, use View Expense Report
- For Billing or A/R, use reports within A/R Customer Reports menu

See [http://uwo.ca/finance/training\\_reference/](http://uwo.ca/finance/training_reference/) for documentation on other modules in Western Financials



# Journal Inquiry

Financials and Reporting | GL Inquiries and Reports

Reporting Console

**Inquiries**

- GL Inquiry
- Speedcode Inquiry
- Journal Inquiry**
- SALCOM Inquiry
- Operating (Fund 1)
- Research (Fund 2)
- Endowed/Restricted (Fund 4/5)

**Journal**

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

Find an Existing Value | Add a New Value

**Search Criteria**

Inquiry Name: begins with [ ]

Search | Clear | Basic Search | Save Search Criteria

No matching values were found.

Find an Existing Value | Add a New Value



# Journal Inquiry

Fields with an asterisk \* must be completed

**Journal Criteria**

Inquiry: JRLN\_INQ

\*Unit: LWOW | \*Ledger: ACTUALS | \*Year: 2012 | \*From Period: 1 | \*To Period: 12

Journal ID: [ ] | Date: [ ] | Status: [ ] | Source: [ ] | Currency: [ ] | Stat: [ ]

User: [ ] | Document Sequence: [ ] | Sort By: Journal Id | Max Rows: 100

Suspense Status: [ ] | Document Type: [ ] | Attachment Exist: [ ]

Date Code Adj

Search | Delete | Clear

Save | Notify | Add | Update/Display



## Journal Inquiry

- Journal date
- Journal status
- Total debits and credits
- User ID of the person who created the journal
- Journal header description
- Journal Line details
  - Chartfields
  - Line descriptions
  - Line amounts



## Session Topics and Exercises

1. Generate GL Inquiry financial reports
- 2. Report Manager**
3. nVision monthly reports



## Report Manager

- Contains a list of all reports generated by the user
- Reports are saved for 7 calendar days
- **Reports can be shared with other users, even if they do not have the appropriate ledger security to create the report**

## Report Manager

The Report Manager will always open on the **Explorer** tab

The screenshot shows the 'Report Manager' interface within the 'Reporting/Query Tools' section. The 'Explorer' tab is selected, displaying a tree view of report folders. A callout box points to the 'Explorer' tab, stating 'The Report Manager will always open on the Explorer tab'. Another callout box points to the '+' sign next to a folder, stating 'Use the + sign to expand a folder'. A third callout box points to the 'General' folder, stating 'Reports generated by the User will be located under General'. A fourth callout box points to the 'Month End Reports' folder, stating 'nVision reports are located under Month End Reports'. The interface includes navigation buttons like 'First', 'Previous', 'Next', 'Last', 'Left', and 'Right'.

# Report Manager Results from the General folder

**Report**

Report ID 7805100      Process Instance 6318866      Message Log  
 Name XMLP      Process Type XML Publisher  
 Run Status Success

**Grant Detail by Researcher**      The report title is "Grant Detail by Researcher"

**Distribution Details**

Distribution Node FSREPORTSNT      Expiration Date 12/10/2020

**File List**

Name	File Size (bytes)	Datetime Created
UFSRA101.pdf	73,425	12/03/2020 5:00:00 AM

**Distribute To**

Distribution ID Type	Distribution ID
User	SCUPRJA2

This report was distributed to one user – the same user who created it (SCUPRJA2)



# Report Manager – List Tab

Explorer | **List** | Administration | Archives

View Reports For

Folder  Instance  to  Refresh

Name  Created On  Last  1 Days

**Reports**

Report	Report Description	Folder Name	Created On	Last	Days
1 GL_IP	GL JOURNAL POSTING	General			
2 GL_JEDIT_0	PS/GL ONLINE JOURNAL EDIT	General	08/20/20 2:26PM	7/7/335	6244190

Save

Explorer | List | Administration | Archives

The List tab contains a list of all reports that the user is authorized to view.



## Report Manager – Administration Tab

The **Administration** tab contains the security for the reports, where users can add or delete other users from their report

Click on the report description link to open the report from the Administration tab, or click the Details link to manage the report security

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7805100	6318866	UFSRA101 - UFSRA101.pdf	12/03/2020 9:19:31PM	Acrobat (*.pdf)	Posted	Details

## Report Manager – Details

### Report Detail

#### Report

Report ID 7805100 Process Instance 6318866 [Message Log](#)

Name XML

Run Status Succ

UFSRA101 - UFSRA101

#### Distribution Detail

Distribution Node

#### File List

Name	File Size (bytes)	Datetime Created
UFSRA101.pdf	73,425	12/03/2020 9:19:35.413946PM EST

#### Distribute To

Distribution ID Type	Distribution ID		
User	SCUPRJ. Q	+	-

OK Cancel

You can add or remove other users to the report by using the + and - icons. Keep in mind that reports will expire in 7 days (except for nVision monthly reports).

## Session Topics and Exercises

1. Generate GL Inquiry financial reports
2. Report Manager
- 3. nVision monthly reports**



## nVision Reports

nVision reports are created monthly, once the Accounting Period is FINAL (closed)

- Useful for unit level reporting, (versus GL Inquiry one speedcode at a time!)
- Provides comparative analysis over periods
- Excel-based summary reports
- “Drill-down” functionality to view transaction details
- Report security is assigned when the report is created
- Not used with Research grants



## nVision Reports

nVision reports are located under the Month End Reports folder on the Explorer tab within the Report Manager page

Expand the Month End Reports folder by clicking on the + sign (already expanded here)



## nVision Reports



# nVision Reports

Explorer | List | Administration | Archives

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First | Previous | Next | Last | Left | Right

- General
- Month End Reports
  - OPERATING
    - UNIT
      - DEPARTMENT
        - '05\_12
        - 06\_12
        - 07\_12
        - 08\_12
        - 09\_12
        - 10\_12
        - 10\_12
        - 10\_12
        - 11\_12
        - 12\_12
        - 13\_12
        - 14\_12
        - 15\_12
        - [000000\_O\_DBALAC - 2015-08-05-09.15.48.975695]
        - [000000\_O\_DEPT\_S - 2015-08-05-09.19.56.765305]
        - [000000\_O\_DPTC\_D - 2015-08-05-09.24.13.249832]
        - [000000\_O\_DPTO\_D - 2015-08-05-09.28.43.974978]

This folder is for  
Fiscal Year 2015,  
Period 12 (April)




# nVision Reports

The “power” of an nVision report comes from the Drilldown functionality

- Install the Excel Add-in “DrillToPIA.xla”
- Install the UWO Web Certificate

Find the nVision Drilldown Requirements at  
[http://uwo.ca/finance/training\\_reference/index.html](http://uwo.ca/finance/training_reference/index.html)

Your financial analyst may be able to provide  
additional guidance on nVision reports




## GL Reporting - Tips

There are multiple ways to get information

- GL Inquiry is the most common “tool”, but many other reports are available, including Grant Detail by Researcher (Fund 2 projects), Restricted and Endowed Funds, Capital Projects, Query
- Be adventurous with Report Manager, or use it to reprint a report that was already generated



## Summary

In this session, here's what we've covered...

- GL Inquiry reports with transactions from various “sources”, and downloading to Excel
- Finding more details for AP, EX, ONL journal transactions
- Report Manager
- nVision Monthly Statements



## Thank you & Evaluation

Contact us by email at  
[finsys@uwo.ca](mailto:finsys@uwo.ca) or call our help  
desk at 519-661-2111 ext. 85432

