



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 have closed your Fiscal year in Finance remember you would need to be in the previous File ID to verify this positing.

The screenshot shows the 'GENERAL LEDGER INQUIRY' screen. At the top, there's a navigation bar with 'Inquiry > General Ledger Inquiry' and 'Finance'. Below that, there are fields for 'File ID: C' and 'Account Period: 05'. The main area has several tabs: 'GENERAL LEDGER INQUIRY' (selected), 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. There are several checkboxes: '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 'Description' dropdown is set to 'Vendor Name'. The account code fields are: Fund (XXX), Func (XX), Obj (5831), Subj (XX), Org (XXX), and Prog (X, XX, X, XX). There are 'Retrieve' and 'Reset' buttons. At the bottom, there's a 'Date Run' section with 'Cnty Dist' (Processed checked, Current unchecked, Next checked) and a table header 'Detail Transactions for Revenue Accounts' with columns 'ISD' and 'XXX XX 5831 XX XXX X XX X XX'. The page number is 'Page: 1 of 1' and 'File ID: C'.



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