Revenue/Expense Inquiry
Responsibility: GL Inquiry (Secured)   *11/26/12*

The Revenue/Expense Inquiry allows users to see summary balances and account details that make up the summary balances. The information displayed is based upon the Responsibility Center Management (RCM) model.

Select the **GL Inquiry (Secured)** responsibility. Double click on **Inquiry**; doubleclick on **Rev/Exp Inquiry**

To begin your query, you will be required to enter, at least, the following fields:

PERIOD	CNAC	ORG	FUND	REVENUE/EXPENSE CATEGORY

☞ *Note: The List of Values (LOV) for the 'Category' is in alpha order NOT as it appears on the G/L reports.*

Click on **[View Balances]**

Query Results

You will see, on one line, the total Current Operating Budget, Current Month Actuals, FYTD Actuals, Encumbrance & Budget Balance Available for the Rev/Exp Category you specified.

☞ *Note: *For grants & contracts (5 Funds) the form will display PJTD Actuals.*

To View RCM Sub-Categories

To see the sub-categories within the Rev/Exp Category queried, Click on **[Level Dn]**.

To View Account Details

To see accounts associated with a particular sub-category, place your cursor in the desired category and click on **[Acct Details]**.

The "Account block" will display the name of the Rev/Exp category from the previous block, the account(s) for that particular category and the budget balances associated with each account.

To View Transactions
From the Account block, click in the specific balance column (e.g., budget, current month actuals, etc.) that you want to see and then click on **[Transactions]**.

If you select Current Month Actuals, the transactions for that period will be displayed on the form. If you select any other balance, the debits and credits for each period will be displayed.

You can then select a specific period and click on **[Transactions].** If you don't select a balance before pressing the **[Transactions]** button, the system will default to Current Month Actuals.

☞ *Note: If you click on **[Level Up]** or **[Level Down]** in the summary balances block, the Transactions button is no longer highlighted. You must click on **[Acct Details]** before you can click on **[Transactions]** again.*

To Re-query

From the 'Transaction Summary by Period', you can change the balance type (i.e. Actual to Budget) and click on **[Re-Query]**. Similarly, from the 'Transaction Detail by Period' you can change either the period or the balance type or both and **[Re-Query].**

To Determine Who Entered a Transaction
From the Transaction Detail by Period window, click on the transaction and then click on **Help>Record History**.

☞ *Some transactions are summarized; therefore Record History may not be available.*

'Reserved' Transactions

Transactions that have been 'reserved' but not yet posted will be listed with the word 'Reserved' in the date column.

To Return from a Query

Click on **[Back]**

To Begin a New Revenue/Expense Inquiry

Modify the parameter field(s) you would like to change (i.e. Period, CNAC, ORG, Fund, Program, CREF and/or Revenue/Expense Category). Click on **[View Balances]**.

Choose a button that applies to the account information you want view:

Select Show Balances to review balances for the current account based on your inquiry criteria.

Select Show Journal Details to see the journal entry activity for the current account based on your inquiry criteria.

Select Show Variances to see a variance calculation between the primary & secondary balance types you specified for the inquiry.

☞ To include variances in your inquiry:

Choose Secondary Balance Type **[Tab]** *in the center of the form and enter another balance type. Variances are calculated as follows:*

Variance = Primary Balance Type (−) Secondary Balance Type

For example, to see how much you've budgeted but not spent for a specific object code; enter **Budget** *for the primary balance type and* **Actual** *for the secondary balance type.*

To Review Journal Detail from Accounts Payable

1. After entering the Search Criteria, choose **Actual** for your Primary Balance Type, enter Summary Template and Account information, and click on **[Show Journal Details]**.
2. Select a 'Payables' transaction.
3. Click on the **[Drilldown]** button.

To view payment information

While in the Payables Invoice Accounting window, click on the **[Show Transaction]** button. Then click on **[Payments]**.

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