General Ledger Inquiry

(GLIQ)

Last Updated: 9/23/2019

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Overview

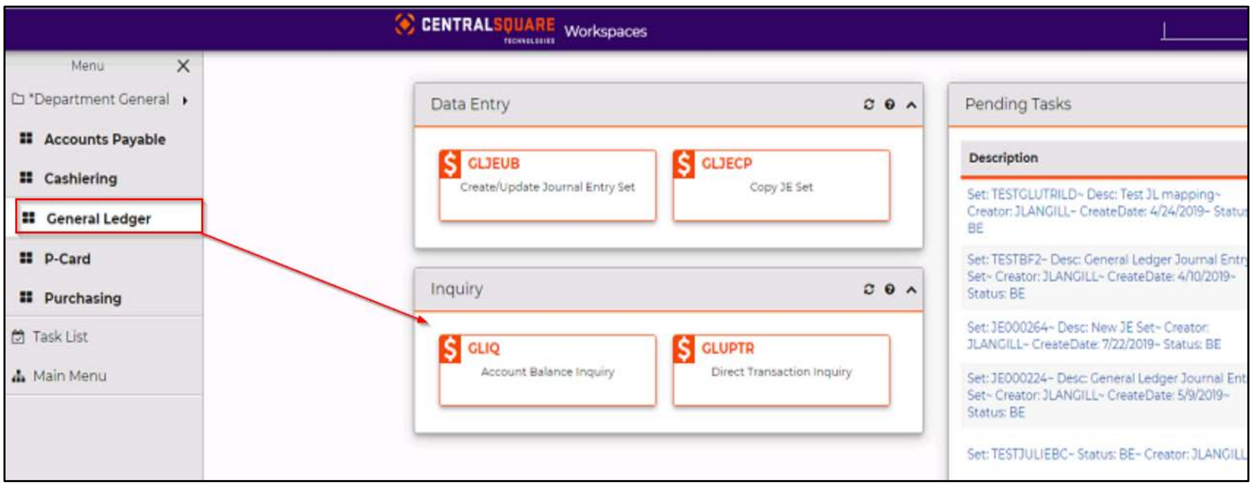
Use the Account Balance Inquiry (GLIQ) to view transaction and budget information associated with a particular account. This is a reporting only (read only) window, so records cannot be added, updated, or edited from this screen.

Accessing the GLIQ Screen

You can search for particular accounts using different combinations of account information (Key, Key Parts, Object, Object Groups, etc.)There are several ways that users can access this screen from within the system.

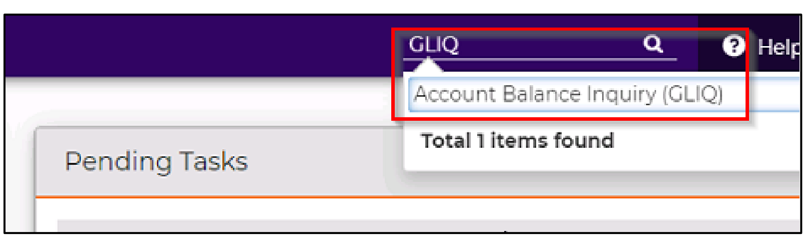
Using a Link

Select any Task Center under the Department General workspace. Under the Inquiry component, select the link for GLIQ Account Balance Inquiry.



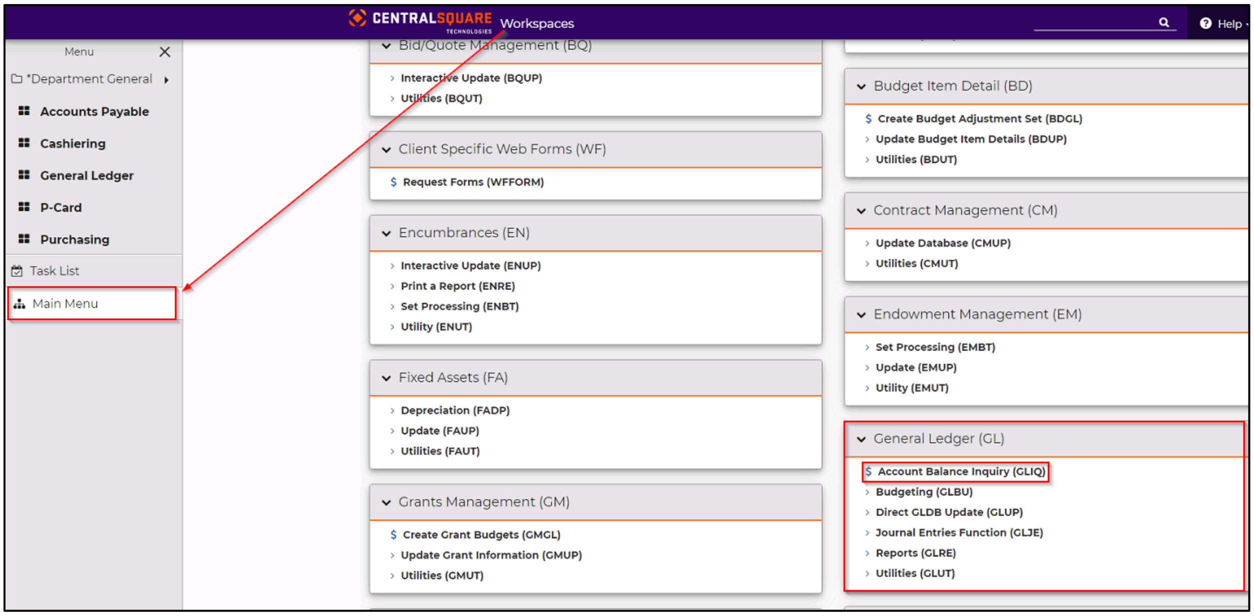
Using a Search term

This screen can also be loaded using information entered into the Search field in the top-right corner of any screen or on the Workspace tab. In the search field enter the menu mask for the screen, GLIQ, or enter the name of the screen as shown.



Using the Main Menu

On the Workspaces tab click on the Main Menu option found below the Task Centers. In the main screen area scroll down to the General Ledger (GL) section and click on the Account Balance Inquiry (GLIQ) link.



Searching for Account Information

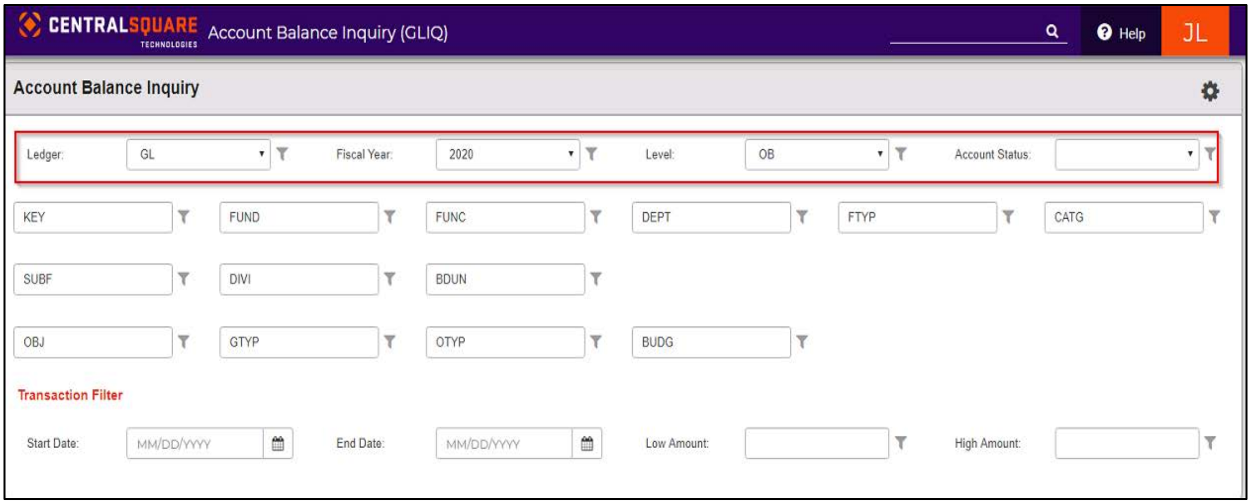
When the Account Inquiry screen appears, search for the desired record by entering values in any of the available fields. These fields are required in order to search accounts:

Ledger- Select the ledger of the account you want to view. Only one ledger can be viewed at one time.

Fiscal Year- Select the fiscal year. Only one fiscal year will be presented at a time.

Level- Select the account level. The level of the account is specified at the time of account creation.

Account Status-Select the status of the account you wish to use. (Options are Active, Inactive, or blank)



You may search on the following fields to locate an account, or list of accounts that meet the criteria entered. Entering more criteria will yield a smaller list of accounts that match all criteria:

GL Organization Key

Fund (Key Part 1)

Function (Key Part 2)

Department (Key Part 3)

Fund Type (Key Part 4)

Category (Key Part 5)

Sub-fund (Key Part 6)

Division (Key Part 7)

Budget Unit (Key Part 8)

GL Object Code

Group Type (Object Group 1)

Object Type (Object Group 2)

Budget (Object Group 3)

JL Organization Key

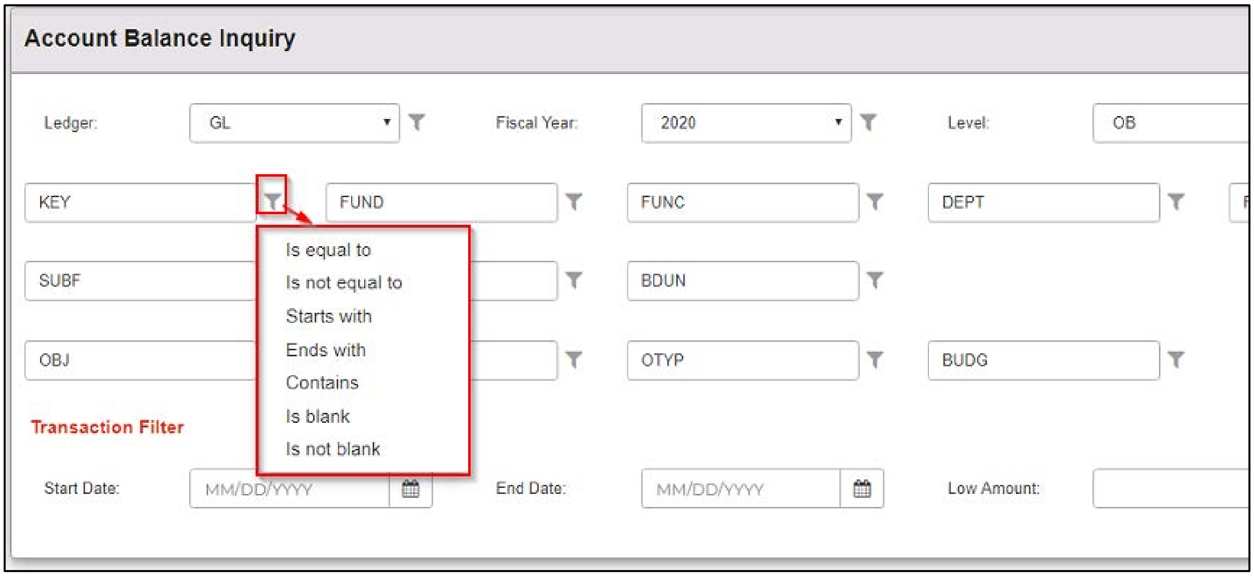
Budget Unit (JL Key Part 1)

Department (JL Key Part 2)

JL Object Code

Group Type (JL Object Group 1)

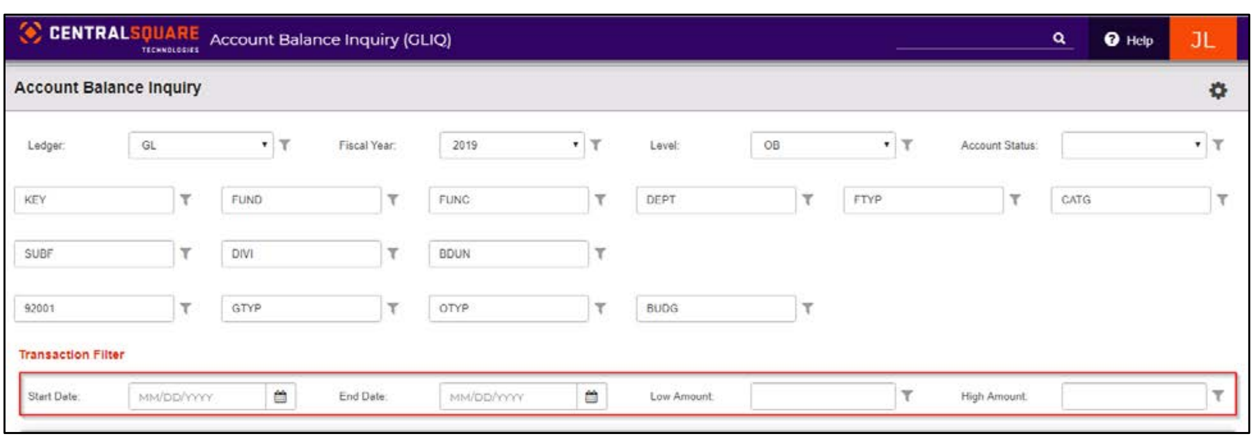
HSA (JL Object Group 2)



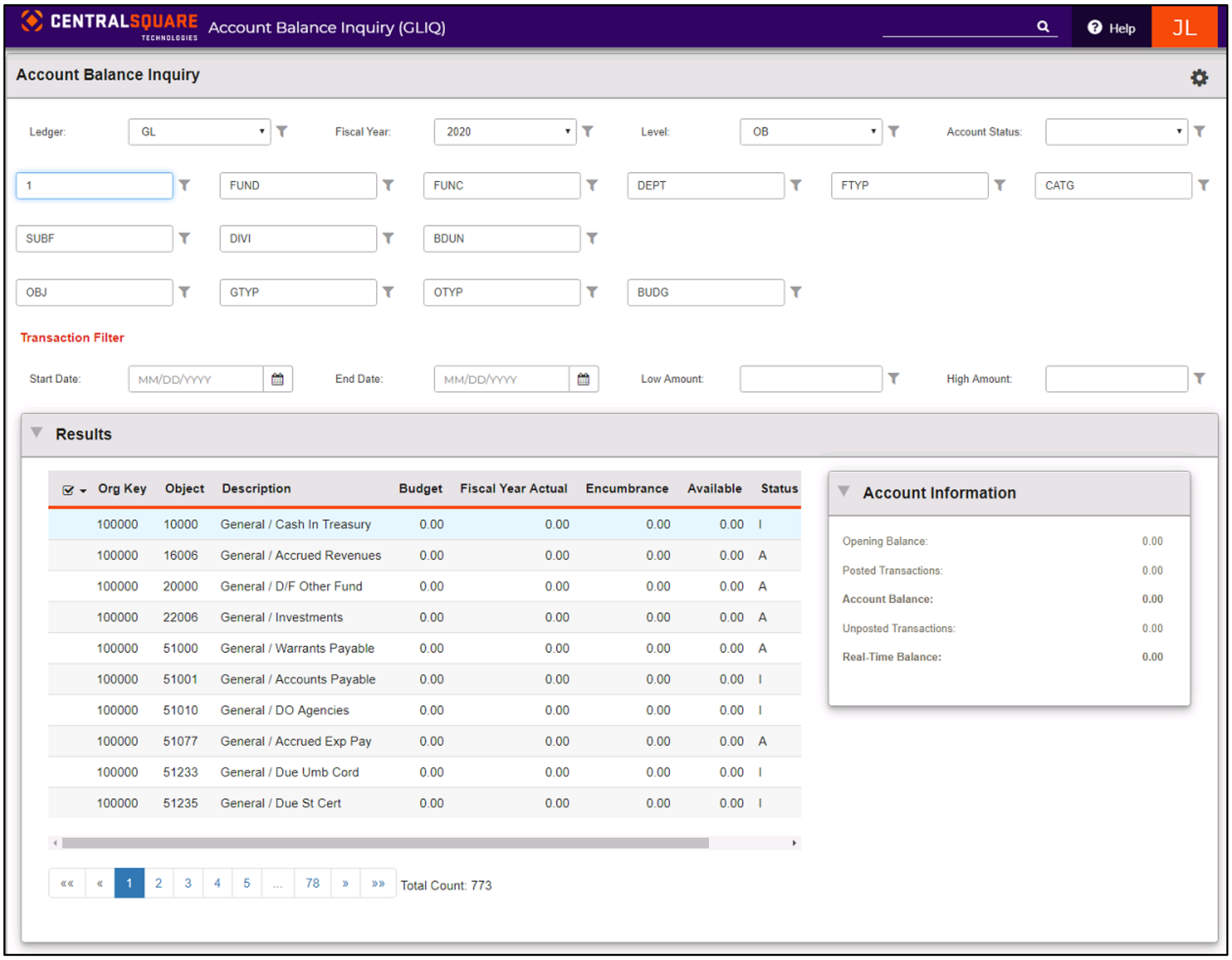
The system applies a wildcard search in these fields. For example, if you type in the number '1' in the Key field, the system will find all Keys that begin with '1'. You can choose a filter by clicking on the funnel icon, and using the drop down menu to filter the search criteria. The more fields populated when searching, the fewer matching records will be found.

Transaction Filter

For accounts with many transactions, you can use the **Transaction Filter** options to limit the number of transactions displayed to a specific date or amount or range.



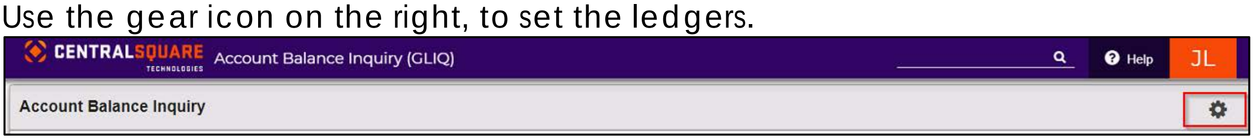
In this first example, the search results will include all records for Keys that begins with ‘1’ as the first digit. Here, no wildcard characters are entered, but see how it applies it automatically.



At the bottom of the Results, the Total Count of ‘773’ indicates there are 773 accounts that meet the criteria that the Key starts with ‘1’.

Settings

Use the gear icon on the right, to set the ledgers.

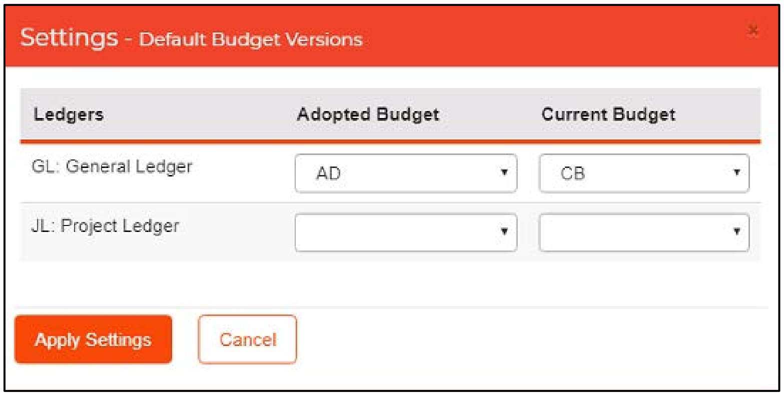


When you click on the gear icon, the above popup is displayed, which determines the default settings for the budgets displayed in the Account Information screen. If this is applied to the GLIQ view of an expenditure account, the Account Information box will translate to:

Adopted: from the default settings

Adjustments: displays the difference (adjustments) made between the initial budget and the current/final budget

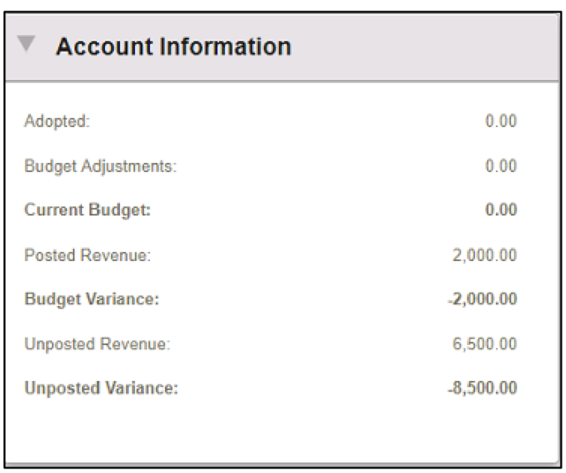
Current Budget: from the default settings



Note: when using this screen for the first time, a user may find that the defaults are not set at all. In that case the Account Information box will show a ':' and no budget version.

Account Information

In the Account Information panel on the right side of the window, you can view the account details, such as expenditures or a real time balance, for the selected individual accounts. The Account Information panel shows three different layouts, depending on what type of account you have selected.



When a revenue (RV) account is selected:

Posted Revenue- displays the total dollars posted against this revenue account for the entire fiscal year.

Budget Variance- displays a calculated value showing adjusted budget less posted revenue.

Unposted Revenue- displays the total dollars entered, but not yet posted to the selected account. Activity is collected from unposted JE, AP, and AR/CR sets.

Unposted Variance- displays the calculated value showing Budget Variance less Unposted Revenue.

When an expenditure (XP) account is selected:

Account Information

Adopted:	13,547.00	
Budget Adjustments:	0.00	
Current Budget:	**13,547.00**	
Expense:		3,479.00
Encumbrance:		0.00
Pre Encumbrance:		0.00
Total Exp & Enc:	3,479.00	
Available Balance:	**10,068.00**	
Unposted Exp:	10,564.17	
Unposted Enc:	0.00	
Real-Time Balance:	**-496.17**	

Expense- displays the total dollars posted against this expense account for the entire fiscal year.

Encumbrance -displays the total encumbrance (from purchase orders) for the entire fiscal year.

Pre-Encumbrance- displays encumbrance from purchase requisitions only.

Total Exp & Enc- displays a calculated value showing the total of the posted expense and encumbrance amounts.

Available Balance- displays a calculated value showing the adjusted budget less the total expenses and encumbrances.

Unposted Expense- displays the total dollars entered, but not yet posted to the selected account. Activity is collected from unposted JE, AP, and AR/CR sets. Only activity that does not include an encumbrance is included.

Unposted Enc- displays the total amount entered, but not yet posted to the selected account. Activity is collected from unposted JE and EN sets. Only JE activity flagged as EN only is included.

Real-Time Balance- displays a calculated value showing the Available Balance less Unposted Exp and Unposted Enc.

When an account other than RV or XP is selected, such as asset (AS) or liability (LI):

Account Information

Opening Balance:	0.00
Posted Transactions:	25,000.00
Account Balance:	**25,000.00**
Unposted Transactions:	51,000.00
Real-Time Balance:	**76,000.00**

Opening Balance- displays the opening balance for the selected account for selected fiscal year.

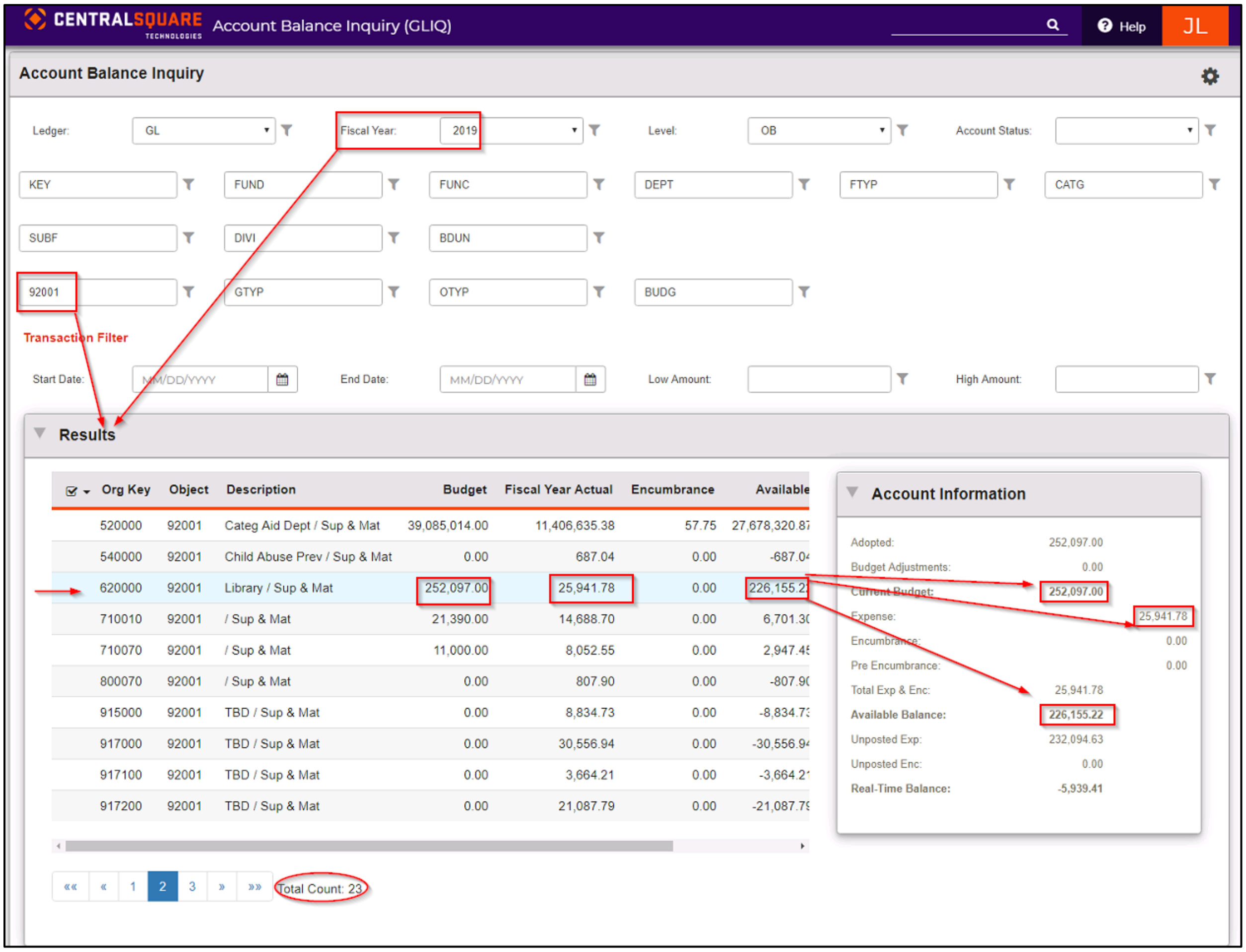
Posted Transactions- displays the total amount posted to this account for the entire fiscal year.

Account Balance- a calculated value showing the Opening Balance plus Posted Transactions.

Unposted Transactions- displays the total amount entered, but not yet posted to the selected account. Activity is collected from unposted JE, AP, and AR/CR sets.

Real-Time Balance- displays the calculated value showing the Account Balance plus Unposted Transactions.

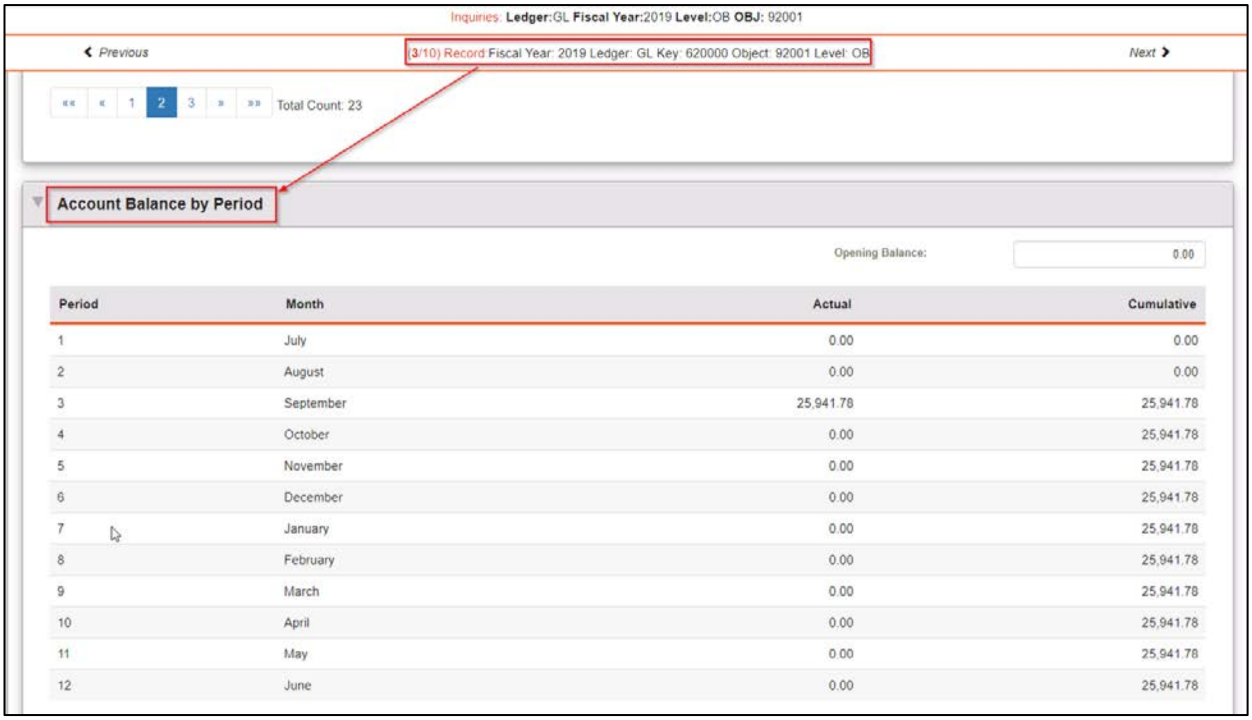
In this example of an expense account, the fiscal year selected is '2019', and the Object is '92001' (Supplies & Materials). The results find there are 23 accounts that meet the criteria:



The Account Information box displays information based on the result that is highlighted (in blue), in this case account 620000-92001.

Account Balance by Period

In the Account Balance by Period panel, you can view the actual and cumulative totals of a selected account during different periods of the year. The periods are defined on the General Ledger Definition (GLUPGN) screen.



Inquiries: **Ledger:**GL **Fiscal Year:**2019 **Level:**OB **OBJ:** 92001

Previous (3/10) Record Fiscal Year: 2019 Ledger: GL Key: 620000 Object: 92001 Level: OB Next

1 2 3 Total Count: 23

Account Balance by Period

Opening Balance: 0.00

Period	Month	Actual	Cumulative
1	July	0.00	0.00
2	August	0.00	0.00
3	September	25,941.78	25,941.78
4	October	0.00	25,941.78
5	November	0.00	25,941.78
6	December	0.00	25,941.78
7	January	0.00	25,941.78
8	February	0.00	25,941.78
9	March	0.00	25,941.78
10	April	0.00	25,941.78
11	May	0.00	25,941.78
12	June	0.00	25,941.78

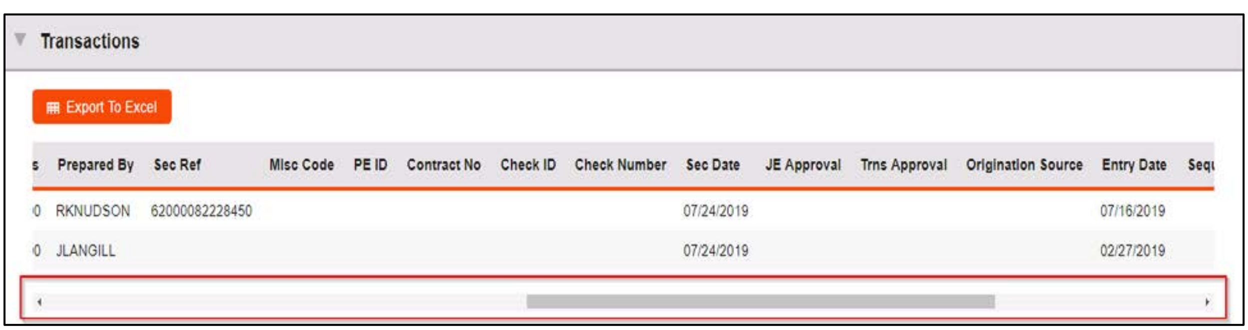
All of the panels below the results panel will display amounts and records related to the highlighted account in the results panel if there is more than one result. If you select the Key and Object then there will be only one result.

Open Encumbrance by Reference

In the Open Encumbrance by Reference panel, you can view the encumbered transactions that are processed as purchase orders in the ENUPTR window. You can view encumbrance transactions based on the ledger, Key, and Object you select in the GLIQ window.

Transactions

In the Transactions panel, you can view the account transactions of a particular account for different periods of the fiscal year. Use the left to right scroll bar at the bottom of the transactions panel to see all the record information:



Transactions

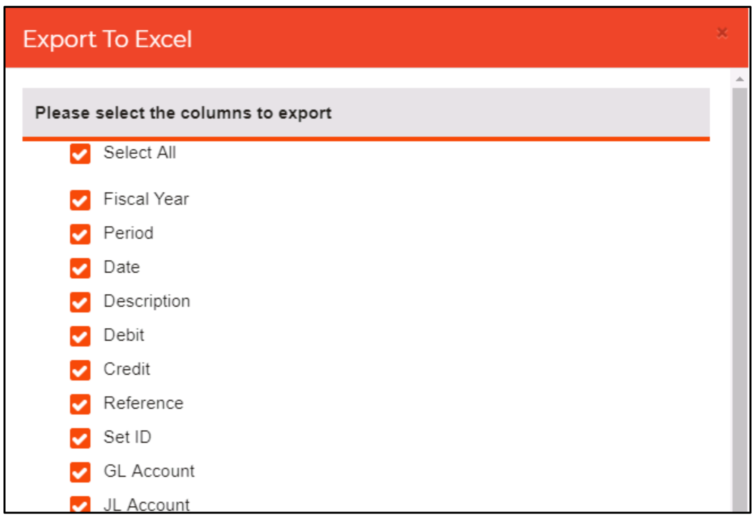
Export To Excel

s	Prepared By	Sec Ref	Misc Code	PE ID	Contract No	Check ID	Check Number	Sec Date	JE Approval	Trns Approval	Origination Source	Entry Date	Sequ
0	RKNUDSON	62000082228450						07/24/2019				07/16/2019	
0	JLANGILL							07/24/2019				02/27/2019	

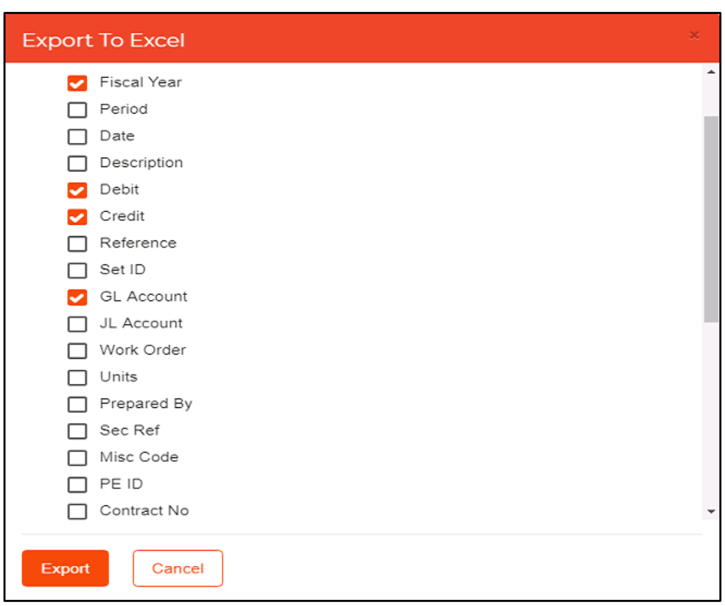
Note there is an **Export to Excel** button at the top of the Transactions panel. This button allows you to export all paged transactions into one Excel worksheet. The Export to Excel button is viewable when panel is expanded but only enabled when the transactions panel has results.

Export to Excel-Transactions

Click on the **Export to Excel** button at the top of the Transactions panel and this will pop up:

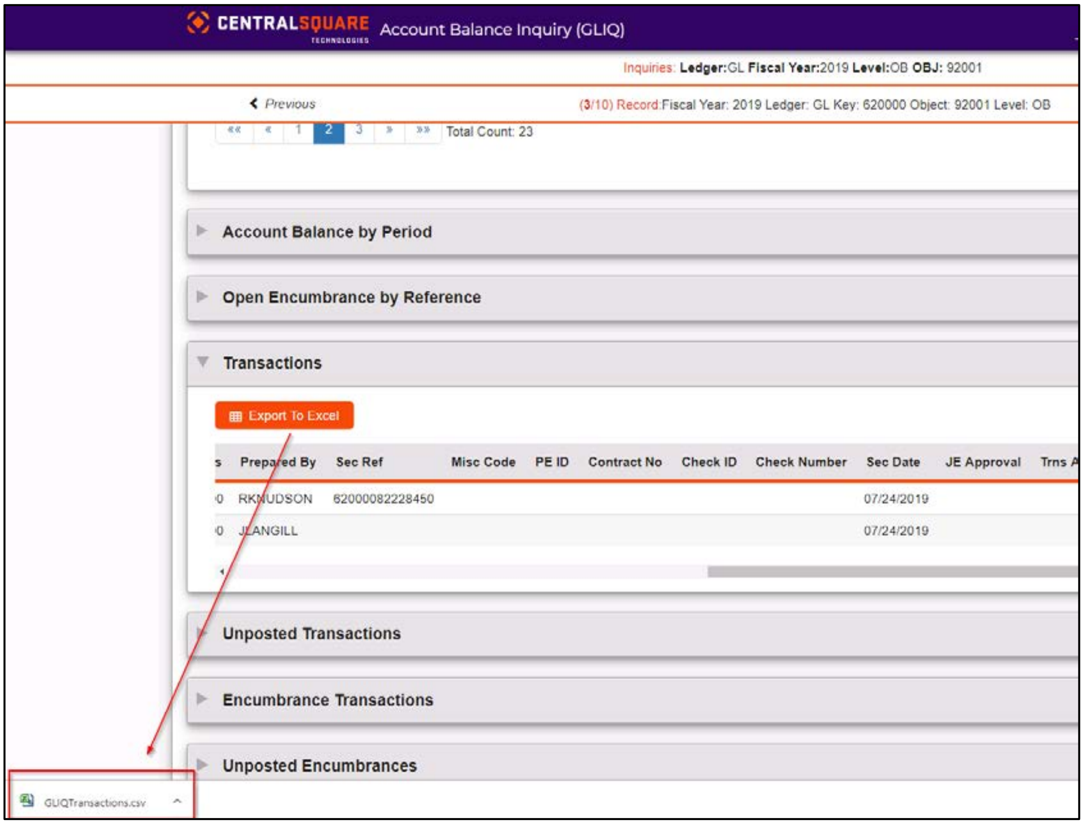


Select all, or unselect all and choose your columns. If you unselect and choose the columns, the order in which the columns are chosen is the order in which they will appear in the resulting Excel file.



Click on Submit to create the Excel file.

The file will pop up in the lower left (shown below) and can be opened, modified, and saved within the Excel application.



Unposted Transactions

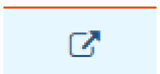
In the Unposted Transactions section, you can view the unposted account transactions of a particular account for different periods of the fiscal year. Account transaction information may come from a variety of transactions windows.

Unposted Transactions

Subsystem	Date	Type	Set ID	Amount	Description	Reference	Sec Reference	GL Account	JL Account	Work Order
JE	8/22/2019	JE	JE000325	25.00		JV00286		GL 121000-87003	JL	
JE	8/22/2019	JE	JE000330	25.00		JV00291		GL 121000-87003	JL	
JE	8/22/2019	JE	JE000333	25.00		JV00293		GL 121000-87003	JL	
JE	8/21/2019	JE	JE000323	25.00		JV00284		GL 121000-87003	JL	
JE	8/20/2019	JE	JE000306	789,000.00	Making money	JV00266		GL 121000-87003	JL	
JE	8/18/2019	JE	JE000271	-10.00	Testing Upload	JV00234		GL 121000-87003	JL	

Encumbrance Transactions

In the Encumbrance Transactions panel, view the encumbrance transactions for a particular account. The encumbrance transaction information is retrieved from the Direct Update of EN Transactions screen (ENUPTR).

Click  in the Detail column to view the records in ENUPTR.

Note there is an **Export to Excel** button at the top of the Encumbrance Transactions panel. This button allows you to export all the transactions into one Excel worksheet. The Export to Excel button displays when panel is expanded but is enabled only when the panel contains results.

Budget Adjustments

Using date and amount transaction filters for the selected account (Ledger, Key, Object), records are selected from the Logged Budget Adjustments table. Only 'OB' level adjustments are displayed.

Unposted Budget Adjustments

In the Unposted Budget Adjustments panel, you can view the adjustments to the budget that have not yet been posted. The budget adjustment information is retrieved from the General Ledger budget adjustments screens.