



# GL History - Accounting Period - FIN5050



# Table of Contents

<b>GL History - Accounting Period - FIN5050</b> .....	i
<b>GL History - Accounting Period - FIN5050</b> .....	1



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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.

### Perform a GL history by accounting period inquiry:

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

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

Under **Exclusions**:


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

Under **Description**:

<b>Reason</b>	Select to display the reason for each account transaction.
<b>Vendor Name</b>	Select to display the vendor name for each account transaction.

Click **Save**.

### Other functions and features:

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