



## General Ledger Inquiry - BWH4000



# Table of Contents

General Ledger Inquiry - BWH4000 ..... 1



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## Warehouse > Inquiry > General Ledger Inquiry

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:

| Field                 | Description                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File ID</b>        | Defaults to C to represent the current file ID.                                                                                                                                                                                                                                                                                                          |
| <b>Processed</b>      | Select to include processed transactions.                                                                                                                                                                                                                                                                                                                |
| <b>Current Period</b> | Select to include current period transactions.                                                                                                                                                                                                                                                                                                           |
| <b>Next Period</b>    | Select to include next period transactions.                                                                                                                                                                                                                                                                                                              |
| <b>Show Details</b>   | Select to include a detailed list of all transactions. If not selected, a summary for all accounts is displayed. Summary report options are:<br>Totals - Displays the totals of all accounts with the selected account code component.<br><br>Balance Accts Only - Displays the totals for only the accounts that are selected in the account code mask. |

Under **Description**:

|               |                                                                                                                                                                                                                                                                                                                                                                                     |    |                    |                                                                                                                  |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Reason</b> | Select to display the reason.<br>When a reason is entered in the requisition <b>Reason</b> field and the requisition is submitted, approved, or returned, the <b>Reason/Description</b> field displays REQ plus the requisition number plus the <b>Reason</b> field. If a requisition reason is not entered, a default description is used for the <b>Reason/Description</b> field. | OR | <b>Vendor Name</b> | Select to display the vendor name.<br>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.

|                                                 |                                                                                                                                                                                                                    |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Include soft encumbrances when POs exist</b> | 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. |
| <b>Exclude Objects 61XX</b>                     | Select to exclude all objects that begin with 61.                                                                                                                                                                  |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Account Code</b> | <p>The 20-character account code mask with all Xs is displayed. Use either of the following methods to select an account code:</p> <p>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).</p> <p>Click  to select from a list and click <b>Retrieve</b> 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Retrieve</b>     | <p>Click 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. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click <b>X</b> to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p> |
| <b>Reset</b>        | <p><input type="checkbox"/> Click <b>Reset</b> to clear the account code and return to the default setting (all Xs).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



## Back Cover