



# 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>	Reports account balances as of the end of the last reporting period.
<b>Current Period</b>	Reports account balances as of the current accounting period.
<b>Next Period</b>	Reports account balance as of the next accounting period.
<b>Balance Accounts Only</b>	Reports 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>	Type an account code for each of the account code components or click  to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes.


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.](#)

### Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

/\*Inline folded include\*/

### **Other functions and features:**

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