



Verify TRS On-Behalf is posted

Table of Contents

Verify TRS On-Behalf is posted	i
Verify TRS On-Behalf is posted	1

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[Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry](#)

Run an inquiry for account codes 5831 (revenues) and 6144 (expenditures) to verify that On-Behalf has been posted for all 12 months.



TIP: If you are performing this step after you closed your fiscal year in Finance, you need to log on to the prior file ID to verify this posting.

The screenshot shows the 'Finance' application interface for a 'General Ledger Inquiry'. At the top, the breadcrumb is 'Inquiry > General Ledger Inquiry'. The main header shows 'Finance' with a dropdown arrow. Below this, there are fields for 'File ID: C' and 'Account Period: 05'. A navigation bar contains several options: 'GENERAL LEDGER INQUIRY' (which is selected), 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the navigation bar, there are several checkboxes: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Include soft encumbrances when POs exist' (checked), 'Exclude Objects 61XX' (unchecked), and 'Include Inactive Accounts' (unchecked). There is also a 'Show Details' checkbox (checked) with the note 'Report will display Transaction Details'. A 'Description' dropdown menu is open, showing 'Reason' (unselected) and 'Vendor Name' (selected). Below this, there is an 'Account Code' field with a grid of input boxes for 'Fund', 'Func', 'Obj', 'Subj', 'Org', and 'Prog'. The 'Obj' box contains '5831' and is circled in red. To the right of the account code fields are 'Retrieve' and 'Reset' buttons. At the bottom of the screen, there is a 'Date Run' section with 'Cnty Dist' and 'Processed' (checked), 'Current' (unchecked), and 'Next' (checked) options. The main content area shows 'Detail Transactions for Revenue Accounts' with a table header 'ISD' and a row of data 'XXX XX 5831 XX XXX X XX X XX'. The footer indicates 'Page: 1 of 1' and 'File ID: C'.