

## GL.060.004 – INQUIRING ON LEDGERS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Inquire on ledger balances.</li> <li>Identify the information provided by the Ledger Amount by Currency grid.</li> <li>Identify how to view the Transaction details based on the selected criteria.</li> <li>Identify how to drill down to view Journal Inquiry Details.</li> </ul>
<b>Description</b>	<p>This inquiry is used to view detail and summary ledger information for a specified string of ChartField values. The Ledger Inquiry page can be used to view detail and summary ledger information, including its journal detail transactions.</p>
<b>Security Role</b>	<b>BOR_GL_INQUIRE</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to inquire on ledgers.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Review Financial Information</b> link.
5.	Click the <b>Review Ledger Information</b> link.
6.	Click the <b>Add a New Value</b> tab.
7.	Enter an Inquiry Name in the <b>Inquiry Name</b> field.
8.	Click the <b>Add</b> button. The system navigates to the Ledger Inquiry page. Use the Ledger Inquiry page to specify selection criteria to view Ledger detail and summary information.
9.	Select or enter a specific ledger in the <b>Ledger</b> field for which user wants to return data.  <i><b>Note:</b> Commitment Control and Summary ledgers are not available for ledger inquiry.</i>
10.	Enter a Fiscal Year in the <b>Fiscal Year</b> field.
11.	Enter a Period in the <b>From Period</b> field.
12.	Enter a Period in the <b>To Period</b> field.
13.	Use the <b>ChartField Criteria</b> grid to specify the ChartFields to view. Also use this grid to specify the ChartField order to view when the <b>Sum By</b> check box is selected.  For example, if users click the Sum By check box for Account, and then Department, the Account ChartField has Order-By equal to 1, while Department has Order-By equal to 2.
14.	Click the <b>Search</b> button. The system navigates to the Ledger Inquiry page. The Ledger Inquiry page displays the summary balances based on the selected ledger criteria.
15.	The <b>Ledger Amount by Currency</b> grid displays, based on type of currency, a summary of the transaction balances for each account in the ledger within the selected ledger period range.

Step	Action
16.	Click the <b>Activity</b> link to access the Ledger Inquiry - Transaction Details page to view details about the individual lines. The Ledger Inquiry - Transaction Details page displays the summary of the ledger's journal data for the user's selection.  For example, it displays summary of all the ledger's journal amounts for a specific account ChartField value.
17.	Click the <b>Journal ID</b> value link for one of the transactions to access the Journal Inquiry - Journal Inquiry Details page. The Journal Inquiry - Journal Inquiry Details page displays the journal transaction's header information and journal lines.
18.	Review the <b>Journal Header</b> information.
19.	Select the <b>All Lines</b> option.
20.	Click the <b>Query Journal Lines</b> button to see all journal lines.
21.	Select the <b>From/To</b> option and then enter a line number in the <b>From Line</b> and in the <b>To Line</b> fields to display a range of journals when users click the <b>Query Journal Lines</b> button.
22.	Click the vertical scrollbar to view the Journal Line information.
23.	Users can navigate back through the pages by using the <b>Go To</b> links at the top of the page. Click the <b>Transaction Details</b> link.
24.	Click the <b>Ledger Summary</b> link.
25.	Click the <b>Detail</b> link to access the <b>Ledger Inquiry - Ledger Details</b> page.
26.	The <b>Ledger Inquiry - Ledger Details</b> page displays the ledger details for a selected period.
27.	Select the <b>Activity</b> link to return to <b>Ledger Inquiry - Transaction Details</b> page. There users can again view each of the pages listed above until they reach the subsystem's accounting entry drill down page.
28.	Click the <b>Ledger Summary</b> link.
29.	Click the <b>Inquiry Criteria</b> link.