

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:

Field	Description
Processed	Select to include account balances as of the end of the last reporting period.
Current Period	Select to include account balances as of the current accounting period.
Next Period	Select to include account balances as of the next accounting period.
Balance Accounts Only	Select to include 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.
Account Code	Type an account code in each of the account code field components. 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. 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

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 First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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:

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