

Running a General Ledger Inquiry

Why use this inquiry?

- ⦿ Used for tracking revenues and expenditures on the General Ledger.
- ⦿ Gives the ability to drill down on the activity for a specific account.

General Ledger Inquiry

Navigation Path:

- General Ledger
 - Review Financial Information
 - Ledger

Following the above path leads to either establishing or finding an existing Inquiry Name

General Ledger Inquiry

If a run control has already been established...
Click on the "Find an Existing Value" tab than click search and
select the appropriate Run Control ID from the list given

Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Inquiry Name: begins with

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

New users will need to set up
a run control by clicking on the
"Add a New Value" tab

General Ledger Inquiry

1. Unit will always be NDSU1

2. Ledger should be ACTUALS

3. Select the fiscal year

4. In the From Period/To Period fields, enter the periods for what you would like to see data.

Inquiry Name: LEDGER

*Unit: NDSU1

*Ledger: ACTUALS

*Fiscal Year: 2009

*From Period: 1

*To Period: 12

Currency: []

Stat Code: []

Show YTD Balance

Show Transaction Details

Include Closing Adjustments

Only in Base Currency

Max Ledger Rows: 100

Search Clear Delete

5. Check the Show YTD Balance box

6. Check the Only in Base Currency box

7. The Max Rows will default to 100 rows. It can be increased if you think your inquiry will result in more rows.

Chartfield Criteria

	Value	ChartField Value Set	Update/New	Sum By	Value Required	Or	By
	[]	[]	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Department	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Operating Unit	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Fund Code	19561	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Class Field	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Program Code	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Subsystem PC Bus Unit	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Subsystem Activity ID	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Subsystem Analysis Type	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Project	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		
Adjustment Type	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		

Save Notify

Add Update/Display

General Ledger Inquiry

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria	
Inquiry Name	*Unit
LEDGER	NDSU1
<input checked="" type="checkbox"/> Show YTD Balance	
<input type="checkbox"/> Show Transaction Details	

9. Select the Chartfields you wish to show on the inquiry by identifying the Chartfield in the Value column. Do Not enter a department number as it may not display all transactions.

Search Clear Delete

Chartfield Criteria							Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Sel	Period
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	998
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Fund Code	19561		Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			

11. Once all the criteria is entered, click Save and then click Search

10. Check the Chartfields you would like your inquiry to sum. The most common is Account.

Save Notify

Add Update/Display

General Ledger Inquiry

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Configure Ledger Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2009	1	12		
<input checked="" type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments					
<input type="checkbox"/> Show Transaction Details		<input checked="" type="checkbox"/> Only in Base Currency					
Max Ledger Rows:							100

Go To: [Inquiry Criteria](#)

[Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency							
Period	Activity	Detail	Account	Account Description	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Currency
0		Detail	105251	Cash - in BND	10,884.90	10,884.90	USD
2	Activity	Detail	105251	Cash - in BND	125.00	11,009.90	USD
3	Activity	Detail	105251	Cash - in BND	-74.11	10,935.79	USD
0		Detail	201001	Accounts/Vouchers Payable	0.00	0.00	USD
0		Detail	224002	Deposits	0.00	0.00	USD
0		Detail	330001	Net Assets Unrestricted	-10,884.90	-10,884.90	USD
3	Activity	Detail	516080	Medicare	11.54	11.54	USD
3	Activity	Detail	516170	Social Security	49.36	49.36	USD
3	Activity	Detail	516205	Unemployment Insurance	2.27	2.27	USD
3	Activity	Detail	516210	Workers Comp Premium	10.94	10.94	USD
2	Activity	Detail	621315	Other Operating Fees	-125.00	-125.00	USD
Currency Totals							
Posted Total Amount:				0.00	USD		

GENERAL LEDGER INQUIRY

- 1) The period in which the transaction occurred.
- 2) This link will drill-down to the Journal lines of the transactions on this Account Code.
- 3) This link will drill-down to show the transactions by fund number.
- 4) The account on which the transaction was processed.
- 5) Description of the Account Code.
- 6) Balance of all transactions in the Account Code for the period.
- 7) The balance of all transactions in the Account Code for the year-to-date.
- 8) The currency of the transactions.

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Configure Ledger Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2009	1	12		
<input checked="" type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments					
<input type="checkbox"/> Show Transaction Details		<input checked="" type="checkbox"/> Only in Base Currency					
							Max Ledger Rows: 100

Go To: [Inquiry Criteria](#)

[Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency							
1 Period	2 Activity	3 Detail	4 Account	5 Account Description	6 Period Balance (in Base Currency)	7 YTD Period Balance (in Base Currency)	8 Currency
0		Detail	105251	Cash - in BND	10,884.90	10,884.90	USD
2	Activity	Detail	105251	Cash - in BND	125.00	11,009.90	USD
3	Activity	Detail	105251	Cash - in BND	-74.11	10,935.79	USD
0		Detail	201001	Accounts/Vouchers Payable	0.00	0.00	USD
0		Detail	224002	Deposits	0.00	0.00	USD
0		Detail	330001	Net Assets Unrestricted	-10,884.90	-10,884.90	USD
3	Activity	Detail	516080	Medicare	11.54	11.54	USD
3	Activity	Detail	516170	Social Security	49.36	49.36	USD
3	Activity	Detail	516205	Unemployment Insurance	2.27	2.27	USD
3	Activity	Detail	516210	Workers Comp Premium	10.94	10.94	USD
2	Activity	Detail	621315	Other Operating Fees	-125.00	-125.00	USD
Currency Totals							
Posted Total Amount:				0.00	USD		

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/D](#)

General Ledger Inquiry

Let's click on the Detail link

Period	Activity	Detail	Account	Account Description	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Currency
0		Detail	105251	Cash - in BND	10,884.90	10,884.90	USD
2	Activity	Detail	105251	Cash - in BND	125.00	11,009.90	USD
3	Activity	Detail	105251	Cash - in BND	-74.11	10,935.79	USD

As you can see, there is just one transaction posting against this fund for period 2 totaling \$125.00 on the cash Account (105251)

Ledger Inquiry

Ledger Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2009	1	12		
<input checked="" type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments					
<input type="checkbox"/> Show Transaction Details		<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows: 100			

Go To [Inquiry](#) • [Ledger Summary](#)
[Criteria](#)

Ledger Details

Period	Activity	Account	Fund	Dept	Program	Project	Account Description	Total Amt	Currency
2	Activity	105251	19561	3100			Cash - in BND	125.00	USD

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

General Ledger Inquiry

Ledger Inquiry

Ledger Details

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2009	1	12		
<input checked="" type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments					
<input type="checkbox"/> Show Transaction Details		<input checked="" type="checkbox"/> Only in Base Currency					

To get more information on this transaction, click on the Activity link.

Go To [Inquiry](#) • [Ledger Summary](#)
[Criteria](#)

Ledger Details										Customize	Find	View All	First	1 of 1	Last
Period	Activity	Account	Fund	Dept	Program	Project	Account Description	Total Amt	Currency						
2	Activity	105251	19561	3100			Cash - in BND	125.00	USD						

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

Ledger Inquiry

Ledger Details

Ledger Criteria							
Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat	
NDSU1	ACTUALS	2009	1	12			
<input type="checkbox"/> Include Closing Adjustments							
<input type="checkbox"/> Show Transaction Details		<input checked="" type="checkbox"/> Only in Base Currency					

Max Ledger Rows: 100

Go To [Ledger Summary](#)

[Transaction Criteria](#)

Transaction Details										Find	View All	First	1 of 1	Last
Ledger by Period and Chartfields										Customize	Find			
Period	Account	Account Description	Stat											
2	105251	Cash - in BND												

Posted Total Amount: 125.00 USD

Journals										Customize	Find	First	1 of 1	Last
Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency					
0000685693	Cash - in BND	08/31/2008		0.00	N	125.00	USD	125.00	USD					

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

Clicking on the a Activity link would give transactions occurring on this Fund on the Cash line (105251) for \$125.00 in Period 2. In this case there was only one transaction which totaled the amount of \$125.00

General Ledger Inquiry

Ledger Inquiry

Transaction Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2009	1	12		

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency

Go To: [Inquiry](#) • [Ledger Summary](#)

Transaction Details

Ledger by Period and Chartfields

Period	Account	Account Description	Stat
2	105251	Cash - in BND	

Posted Total Amount: 125.00 USD

Journals

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0000685693	Cash - in BND	08/31/2008		0.00	N	125.00	USD	125.00	USD

Let's take a look at this journal by clicking on the Journal ID link.

Journal information including the date it posted and a long description.

The amount for the entire Journal was for \$9,121.34; however, only \$125.00 was charged to this Fund (19561).

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2009	1	12		

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency

Max Ledger Rows: 100

Go To: [Inquiry](#) • [Ledger](#) • [Transaction Details](#)

Journal Inquiry

Journal ID:	0000685693	Date:	08/31/2008	Schedule:	
Ledger Group:	ACTUALS	Original Date:	08/31/2008	Process:	No Request
Source:	ONL	Date Posted:	09/02/2008	Total Lines:	8
Journal Status:	Posted	Reversal Date:		User ID:	gwawers
Balance:	DR=CR	Reversal:	None	InterUnit BU:	NDSU1
Doc Seq:		Budget Status:	Valid		
Long Description:	Transfer checks out of OS check fund to appropriate fund.				

Totals by Currency

Currency: USD	Debit Amount:	9,121.34	Credit Amount:	9,121.34	Net:	0.00
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All Lines
 From/To From Line: To Line:

Journal Line

Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	PC Bus Unit	Project
3	Cash - in BND	125.00	USD	105251	19561	3100			

General Ledger Inquiry

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From
LEDGER	NDSU1	ACTUALS	2009	1
<input checked="" type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments			
<input type="checkbox"/> Show Transaction Details	<input checked="" type="checkbox"/> Only in Base Currency			

Max Ledger Rows: 100

To go back, click on these links to return to the previous screens.

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[Criteria](#) [Summary](#)

Journal Header

Journal ID:	0000685693	Date:	08/31/2008	Schedule:	
Ledger Group:	ACTUALS	Original Date:	08/31/2008	Process:	No Request
Source:	ONL	Date Posted:	09/02/2008	Total Lines:	8
Journal Status:	Posted	Reversal Date:		User ID:	gwawers
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	NDSU1
Doc Seq:		Budget Status:	Valid		
Long Description:	Transfer checks out of OS check fund to appropriate fund.				

Totals by Currency

Find | View All | First 1 of 1 | Last

Currency: USD Debit Amount: 9,121.34 Credit Amount: 9,121.34 Net: 0.00

All Lines

From/To

From Line:

To Line:

[Query Journal Lines](#)

Journal Line

Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	PC Bus Unit	Project
3	Cash - in BND	125.00	USD	105251	19561	3100			

[Save](#)

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