



Verify that all fund totals are zero

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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.

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 filter options:

- Processed
- Current Period: 08
- Next Period: 08
- Exclude Objects 61XX
- Include Inactive Accounts (highlighted with a black box)

 There is also a 'Description' section with radio buttons for 'Totals' (selected) and 'Balance Accts Only'. A 'Show Details' checkbox is present with the text 'Report will be Summary of:'. Below these are account code fields for Fund, Func, Obj, Sobj, Org, and Prog, each with a masked 'X' value. 'Retrieve' and 'Reset' buttons are also visible.

 The main data area contains a table with the following structure:

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										

 The final three rows of the table are highlighted with a black box.

- Unselect the **Show Details** check box.
- Leave all account code components masked (X).
- Click **Retrieve** to generate a summary for all accounts.



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