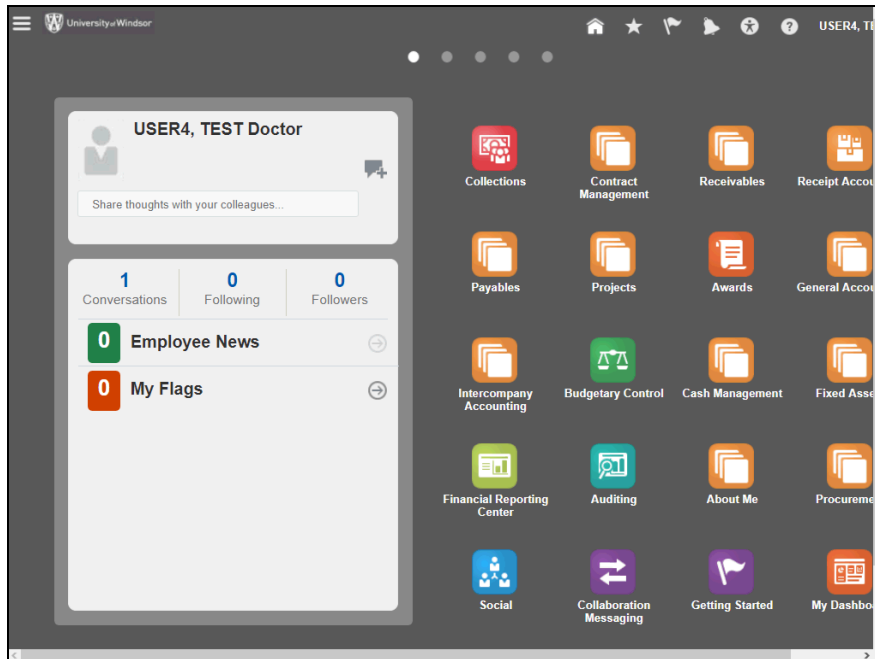



**GL 09: Inquire on account balances using Account Monitor:
Setting up Account Groups
Created on 2/27/2018**

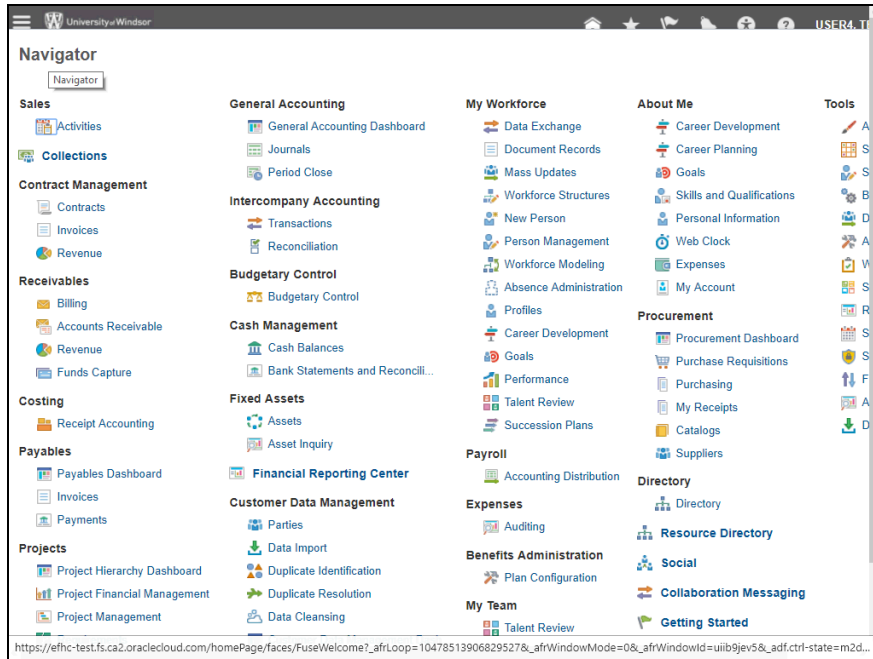
GL 09: Inquire on account balances using Account Monitor: Setting up Account Groups

Procedure

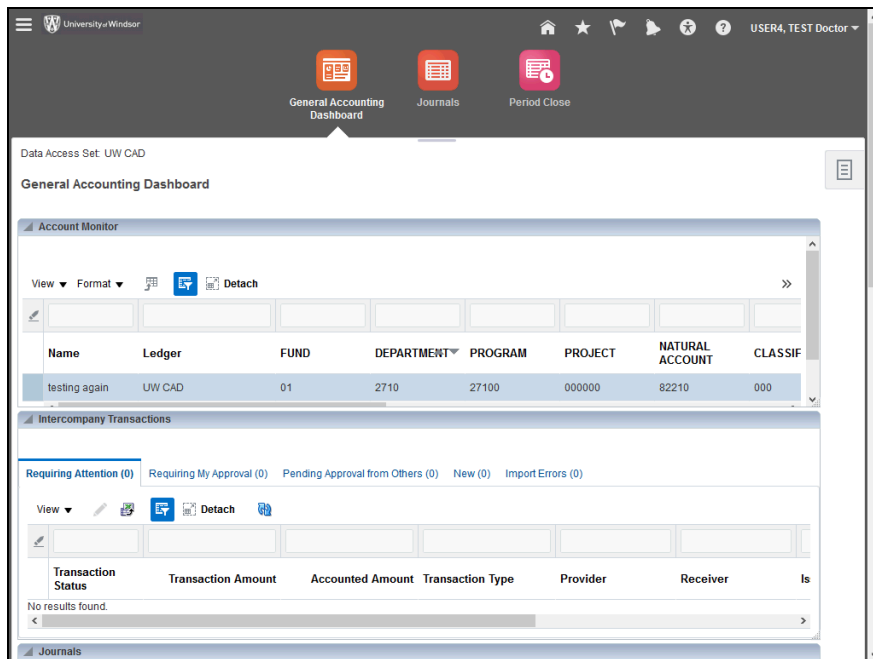
This User Guide outlines the steps required to inquire on balances in accounts using account monitor.



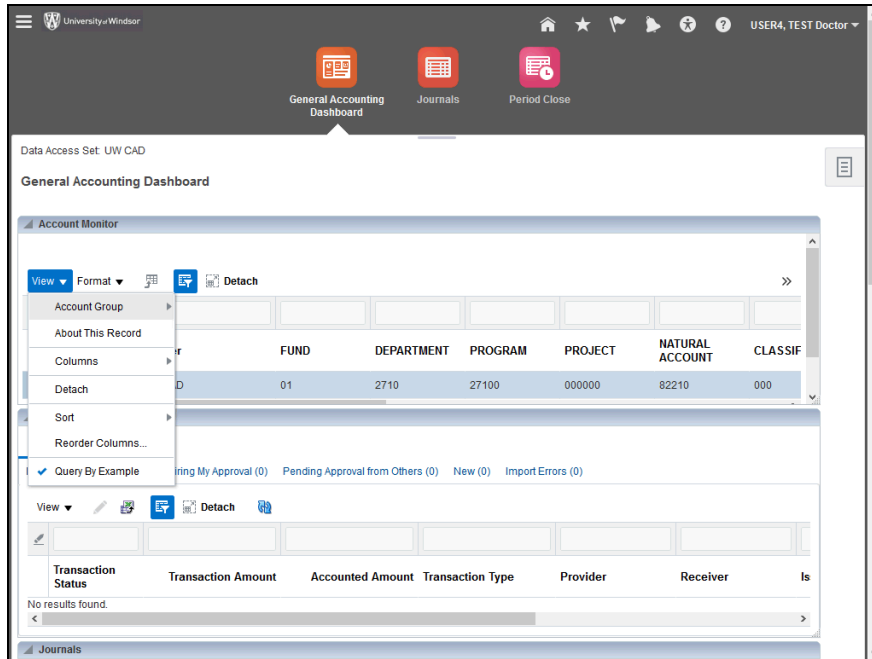
Step	Action
1.	Click the Navigator button. 



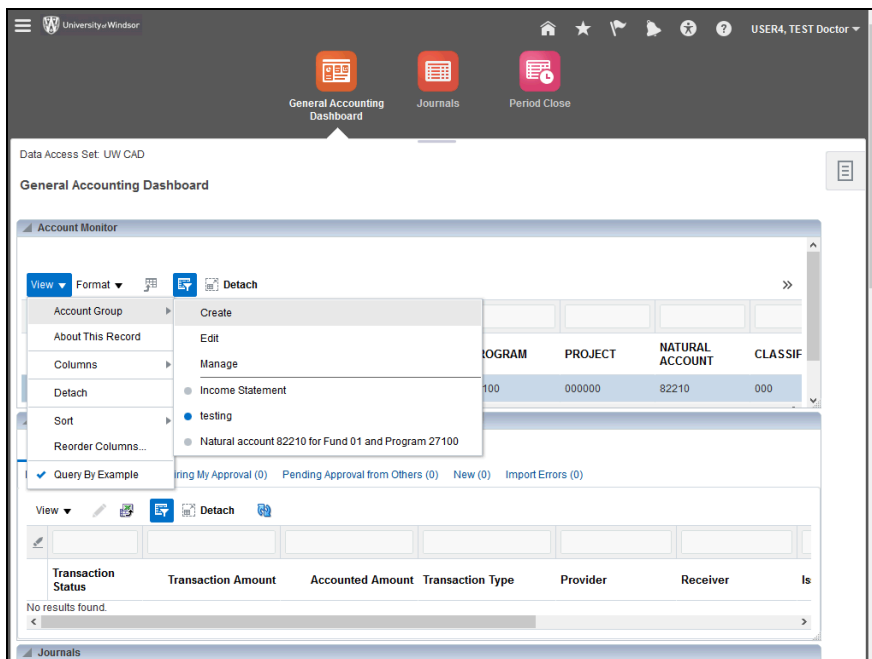
Step	Action
2.	Click the General Accounting Dashboard link. General Accounting Dashboard



Step	Action
3.	Click the View drop-down button. ▼



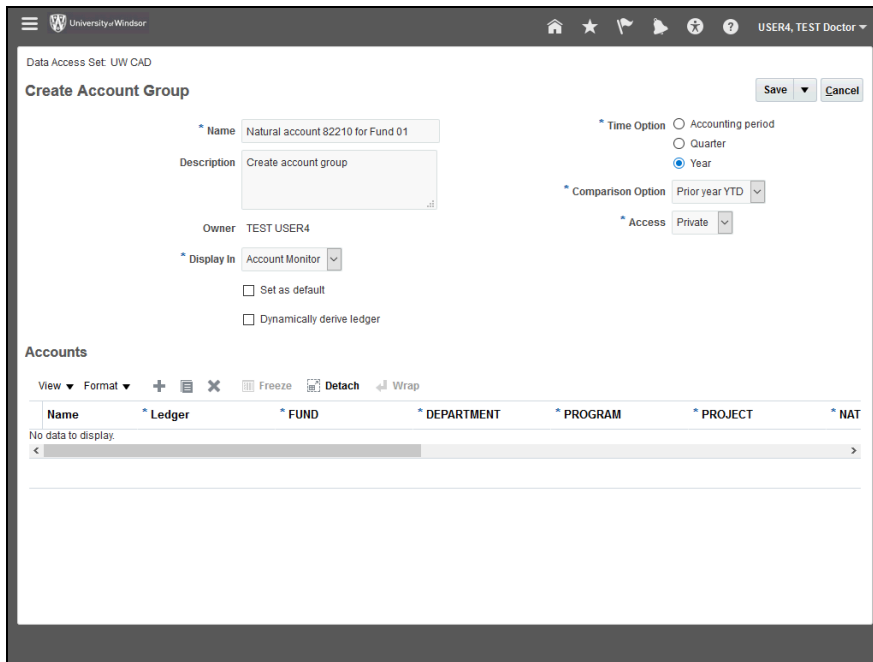
Step	Action
4.	Click the Account Group expand button.



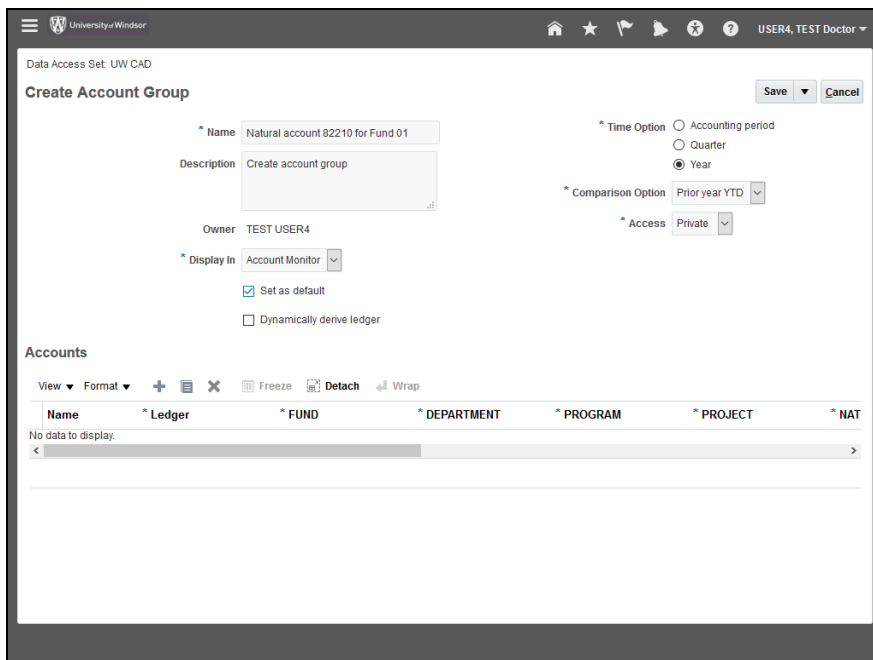
Step	Action
5.	Select the Create option from the list.

Step	Action
6.	<p>Journal Naming Convention: Quickly and easily search for your journal entries - start your journal entry name with your UWInID (e.g., jgritke), followed by a date (MM/DD/YYYY) or other description that would be simple to search.</p> <p>Click in the Name field. Enter the required name in the Name field.</p>

Step	Action
7.	Enter the description in the Description field.



Step	Action
8.	Select the Set as default checkbox if this is the group you want to default on your screen each time and be the defaults on your account inspector. <input type="checkbox"/>



Step	Action
9.	Select the Dynamically derive ledger checkbox. <input type="checkbox"/>

The screenshot shows the 'Create Account Group' interface. The form fields are as follows:

- Name:** Natural account 82210 for Fund 01
- Description:** Create account group
- Owner:** TEST USER4
- Display In:** Account Monitor
- Time Option:** Year (selected)
- Comparison Option:** Prior year YTD
- Access:** Private
- Set as default:**
- Dynamically derive ledger:**

The 'Accounts' table below the form has the following columns: Name, FUND, DEPARTMENT, PROGRAM, PROJECT, NATURAL ACCOUNT, CLA. The table content is empty, displaying 'No data to display.'

Step	Action
10.	Click the Add button. +

The screenshot shows the 'Create Account Group' interface. The form fields are as follows:

- Name:** Natural account 82210 for Fund 01
- Description:** Create account group
- Owner:** TEST USER4
- Display In:** Account Monitor
- Time Option:** Year (selected)
- Comparison Option:** Prior year YTD
- Access:** Private
- Checkboxes:** Set as default, Dynamically derive ledger

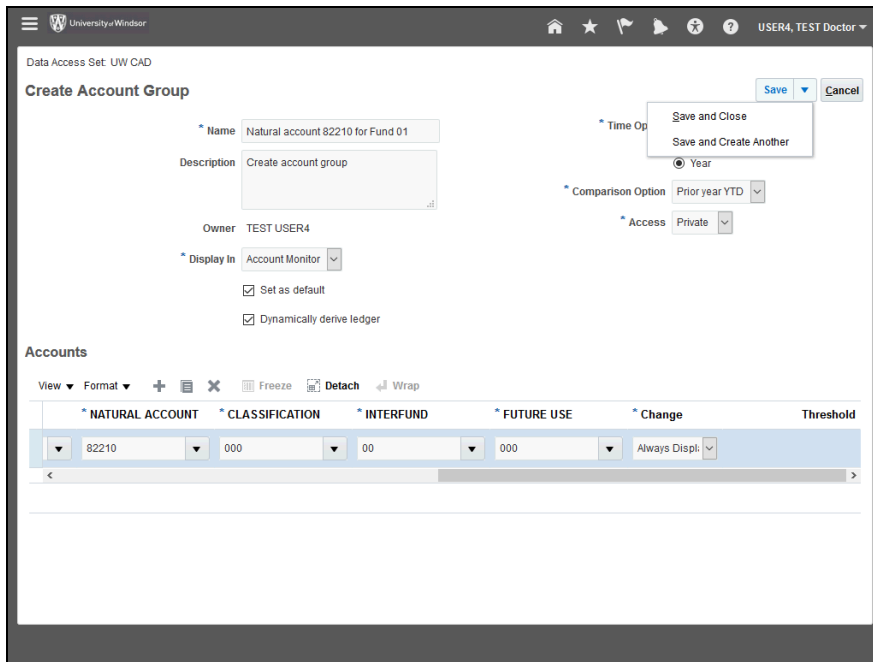
The 'Accounts' table below the form has the following columns: Name, FUND, DEPARTMENT, PROGRAM, PROJECT, NATURAL ACCOUNT, CLA. The table is currently empty.

Step	Action
11.	<p>Enter the appropriate information into the following fields:</p> <p>Note: choosing from the drop-down and search function works better than typing in as there are a few bugs here</p> <p>NAME FUND DEPARTMENT PROGRAM PROJECT NATURAL ACCOUNT CLASSIFICATION INTERFUND FUTURE USE</p>

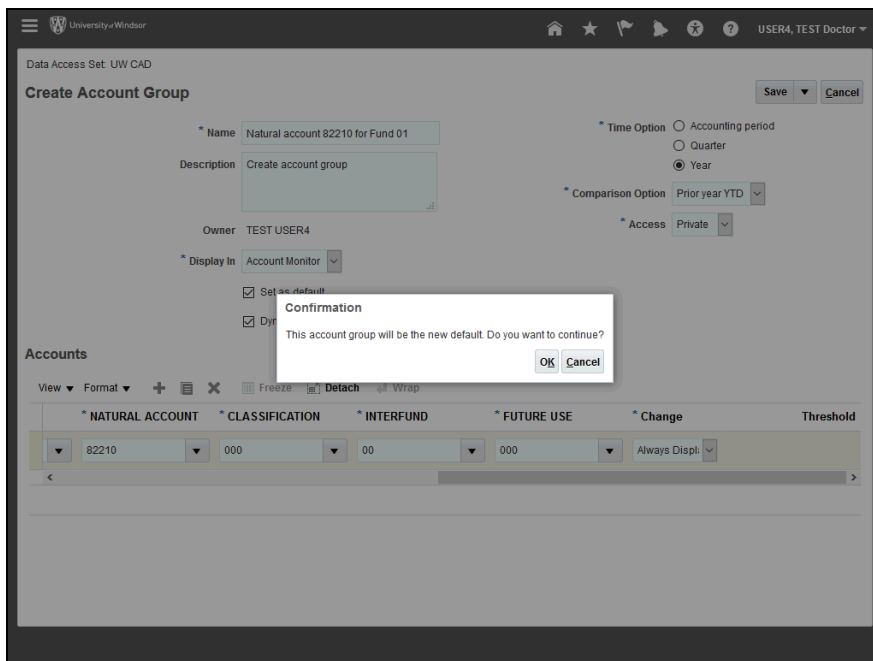
The screenshot shows the 'Create Account Group' interface with the 'Accounts' table populated. The table has the following columns: NATURAL ACCOUNT, CLASSIFICATION, INTERFUND, FUTURE USE, Change, Threshold. The data in the table is as follows:

NATURAL ACCOUNT	CLASSIFICATION	INTERFUND	FUTURE USE	Change	Threshold
82210	000	00		Always Dispt	

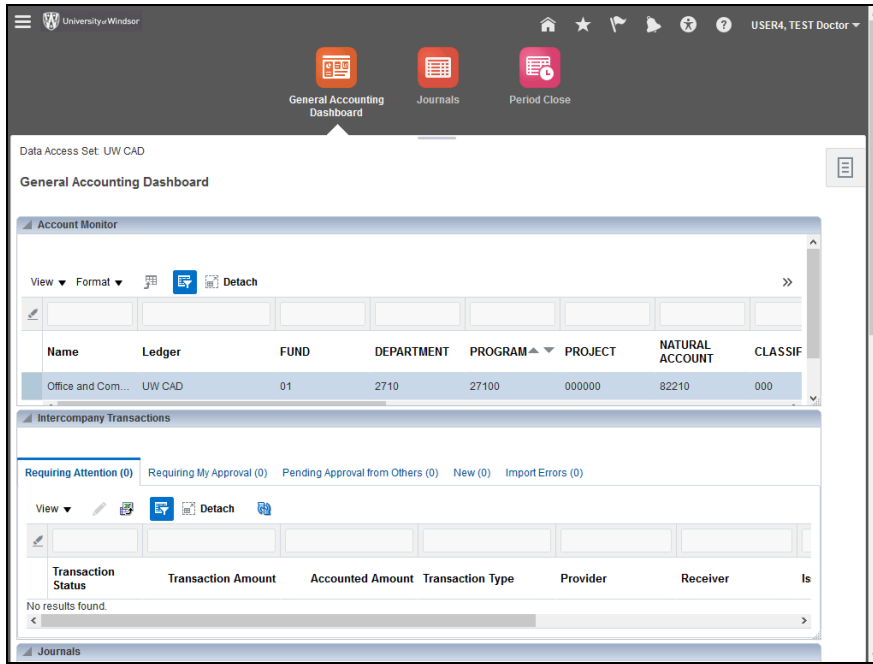
Step	Action
12.	<p>Click the Save drop-down button.</p> <p></p>




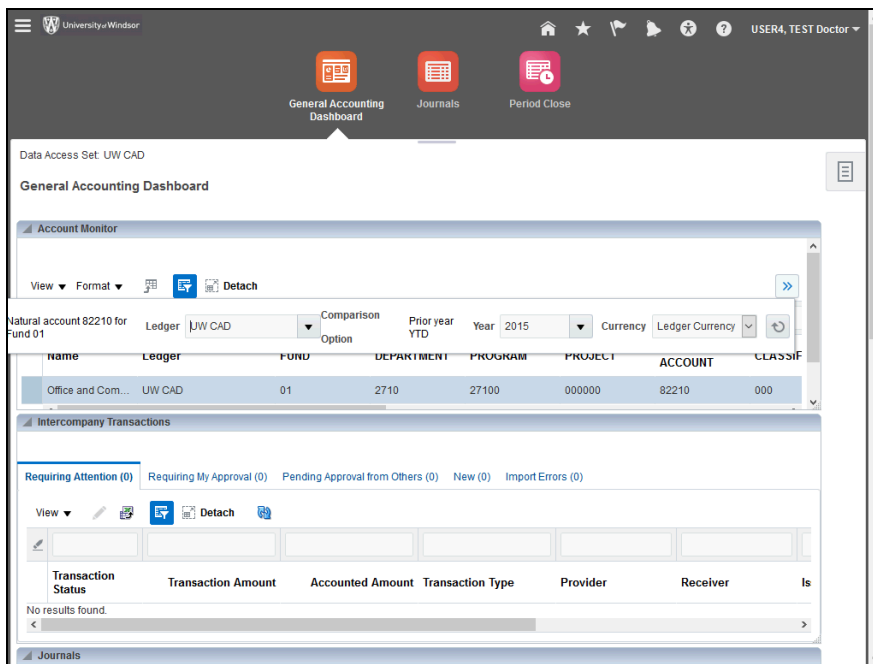
Step	Action
13.	Select the Save and Close option from the drop-down list.




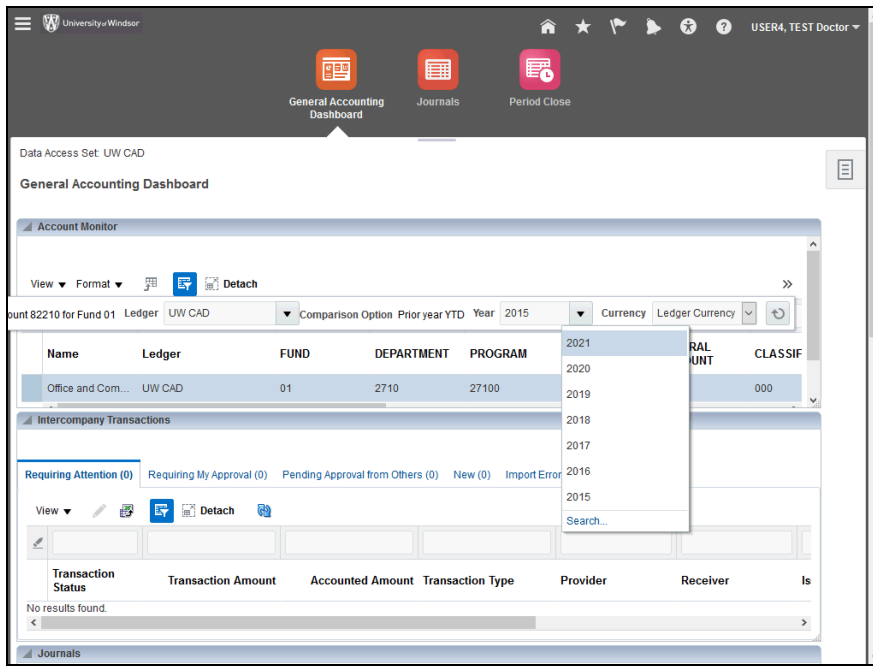
Step	Action
14.	Review the information. Click in the OK button.



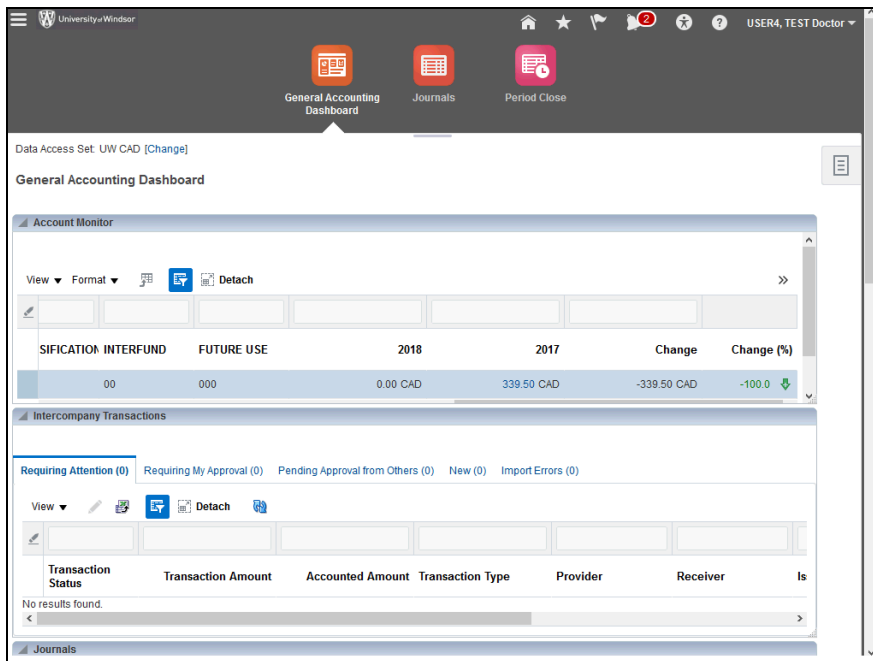
Step	Action
15.	Click the Expand button. 



Step	Action
16.	Click the Year drop-down button. 



Step	Action
17.	Select the required Year from the drop-down list.



Step	Action
18.	Click required balance hyperlink.

Inquire on Detail Balances

Search

* Ledger or Ledger Set: UW CAD * Scenario: Actual * NATURAL ACCOUNT: 82210
 * From Accounting Period: May-17 * FUND: 01 * CLASSIFICATION: 000
 * To Accounting Period: 13_Apr-17 * DEPARTMENT: 2710 * INTERFUND: 00
 * Currency: CAD * PROGRAM: 27100 * FUTURE USE: 000
 * Currency Type: Total * PROJECT: 000000

Search Results

Accounting Period	Ledger or Ledger Set	FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL_ACCO	CLASSIFICATION	INTERFUND
May-17	UW CAD	01	2710	27100	000000	82210	000	00
Jun-17	UW CAD	01	2710	27100	000000	82210	000	00
Jul-17	UW CAD	01	2710	27100	000000	82210	000	00
Aug-17	UW CAD	01	2710	27100	000000	82210	000	00
Sep-17	UW CAD	01	2710	27100	000000	82210	000	00
Oct-17	UW CAD	01	2710	27100	000000	82210	000	00

Step	Action
19.	View the balances details. Inquire on Detail Balances

Search Results

Accounting Period	Ledger or Ledger Set	FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL_ACCO	CLASSIFICATION	INTERFUND
May-17	UW CAD	01	2710	27100	000000	82210	000	00
Jun-17	UW CAD	01	2710	27100	000000	82210	000	00
Jul-17	UW CAD	01	2710	27100	000000	82210	000	00
Aug-17	UW CAD	01	2710	27100	000000	82210	000	00
Sep-17	UW CAD	01	2710	27100	000000	82210	000	00
Oct-17	UW CAD	01	2710	27100	000000	82210	000	00
Nov-17	UW CAD	01	2710	27100	000000	82210	000	00
Dec-17	UW CAD	01	2710	27100	000000	82210	000	00
Jan-17	UW CAD	01	2710	27100	000000	82210	000	00
Feb-17	UW CAD	01	2710	27100	000000	82210	000	00
Mar-17	UW CAD	01	2710	27100	000000	82210	000	00
Apr-17	UW CAD	01	2710	27100	000000	82210	000	00
13_Apr-17	UW CAD	01	2710	27100	000000	82210	000	00

Step	Action
20.	Drill down to view more details.

Inquire on Detail Balances

Search

* Ledger or Ledger Set: UW CAD * Scenario: Actual * NATURAL ACCOUNT: 82210
 * From Accounting Period: May-17 * FUND: 01 * CLASSIFICATION: 000
 * To Accounting Period: 13_Apr-17 * DEPARTMENT: 2710 * INTERFUND: 00
 * Currency: CAD * PROGRAM: 27100 * FUTURE USE: 000
 * Currency Type: Total * PROJECT: 000000

Search Results

Accounting Period	Ledger or Ledger Set	FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL_ACCO	CLASSIFICATION	INTERFUND
May-17	UW CAD	01	2710	27100	000000	82210	000	00
Jun-17	UW CAD	01	2710	27100	000000	82210	000	00
Jul-17	UW CAD	01	2710	27100	000000	82210	000	00
Aug-17	UW CAD	01	2710	27100	000000	82210	000	00
Sep-17	UW CAD	01	2710	27100	000000	82210	000	00
Oct-17	UW CAD	01	2710	27100	000000	82210	000	00

Step	Action
21.	<p>Click the Done button.</p> <p>Done</p> <p>By scrolling over to the right you can continue to drill down under Period activity. You can also change any of the filters above and click search to change the information you are seeing</p>

Search Results

Accounting Period	Ledger or Ledger Set	FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL_ACCO	CLASSIFICATION	INTERFUND
May-17	UW CAD	01	2710	27100	000000	82210	000	00
Jun-17	UW CAD	01	2710	27100	000000	82210	000	00
Jul-17	UW CAD	01	2710	27100	000000	82210	000	00
Aug-17	UW CAD	01	2710	27100	000000	82210	000	00
Sep-17	UW CAD	01	2710	27100	000000	82210	000	00
Oct-17	UW CAD	01	2710	27100	000000	82210	000	00
Nov-17	UW CAD	01	2710	27100	000000	82210	000	00
Dec-17	UW CAD	01	2710	27100	000000	82210	000	00
Jan-17	UW CAD	01	2710	27100	000000	82210	000	00
Feb-17	UW CAD	01	2710	27100	000000	82210	000	00
Mar-17	UW CAD	01	2710	27100	000000	82210	000	00
Apr-17	UW CAD	01	2710	27100	000000	82210	000	00
13_Apr-17	UW CAD	01	2710	27100	000000	82210	000	00

Step	Action
22.	End of Procedure.