GL Ledger Inquiry Procedure

VERSION: 4/7/2017

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Introduction to GL Ledger Inquiry

Overview

The GL Ledger Inquiry in ConnectCarolina allows you to see balances based on the GL Actuals ledger.

When using the GL Ledger Inquiry or any other ConnectCarolina report, it is important to understand three things:

- the difference between the Commitment Control ledgers and GL Actuals ledger

- fiscal year and accounting periods

- the chartfield combinations that yield the results you want

Commitment Control ledgers vs. GL Actuals ledger

A ledger is used to show financial balances and the transactions that make up those balances. In ConnectCarolina there are two main ledgers, Commitment Control and GL Actuals. There are key differences between these ledgers.

- **Commitment Control ledgers:** Commitment Control ledgers are driven by the budget process in the system. A Commitment Control balance is based on a <u>budgeted</u> amount. Commitment Control is an important management tool for tracking expenses and revenue against a budget on a daily basis.

- **GL Actuals ledger:** The GL Actuals ledger is NOT based on budgets. It is based on what has "actually" posted to the system. It is the official book of record for the University.

To grasp the difference between the two ledgers, you really need to understand how transactions are processed in the system. The graph below shows the steps all expense and revenue transactions go through. See that transactions impact Commitment Control when they pass budget checking, but they impact GL Actuals only after they have been posted.
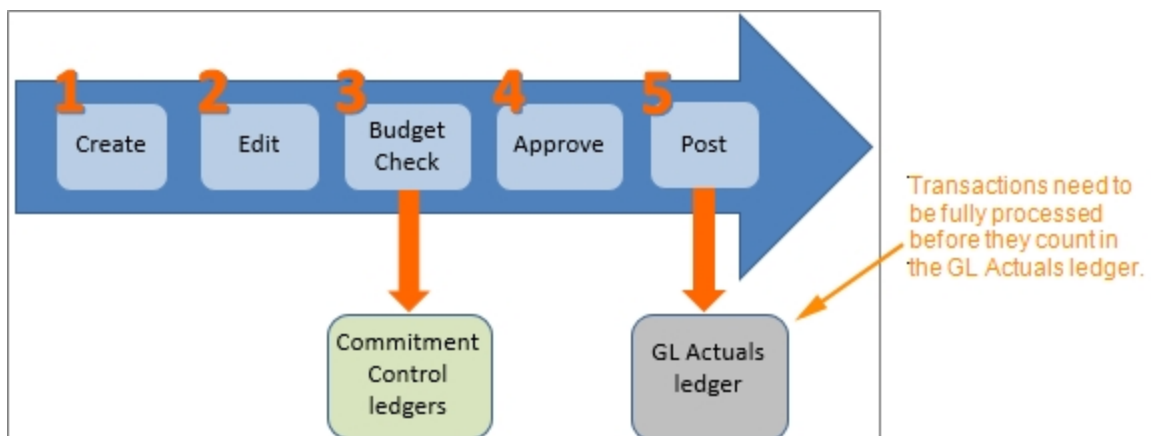
The Relationship Between Reports and Ledgers

Most reports in ConnectCarolina are based either on the Commitment Control ledgers or the GL Actuals ledger. When viewing a report, it's important to always be aware of which ledger it is based on.

Reports based on Commitment Control. The primary reports based on Commitment Control ledgers are:

- InfoPorte Dept Accounting > Main Ledgers and OSR Ledger

- Budgets Overview in ConnectCarolina

Reports based on GL Actuals. The primary reports based on the GL Actuals ledger are:

- Several SAS reports in InfoPorte

- GL Ledger Inquiry

When should I use Reports Based on Commitment Control vs. GL Actuals?

In a nutshell, use budget reports when you are looking for day-to-day budget balances for expenses and revenue, and to reconcile at month-end. Use GL Actuals reports when you need to know the total amount actually posted in any given area.

Below is a list of the most common things you look up and what report shows it.

In this field:	Do the following:
Day-to-day expense and revenue budget balance	- InfoPorte Ledger Rollups tabs - ConnectCarolina Budgets Overview
Month End total revenue and expenses	- InfoPorte Ledger Rollups tabs - GL Ledger Inquiry
Expense and revenue balances in GL Actuals in an open accounting period	- GL Ledger Inquiry
To see whether a specific transaction has posted to the GL Actuals ledger	- GL Ledger Inquiry
Fund balance	- GL Ledger Inquiry
Cash balance	- GL Ledger Inquiry

Fiscal Year and Accounting Periods

Two important search fields on the GL Ledger Inquiry are the fiscal year and accounting period. You need to enter these correctly to find the information you want.

A fiscal year is the twelve month period an organization uses to report its financial information. The fiscal year at UNC starts on July 1 and ends on June 30. The beginning of a new fiscal year uses the following calendar year as a point of reference. For example, July 1, 2015 began the "2016 fiscal year". The 2016 fiscal year ends on June 30, 2016.

An accounting period is the increment within a fiscal year an organization uses to report its finances. At UNC, the accounting period is a month, such as July, August, and so on.

Each accounting period is identified by a number. The accounting periods are listed below.

Accounting Period	Month
0	Holds the beginning balance for a fiscal year
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June

The fiscal year and accounting periods apply to the GL Ledger Inquiry in a few ways:

- The beginning balance of a fiscal year is in Period 0.

- The ending balance of a fiscal year is the cumulative total amount from periods 0 to 12, and all adjustment periods.

A Note about Accounting Periods and Why Some Transactions are Deleted at Month End

You won't need to spend too much time working with ConnectCarolina to learn that certain transactions, specifically budget journals/transfers and GL campus journals, are deleted at

the end of the accounting period if they are not complete. The reason for this is directly related to:

1. the fiscal year and accounting period, and

2. the Commitment Control and GL Actuals ledgers.

The system records all financial transactions by fiscal year and accounting period. Remember that all financial transactions go through both the Commitment Control ledgers and the GL Actuals ledger. Since we report our finances each accounting period, we need to synchronize the two ledgers at the end of each period. There cannot be a budget journal/transfer or GL campus journal in Commitment Control that does not exist in the GL Actuals. Such a difference causes the two ledgers to be out of sync.

This is why <u>incomplete</u> budget journals/transfers and GL campus journals are deleted at the end of an accounting period.

Entering the Correct Chartfields

It is important to enter the correct chartfield combination to find the results you want. If you aren't familiar with the chartfields, see the Chartfield Structure quick reference card on ccinfo.unc.edu/Training/Resource Documents.

The wildcard (the % sign) is a helpful tool when using the GL Ledger Inquiry. The wildcard can be placed in any position of your value. For example:

- 5% in the Account field yields all expense accounts beginning with 5

- %5 in the Account field yields all expense accounts ending with 5

- %5% in the Account field yields all expense accounts containing 5

Examples of using the wildcard are:

- 201% in the Fund code field to find all State funds beginning with 201

- 252% in the Fund code field to find all OSR funds

- 271% in the Fund code field to find all F&A funds

- 5% in the Account field to find all expense accounts

- 4% in the Account field to find all revenue accounts

There are a number of things you might want to see in the GL Actuals, and each might require a unique chartfield or chartfield combination. The important thing is to be familiar with the chartfield structure and think through what chartfield combination will yield the results you need.

The most common GL Ledger Inquiry searches are listed in the table below, along with the chartfields or chartfield value sets to enter.

A chartfield value set is two or more chartfields grouped together. Only business analysts have the ability to create them.

To find this:	Enter this chartfield:	Enter this chartfield value set for the Account and Fund
Trust fund balance	Source	CPS_FUNDBALANCE
Cash balance for a trust fund	Source	CPS_CLAIMONCASH CPS_TOTALCASH
a specific expense or revenue transaction	•Any combination of fund, source, account and department on the transaction. The more chartfields you enter, the more narrow your search results. •Consider using the wildcard in your filters. •Enter 5% on Account to find all expenses; 4% for all revenue	NA
expense or revenue balances	•Any combination of fund, source, account and department for the fund type. The more chartfields you enter, the more narrow your search results. •Consider using the wildcard in your filters. •Enter 5% on Account to find all expenses; 4% for all revenue	NA

How can I best use the GL Ledger Inquiry page?

Like most inquiry pages in ConnectCarolina, there are some common guidelines for using the inquiry, but there are many different ways you can combine the search fields and values to find what you need.

Read *GL Ledger Inquiry Navigation, page 8* to understand the basic navigation of the GL Ledger Inquiry.

Make sure that before you start using the GL Ledger inquiry, you understand:

- the difference between the Commitment Control and the GL Actuals ledger

- the fiscal year and accounting period structure. Particularly,

    - what accounting period contains the beginning fiscal year balance

    - what accounting periods do you enter to see ending fiscal year balance

- what chartfields, and combinations of chartfields, to use to find what you want. For example,

    - what chartfields would you enter to find all expenses for your State funds?

    - what chartfields would you enter fo find all revenue for a trust fund?

GL Ledger Inquiry Navigation

Overview

Read this document for a foundation for how the GL Ledger Inquiry works. There are several other procedures, listed in the references below, that illustrate common searches for the GL Ledger Inquiry. Be sure to read this procedure first.

Related References

- *Introduction to GL Ledger Inquiry, page 2*

- *Finding Fund Balances Using GL Ledger Inquiry, page 13*

- *Finding Cash Balances Using GL Ledger Inquiry, page 17*

- *Finding Expense and Revenue Transactions Using GL Ledger Inquiry, page 24*

- *Finding Expense and Revenue Balances Using GL Ledger Inquiry, page 21*

Steps
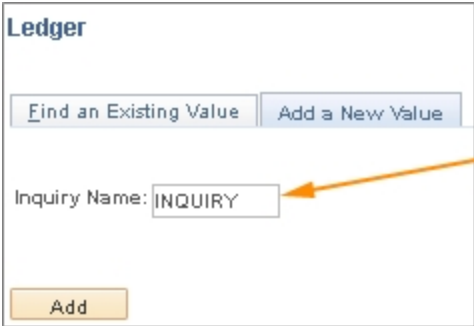
Follow these steps to see the GL Ledger Inquiry navigation.

1. Choose this menu option to navigate to the GL Ledger Inquiry page:

   Main Menu > Finance Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry Page

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

3. Enter a name for the inquiry, such as INQUIRY or CASH.

4. Click the **Add** button.

Result: The system displays the header of the GL Ledger Inquiry page.

Note: Once you save an inquiry name, you do not have to create it again. The next time you open the Ledger Inquiry page, you can go to the Find an Exiting Value tab and find the inquiry name you created. However, the system saves the values from the previous search so you may have to modify them.

5. The **Unit** field should default with UNCCH. If it does not, enter **uncch** in the **Unit** field.

6. Look up, or enter, **actuals** in the Ledger field.

Result: The system opens an additional section of the screen with the chartfield filters.

7. Enter the rest of the header filters:

In this field:	Do the following:
Fiscal Year	Enter the fiscal year that corresponds to the balance you want to see.
From Period	Enter the first period in the range of periods you want. • If you are searching for a beginning, ending, or year-to-date balance, you need to enter 1. • If you are searching for a single accounting period balance, such as accounting period 5, enter 5.
To Period	Enter the last period of the range of periods you want. • If you are searching for a beginning balance, enter 1. • If you are searching for an ending balance, enter 12. • If you are searching for a single period balance, such as period 5, enter 5.
Currency	Leave this field blank.
Stat Code	Leave this field blank.

In this field:	Do the following:
Show YTD Balance	If you want your search results to include a column with a year-to-date balance at each accounting period, mark this checkbox. **Note:** When looking for a beginng, ending, or year-to-date blance, this checkbox must be marked. **Note:** This checkbox works in conjunction with the Show Transaction Details checkbox. You can either choose one checkbox or the other, but not both.
Show Transaction Details	If you want the initial screen of your search results to include a list of the transactions that comprise your transactions, but not the balance, mark this checkbox. This checkbox is best used when you are looking for transactions rather than balances. However, if you choose to see balances, you can still drill down from the initial view to see transactions. **Note:** This checkbox works in conjunction with the Show YTD Details checkbox. You can either choose one checkbox or the other, but not both at the same time.
Include Closing Adjustments	Leave this checkbox unmarked.
Only in Base Currency	Leave this field blank.
Max Ledger Rows	Leave the default of 100.

Ledger Criteria

Inquiry Name
INQUIRY

*Unit UNCCH   *Ledger ACTUALS   *Fiscal Year 2016   *From Period 1   *To Period 12   Currency

☑ Show YTD Balance   ☐ Include Closing Adjustments   Max Ledger Rows 100
☐ Show Transaction Details   ☐ Only in Base Currency

8. Enter the chartfields in the Chartfield Criteria section to find the information you want.

9. Click the **Search** button.

In this field:	Do the following:
Value column	The Value column contains fields for each chartfield. Enter the chartfields applicable to the information you want. The percent sign (%) acts as a wildcard. You can enter it before, after, or in between values. For example: • Entering 5% returns all values that begin with five. • Entering %5 returns all values that end with five. • Entering %5% returns all values that contain five. **Note:** You need to indicate the Account code. You can do this either by entering a value in the Account field, or leaving the Account field blank and clicking the Sum by field for Account.
Chartfield Value Set	Chartfield Value Sets are pre-set combinations of chartfields. Only business analysts have the ability to create or modify chartfield value sets. Three chartfield value sets have been created when searching for fund and cash balances. You will enter them for fund and account. They are: • CPS_CLAIMONCASH - contains cash accounts between 111000 and 111399, and account 111999. For most campus departments, this set of comprises the total cash balance. • CPS_TOTALCASH - contains all cash accounts. • CPS_FUNDBALANCE - contains all the fund balance, expense, and revenue accounts. Use this to find fund balances.
Sum by	The **Sum by** field determines which chartfield the amounts in your search results are summed by. For example, if you mark the Source **Sum by** checkbox, the results will show amounts totaled by source. The system requires at least one Sum By checkbox to be marked. When a Sum By checkbox is marked, the system shows a separate row for each unique value of that chartfield for each accounting period. But, if you enter the full chartfield code and mark the Sum By checkbox for that chartfield, the search results will show one amount for that chartfield for each accounting period. There are two examples below for how to use the **Sum by** checkbox.
Value Required	The Value Required checkbox works together with the Sum By checkbox. You can only select a Value Required checkbox when the Sum By checkbox for that chartfield is selected. The Value Required checkbox filters out chartfields with blank values. The Sum By and Value Required fields for Account are selected by default.
Include Adjusting Periods	Mark all the **Include Adjusting Periods** fields to ensure you capture any adjusting entries made by Accounting Services.

Example 1: Results summed by source

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Sel
Account	5%	On Account, you need to either enter a value or mark the Sum by checkbox. ate/New	☐	☐		☑
Department		ate/New	☐	☐		☑
Fund		Update/New	☐	☐		☑
Source	51130	Update/New	☑	☐	1	☑

Chartfield Criteria — Personalize | Find | First 1-12 of 12 Last — Include A

When you enter the full chartfield code and only select the Sum By box for that chartfield....

Period	Activity	Detail	Source	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)
1	Activity	Detail	51130	890.00	890.00
2	Activity	Detail	51130	2,115.00	3,005.00
3	Activity	Detail	51130	11,930.85	14,935.85
4	Activity	Detail	51130	6,079.96	21,015.81
5	Activity	Detail	51130	16,766.53	37,782.34

....the search results will display totals for that chartfield for each accounting period.

Selecting a partial source code, such as 511%, would return a separate row for each source beginning with 511, for

Example 2: Results summed by account:

ChartField	Value	ChartField Value Set	Update/New	Sum By
Account	5%		Update/New	☑
Department			Update/New	☐
Fund			Update/New	☐
Source	51130		Update/New	☐

When you enter the full chartfield code for source, a partial code for account, and only select the Sum By box for that Account.....

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)
1	Activity	Detail	522690	Service Agreement-Food	540.00	540.00
5	Activity	Detail	524730	Rent/Lease-Building Short Term	16,205.75	16,205.75
5	Activity	Detail	524740	Rent/Lease-Other Facilities	560.78	560.78
3	Activity	Detail	527510	Print	874.32	874.32
1	Activity	Detail	558921	Meetings and Amenities	350.00	350.00
2	Activity	Detail	558921	Meetings and Amenities	2,115.00	2,465.00

......the search results show the balance for each account for each accounting period.

Finding Fund Balances Using GL Ledger Inquiry

Overview

A fund balance is the total net worth of a fund as reflected in the GL Actuals ledger. Fund balance accounts begin with the number 3.

Beginning Fiscal Year Fund Balance

A fund balance at the beginning of a fiscal year is the balance before any transactions are made against the fund. The system shows this amount in Accounting Period 0 (zero).

Ending Fiscal Year Fund Balance

An ending fiscal year fund balance is the total net worth of a fund at the end of a fiscal year after all revenue and expenses have been closed. The system shows the ending fiscal year fund balance in accounting period 12.

Current Fund Balance (during the fiscal year)

In the previous system, changes to the net worth of a fund were added to the fund balance account on a daily basis, meaning you could find the current fund balance at any time throughout the fiscal year by searching on a fund balance account.

ConnectCarolina only updates fund balance accounts once per year, at the end of the fiscal year, rather than on a daily basis. That means you cannot look to a fund balance account throughout the fiscal year to find the current, year-to-date, fund balance. Instead, you need to take the balance of current revenues and expenses, and add it to the current fund balance.

To help you find your fund balances faster, this calculation (revenue less expenses added to the fund balance) has been set up in a chartfield value set called CPS_FUNDBALANCE. This procedure demonstrates how to use this chartfield value set.

Related Reference

- For an overview of Ledger Inquiry navigation, see *GL Ledger Inquiry Navigation, page 8*

Steps

Follow these steps to find a fund balance:

1. Choose this menu option:

   Main Menu > Finance Menu > General Ledger > Review Financial Information > Ledger

Find an Existing Value Tab

2. If you have already set up an inquiry name, from the **Find an Existing Value** tab, enter the inquiry name.

    Note: If you have not already set up an inquiry name, go to the **Add an Existing Value** tab, enter a name for your inquiry, and click the **Add** button.

3. Click the **Search** button.

Ledger Inquiry Page

4. Complete the filters:

In this field:	Do the following:
Unit	The Unit field should default to uncch. If it does not, enter **uncch**.
Ledger	Look up, or enter, **ACTUALS**.
Fiscal Year	Enter a fiscal year as follows: • To see the beginning fund balance for a fiscal year, enter that fiscal year. For example, for the beginning 2016 fund balance, enter 2016. This shows the fund balance as of July 1, 2016. • To see the ending fund balance for a fiscal year, enter that fiscal year. For example, for the ending 2015 fund balance, enter 2015. This shows the fund balance as of June 30, 2015. • To see the current fund balance, enter the current fiscal year.
From Period	Enter **1** in the From Period field. **Note:** The beginning fund balance appears in Period 0. The system does not allow you to enter Period 0, but when you enter **1**, and mark the **Show YTD Balance** checkbox, the search results will include a separate row for Period 0.
To Period	Enter a To Period as follows: • For the beginning fiscal year cash balance, enter 1. • For the ending fiscal year cash balance, enter 12. • For the current cash balance, enter the current accounting period.
Show YTD Balance	Mark the **Show YTD Balance** checkbox.
Show Transactions Details	Leave this checkbox unmarked.

In this field:	Do the following:
Include Closing Adjustments	Leave this field blank.
Only in Base Currency	Leave this field blank.
Account and Fund Chartfield Value Set	In the Chartfield Criteria area, in the Chartfield Value Set column for Fund and Account, select **CPS_FUNDBALANCE**. This chartfield value set is the current balance of expense and revenue, added to the current fund balance.
Source	Under the Value column enter the source for the trust fund in the Source field.
Sum By	Mark the Sum By field for the source chartfield. This will cause the system to show a total for the source by accounting period. Leave all the other Sum By checkboxes unmarked. For more information about this field, see the Ledger Inquiry Navigation document.
Value Required	Leave the Value Required checkboxes blank. For more information about this field, see the Ledger Inquiry Navigation document.
Include Adjusting Periods	Mark all the checkboxes in the **Include Adjusting Periods** section.

5. Click the **Search** button.

Results: The system displays the fund balance based on your search criteria.

Period	Activity	Detail	Source	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Base Curr
0		Detail	51130	-48,065.33	-48,065.33	USD	-48,065.33	-48,065.33	USD
1	Activity	Detail	51130	-10.00	-4		-10.00	-48,075.33	USD
2	Activity	Detail	51130	-10.00	-48,085.33	USD	-10.00	-48,085.33	USD
3	Activity	Detail	51130	6,664.20	-41,421.13	USD	6,664.20	-41,421.13	USD
5	Activity	Detail	51130			D	2.44	-41,423.57	USD
6	Activity	Detail	51130			D	50.70	-41,372.87	USD
7	Activity	Detail	51130	350.07	-41,022.80	USD	350.07	-41,022.80	USD
8	Activity	Detail	51130	-16.33	-41,039.13	USD	-16.33	-41,039.13	USD
9	Activity	Detail	51130	5,289.00	-35,750.13	USD	5,289.00	-35,750.13	USD
10	Activity	Detail	51130	149.59	-35,600.54	USD	149.59	-35,600.54	USD
11	Activity	Detail	51130	839.32	-34,761.22	USD	839.32	-34,761.22	USD
12	Activity	Detail	51130	1,262.94	-33,49			-33,498.28	USD

The beginning balance is in Period 0.

The balance at the end of each period shows in the row for that period.

The current balance, or the ending balance for a fiscal year, shows here.

Currency Totals

Amount (in Transaction Currency):	-33,498.28 USD	Amount (in Base Currency):	-33,498.28

Finding Cash Balances Using GL Ledger Inquiry

Overview

When searching for cash balances, you need to make sure to select the correct cash accounts. In ConnectCarolina, there are multiple account codes for cash, so selecting the right ones is critical to finding the balance you want. The table below shows the cash accounts.

Account Description	Account
Claim on Cash	111000 - 111399, and 111999
Capital Improvements Cash	111400 - 111499
Petty Cash	111801, 121101
Imprest Cash	111802, 121102, 121103
Bank Card Cash	111803
Cash with Fiscal Agent	111804, 111806, 111811, 111812, 121104
Capital Improvements Cash Clearing	111807
Capital Improvements Receipts	111808
Bond Proceeds Adjustments	111809
Petty Cash - Restricted	111810
Cash with Fiscal Agent - Overseas	111811

Financial managers typically look for cash balances in one of the following three groups of cash accounts:

- Claim on Cash accounts. For most campus departments, Claim on Cash comprises the complete cash balance.

- All cash accounts.

- An individual cash account. For example, you can select just the petty cash account to see that balance.

To make it easier for you to find cash balances, Claim on Cash accounts and all cash accounts have been grouped together in chartfield value sets. This procedure illustrates how to select the right chartfield value set.

Related Reference

- For an overview of Ledger Inquiry navigation, see *GL Ledger Inquiry Navigation, page 8*

Steps

Follow these steps to find a cash balance:

1. Choose this menu option:

   Main Menu > Finance Menu > General Ledger > Review Financial Information > Ledger

Find an Existing Value Tab

2. If you have already set up an inquiry name, from the **Find an Existing Value** tab, enter the inquiry name.

   Note: If you have not already set up an inquiry name, go to the **Add an Existing Value** tab, enter a name for your inquiry, and click the **Add** button.

3. Click the **Search** button.

Ledger Inquiry Page

4. Complete the filters:

In this field:	Do the following:
Business Unit	The Unit field should default to uncch. If it does not, enter **uncch**.
Ledger	Look up, or enter, **ACTUALS**.
Fiscal Year	Enter a fiscal year as follows: - To see the <u>beginning</u> cash balance for a fiscal year, enter that fiscal year. For example, for the beginning 2016 cash balance, enter 2016. - To see the <u>ending</u> cash balance for a fiscal year, enter that fiscal year. For example, for the ending 2015 cash balance, enter 2015. - To see the current cash balance, enter the current fiscal year.

In this field:	Do the following:
From Period	Enter **1** in the From Period field. **Note:** The beginning cash balance appears in Period 0. The system does not allow you to enter Period 0, but when you enter **1**, and mark the **Show YTD Balance** checkbox, the search results will include a separate row for Period 0.
To Period	Enter a To Period as follows: - For the beginning fiscal year cash balance, enter 1. - For the ending fiscal year cash balance, enter 12. - For the current cash balance, enter the current accounting period.
Show YTD Balance	Mark the **Show YTD Balance** checkbox.
Show Transaction Details	Leave this checkbox unmarked. See the GL Ledger Inquiry Navigation document for more information about this field.
Include Closing Adjustments	Leave this field blank.
Only in Base Currency	Leave this field blank.
Account and Fund Chartfield Value Set column	In the Chartfield Criteria area, in the Chartfield Value Set columns for <u>Fund</u> and <u>Account</u>, choose one of the following: - To find the cash balance based on the Claim on Cash accounts, look up or enter **CPS_CLAIMONCASH**. - To find the cash balance for all cash accounts, look up or enter **CPS_TOTALCASH**. - To find the cash balance for an individual account, look up or enter a specific cash account.
Source	Under the Value column, enter the source for the trust fund in the <u>Source</u> field.
Sum By	Mark the **Sum By** field for the source chartfield. This will cause the system to show a total for the source by accounting period. Leave all the other Sum By checkboxes unmarked. For more information about this field, see the GL Ledger Inquiry Navigation document.
Value Required	Leave the Value Required checkboxes blank. For more information about this field, see the GL Ledger Inquiry Navigation document.
Include Adjusting Periods	Mark all the checkboxes in the **Include Adjusting Periods** section.

5. Click the **Search** button.

Results: The system displays the cash balance based on your search criteria.

Finding Expense and Revenue Balances Using GL Ledger Inquiry

Overview

Expense and revenue balances in the GL Ledger Inquiry are based on transactions that have been approved and posted to the GL Actuals ledger. There are times when you might need or want to verify a revenue or expense balance based on GL Actuals. You can use the GL Ledger Inquiry for this purpose.

Related Reference

- For an overview of Ledger Inquiry navigation, see, *GL Ledger Inquiry Navigation, page 8.*

Steps

Follow these steps:

1. Choose this menu option:

   Main Menu > General Ledger > Review Financial Information > Ledger

Find an Existing Value Tab

2. If you have already set up an inquiry name, from the **Find an Existing Value** tab, enter the inquiry name.

   Note: If you have not already set up an inquiry name, go to the **Add an Existing Value** tab, enter a name for your inquiry, and click the **Add** button.

3. Click the **Search** button.

4. Complete the fields.

In this field:	Do the following:
Business Unit	The Unit field should default to uncch. If it does not, enter **uncch**.
Ledger	Look up, or enter, **ACTUALS**.
Fiscal Year	Enter the fiscal year the transactions were entered in.
From Period	Enter 1.
To Period	Enter the current accounting period.

In this field:	Do the following:
Show YTD Balance	Leave the **Show YTD Balance** checkbox blank.
Show Transaction Details	Leave this field blank.
Include Closing Adjustments	Leave this field blank.
Only in Base Currency	Leave this field blank.
Chartfield Criteria	Enter the chartfields for the transactions you want to see. • To see the total expense balance for the fund type, enter 5% in the Account field. • To see the total revenue balance for the fund type, enter 4% in the Account field.
Sum By	Mark the Sum By field for the chartfield you want your results summed by. A common chartfield to sum by to see expense and revenue balances is department.
Value Required	Leave the Value Required checkboxes blank.
Include Adjusting Periods	Leave the Value Required checkboxes blank. For more information about this field, see the GL Ledger Inquiry Navigation document.

5. Click the **Search** button.

Result: The system displays the expense or revenue balance, by accounting period, based on the search criteria.

	Activity	Detail	Dept	Period Balance (in Transaction Currency)	Currency		Period Balance (in Base Currency)
1	Activity	Detail	318400	96,986.79	USD		96,986.79
2	Activity	Detail	318400	60,129.61	USD		60,129.61
3	Activity	Detail	318400	55,353.80	USD		55,353.80
4	Activity	Detail	318400	52,196.56	USD		52,196.56
5	Activity	Detail	318400	28,173.60	USD		28,173.60
6	Activity	Detail	318400	27,808.49	USD		27,808.49
7	Activity	Detail	318400	64,015.66	USD		64,015.66

Finding Expense and Revenue Transactions Using GL Ledger Inquiry

Overview

Any transaction that appears in the GL Ledger Inquiry has been approved and posted to the GL Actuals ledger. There are times when you might need or want to verify that a transaction has posted to GL Actuals. You can use the GL Ledger Inquiry for this purpose.

Related Reference

- For an overview of GL Ledger Inquiry navigation, see *GL Ledger Inquiry Navigation, page 8*

Steps

Follow these steps to find transactions in the GL Ledger Inquiry:

1. Choose this menu option:

   Main Menu > General Ledger > Review Financial Information > Ledger

Find an Existing Value Tab

2. If you have already set up an inquiry name, from the **Find an Existing Value** tab, enter the inquiry name.

   Note: If you have not already set up an inquiry name, go to the **Add an Existing Value** tab, enter a name for your inquiry, and click the **Add** button.

3. Click the **Search** button.

4. Complete the fields:

In this field:	Do the following:
Business Unit	The Unit field should default to uncch. If it does not, enter **uncch**.
Ledger	Look up, or enter, **ACTUALS**.
Fiscal Year	Enter the fiscal year the transactions were entered in.
From Period	Enter the accounting period in which the transactions were entered. If the transactions cover multiple accounting periods, enter the <u>beginning</u> accounting period.

In this field:	Do the following:
To Period	Enter the accounting period in which the transactions were entered. If the transactions cover multiple accounting periods, enter the <u>ending</u> accounting period.
Show YTD Balance	Leave the **Show YTD Balance** checkbox blank.
Show Transaction Details	Choose one of the following: • If you want your search results to display balances with the ability to drill down to transactions, leave the **Show Transaction Details** checkbox <u>blank</u>. • If you want your search results to display transactions directly, rather than balances, mark the **Show Transaction Details** checkbox.
Include Closing Adjustments	Leave this field blank.
Only in Base Currency	Leave this field blank.
Chartfield Criteria	Enter the chartfields for the transactions you want to see.
Sum By	Mark the Sum By field for the chartfield you want your results summed by. A common chartfield to sum by to see transactions is department.
Value Required	Leave the Value Required checkboxes blank.
Include Adjusting Periods	Mark all the checkboxes in the **Include Adjusting Periods** section.

5. Click the **Search** button.

Result: The system displays the balance for the chartfield combination and accounting periods you entered. From here you can click the Activity link to see transactions that make up the balance.

6. Click an **Activity** link.

Result: The system displays the journals that comprise the balance for the row you selected. Most journals have a three-letter preface that indicates the transaction type, such as vouchers, deposits, and PCard transactions. All journals contain only one type transaction type.

Common journal prefaces are:

- ACC - the journal preface for vouchers

- ARD - the journal preface for deposits

- PCD - the journal preface for PCard charges

- PAY - the journal preface for payroll expenses

- CAB - the journal preface for CABS (Central Airfare Billing System)

7. Click the journal ID for the date and transaction type you want to see.

Result: The system displays the journal header and detail. Key information on this page are the total number of lines and the journal ID.

8. Click the **Drill to Source** icon to view the transaction detail.

9. Click the link for the document ID.

Result: The system displays the document inquiry page. This page contains header information such as the document ID, and line information including amounts and chartfields.