

How to View All Accounts for a Segment

This job aid describes how to view up-to-date account information for a particular segment.

Steps


1. Search for a grant from either the GMAS homepage or by clicking **Advanced Project Search**. Navigate to the Segment homepage.
2. On the Segment homepage, scroll down and select the **Accounts** link on the Accounts component bar.
3. On the resulting **Accounts List** screen, you will see a list of all accounts for this segment, as well as their description, year, type, authorizing Tub and Org, Fund #, Activity and Subactivity #, Authorizing root, and Status. Select the link to the account in which you are interested.

Group	Description	Year	Type	Auth. Tub	Auth. Org	Fund	Activity	Subactivity	Auth. Root	Status	At-risk
01	Main 1	Y1-3	Main	275	23440	110405	260137	0001	28624	Closed	No
01	MGH Y1-3	Y1-3	SubA	275	23440	110405	260137	0002	28624	Closed	No

4. This brings you to the **Account Detail** page, which displays detailed information about this particular account.
5. At the top of the page in the Account financials section, click the **Expended** link to view all expenses for this account.

Account financials as of Sep 12, 2015

Funds allocated	\$583,858
Expended	\$583,858

6. On the resulting **Account Financials** page, all the categories of expenses are expanded so that you can view all object codes within a category.
 - Tip: Use the  [Download this page](#) link to launch a separate Excel window with details for each category.

Expenses	GL budget	Expended	Encumbrances	Commitments	Funds available
<input checked="" type="checkbox"/> Salaries	190,631.00	152,179.45	0.00		38,451.55
<input checked="" type="checkbox"/> Fringe Benefits	71,071.00	59,454.69	0.00		11,616.31
<input type="checkbox"/> Supplies	68,431.00	82,920.11	0.00		(14,489.11)
6600-Laboratory Supplies+Materials, GENERAL	68,431.00	82,820.11	0.00		(14,389.11)
6630-Nonlibrary Books+Reprints+Subscriptions, GENERAL	0.00	100.00	0.00		(100.00)
6722-Software Licenses^Computer Software <\$5000, Cost of Goods Sold	0.00	0.00	0.00		0.00
<input checked="" type="checkbox"/> Equipment	0.00	0.00	0.00		0.00
<input checked="" type="checkbox"/> Travel	6,090.00	5,250.65	0.00		839.35
<input checked="" type="checkbox"/> Professional Svcs	0.00	7,200.00	0.00		(7,200.00)
<input checked="" type="checkbox"/> Other Expenses	25,299.00	54,517.07	0.00		(29,218.07)
<input checked="" type="checkbox"/> Subcontracted Svcs	0.00	0.00	0.00		0.00
<input checked="" type="checkbox"/> Indirect Costs	222,336.00	222,336.03	0.00		(0.03)
Account Total Costs	583,858.00	583,858.00	0.00	0.00	0.00
* Total Costs not subject to Overhead		0.00			

Each category can be expanded by clicking the + sign