



# General Ledger Account Summary - FIN5000



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# 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>          | Type an account code in each of the account code field components.<br>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.<br>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.](#)

### Other functions and features:

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