



General Ledger Account Summary - REQ4100

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Purchasing > Inquiry > General Ledger Inquiry > General Ledger Account Summary

This tab is used to perform the following single-line inquiries of account balances:

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

Note: The general ledger inquiry is filtered according to the accounts in the user's profile, unless **Global Access** is selected on the User Profiles > Purchasing Permissions tab in District Administration. If **Global Access** is selected, the user can perform inquiries on all accounts.


Perform a general ledger inquiry:

Select the fields to be included in the inquiry.

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

- **Processed** - Reports account balances as of the end of the last reporting period.
- **Current Period** - Reports account balances as of the current accounting period.
- **Next Period** - Reports account balances as of the next accounting period.
- **Balance Accounts Only** - Reports only account classes 1, 2, and 3.
- **Include Fund Totals** - Reports class totals by fund.
- **Exclude Objects 61XX** - All objects that begin with 61 are excluded.

Note: If **Global Access** is selected in District Administration, the 4XXX account codes are displayed. However, the 4XXX accounts are never displayed in the drop-down list.

Account Code	<p>The 20-character account code mask with all Xs is displayed.</p> <ul style="list-style-type: none"> • Type only the account code elements (e.g., fund, function, object, etc.) to be included in the search (e.g., for a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX). • Click  in any Account Code field to select available accounts to include in the mask. <p>Notes:</p> <ul style="list-style-type: none"> • 4XXX accounts are excluded. • When Global Access is not selected on the User Profile page, only expenditure accounts (6XXX) and other user accounts (8XXX) can be viewed if not accessing the student activity fund as indicated on the Finance Options page.
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Click **Retrieve** to process the inquiry based on the values selected.


Notes:

- Only the account codes listed in your user profile that match the ones selected are displayed, unless **Global Access** is selected on the User Profiles > Purchasing Permissions tab in District Administration.
- If the number of records being retrieved is more than 20,000 and the **Display GL Inquiry Warning** field is selected on the Finance > Tables > District Finance Options > Finance Options tab, the following warning message is displayed: "Report will take longer to generate due to the number of rows being retrieved for the Account Code selected."
- Click **Yes** to continue processing the inquiry.
- Click **No** to return to the General Ledger Inquiry tab.


[Review the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Reset	Clear account code data. Click to clear the account code and return to the default setting (all Xs).
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