

University Accounting Inquiries

How Do I . . . ??

Find an Account?

By Account Number:

From: University Accounting Inquiries Menu:

- Select "Browse Accounts by Account Number"
- Use "Start list at" to specify a beginning (whole or partial) account number

By Account Name:

From: University Accounting Inquiries Menu:

- Select "Browse Accounts by Account Name"
- Use "Start list at" to specify a beginning account name

By College or Department:

From: University Accounting Inquiries Menu:

- Select "Browse Accounts by Organization"
- Use "Start list at" to specify beginning budget entity (BE), college, and department codes
- Press F1 for help in locating the BE, college, and department codes

Inquire Account Attributes?

Core information:

From: Any account browse list or balance inquiry, type "AT" at *A(ction) and press ENTER.

Grant information:

From: Any account browse list or balance inquiry, type "GT" at *A(ction) and press ENTER.

From: Core information attribute screen press F6, press F3 to return. (see warning footnote 1)

Related Accounts: (for Grant R&B Account sets)

From: Any account browse list, type "RA" at *A(ction) and press ENTER.

From: Core information or Grant information attribute screen press F5, press F3 to return.

Inquire Balances?

For any accounts other than restricted expense:

From: University Accounting Inquiries Menu,

- Select one of the three account browse lists
- Use "Start list at" to locate account
- At *A(ction) type "DE" and press ENTER
- Continue drilling down using "DE" until you arrive at the summary level of interest

For restricted expense accounts:

Grant-to-date expense

- Use instructions above "For any accounts other than restricted expense"

Fiscal-year-to date:

From: University Accounting Inquiries Menu

- Select one of the three account browse lists
- Use "Start list at" to locate account
- At *A(ction) type "EX" and press ENTER
- Continue drilling down using "DE" until you arrive at the summary level of interest

To switch from GTD or FYTD or vice versa press F6, press F3 to return (see warning footnote 1)

Inquire Transaction activity?

Actual Expenditure, Income, or Balance sheet transactions:

From: University Accounting Inquiries Menu:

- Select "Browse Activity – Actuals" then enter an "Account Nbr:" in the pop up screen. You may narrow your inquiry by specifying values in the fields below "Account Nbr:." After all criteria has been specified, press ENTER.

From: Any account browse list or balance inquiry, type "AC" at *A(ction) and press ENTER.

Encumbrance transactions:

From: University Accounting Inquiries Menu:

- Select "Browse Activity – Encumbrances" then enter an "Account Nbr:" in the pop up screen. You may narrow your inquiry by specifying values in the fields below "Account Nbr:" After all criteria has been specified, press ENTER.

Budgeted expense transactions:

From: University Accounting Inquiries Menu:

- Select "Browse Activity – Expense Budgets" then enter an "Account Nbr:" in the pop up screen. You may narrow your inquiry by specifying values in the fields below "Account Nbr:" After all criteria has been specified, press ENTER.

Budgeted income transactions:

From: University Accounting Inquiries Menu:

- Select "Browse Activity – Income Budgets" then enter an "Account Nbr:" in the pop up screen. You may narrow your inquiry by specifying values in the fields below "Account Nbr:" After all criteria has been specified, press ENTER.

Inquire all Account Distributions for a Particular Transaction?

From: the "Browse Activity – Actuals" display, type "S" next to a transaction and press ENTER

Inquire Historical Account Balances?

From: University Accounting Inquiries Menu,

- Select one of the three account browse lists
- Use "Start list at" to locate account
- At *A(ction) type "HS" and press ENTER
- Continue drilling down using "DE" until you arrive at the summary level of interest

Inquire Purchase Orders?

From: University Accounting Inquiries Menu,

- Select one of the three account browse lists
- Use "Start list at" to locate account
- At *A(ction) type "PO" and press ENTER

From: Any balance inquiry screen:

- type "PO" at *A(ction) and press ENTER

Run Reports?

From: University Accounting Inquiries Menu,

- Choose "Select a Report/Job to Submit"
- Press F1 for a listing of job numbers
- Select a job and press ENTER
- Enter the requested accounts or other information and press ENTER
- Press ENTER to confirm submission of report

FOOTNOTES:

1. **WARNING:** When using F6 to toggle between screens, as in switching between Fiscal Year-to-Date and Grant-to-Date summaries, use F3 to return to the originating screen after each F6. Pressing F6 several times consecutively can lock up your screen and cause you to lose your session.