



Verify that all fund totals are zero

Table of Contents

Verify that all fund totals are zero

Log on to file ID C.

Finance > Inquiry > General Ledger Inquiry

Run an inquiry to verify that **Fund Total (YTD)**, **Fund Total (Current)**, and **Fund Total (Next)** amounts are zero.

Note: If amounts are not zero, contact your regional ESC consultant for further assistance.

The screenshot shows the 'GENERAL LEDGER INQUIRY' interface. At the top, there are navigation tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several checkboxes: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Exclude Objects 61XX' (unchecked), and 'Include Inactive Accounts' (checked). There is also a 'Show Details' checkbox (unchecked) with the text 'Report will be Summary of:'. A 'Description' section has 'Totals' selected. Below this is an 'Account Code' field with masked characters (XXX, XX, XXXX, XX, XXX, X, XX, X, XX) and 'Retrieve' and 'Reset' buttons. The main data area is a table with columns for Fund, Func, Obj, Sobj, Org, and Prog. The table lists data for funds 6000, 7000, and 8000, including 'Processed (YTD)', 'Current Period', and 'Next Period' rows. At the bottom right, a summary box shows 'Fund Total (YTD): -0.00', 'Fund Total (Current): 0.00', and 'Fund Total (Next): 0.00'.

Fund	Func	Obj	Sobj	Org	Prog	
6000	Processed (YTD):					-24,678,190.00 0.00 16,045,205.10 -8,632,984.90
	Current Period:					-24,678,190.00 0.00 17,337,373.75 -7,340,816.25
	Next Period:					-24,678,190.00 0.00 17,337,373.75 -7,340,816.25
7000	Processed (YTD):	0.00	0.00			0.00
	Current Period:	0.00	0.00			0.00
	Next Period:	0.00	0.00			0.00
8000	Processed (YTD):					0.00 0.00 0.00 0.00
	Current Period:					0.00 0.00 0.00 0.00
	Next Period:					0.00 0.00 0.00 0.00
Fund Total (YTD):						-0.00
Fund Total (Current):						0.00
Fund Total (Next):						0.00

- Select **Include Inactive Accounts**. Selecting this option may prevent out-of-balance accounts.
- Unselect the **Show Details** checkbox.
- Leave all account code components masked (X).

Click **Retrieve** to generate a summary for all accounts.



Back Cover