



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, and Include Inactive Accounts. A 'Description' section has Totals and Balance Accts Only. A 'Show Details' checkbox is unchecked. Below these are account code fields for Fund, Func, Obj, Sobj, Org, and Prog, all masked with 'X's. 'Retrieve' and 'Reset' buttons are present. The main table displays data for funds 6000, 7000, and 8000, with columns for Fund, Current Period, Next Period, and a final column for Fund Total. The Fund Total (YTD), Fund Total (Current), and Fund Total (Next) for all funds are zero.

| Fund | Func | Obj | Sobj | Org | Prog | Current Period | Next Period | Fund Total |
|-----------------------|------------------|------|------|-----|------|----------------|-------------|---------------|
| 6000 | Processed (YTD): | | | | | -24,678,190.00 | 0.00 | -8,632,984.90 |
| | Current Period: | | | | | -24,678,190.00 | 0.00 | -7,340,816.25 |
| | Next Period: | | | | | -24,678,190.00 | 0.00 | -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 |
| | Current Period: | | | | | 0.00 | 0.00 | 0.00 |
| | Next Period: | | | | | 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** check box.
- Leave all account code components masked (X).
- Click **Retrieve** to generate a summary for all accounts.



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