Step 1

View ledger detail and summary information based on selected criteria. The example below shows how to run the report for a capital project. Screen shots at the end show the criteria to use to run a report for a program.

Click **Main Menu** on the top navigation bar.

Click the **General Ledger** menu.

Click the **Review Financial Information** menu.

Click the **Ledger** menu item.
The first time you perform a Ledger Inquiry, an **Inquiry Name** is required. Optionally, this inquiry may be saved and accessed on the Find an Existing Value tab. Saving the inquiry is not a requirement.

Click the **Add a New Value** tab.

Click in the **Inquiry Name** field.

Enter your choice of identifier into the **Inquiry Name** field, in this example "LEDGER".

Click the **Add** button.
Review Financial Information - Ledger Inquiry

Step 3

Use the Ledger Inquiry page to view ledger detail and summary information based on selected criteria.
Review Financial Information - Ledger Inquiry

Step 4

Note the available options below:

Show YTD Balance: (show year-to-date balance) Select this check box and the inquiry returns year-to-date balances for specified ChartFields for a period.

Show Transaction Details: Select to see the ledger data along with the journal transactions that contributed to the balance.

Include Closing Adjustments (normally Research): Select specific adjustment periods from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year. Only adjustment periods that are applicable to the fiscal year are available.

Check Only in Base Currency
Review Financial Information - Ledger Inquiry

Step 5

Select the Business Unit, MAC01 in this example.

Click in the Ledger field. Enter the desired information into the Ledger field, normally "ACTUALS". Note all the Chartfield Criteria are displayed in the bottom of the screen after this field is entered.

Enter the desired information into the Fiscal Year field. Enter "2014".

Enter the desired information into the From Period field. Enter "1". Enter the desired information into the To Period field. Enter "5". This selection will give results from May to September.
Step 6

Enter the desired information into the **Value** field. In this example Account “650008” and Department “10254” are entered.

Leaving a value blank will return all values. In this example the amounts in Account 650008 across all Funds, Programs and Projects in Department 10254 will be shown. Checking “**Value Required**” will exclude fields that have a blank value, e.g. balance sheet accounts may not have a department so would be excluded if “Value Required” was checked for Department.

Checking “**Sum By**” will display Account 650008 on the report. The results will be for Department 10254, but it will not be displayed. Note the Order By column is completed depending on the order the fields are checked in “**Sum By**”.
Step 7

Click the **Search** button.
Step 8

The **Ledger Summary Balance** by account is now displayed.

Note that this is the total for Account 650008 in Department 10324 including all Funds, Programs and Projects.

Also note that only Period 5 is displayed. If there were activity in Periods 1 through 4 a separate line would have been displayed for each period.
Step 9

Click the **Detail** link to drill down to the Ledger Details which displays the rest of the Chartfield combinations which make up the Ledger Balance (Fund, Program and Project).

Note that the **Activity** link (Step 11) could be clicked on this screen, however the list of journals does not display the value for Fund, Program or Project. If a Department has more than possible Fund, Program or Project it is recommended to go through the **Detail** link.
Step 10

**Ledger Details** are now displayed. This summary includes an additional breakdown by Fund, Program and Project, as well as Department 10254 which was one of the criteria.
Review Financial Information - Ledger Inquiry

Step 11

Click the **Activity** link to drill down to the **Journal ID's** that make up the **Ledger Details**.
Step 12

Journal ID's are now displayed.

Click the AP00000367 link to drill down to the Journal Inquiry Details page.
Step 13

The **Journal Inquiry Details** page is now displayed. This page shows the detail for the **one** line of the journal.

Additional options:

1. Query Journal Lines – to display all or part of the rest of the entry
2. Drill to Source – in this example Accounts Payable
Step 14

Links are available to return you to any previous screen in the drill down. Note that these links have also been available on previous screens.

Click the Inquiry Criteria link.
You are back to the Ledger Inquiry page.

You have the option to save the inquiry if you want to re-use/modify it in future. Click the Save button.