



Verify TRS On-Behalf is posted

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Run an inquiry for account codes 5831 (revenues) and 6144 (expenditures) to verify that On-Behalf has been posted for all 12 months.



TIP: If you are performing this step after you closed your fiscal year in Finance, you need to log on to the prior file ID to verify this posting.

The screenshot shows the 'Finance' application interface for a 'General Ledger Inquiry'. At the top, the breadcrumb navigation is 'Inquiry > General Ledger Inquiry'. The main header area includes 'File ID: C' and 'Account Period: 05'. Below this, there are several tabs: 'GENERAL LEDGER INQUIRY' (selected), 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. A series of checkboxes are visible: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Include soft encumbrances when POs exist' (checked), 'Exclude Objects 61XX' (unchecked), and 'Include Inactive Accounts' (unchecked). A 'Show Details' checkbox is also checked, with a note that the report will display transaction details. A 'Description' dropdown menu is open, showing 'Reason' (unselected) and 'Vendor Name' (selected). The account code fields are: Fund (XXX), Func (XX), Obj (5831, circled in red), Subj (XX), Org (XXX), and Prog (X, XX, X, XX). 'Retrieve' and 'Reset' buttons are present. At the bottom, there is a 'Date Run' section with 'Cnty Dist' (Processed checked, Current unchecked, Next checked) and a table header 'Detail Transactions for Revenue Accounts' with columns for 'ISD' and 'XXX XX 5831 XX XXX X XX X XX'. The page number is 'Page: 1 of 1' and the file ID is 'C'.



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