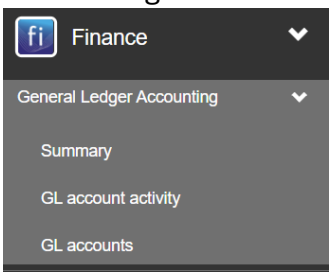
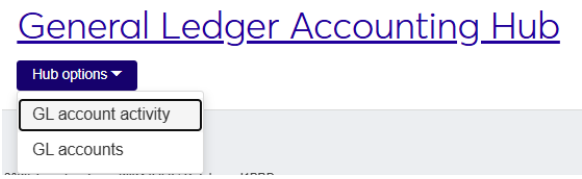
THE BASICS FOR VIEWING BUDGET ACCOUNTS WITH GL ACCOUNT ACTIVITY

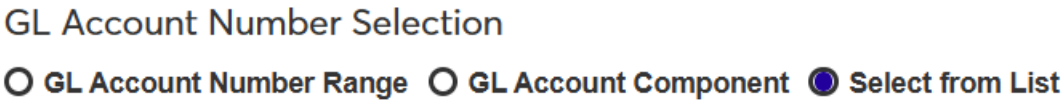
In J1 access the 'Finance' menu and select 'General Ledger Accounting'. Click 'GL Account Activity' to view budgets in multiple ways. Note: Another way to select 'GL Account Activity' is from the blue 'Hub Options' button in the upper left after you have entered 'General Ledger Accounting' area.



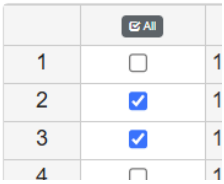


<u>OPTION 1</u>: Performing a Simple 'Select from List' Search to See All Your Program/Area Accounts

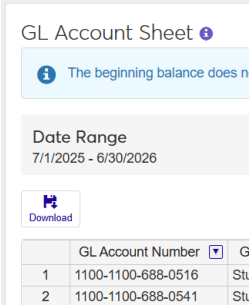
A helpful search for those looking to pull budgets for a single program/area is to click the 'Select from List' option towards the top of this window.



This will automatically display a list of all the accounts that you are authorized to see. Click the 'All' check box at the top of the check box column or click individual account checkboxes to select them one by one.



Next change the Year to 2026 to see the current year or 2025 to see last year's account activity. Click the 'Get Accounts' button and scroll to the bottom of the screen to see your GL Account Sheet showing posted balances and transaction amounts.



Notice the 'Download' button. This will allow you to download the information to a spreadsheet.

Here are a few column descriptions that might be helpful to know:

- Posted Balance: Check has been cut
- Unposted Balance: PO approved but check not cut
- Encumbrance: Requisitions entered but not approved yet.

The dollar amounts in various balance columns can now be selected to review transaction details of each account.

View Actuals

1200 1211 601 0660 | Travel - Cosmetology
7/1/2025 - 6/30/2026
Beginning Posted Balance: 0.00
Ending Balance: 625.60

Download

Search

	Source Code	Batch Number	Transaction Line Number	Transaction Amount
1	CV	246	10488	135.00
2	CV	247	8327	45.30

(Note: CV in the "Source Code" column tells you this is converted data from our previous system.) Scroll to the far right to see the "Other Transaction Information" column with a 'View' button on each line. Click the 'View' button.

Other Transaction Information
View
View
View

Starting with the 2026 budget year, this is where you will find supporting documents for each purchase.

<u>OPTION 2</u>: Performing a Simple 'GL Account Component' Search to See All Your Program Accounts

A helpful search for those looking to pull budget accounts for a single program/area is to select the 'GL Account Component' option towards the top of this window.

GL Account Number Selection

○ GL Account Number Range ● GL Account Component ○ Select from List

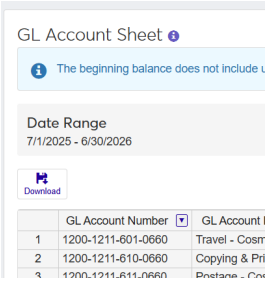
Then if you know your previous program account number you can type that in the "Division" textbox on the right. The new system using four digits for the program number so add a "0" at in front of your previous program number. (For example, Cosmetology was 660 in the old system and is now 0660 in the new system.)

Department Division

1200 - 6400 - 701 - 0970

Fund Object

Change the Year to 2026 to see the current year or 2025 to see last years activity. Click the 'Get Accounts' button and scroll to the bottom of the screen to see your GL Account Sheet showing posted balances and transaction amounts.



Notice the 'Download' button in this view. This will allow you to download the information to a spreadsheet.

<u>OPTION 3</u>: Performing an Advance 'Select from List' Search to See All Budgets of a Certain Type

For those with multiple account types (program, fee, and enterprise) this search will provide similar results to our previous system. It is also helpful for pulling all accounts of a specific type (all Instructional Supply accounts across programs for example).

Start this search by again choosing the 'Select from List' option towards the top of this window.

Next click the drop-down arrow next to the "GL Account Number" column name.

Click the 'Clear' link to uncheck all accounts. Then use the "Filter by Value" textbox to type in the account information you are looking for. In this example, we want all program, fee, and enterprise accounts to be visible for a single program. So, we will type the division code (0660 for Cosmetology in this example) as it pulls all accounts ending with those four digits. Click the 'Select All' link to check all accounts and press the 'Ok' button. The results now include our program and fee accounts.

To add the enterprise accounts, go back to the drop-down arrow next to the "GL Account Number" column name a second time and add an additional filter for the starting set of account numbers of the enterprise account (in this example we will use 1745) and click the 'Select All' link again. Press the 'Ok' button to also add the enterprise accounts to the list. Click the 'All' check box to select all accounts in the filtered list and change any additional details such as the year. Then click the 'Get Accounts' button and scroll to the bottom of the screen to see your GL Account Sheet showing posted balances.