



Print and review Finance reports

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Log on to file ID C.

[Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1150 - General Journal](#)

Generate this report with the JV number used in Step 3 to verify account balances. For example, this document used JV number OPENBA as seen in the following image.

Reports > Finance Reports > Journals, Checks, Detail Ledgers > General Journal

Preview PDF CSV Clear Options

File ID: C
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Curr Per: 09
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Journals, Checks, Detail Ledgers

- [FIN1000 - Cash Receipts Journal](#)
- [FIN1050 - Expenditure and Liquidation Journal](#)
- [FIN1100 - Encumbrance Journal](#)
- [FIN1150 - General Journal](#)
- [FIN1200 - Capital Outlay Expenditure Report](#)
- [FIN1250 - Check Register](#)
- [FIN1300 - Check Payments List](#)
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- [FIN1400 - Detail General Ledger](#)
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- [FIN1600 - Batch Process Balance Error Listing](#)
- [FIN1650 - Selective Detail General Ledger](#)
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- [FIN1850 - Student Activity Fund Report](#)
- [FIN1900 - Inventory Distributions Journal](#)
- [FIN1950 - Credit Card Payment Listing](#)

FIN1150 - General Journal

Parameter Description	Value
Accounting Period Current (C), Next (N), 01-12	C
Include soft encumbrances from the Requisition System? (Y/N)	N
Select Fund(s), or blank for ALL	
Select Journal Voucher Nbr(s), or blank for ALL	OPENBA
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	

[Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1400 - Detail General Ledger](#)

Generate this report to verify account balances.

Reports > Finance Reports > Journals, Checks, Detail Ledgers > Detail General Ledger Finance

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Journals, Checks, Detail Ledgers

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- [FIN1900 - Inventory Distributions Journal](#)
- [FIN1950 - Credit Card Payment Listing](#)

FIN1400 - Detail General Ledger

Parameter Description	Value
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	<input type="text" value="C"/>
Accounting Period Current (C), All (A)	<input type="text" value="C"/>
Print Vendor Name (N), Reason (R)	<input type="text" value="N"/>
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	<input type="text" value="N"/>
Use Check date (C) or Transaction date (T) for check transactions	<input type="text" value="C"/>
Select Fund(s), or blank for ALL	<input type="text" value=""/>

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1600 - Batch Process Balance Error Listing

Generate this report to verify that there are no funds out of balance. The report should be blank.

Reports > Finance Reports > Journals, Checks, Detail Ledgers > Batch Process Balance Error Listing Finance

Preview PDF CSV Clear Options

File ID: C
 User ID:
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Journals, Checks, Detail Ledgers

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- [FIN1950 - Credit Card Payment Listing](#)

FIN1600 - Batch Process Balance Error Listing

Parameter Description	Value
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	<input type="text" value="C"/>
Accounting Period Current (C), All (A)	<input type="text" value="C"/>
Select Fund(s), or blank for ALL	<input type="text" value=""/>