

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

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

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

Ledger Criteria

Inquiry Name: LEDGER_INQ

*Unit: DAL01 | *Ledger: ACTUALS | *Fiscal Year: 2014 | *From Period: 12 | *To Period: 12

Currency: | Stat Code: |

Show YTD Balance | Include Closing Adjustments | Max Ledger Rows: 100

Show Transaction Details | Only in Base Currency

Buttons: Search (circled in red), Clear, Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	70002	(circled in red)	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Function			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Center	37230006		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"/>	

Include Adjustment Periods

Set	Period
<input type="checkbox"/>	998

Buttons: Save, Return to Search, Notify, Add, Update/Display

Inquiry Results

3. Summary results will be displayed
4. The "Activity" link may be selected to view transaction details

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Ledger](#)

Ledger Inquiry

Ledger Summary

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

▶ **Ledger Criteria**

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary Find | View All First 1 of 1 Last

Ledger Amount by Currency Personalize | Find | [Print] First 1 of 1 Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
	10 Activity	Detail	70002	Scholarships	148,320.00	USD	148,320.00	USD

Currency Totals

Amount (in Transaction Currency):	148,320.00 USD	Amount (in Base Currency):	148,320.00 USD
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[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

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

The screenshot displays the 'Ledger Inquiry' interface. At the top, there are navigation menus: 'Favorites', 'Main Menu', 'General Ledger', 'Review Financial Information', and 'Ledger'. Below this, the page title is 'Ledger Inquiry' and the section is 'Transaction Details'. There are tabs for 'Ledger Criteria', 'Inquiry Criteria', 'Ledger Summary', and 'Transaction Criteria'. The 'Transaction Details' section shows a table for 'Ledger by Period and Chartfields' with one entry: Period 10, Account 70002, Account Description Scholarships. Below this, it shows 'Amount (in Transaction Currency): 148,320.00 USD' and 'Amount (in Base Currency): 148,320.00 USD'. The 'Journals' section contains a table with the following data:

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
SF00182787	SA Student Financials	06/17/2014		0.00	N	25,818.00	USD	25,818.00	USD
SF00183043	SA Student Financials	06/18/2014		0.00	N	70,248.00	USD	70,248.00	USD
SF00183280	SA Student Financials	06/19/2014		0.00	N	52,254.00	USD	52,254.00	USD

At the bottom of the screen, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

6. Manual journal and IDT view
 - a. Select the journal ID to view details and attachments

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Ledger

Ledger Inquiry

Transaction Details

▶ Ledger Criteria

Inquiry Criteria * Ledger Summary

Go To Transaction Criteria

Transaction Details Find | View All First 1 of 1 Last

Ledger by Period and Chartfields Personalize | Find | 1 of 1

Period	Account	Account Description▲	Stat
1	63012	Agri/Hardware Suppl/Matl	

Amount (in Transaction Currency): 61.30 USD Amount (in Base Currency): 61.30 USD

Journals Personalize | Find | First 1-8 of 8 Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0000142855	F-WO#133396-14	09/30/2013		0.00	N	3.30	USD	3.30	USD

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

The screenshot displays the 'Journal Inquiry Details' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > General Ledger > Review Financial Information > Ledger. Below this, the page title is 'Journal Inquiry' and 'Journal Inquiry Details'. A 'Ledger Criteria' section is visible, with 'Go To:' options for 'Inquiry Criteria', 'Transaction Details', and 'Ledger Summary'. The 'Journal Header' section contains the following data:

Journal ID:	0000142855	Date:	09/30/2013	Schedule:	
Ledger Group:	ACTUALS	Original Date:	09/30/2013	Process:	No Request
Source:	WOR	Date Posted:	10/08/2013	Total Lines:	1850
Journal Status:	Posted	Reversal Date:		User ID:	mdt071000-utd
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	DAL01
Doc Seq:		Budget Status:	Valid	View Attachment	

Below the header, there is a 'Long Description' field with the text 'WOR BILLING 9/30/2013'. Underneath, there are radio buttons for 'All Lines' (selected) and 'From/To'. The 'From Line' and 'To Line' fields are empty. A button labeled 'Query Journal Lines' is circled in red. Below this is a 'Totals by Currency' section showing a net amount of 0.00 for USD. At the bottom, the 'Journal Line' table is displayed with one entry:

Line #	Line Descr	Fund	Cost Center	Account	Amount (in Transaction Currency)	Currency	Dept ID	Function	Prog
473	FM-WO#133396-14	3000	37230001	63012	3.30	USD	307200	101	

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