

General Ledger Account Summary - FIN5000

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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:

Processed	Reports account balances as of the end of the last reporting period.
Current Period	Reports account balances as of the current accounting period.
Next Period	Reports account balance as of the next accounting period.
Balance Accounts Only	Reports only account classes 1, 2, 3, and 4.
Include Fund Totals	Reports class totals by fund.
Exclude Objects 61XX	Select to exclude all object codes that begin with 61.

Field	**Description**
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.