



## General Ledger Account Summary - FIN5000



## Table of Contents

<b>General Ledger Account Summary - FIN5000</b> .....	i
<b>General Ledger Account Summary - FIN5000</b> .....	1



# General Ledger Account Summary - FIN5000

**Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary**

This tab is used to perform a single-line inquiry of account balances. On this tab, you may:

- Review the balances on individual accounts.
- View the balances in a summary view of the account.
- View records by page or by printing.

## Perform a general ledger account summary inquiry:

Select any of the following fields to include in the inquiry:

Field	Description
<b>Processed</b>	Select to include account balances as of the end of the last reporting period.
<b>Current Period</b>	Select to include account balances as of the current accounting period.
<b>Next Period</b>	Select to include account balances as of the next accounting period.
<b>Balance Accounts Only</b>	Select to include only account classes 1, 2, 3, and 4.
<b>Include Fund Totals</b>	Reports class totals by fund.
<b>Exclude Objects 61XX</b>	Select to exclude all object codes that begin with 61.
<b>Account Code</b>	<p>Type an account code in each of the account code field components.</p> <p>Click  to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved.</p> <p>For example, if you want a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX</p>

Click **Retrieve** to process the inquiry based on the values selected. The page displays the general ledger account summary report. Fund totals by class are reported at the end of each fund.

[Review the report.](#)

## Other functions and features:

<b>Reset</b>	Click to clear the account code and return to the default setting (all Xs).
--------------	---