



## General Ledger Account Summary - FIN5000



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# General Ledger Account Summary - FIN5000

**Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary**

This tab is used to perform a single-line inquiry of account balances. On this tab, you may:

- Review the balances on individual accounts.
- View the balances in a summary view of the account.
- View records by page or by printing.

## Perform a general ledger account summary inquiry:

Select any of the following fields to include in the inquiry:

<b>Processed</b>	Reports account balances as of the end of the last reporting period.
<b>Current Period</b>	Reports account balances as of the current accounting period.
<b>Next Period</b>	Reports account balance as of the next accounting period.
<b>Balance Accounts Only</b>	Reports only account classes 1, 2, 3, and 4.
<b>Include Fund Totals</b>	Reports class totals by fund.
<b>Exclude Objects 61XX</b>	Select to exclude all object codes that begin with 61.
<b>Field</b>	<b>Description</b>
<b>Campus ID</b>	
<b>Pass/Fail</b>	

Click **Save**.

\*\*NOTE:

## Other functions and features:

<input checked="" type="checkbox"/>	<b>Delete a row.</b>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.



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