GL History - Accounting Period - FIN5050

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Finance > Inquiry > GL Inquiry > GL History - Accounting Period

This tab is used to recreate any accounting period allowing you to review general ledger history amounts and transactions. The inquiry displays total amounts for the selected accounting period. The accounts are displayed by accounting period and year.

Only one accounting period can be viewed at a time.

Transactions are listed in ascending order by accounting period and then year regardless of the **Starting Accounting Period** value on the Finance > Tables > District Finance Options > Finance Options tab.

Perform a GL history by accounting period inquiry:

❑ Under **Retrieval Options**, select any of the following fields to include in the inquiry:

Field	Description
Accounting Period/Year From and To	Type the from and to date of data to be included in the MM YYYY format.

❑ Under **Exclusions**:

Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Exclude Accounts with No Transactions	Select to exclude all accounts that do not have associated transactions. Only accounts that have zero balances with account transactions are displayed.

❑ Under **Description**:

Reason	Select to display the reason for each account transaction.
Vendor Name	Select to display the vendor name for each account transaction.
Account Code	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 display the inquiry results based on the values selected.

❑ Click 📊 save and print the account code summary information in CSV format.

❏ Click 🔍 to view detailed transactions for the selected account. A pop-up is displayed with a list of balances and transactions.

- Click 📊 to display the detailed transactions for the selected account in CSV format. You can save or print the report.
- Click **Cancel** to close the pop-up and return to the GL History - Accounting Period tab.

Review the account list.