



General Ledger Inquiry - BWH4000

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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
File ID	Defaults to C to represent the current file ID.
Processed	Select to include processed transactions.
Current Period	Select to include current period transactions.
Next Period	Select to include next period transactions.
Show Details	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**:

Reason	Select to display the reason. 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.	OR	Vendor Name	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.

Include soft encumbrances when POs exist	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.
Exclude Objects 61XX	Select to exclude all objects that begin with 61.

Click **Save**.