



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. |
|---------------|---|----|--------------------|--|

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>Include soft encumbrances when POs exist</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>Exclude Objects 61XX</p> | <p>Select to exclude all objects that begin with 61.</p> |
| <p>Account Code</p> | <p>The 20-character account code mask with all Xs is displayed. Use either of the following methods to select an account code: 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). Click  to select from a list and click Retrieve 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>Retrieve</p> | |
| <p>Reset</p> | |