



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.

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 filter options: Processed, Current Period: 08, Next Period: 08, Exclude Objects 61XX, and Include Inactive Accounts. There is also a 'Show Details' checkbox which is unchecked, with the text 'Report will be Summary of:'. Below these filters is a 'Description' section with two radio buttons: 'Totals' (selected) and 'Balance Accts Only'. The 'Account Code' field is populated with masked values: XXX, XX, XXXX, XX, XXX, X, XX, X, XX. There are 'Retrieve' and 'Reset' buttons. The main data area is a table with columns for Fund, Func, Obj, Sobj, Org, and Prog. The table shows data for funds 6000, 7000, and 8000, with rows for 'Processed (YTD)', 'Current Period', and 'Next Period'. At the bottom right of the table, there is a summary box with '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** check box.
- Leave all account code components masked (X).

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



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