**General Ledger Inquiry –**

**General Ledger Inquiry tab**

***Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry***

This tab is used to perform the following:

* Review the balances on individual accounts or groups of accounts.
* View the processed, current period, next period, or any combination of these.
* View a detailed listing of the account or just the balances in a summary view of the account.
* View records by page or by printing.
* After a deferred check is printed, the check number description will display “PAYABL” in the expenditure account. The numerical check number is displayed in the accounts payable account for the accounting period in which the check was printed.

**Perform a general ledger inquiry:**

Select any of the following fields to include in the inquiry:

|  | **Processed:**  |
| --- | --- |
|  | Select to include account balances as of the end of the last reporting period.**Current Period:**  |
|  | Select to include account balances as of the current accounting period. |
|  | **Next Period** |
|  | Select to include account balances as of the next accounting period.**Show Details** |
|  | When the field is selected, a detailed list of all transactions is displayed and printed. When the field is cleared, a summary of all accounts is displayed and printed. The following summary report options are also displayed: * **Totals** - The totals of all accounts with the selected account code component are displayed.
* **Balance Accts Only** - The totals for only the accounts that are selected in the account code mask are displayed.

**Include Shot Encumbrances when PO’s Exist** |
|  | Selected, by default, to include general ledger transactions when purchase orders exist. If not selected, the soft encumbrances (where the associated purchase order has been created) are not displayed**Exclude Objects 61XX** |
|  | Select to exclude all object codes that begin with 61XX.. **Under Description, select one of the following:*** **Reason:**  Select to display the reason for each account transaction.
* **Vendor Name:** Select to display the vendor name for each account transaction. 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 the Show Details option is selected.****Account Code:** * Type an account code in each of the account code field components.
* Click https://tcc-help.net/txeis/business/lib/exe/fetch.php/images/smallpicklist.gifto select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved.
* For example, if you want a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX
* Encumbrances for student activity fund accounts are displayed in the class 2XXX object codes.

Click **Retrieve** to process the inquiry based on the values selected. The results are displayed.**General Ledger Account Summary -** ***Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary***This tab is used to perform a single-line inquiry of account balances. On this tab, you may: * Review the balances on individual accounts.
* View the balances in a summary view of the account.
* View records by page or by printing.

|  |  |  |
| --- | --- | --- |
|  |  | **Processed:**Select to include account balances as of the end of the last reporting period.**Current Period** |
|  |  | Select to include account balances as of the current accounting period**Next Period** |
|  |  | Select to include account balances as of the next accounting period.**Balance Accounts Only** |
|  |  | Select to include only account classes 1, 2, 3, and 4.**Include Fund Totals** |
|  |  | Reports class totals by fund.**Exclude Objects 61XX** |
|  |  | Select to exclude all object codes that begin with 61XX.**Account Code:**Type an account code in each of the account code field components. Click https://tcc-help.net/txeis/business/lib/exe/fetch.php/images/smallpicklist.gifto select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved. For example, if you want a summary of all supply accounts for campus 001, the account mask would look like the following: XXX-XX-63XX-XX-001-XXXXXX Click **Retrieve** to process the inquiry based on the values selected. The page displays the general ledger account summary report. Fund totals by class are reported at the end of each fund. |

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**Over Expended Account Summary**

***Finance > Inquiry > General Ledger Inquiry > Over Expended Account Summary***

This tab is used to perform a single-line inquiry of overexpended account balances. Only 6XXX object-coded accounts are displayed. On this tab, you may:

* Review the balances on individual accounts.
* View the balances in a summary view of the account.
* View records by page or by printing.