



# General Ledger Inquiry - BWH4000



# Table of Contents

<b>General Ledger Inquiry - BWH4000</b> .....	i
<b>General Ledger Inquiry - BWH4000</b> .....	1



# 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>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.
<b>Include Inactive Accounts</b>	Select to include inactive account codes in the inquiry.
<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>Account Code</b>	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 <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.
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Click **Retrieve** to process the inquiry based on the selected values. Only the account codes listed in your user profile that match the selected accounts are displayed. [Review the report.](#)

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