

Purpose/Use:

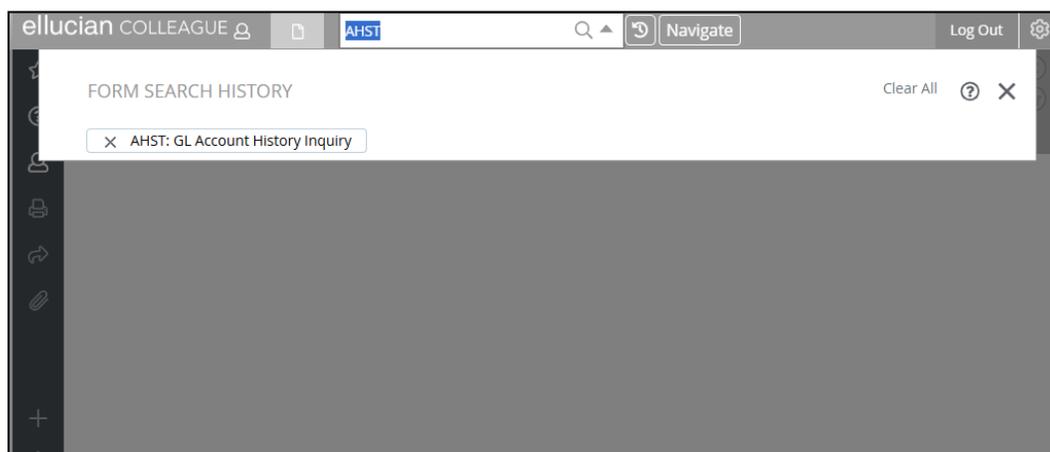
The AHST – GL Account History Inquiry is used to review historical and current financial activity for general ledger (GL) accounts. The report supports the following activities:

- Research transaction and invoice details associated with a specific GL account
- Identify and verify valid GL account codes when the full account string is unknown
- Review prior and current fiscal year budget, actuals, encumbrances, and available balances, particularly during budget preparation

Process:

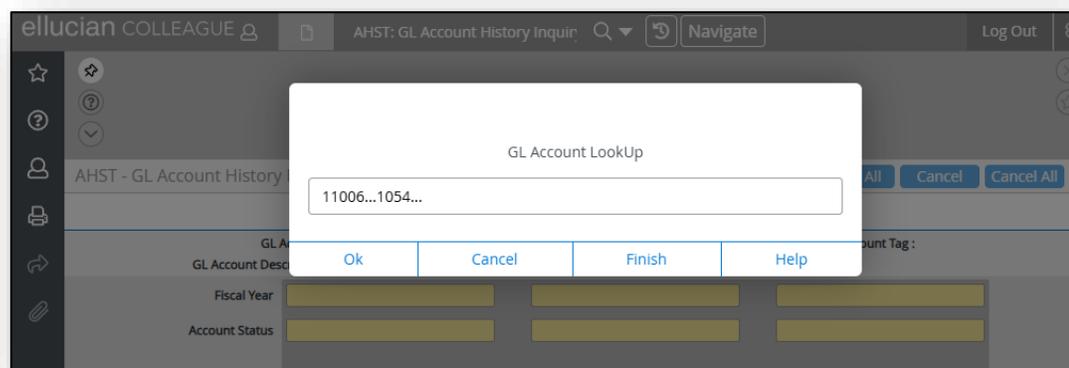
Step 1: Open the AHST – GL Account History Inquiry

Use the search function and type in moniker: AHST. Select AHST: GL Account History Inquiry



Step 2: Enter the GL Account Lookup Information

- If unsure of the full account code: Enter the partial code with “...” between known segments
- If you know the full code: Enter the complete GL account code directly and skip Step





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Step 3: Browse Available Accounts

If a partial GL string was entered, review the list of available accounts displayed. Select the appropriate GL string by double-clicking the desired line.

Use the arrow buttons, if needed, to navigate additional pages of GL accounts.

SEARCH RESULTS FOR :
 GLACCTS
 11006...1054...

GLACCTS.ROLES Input Open

#	GL Account Number	Description
1	11006-1054-000-0000-48827	Foundation to District Donatio : General
2	11006-1054-000-0000-48844	Printing Services : General
3	11006-1054-000-0000-53000	Benefits, Temporary Staff : General
4	11006-1054-000-0000-57990	Cost Center Contingency : General
5	11006-1054-000-0000-57991	Cost Center Reductions : General
6	11006-1054-000-0000-57992	Cost Center Emergency Reserves : General
7	11006-1054-000-6710-54210	Periodicals : General
8	11006-1054-000-6710-54500	Office Supplies : General
9	11006-1054-000-6710-54710	Food Purchases : General
10	11006-1054-000-6710-54910	Warehouse Supplies : General
11	11006-1054-000-6710-55180	Contract Services : General
12	11006-1054-000-6710-55285	Staff Travel : General
13	11006-1054-000-6710-55320	Membership Fees : General
14	11006-1054-000-6710-55504	Phone : General
15	11006-1054-000-6710-55820	Postage And Delivery : General
16	11006-1054-000-6710-55914	Interprogram Serv, Motor Pool : General
17	11006-1054-000-6710-55922	Interprogram Serv, Printing : General
18	11006-1054-000-6770-52315	Salary, Work Study Student : General
19	11006-1054-000-6770-52380	Salary, Short-term Staff : General
20	11006-1054-000-6770-52388	Salary, Staff Overtime : General

+ Add 1 - 20 of 95 > Open 0 Selected Select All

Step 4: View GL Account Details

The selected account displays budget, actuals, encumbrances, and remaining available/uncommitted funds for all years the GL code has been active.

ellucian COLLEAGUE AHST: GL Account History Inquiry Value 1/19

No Active Context. Search for People or open Favorites to get started

AHST - GL Account History Inquiry Save Save All Cancel Cancel All

GL Account: 11006-1054-000-6770-55850 GL Account Tag:

GL Account Description: Advertising : General

	2026	2025	2024
Fiscal Year	2026	2025	2024
Account Status	Open	Open	Closed
Original Budget	0.00	45,695.00	0.00
Adjustments	39,200.00	-466.00	45,054.02
Contingencies	0.00	0.00	0.00
Allocated Budget	39,200.00	45,229.00	45,054.02
Opening Balance	0.00	0.00	0.00
Actuals	1,138.50	43,994.23	34,639.19
Encumbrances	35,357.32	-4.00	0.00
Requisitions	0.00	0.00	0.00
Ending Balance	36,495.82	43,990.23	34,639.19
Uncommitted Funds	2,704.18	1,238.77	10,414.83
Message	Estimated		



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Step 5: Drill into Details

Click the page icon next to a data point to view detailed invoice information

Original Budget	0.00	45,695.00	0.00
Adjustments	39,200.00	-466.00	45,054.02
Contingencies	0.00	0.00	0.00
Allocated Budget	39,200.00	45,229.00	45,054.02
Opening Balance	0.00	0.00	0.00
Actuals	1,138.50	43,994.23	34,639.19
Encumbrances	35,357.32	-4.00	0.00
Requisitions	0.00	0.00	0.00
Ending Balance	36,495.82	43,990.23	34,639.19

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No Active Context. Search for People or open Favorites to get started

AHST • GLAI - GLA Transaction Inquiry

General Ledger Number : 11006-1054-000-6770-55850 Fiscal Year : 2026
GL Account Description : Advertising : General

Date Range [] [] Source Code []

Reference No	Date	Description	Amount
1	07/31/2025	Bicoastal Media, LLC	142.50
2	07/05/2025	Eureka Chamber of Commerce	500.00
3	07/02/2025	Mad River Union	496.00
4			
5			
6			
7			
8			
9			
10			
11			
12			

Sub-set total []
Total Actuals 1,138.50
Actuals pending posting 0.00
Grand Total 1,138.50



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Step 6: Drill Into Line Item Details

Click the page icon for the line you want additional information on.

ellucian COLLEAGUE AHST: GL Account History Inquiry Navigate

No Active Context. Search for People or open Favorites to get started

AHST • GLAI - GLA Transaction Inquiry Save Save All Cancel

General Ledger Number : 11006-1054-000-6770-55850 Fiscal Year : 2026
GL Account Description : Advertising : General

Date Range Source Code

Reference No	Date	Description	Amount
1	V0514566 07/31/2025	Bicoastal Media, LLC	142.50
2	V0514410 07/05/2025	Eureka Chamber of Commerce	500.00
3	V0514214 07/02/2025	Mad River Union	496.00
4			
5			
6			
7			
8			
9			
10			
11			
12			

Sub-set total
Total Actuals 1,138.50
Actuals pending posting 0.00
Grand Total 1,138.50



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Doing so will show details such as:

1. Check Number
2. PO or BO Number
3. Additional Comments (if any have been entered)
4. Additional Description Information (by drilling into page icon, and clicking on VIIN – Voucher Item Inquiry)

AHST • GLAI • VOUI - Voucher Inquiry ☆

Save Save All Cancel Cancel All

Voucher ID: V0514410 Debit: 500.00
Status Date: 08/29/25 Credit: 500.00
Status: Reconciled Net: 500.00

Voucher Dt: 07/05/25 Due Date: 07/05/25 Total Amt: 500.00
Vendor ID: 0009108 Cash Disc: 0.00

Name: 1 Eureka Chamber of Commerce
Address: 1 612 G Street
City/St/Zp: Eureka CA 95501

AP Type: REG Regular District P
Bank Code: 01 District Cnty Tre
Pay Voucher: Yes

1 Check No/Date: 0405628 08/06/25
Paid Amount: 500.00

2 PO No: P0028399
Rcr Vou:
3 Comments: 1

Approvals: 1 Molly Blakemore 08/06/25
2

Line Items

Description	Quantity Extended	Price	Invoice Number	Tax
1 Eureka CCC sponsorship;	1.000	500.00	10-0705-01	
2				

Taxes/Amts: 1
Item Total: 500.00
Currency: