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

Created on 2/27/2018

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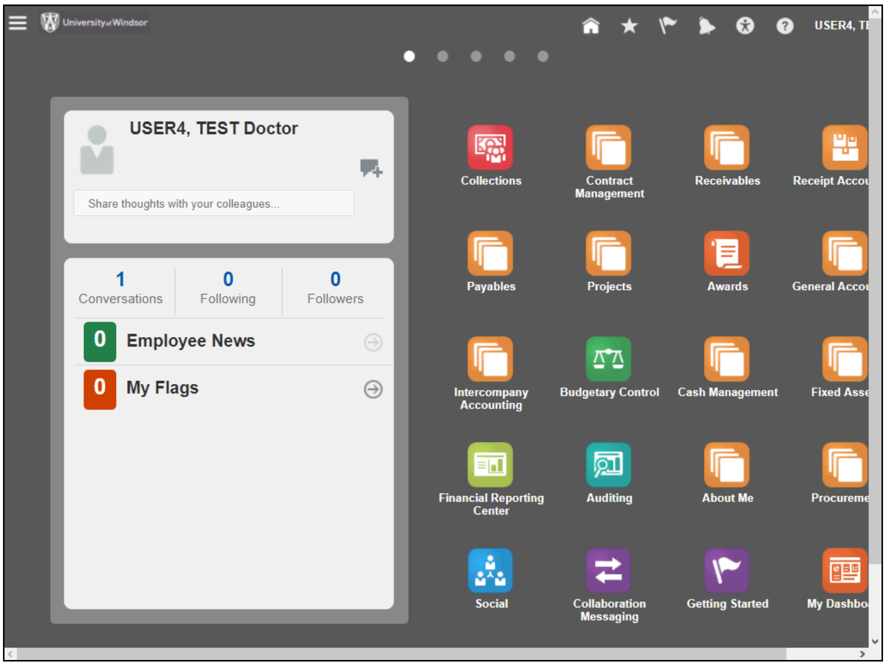
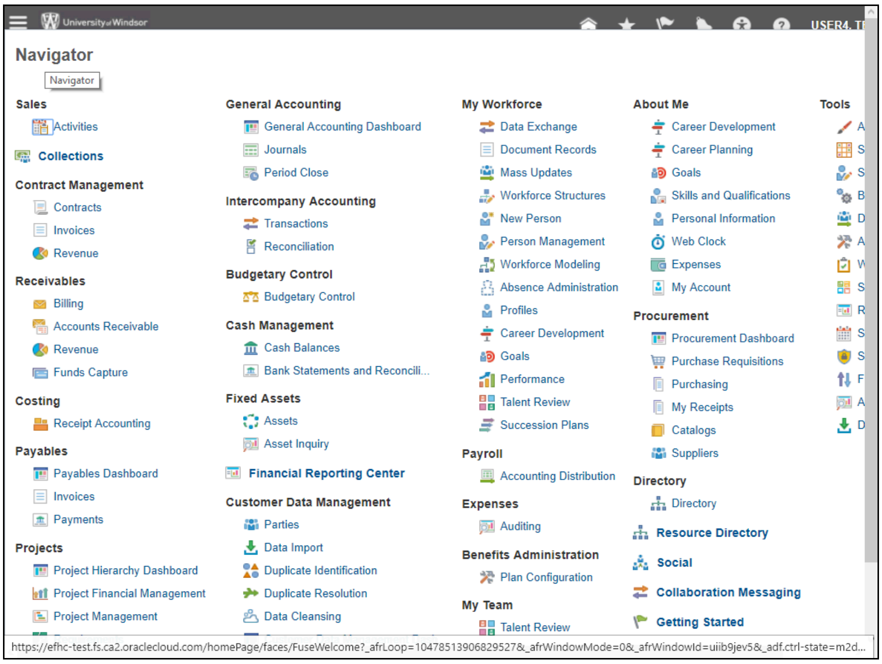
Procedure

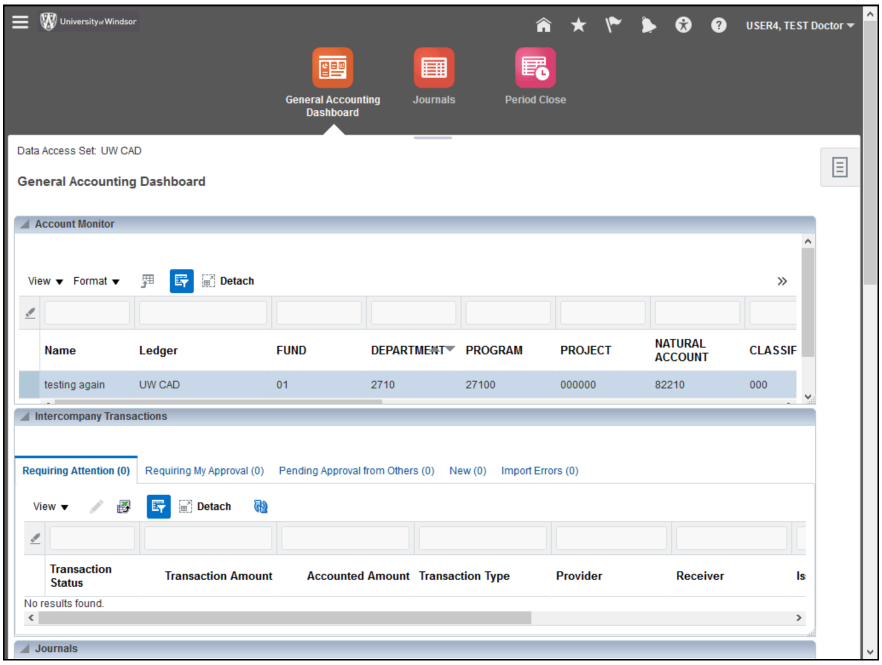
This User Guide outlines the steps required to inquire on balances in accounts using account monitor.



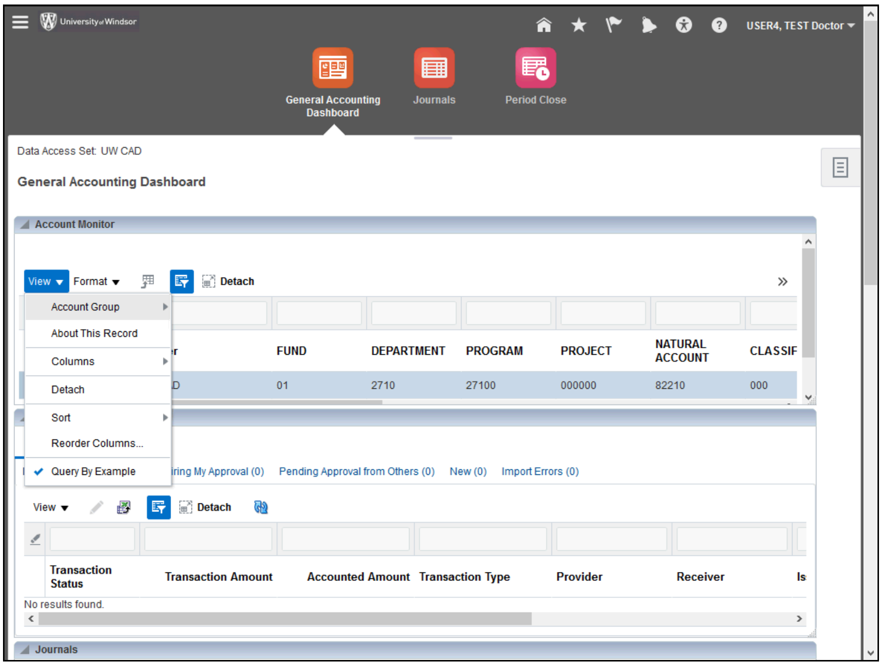
Step	Action
1.	Click the **Navigator** button. 



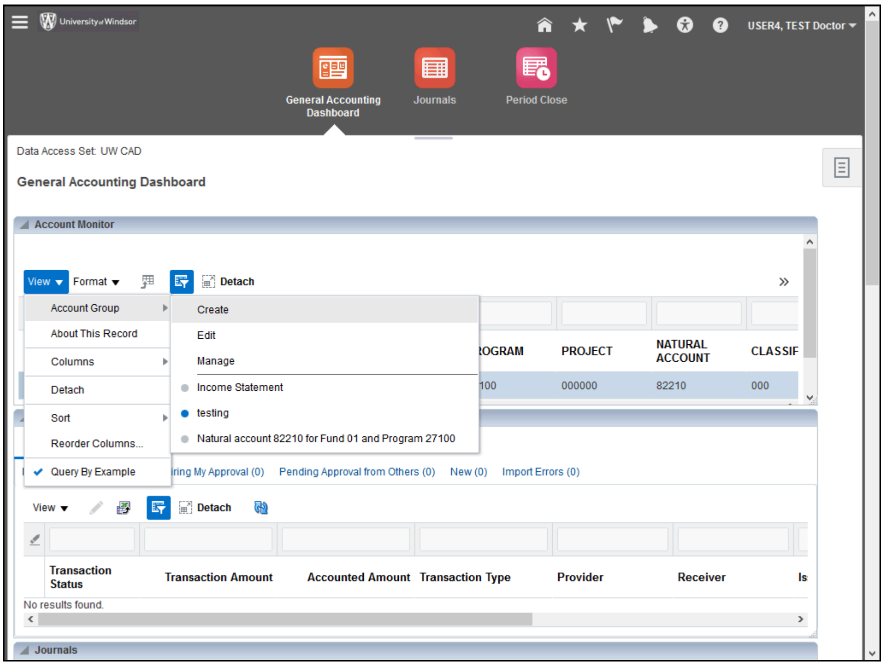
Step	Action
2.	Click the **General Accounting Dashboard** link. General Accounting Dashboard



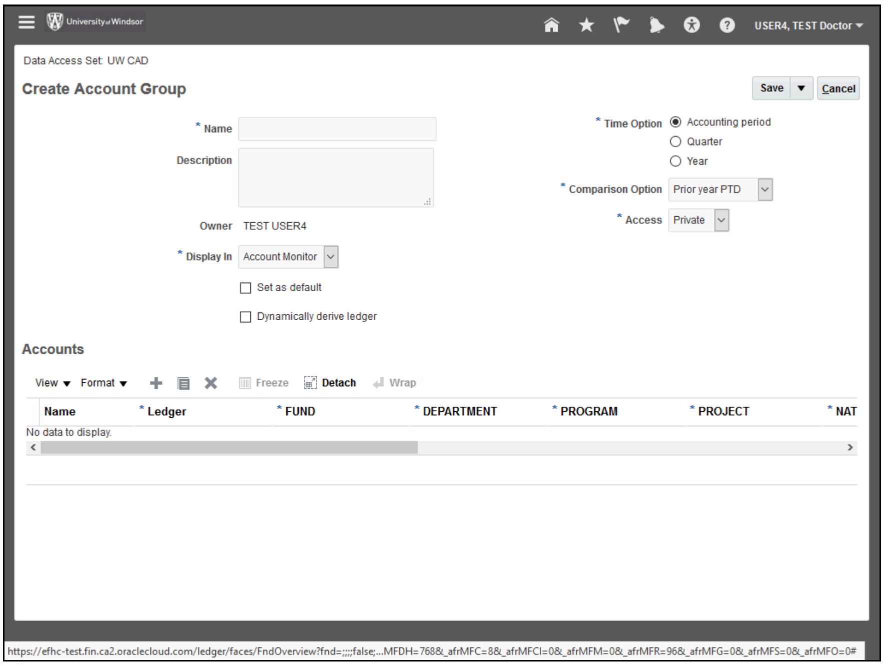
Step	Action
3.	Click the **View** drop-down button.



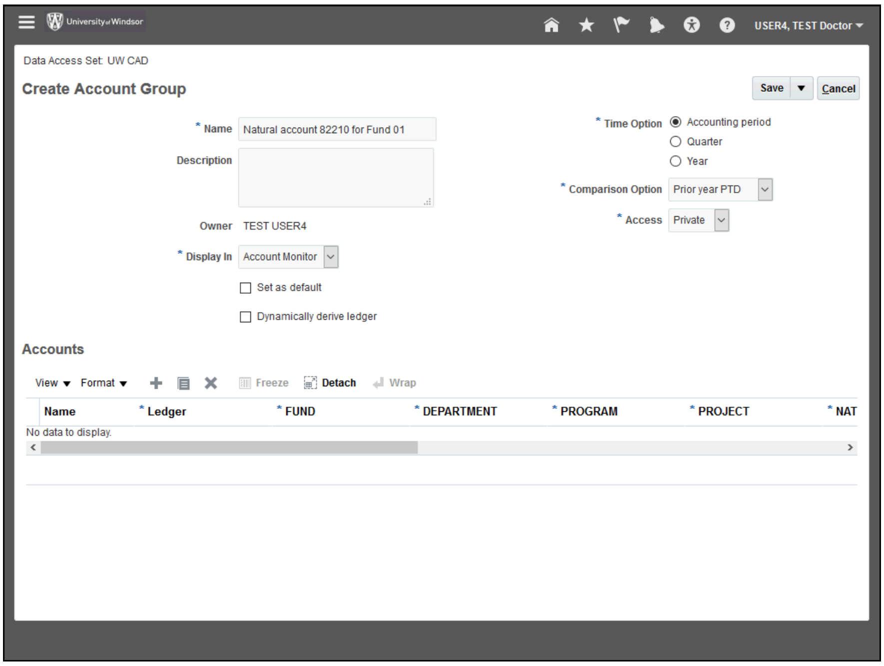
Step	Action
4.	Click the **Account Group** expand button.



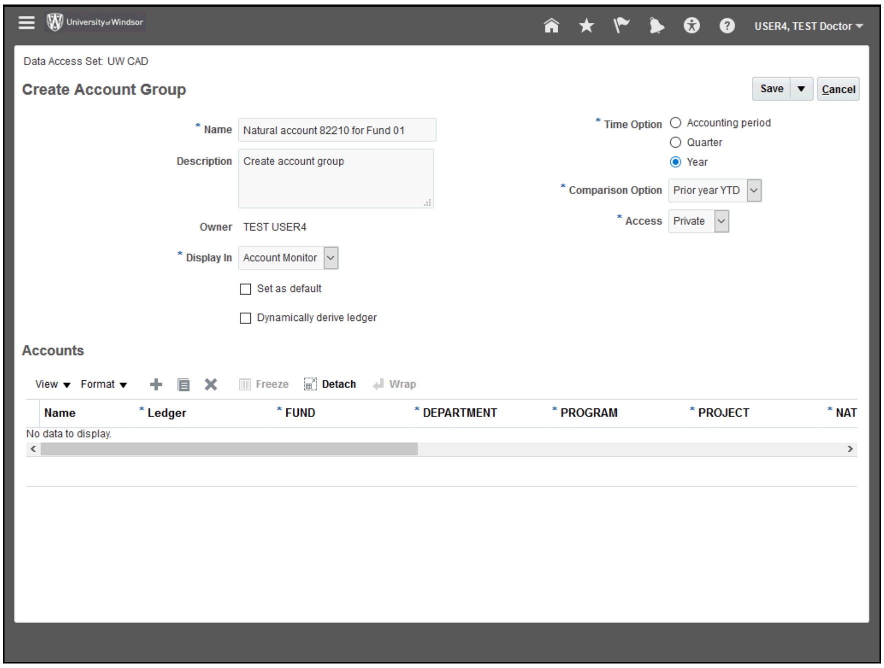
Step	Action
5.	Select the **Create** option from the list.



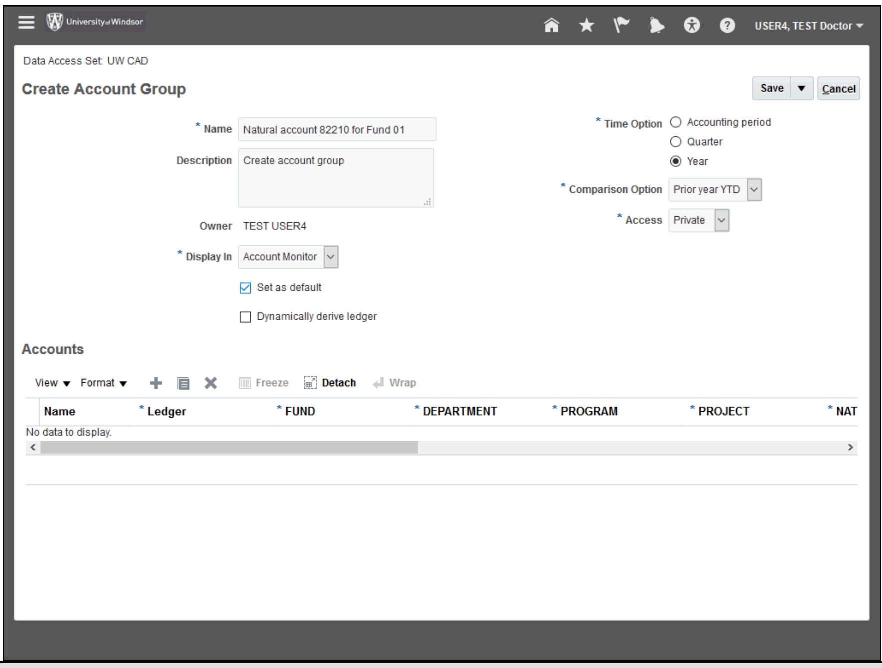
Step	Action
6.	***Journal Naming Convention:*** Quickly and easily search for your journal entries - start your journal entry name with your UWinID (e.g., jgritke), followed by a date (MM/DD/YYYY) or other description that would be simple to search. Click in the **Name** field. Enter the required name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



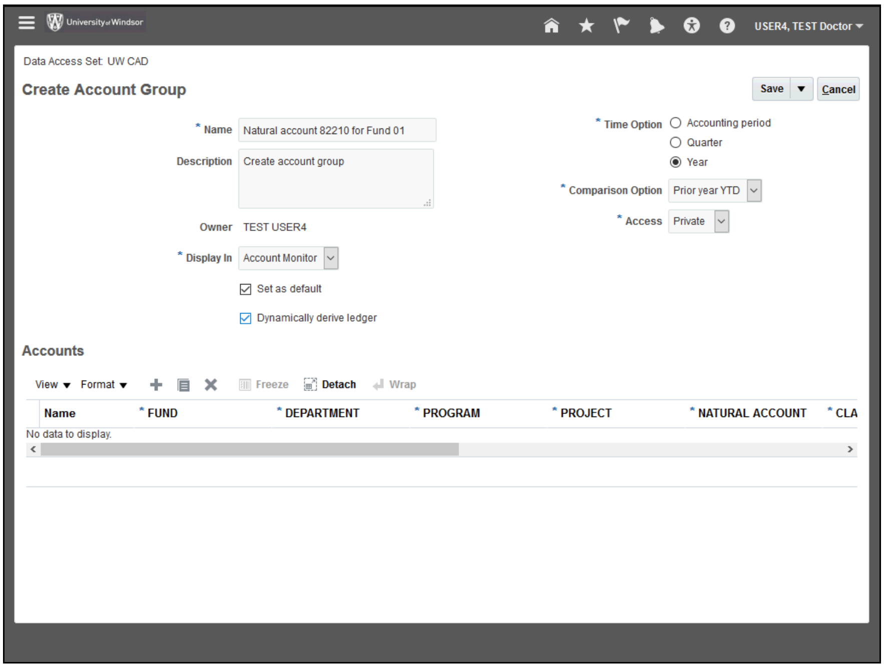
Step	Action
7.	Enter the description in the **Description** field.



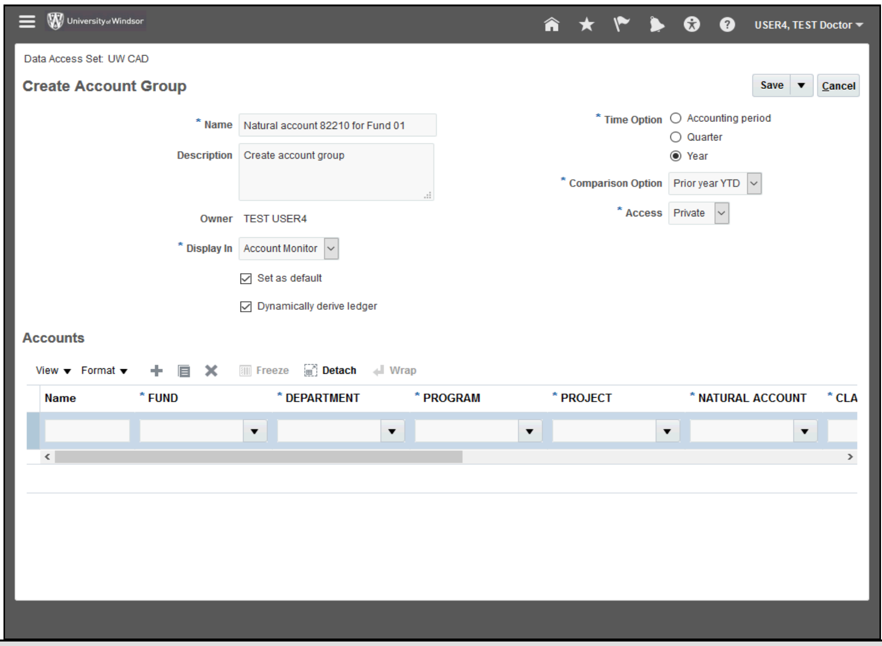
Step	Action
8.	Select the **Set as default** checkbox if this is the group you want to default on your screen each time and be the defaults on your account inspector. ☐



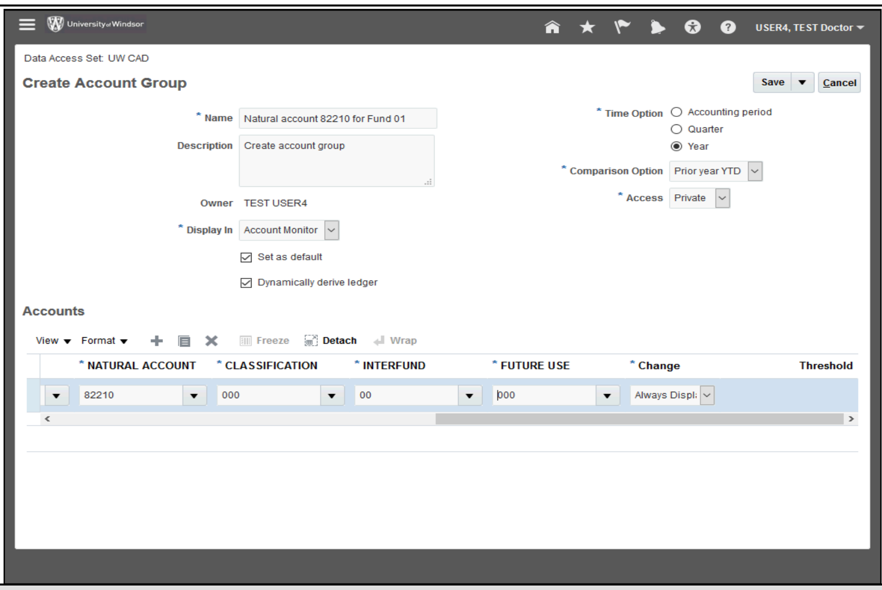
Step	Action
9.	Select the **Dynamically derive ledger** checkbox. ☐



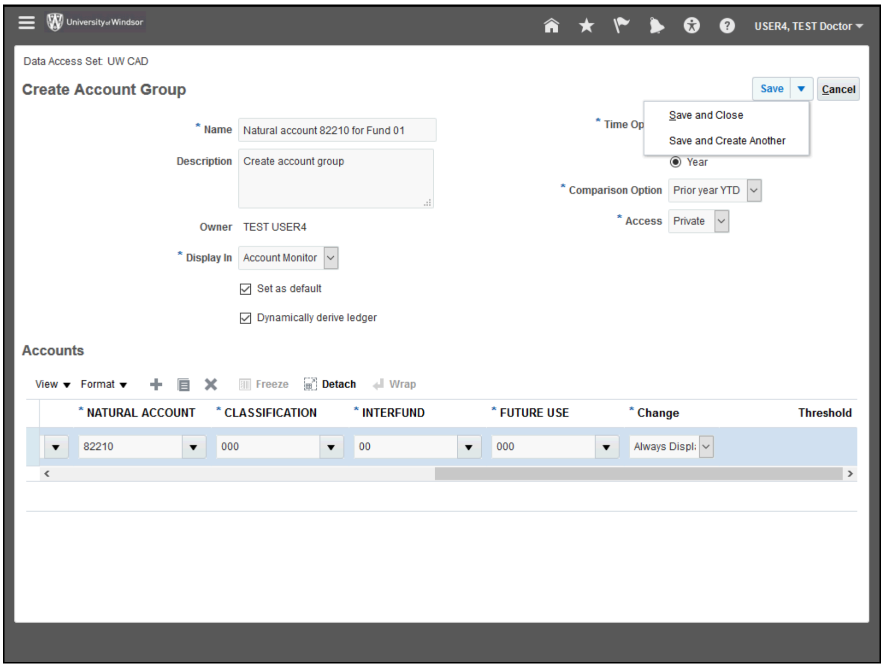
Step	Action
10.	Click the **Add** button. ➕



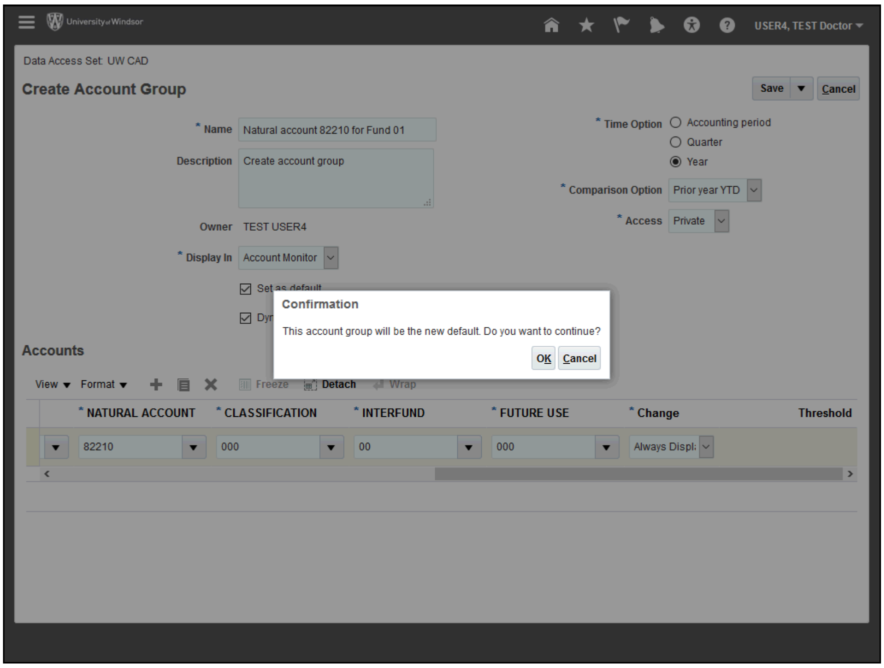
Step	Action
11.	Enter the appropriate information into the following fields: **Note**: choosing from the drop-down and search function works better than typing in as there are a few bugs here **NAME** **FUND** **DEPARTMENT** **PROGRAM** **PROJECT** **NATURAL ACCOUNT** **CLASSIFICATION** **INTERFUND**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



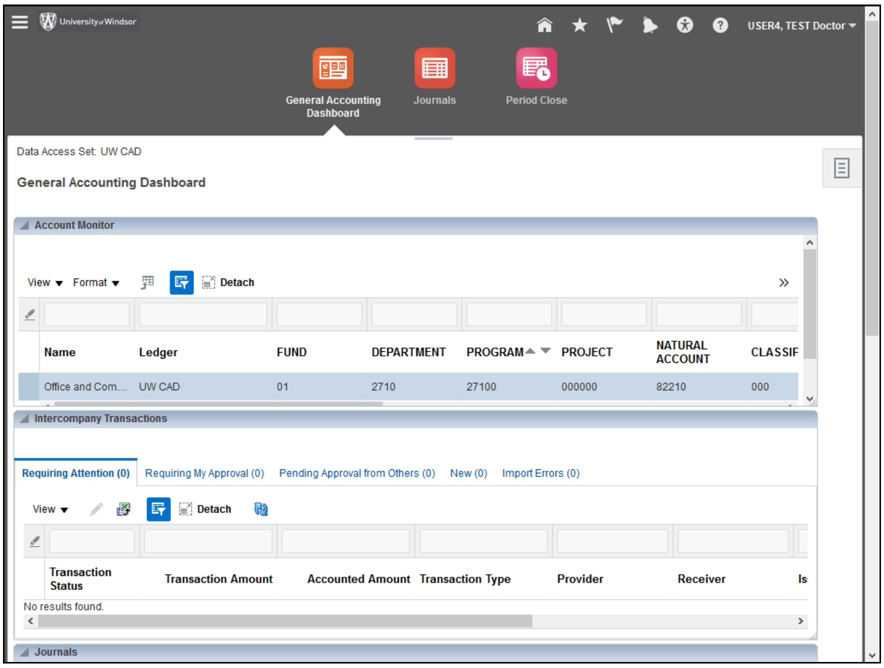
Step	Action
12.	Click the **Save** drop-down button.



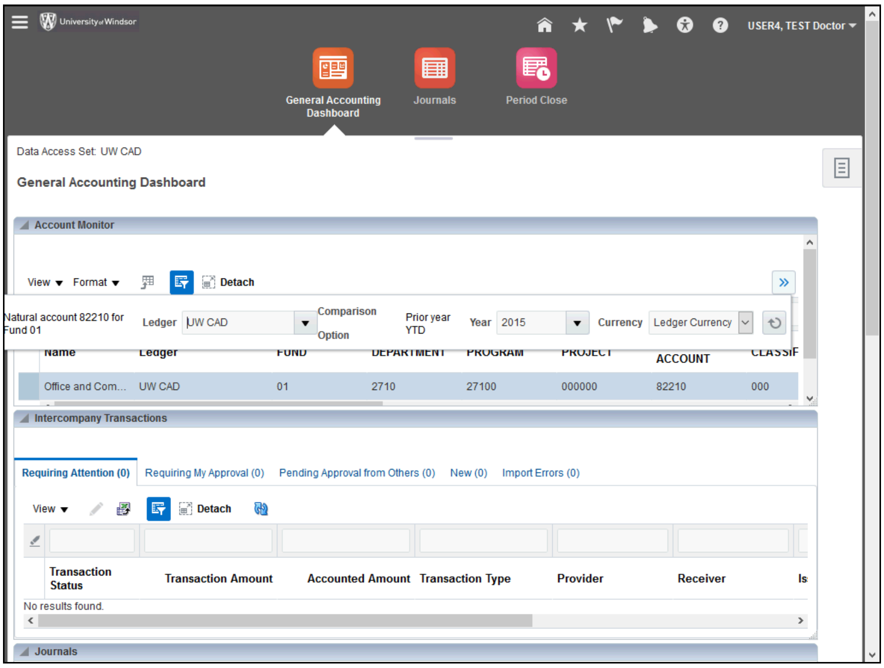
Step	Action
13.	Select the **Save and Close** option from the drop-down list.



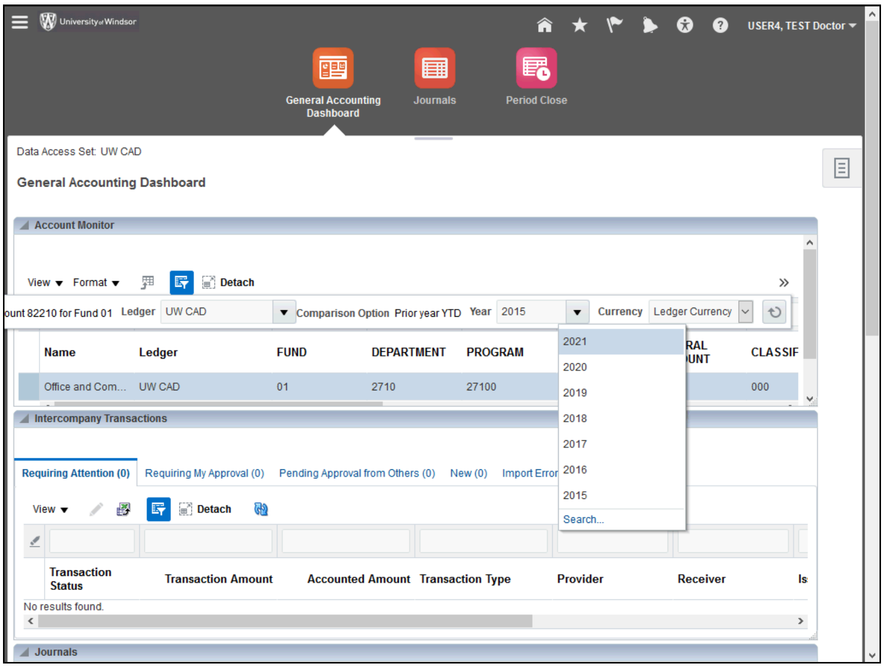
Step	Action
14.	Review the information. Click in the **OK** button. 



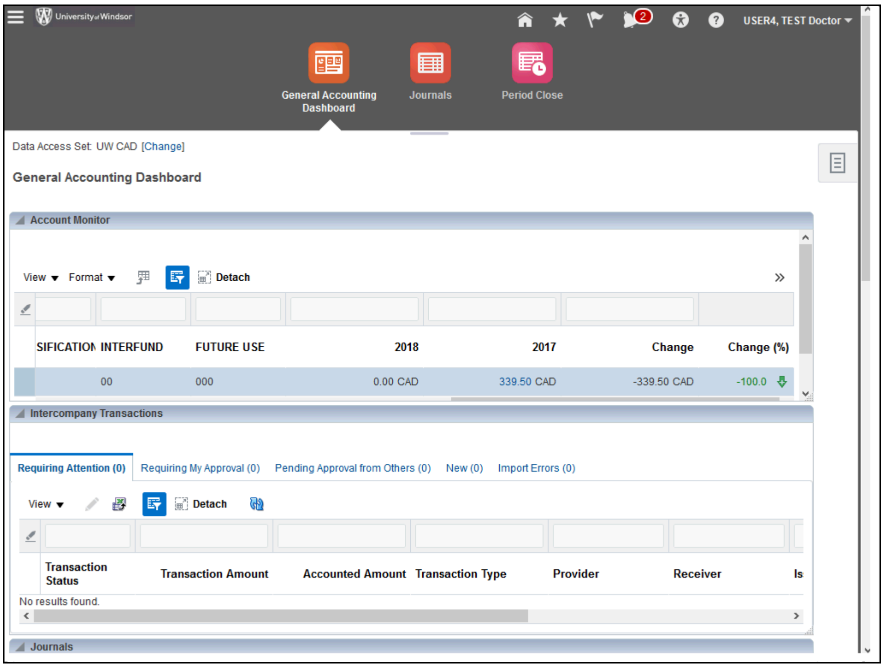
Step	Action
15.	Click the **Expand** button. 



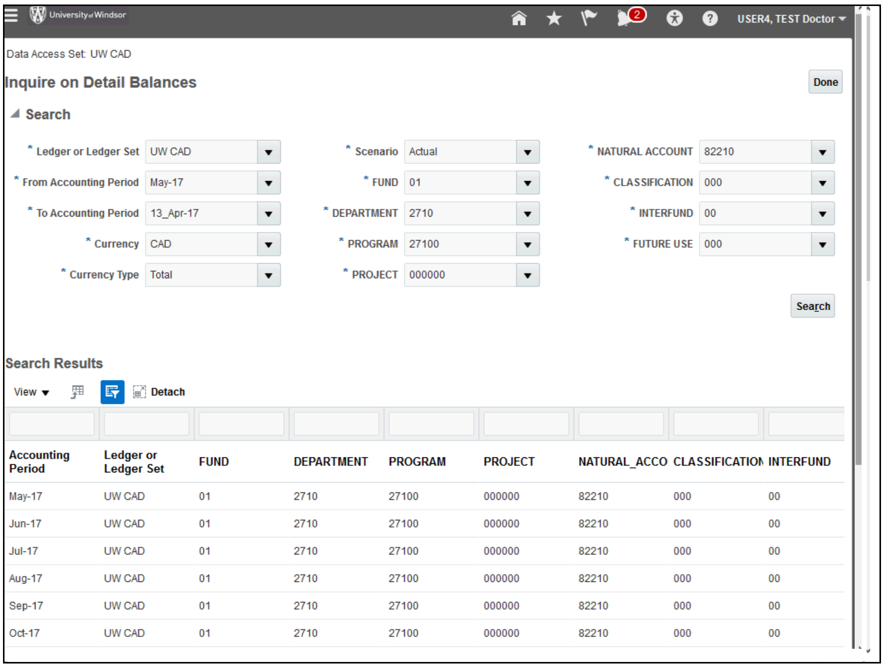
Step	Action
16.	Click the **Year** drop-down button.



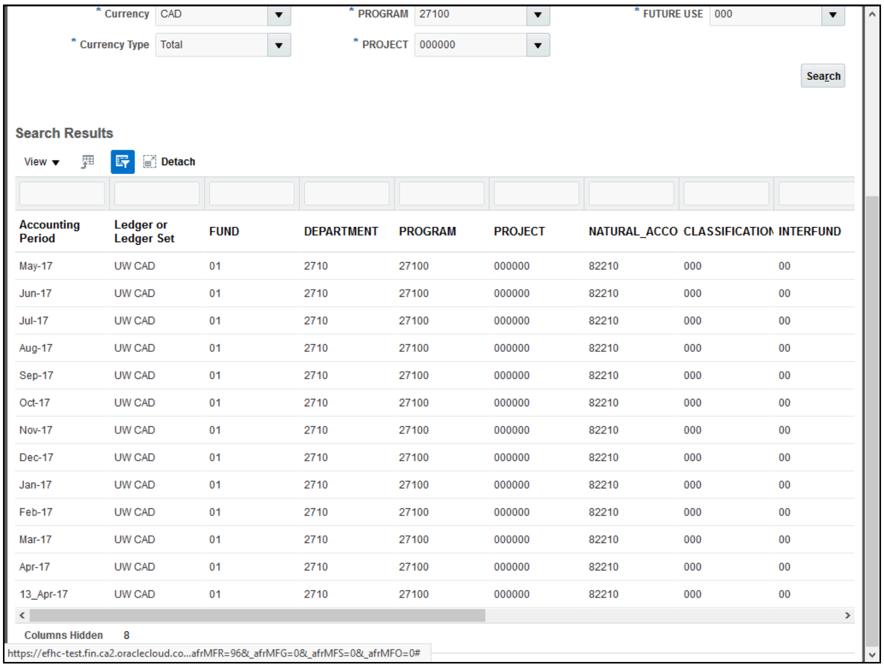
Step	Action
17.	Select the required **Year** from the drop-down list.



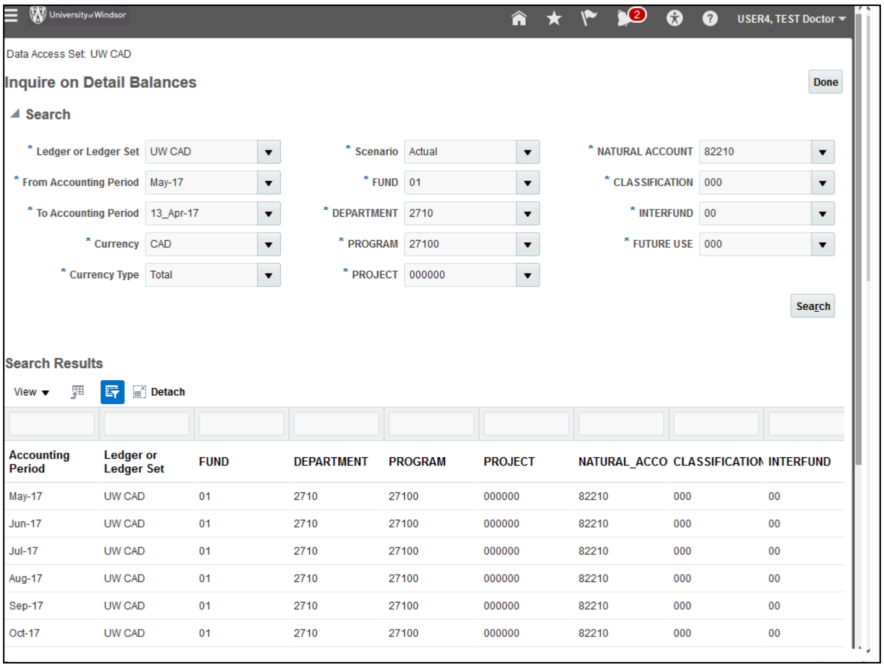
Step	Action
18.	Click required balance hyperlink.



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

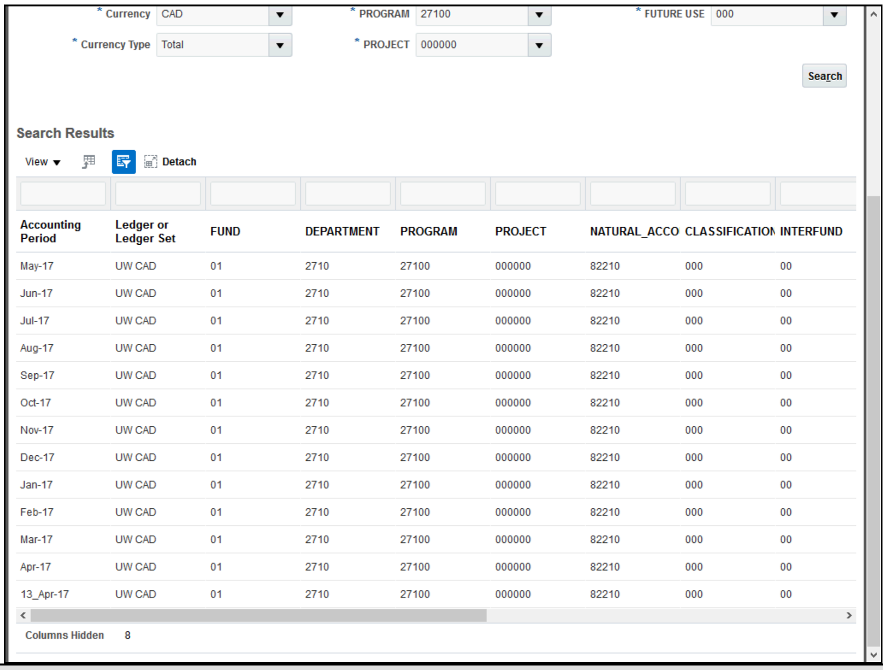


Step	Action
20.	Drill down to view more details.



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.	Click the **Done** button. **Done** 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



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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.**