



## How do I view all accounts with the most up-to-date information?

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 screen (Accounts List), 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	<b>Main</b>	Y6-9	Main	275	23515	112025	267647	0003	29806	Active	
01	Massachusetts General Hospital	Y6-8	SubA	275	23515	112025	267647	0004	29806	Active	

4. This brings you to the Account information page, where you can view detailed information about this particular account.
5. At the top of the Account Information page, if you click the **Expense details** link you'll come to the screen that shows all expenses for this account. All the categories would be expanded so that you can view all object codes within the category.
  - A good tip on this screen is the **Download this page** link. This allows you to launch a separate browser Excel window with all the details for each category.

Select the object code link to view transactions for the specific object code.



Total allocations for this account (\$0.00) 1,767,342.89

Expenses	GL budget	Expended	Encumbrances	Commitments	Funds available
<input checked="" type="checkbox"/> Salaries	508,701.00	450,750.85	0.00		57,950.15
<input checked="" type="checkbox"/> Fringe Benefits	174,853.00	144,711.37	0.00		30,141.63
<input checked="" type="checkbox"/> Supplies	58,532.00	50,522.25	0.00		8,009.75
<input type="checkbox"/> Equipment	280,261.00	76,308.82	0.00		203,952.18
* 6802-Noncomputer Equip, Sponsored*Equip >=\$5000	0.00	0.00	0.00		0.00
* 6812-Sponsored Work in Progress*Equip >=\$5000	192,725.00	0.00	0.00		192,725.00
* 6814-Scientific Equipment, Sponsored*Equip >=\$5000	87,536.00	76,308.82	0.00		11,227.18
<input checked="" type="checkbox"/> Travel	8,717.00	10,128.39	0.00		(1,411.39)
<input checked="" type="checkbox"/> Professional Svcs	31,959.00	7,044.00	0.00		24,915.00
<input checked="" type="checkbox"/> Other Expenses	133,379.00	45,934.74	0.00		87,444.26
<input checked="" type="checkbox"/> Subcontracted Svcs	0.00	0.00	0.00		0.00
<input checked="" type="checkbox"/> Indirect Costs	570,941.00	449,256.60	0.00		121,684.40
<b>Account Total Costs</b>	<b>1,767,343.00</b>	<b>1,234,657.02</b>	<b>0.00</b>	<b>0.00</b>	<b>532,685.98</b>
* Total Costs not subject to Overhead		530,453.99			

Each category can be expanded by clicking the + sign