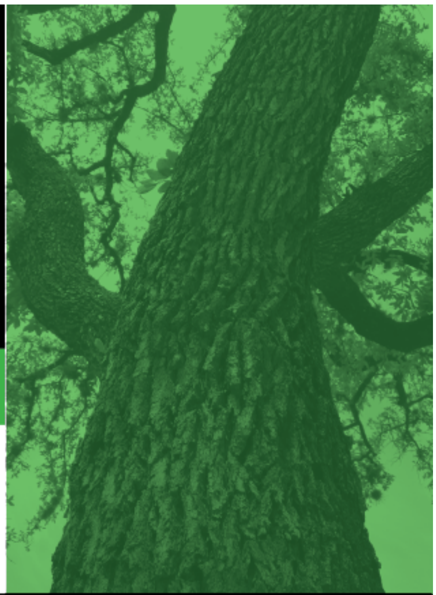
ASCENDER GUIDES



General Ledger Account Summary - REQ4100

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General Ledger Account Summary - REQ4100

Purchasing > Inquiry > General Ledger Inquiry > General Ledger Account Summary

This tab is used to perform the following single-line inquiries of account balances:

- Review the balances on individual accounts.
- View the balances in a summary view of the account.
- View records by page or by printing.

Note: The general ledger inquiry is filtered according to the accounts in the user's profile, unless **Global Access** is selected on the User Profiles > Purchasing Permissions tab in District Administration. If **Global Access** is selected, the user can perform inquiries on all accounts.

Perform a general ledger inquiry:

Select the fields to be included in the inquiry.

❏ Under **Description**, select **Reason** or **Vendor Name**. Descriptions are only displayed for line items that are checks (CK) or purchase orders (EN). The **Description** option only works if **Show Details** is selected. If **Vendor Name** is selected, the requisition number is not displayed.

Note: When a reason is entered in the requisition Reason field and the requisition is submitted, approved, or returned, the **Reason/Description** field displays REQ plus the requisition number plus the **Reason** field. If a requisition reason is not entered, a default description is used for the **Reason/Description** field.

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Account Code	The 20-character account code mask with all Xs is displayed. • Type only the account code elements (e.g., fund, function, object, etc.) to be included in the search (e.g., for a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX). • Click in any **Account Code** field to select available accounts to include in the mask. **Notes**: • 4XXX accounts are excluded. • When **Global Access** is not selected on the User Profile page, only expenditure accounts (6XXX) and other user accounts (8XXX) can be viewed if not accessing the student activity fund as indicated on the Finance Options page.

Click **Retrieve** to process the inquiry based on the values selected.

Notes:

- Only the account codes listed in your user profile that match the ones selected are displayed, unless **Global Access** is selected on the User Profiles > Purchasing Permissions tab in District Administration.
- If the number of records being retrieved is more than 20,000 and the **Display GL Inquiry Warning** field is selected on the Finance > Tables > District Finance Options > Finance Options tab, the following warning message is displayed: "Report will take longer to generate due to the number of rows being retrieved for the Account Code selected."
- Click **Yes** to continue processing the inquiry.
- Click **No** to return to the General Ledger Inquiry tab.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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Other functions and features:

Reset	Click to clear the account code and return to the default setting (all Xs).