



# General Ledger Inquiry - BWH4000



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# General Ledger Inquiry - BWH4000

## 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:<br>Totals - Displays the totals of all accounts with the selected account code component.<br><br>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.<br>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.<br>Selected by default. If selected, the requisition number is not displayed. |
|---------------|---|----|--------------------|--|

**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.

|  |  |
|--|--|
| <p><b>Include soft encumbrances when POs exist</b></p> | <p>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.</p>  |
| <p><b>Exclude Objects 61XX</b></p>                     | <p>Select to exclude all objects that begin with 61.</p>   |
| <p><b>Account Code</b></p>                             | <p>The 20-character account code mask with all Xs is displayed. Use either of the following methods to select an account code:<br/>                 Type only the digits that are used during the selection process (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).<br/><br/>                 Click  to select from a list and click <b>Retrieve</b> or enter the following information to include in the account code mask: Fund, Func, Obj, Sobj, Org, First Program, Second Program, Third Program, or Fourth Program.</p> |
| <p><b>Retrieve</b></p>                                 |  |
| <p><b>Reset</b></p>                                    |  |