



**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 with the text 'Report will be Summary of:'. A 'Description' section has radio buttons for 'Totals' (selected) and 'Balance Accts Only'. Below these are fields for 'Account Code' with masked characters (XXX, XX, XXXX, XX, XXX, X, XX, X, XX) and 'Retrieve' and 'Reset' buttons. The main table displays data for funds 6000, 7000, and 8000, with columns for Fund, Func, Obj, Sobj, Org, and Prog. The table shows YTD, Current Period, and Next Period values for each fund. 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

- Select **Include Inactive Accounts**. Selecting this option may prevent out-of-balance accounts.
- Unselect the **Show Details** check box.
- Leave all account code components masked (X).
- Click **Retrieve** to generate a summary for all accounts.