



# General Ledger Inquiry - BWH4000



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## Warehouse > Inquiry > General Ledger Inquiry

This page is used to perform the following tasks for accounts associated with your user profile in District Administration:

- Review the balances on individual accounts or groups of accounts.
- View processed transactions in the current period, the next period, or a combination of the two.
- View a detailed listing of the account or only the balances in a summary view of the account.
- View or print records by page.

**Note:** The general ledger inquiry is filtered according to the accounts in the user accounts profile.

### Perform a general ledger inquiry:

Field	Description
<b>File ID</b>	Defaults to C to represent the current file ID.
<b>Processed</b>	Select to include processed transactions.
<b>Current Period</b>	Select to include current period transactions.
<b>Next Period</b>	Select to include next period transactions.
<b>Show Details</b>	Select to include a detailed list of all transactions. If not selected, a summary for all accounts is displayed. Summary report options are: Totals - Displays the totals of all accounts with the selected account code component.  Balance Accts Only - Displays the totals for only the accounts that are selected in the account code mask.

Under **Description**:

<b>Reason</b>	Select to display the reason. When a reason is entered in the requisition <b>Reason</b> field and the requisition is submitted, approved, or returned, the <b>Reason/Description</b> field displays REQ plus the requisition number plus the <b>Reason</b> field. If a requisition reason is not entered, a default description is used for the <b>Reason/Description</b> field.	OR	<b>Vendor Name</b>	Select to display the vendor name. Selected by default. If selected, the requisition number is not displayed.
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**Note:** 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.

<b>Include soft encumbrances when POs exist</b>	Selected by default to include requisition general ledger transactions when purchase orders exist. If not selected, the soft encumbrances (where the associated purchase order has been created) is not displayed.
<b>Exclude Objects 61XX</b>	Select to exclude all objects that begin with 61.

Click **Save**.