



**Verify that all fund totals are zero**



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# Verify that all fund totals are zero

Log on to file ID C.

Finance > Inquiry > General Ledger Inquiry

Run an inquiry to verify that **Fund Total (YTD)**, **Fund Total (Current)**, and **Fund Total (Next)** amounts are zero.

The screenshot shows the 'GENERAL LEDGER INQUIRY' interface. At the top, there are navigation tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several filter options:  Processed,  Current Period: 08,  Next Period: 08,  Exclude Objects 61XX, and  Include Inactive Accounts. There is also a 'Show Details' checkbox which is unchecked, with a note 'Report will be Summary of:'. A 'Description' section has 'Totals' selected. Below these are account code fields for Fund, Func, Obj, Sobj, Org, and Prog, each with a masked value (X). 'Retrieve' and 'Reset' buttons are present. The main data table shows account details for funds 6000, 7000, and 8000. A summary box at the bottom right shows 'Fund Total (YTD): -0.00', 'Fund Total (Current): 0.00', and 'Fund Total (Next): 0.00'.

Fund	Func	Obj	Sobj	Org	Prog					
6000	Processed (YTD):						-24,678,190.00	0.00	16,045,205.10	-8,632,984.90
	Current Period:						-24,678,190.00	0.00	17,337,373.75	-7,340,816.25
	Next Period:						-24,678,190.00	0.00	17,337,373.75	-7,340,816.25
7000	Processed (YTD):	0.00		0.00						0.00
	Current Period:	0.00		0.00						0.00
	Next Period:	0.00		0.00						0.00
8000	Processed (YTD):						0.00	0.00	0.00	0.00
	Current Period:						0.00	0.00	0.00	0.00
	Next Period:						0.00	0.00	0.00	0.00
Fund Total (YTD): -0.00										
Fund Total (Current): 0.00										
Fund Total (Next): 0.00										

- Unselect the **Show Details** check box.
- Leave all account code components masked (X).
- Click **Retrieve** to generate a summary for all accounts.