General Ledger Inquiry - BWH4000

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This page is used to perform the following tasks for accounts associated with your user profile in District Administration:

- Review the balances on individual accounts or groups of accounts.
- View processed transactions in the current period, the next period, or a combination of the two.
- View a detailed listing of the account or only the balances in a summary view of the account.
- View or print records by page.

Note: The general ledger inquiry is filtered according to the accounts in the user accounts profile.

Perform a general ledger inquiry:

The default Retrieve function only displays active account codes. Select **Include Inactive Accounts** to display inactive account codes in the inquiry.

Field	Description
File ID	Defaults to C to represent the current file ID.
Processed	Select to include processed transactions.
Current Period	Select to include current period transactions.
Next Period	Select to include next period transactions.
Include soft encumbrances when POs exist	Selected by default to include requisition general ledger transactions when purchase orders exist. If not selected, the soft encumbrances (where the associated purchase order has been created) is not displayed.
Exclude Objects 61XX	Select to exclude all objects that begin with 61.
Include Inactive Accounts	Select to include inactive account codes in the inquiry.
Show Details	Select to include a detailed list of all transactions. If not selected, a summary for all accounts is displayed. Summary report options are: Totals - Displays the totals of all accounts with the selected account code component. Balance Accts Only - Displays the totals for only the accounts that are selected in the account code mask.

Under **Description**:

Reason	Select to display the reason. When a reason is entered in the requisition **Reason** field and the requisition is submitted, approved, or returned, the **Reason/Description** field displays REQ plus the requisition number plus the **Reason** field. If a requisition reason is not entered, a default description is used for the **Reason/Description** field.	OR	**Vendor Name**	Select to display the vendor name. Selected by default. If selected, the requisition number is not displayed.

Note: Descriptions are only displayed for line items that are checks (CK) or purchase orders (EN). The **Description** option only works if **Show Details** is selected.

Account Code	The 20-character account code mask with all Xs is displayed. Use either of the following methods to select an account code: Type only the digits that are used during the selection process (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 to select from a list and click **Retrieve** or enter the following information to include in the account code mask: Fund, Func, Obj, Sobj, Org, First Program, Second Program, Third Program, or Fourth Program.

❑ Click **Retrieve** to process the inquiry based on the selected values. Only the account codes listed in your user profile that match the selected accounts are displayed. Review the report.

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


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