Establish an Inquiry

Navigate to - Main Menu > General Ledger > Review Financial Information > Ledger

1. The default tab is “Find and Existing Value”, select search to use an existing Inquiry page
   a. If no existing Inquiry page is available, select the “Add a New Value” tab
   b. Name the Inquiry as you wish (example: GL Review)
   c. Select the “Add” button

2. Populate the Inquiry page as shown below with the details you’d like to review
   a. To see all cost accounts for a particular cost center, the “ChartField Value Set” EXP_NO_CAP_OFFSET may be used rather than specifying individual accounts
   b. To see all revenue accounts for a particular cost center, the “ChartField Value Set” REVENUE may be used rather than specifying individual accounts
   c. Select the “Search” button to view results
Inquiry Results

3. Summary results will be displayed
4. The “Activity” link may be selected to view transaction details
5. The journal related information is available by selecting the “Journal ID” link
   a. For journals from sub-systems, there will usually be a journal mask. The screen print above
depicts a sub-system journals from Student Financials and has a mask of SF
   b. For manual journals, such as IDT’s, related journals information and attachments can be viewed
using the “Journal ID” link
6. Manual journal and IDT view
   a. Select the journal ID to view details and attachments

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<tbody>
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<td>N</td>
<td>USD</td>
<td>3.30</td>
<td>USD</td>
<td>3.30 USD</td>
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7. **Detail of Journals and IDT’s**
   a. The other journal details not associated with the cost center and account specified on the inquiry page are available by selecting the “Query Journal Lines” button
   b. The journal attachments are available by selecting the “View Attachment” link

If you have any questions regarding this procedure, contact Accounting and Financial Reporting at extension 6741.