



Verify TRS On-Behalf is posted

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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 have closed your Fiscal year in Finance remember you would need to be in the previous File ID to verify this positing.

The screenshot shows the 'GENERAL LEDGER INQUIRY' application interface. At the top, there is a green header with 'Inquiry > General Ledger Inquiry' and 'Finance'. Below the header, there are fields for 'File ID: C' and 'Account Period: 05'. The main area contains several tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. There are several checkboxes for filters: 'Processed', 'Current Period: 08', 'Next Period: 08', 'Include soft encumbrances when POs exist', 'Exclude Objects 61XX', and 'Include Inactive Accounts'. A 'Description' section has radio buttons for 'Reason' and 'Vendor Name'. Below this is the 'Account Code' field with columns for Fund, Func, Obj, Subj, Org, and Prog. The 'Obj' field is highlighted with a red circle and contains the value '5831'. There are 'Retrieve' and 'Reset' buttons. At the bottom, there is a table with the following data: 'Date Run: Cnty Dist: Processed [checked] Current [unchecked] Next [checked]', 'Detail Transactions for Revenue Accounts ISD XXX XX 5831 XX XXX X XX X XX', and 'Page: 1 of 1 File ID: C'.