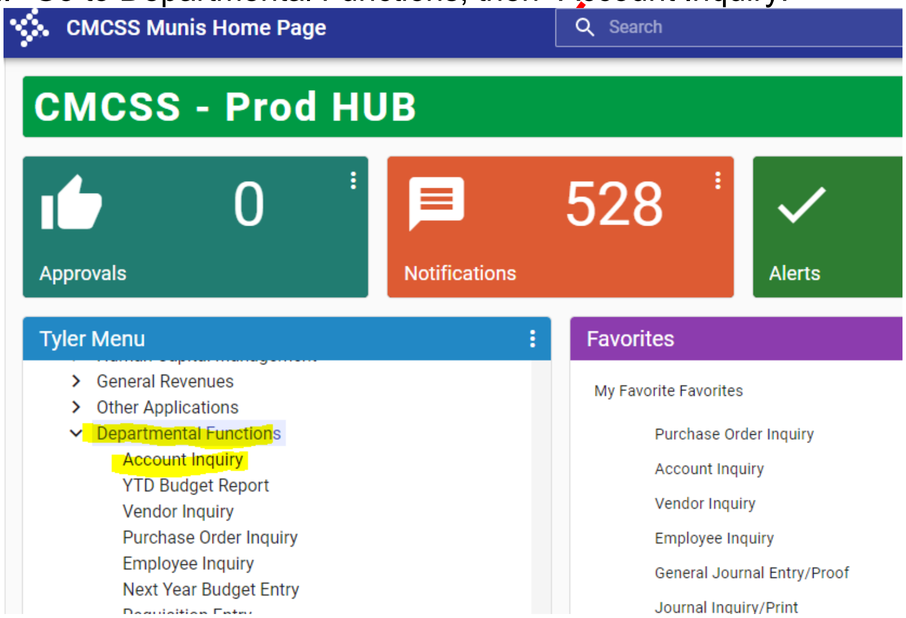
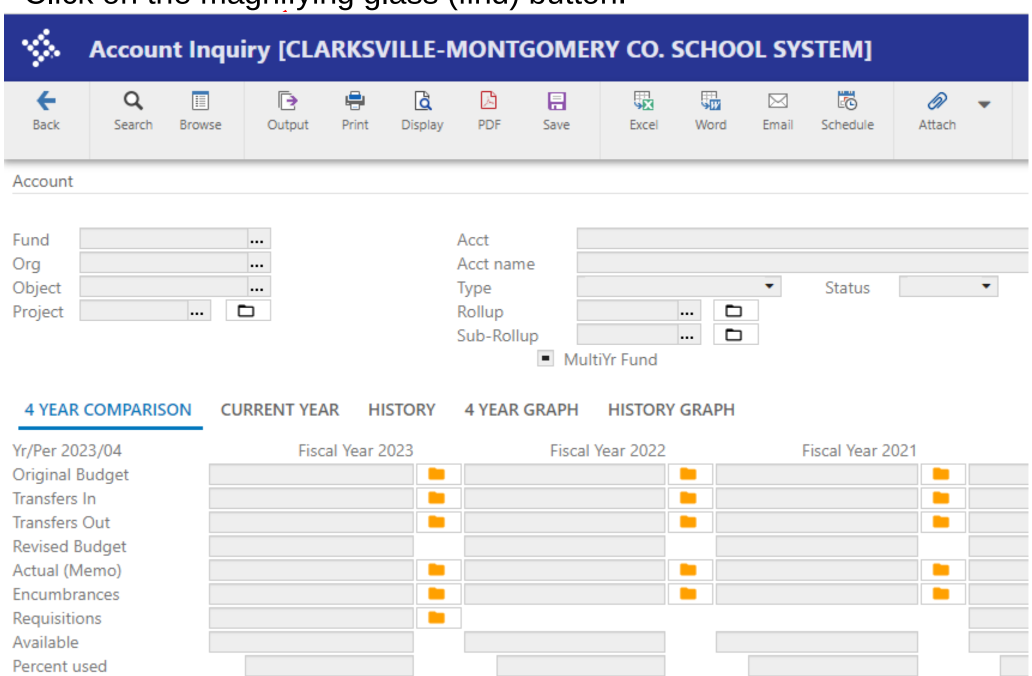
INSTRUCTIONS FOR G/L ACCOUNT INQUIRY

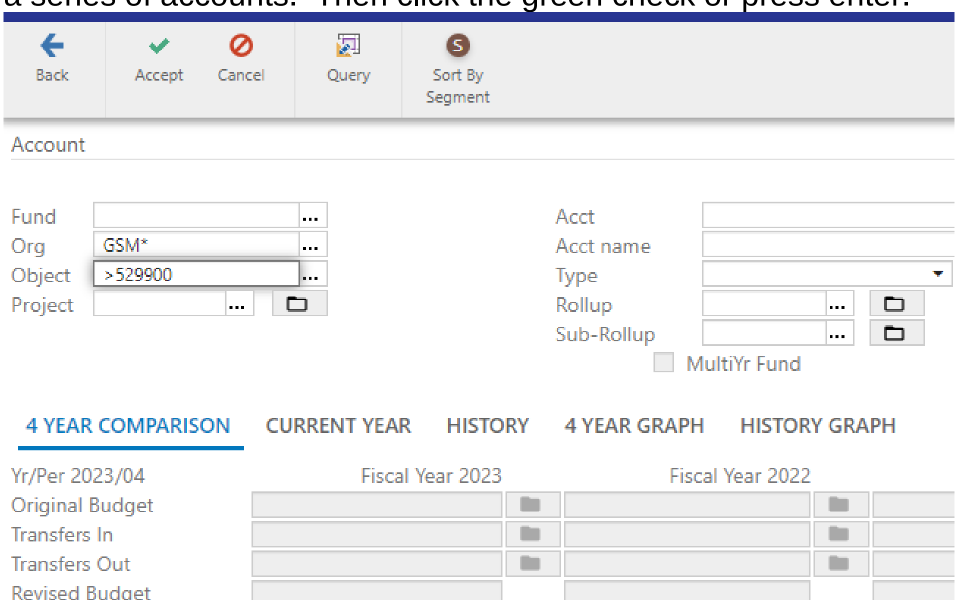
1. Go to Departmental Functions, then “Account Inquiry:



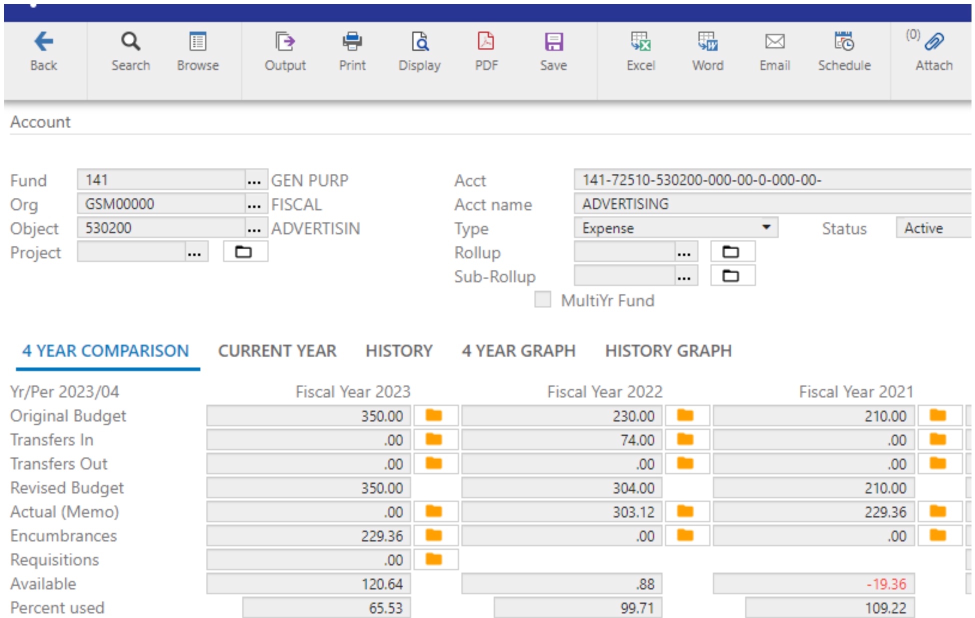
2. Click on the magnifying glass (find) button.



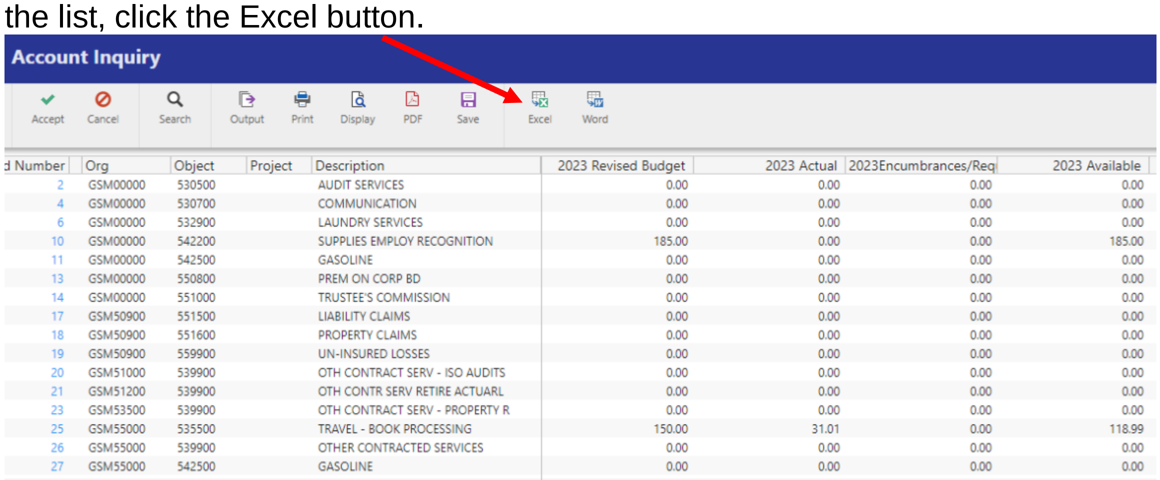
3. Enter the Org and Object and/or Project Code you are inquiring about or use the asterix (*) and/or greater than sign (>) as indicated below to locate a series of accounts. Then click the green check or press enter.



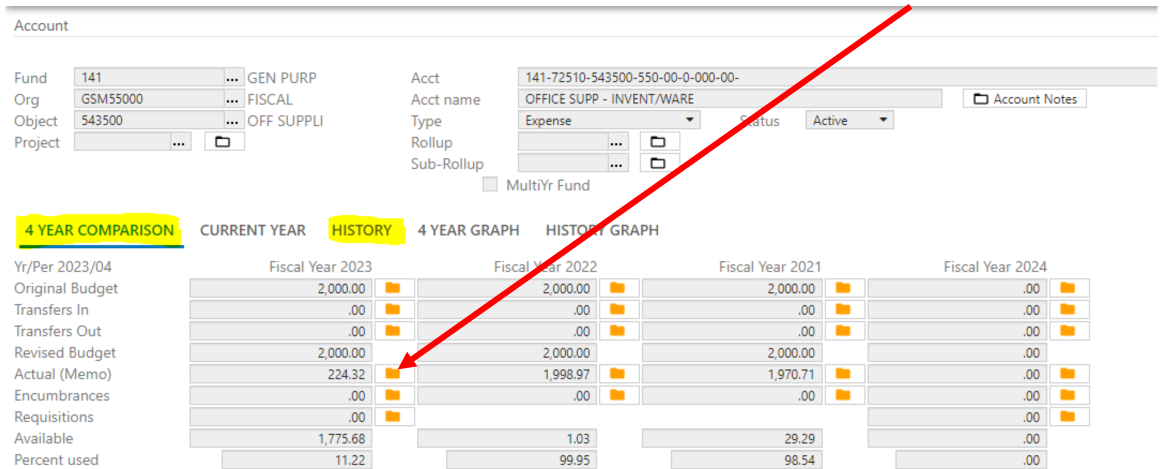
4. If selecting more than one account, you can press the browse button (to the right of the magnifying glass) to see a list.



5. Scroll to any account and double click the account to view it. To export the list, click the Excel button.

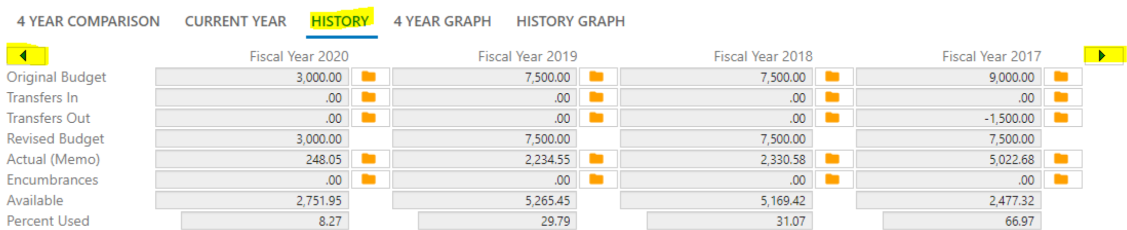


6. The “4 Year Comparison” tab now shows the information for the current year and the prior two years. You can select the “History” tab to get previous years information. To see the details of the amounts charged in the actual field, click on the yellow folder to the right of the “Actual” field.



Yr/Per 2023/04	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2024
Original Budget	2,000.00	2,000.00	2,000.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	2,000.00	2,000.00	2,000.00	.00
Actual (Memo)	224.32	1,998.97	1,970.71	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	1,775.68	1.03	29.29	.00
Percent used	11.22	99.95	98.54	.00

7. On the History tab to see more years, just use the arrows on the left and right of the screens to scroll through.



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Original Budget	3,000.00	7,500.00	7,500.00	9,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	-1,500.00
Revised Budget	3,000.00	7,500.00	7,500.00	7,500.00
Actual (Memo)	248.05	2,234.55	2,330.58	5,022.68
Encumbrances	.00	.00	.00	.00
Available	2,751.95	5,265.45	5,169.42	2,477.32
Percent Used	8.27	29.79	31.07	66.97

8. Press the browse button again to view other accounts, or use the navigating buttons at the bottom of the screen to move between accounts.

When finished, click the back button to exit the screen.