General Ledger - Ledger Inquiry

This documentation will outline a PeopleSoft Finance inquiry available for tracking cash balance, revenue and expenditures on the General Ledger.

Step 1: Navigate to the Ledger Inquiry Screen

Navigation Path:
> General Ledger
> Review Financial Information
> Ledger

You can use the menu on the left or you can use the folders on the main screen to navigate to the General Ledger - Ledger Inquiry.

Following the above path leads to the following screen:

The first time this inquiry is run, it will be necessary to create an inquiry name. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create an inquiry name.
Step 2: Create an Inquiry Name

On the Add a New Value tab, click in the Inquiry Name box and type a name for your inquiry. In this example, LEDGER_INQ is used as an Inquiry Name. Click Add.

Note: This step is only necessary once. On subsequent general ledger inquiries, you can use the search feature on the "Find an Existing Value" to locate the inquiry name created in this step.
Step 3: The General Ledger Inquiry Screen

The General Ledger – Ledger Inquiry search parameters screen looks like this. Information can be added or changed at the various points outlined by the numbers on the screen print. Consult the table below to understand key fields.

The ledger inquiry screen will lead to various summaries depending on the request made. The table below outlines key pieces to the inquiry screen.

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**Field** | **Description**
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1 | Unit will always be UND01.
2 | If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.
3 | Select the Fiscal Year desired. Fiscal years run from July 1st thru June 30th.
4 | In the From Period/To Period boxes, enter the periods for which you would like to see data. (July = Period 1; August = Period 2; September = Period 3; etc.)
5 | Check *either* the Show YTD Balance box or the Show Transaction Details box.
6 | Check the box for Include Closing Adjustments and Only in Base Currency.
7 | The Max Rows will default to 100 rows. It can be increased to a maximum of 9999 if you think your inquiry will result in that many rows.
8 | Chartfield Criteria
   Select the chartfields you wish to show on the inquiry by identifying the Chartfield in the Value column. These chartfields typically include Account, Fund Code, Department, Program Code, and/or Project. Please note: When running an inquiry on an appropriated fund, it is necessary to enter search values for both fund and department. Do NOT enter a department number when inquiring on a local fund.
9 | Check the Chartfields you would like your inquiry to sum. The most common is Account.

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Once all search criteria are entered, click **Save**. On subsequent visits to the general ledger inquiry screen, choosing the “Find Existing Value” on the first page will allow for this search page to be brought up immediately.
Once all information has been entered, click **Search**. This will bring up a summary of expenditures or revenue for the selected funds. An example based on the above criteria is shown in Step 4.

**Step 4: Search Results – Show YTD Balance**

The inquiry parameters are restated above the results.

Let’s take a look at the each column.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong></td>
<td>The period in which the transaction occurred.</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td>This link will drill-down to the Journal lines of the transactions on this Account Code.</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>This link will drill-down to show the transactions by department and/or fund number, depending on the criteria initially selected.</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td>The Account Code on which the transaction was processed.</td>
</tr>
<tr>
<td><strong>Account Description</strong></td>
<td>The Description of the Account Code.</td>
</tr>
<tr>
<td><strong>Period Balance (in Base Currency)</strong></td>
<td>The balance of all transactions in the Account Code for the period.</td>
</tr>
<tr>
<td><strong>YTD Period Balance (in Base Currency)</strong></td>
<td>The balance of all transactions in the Account Code for the year-to-date.</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>The currency of the transactions.</td>
</tr>
</tbody>
</table>

Performing an inquiry on your Fund, summing by Account, will give you a listing of all transactions posting to that fund. You can also do an inquiry on a specific Account number for a specific Fund.

Let’s look at the **Detail** and **Activity** drill-down links for our sample inquiry.
Let’s click on the first Detail link available.

 ledger detail drill-down link

As you can see, there are two transactions posting against this fund in Period 1 totaling $32,104.11 on the cash Account (105251). Let’s find more information on these transactions. Click on the first Activity link.

The input parameters are again re-stated. We clicked on the first Activity link which totaled $15,519.51.

Transactions occurring on this Fund on the Cash line (105251) for $15,519.51 in Period 1 include Payroll Vouchers (APPAY), and Journal Entries for Duplicating (DUP), Facilities (FAC), Mailing (MAIL) and Printing Center (PRNT). You can click on each Journal ID to obtain additional information about the Journal. The results are the same as if you had completed a Journal Inquiry using those Journal IDs in the search parameters. Let’s take a look at the Duplicating journal. Click on the hyperlink DUP0708.
Drill-down to Journal Results – DUP0708

The inquiry parameters are restated above the results.

Journal Info including the date it posted and a long description.

The amount for the entire Journal was for $81,601.28; however, only $158.84 was charged to Fund 22290.

More details are available if you scroll to the right on the Journal Line.

To go back, just click on the Ledger Details link.

Now to see the Journals for the other transactions posted in Period 1 which totaled $16,584.00, we can click on the second Activity link.
These Journals are Payroll Journals. You can click on the Journal ID for more information.

Now we’ve just seen all the Journals posting against a Fund but in two separate links. You can also see all the Journals posting against a Fund by Period.

Let’s go back to the Ledger Summary page by clicking on the Ledger Summary link.

Instead of clicking on the Detail link, let’s click on the first Activity link available.

You’ll notice that the Journal IDs are the same as when we’ve clicked separately going through the Detail link first. Transactions occurring on this Fund on the Cash line (105251) for Period 1 include Payroll Vouchers (APPAY), and Journal Entries for Duplicating (DUP), Facilities (FAC), Mailing (MAIL) and Printing Center (PRNT). You can click on each Journal ID to obtain additional information about the Journal. The results are the same as if you had done a Journal Inquiry.
Now let’s try another inquiry. Click on the Inquiry Criteria link to bring you back to the parameters screen.

Now we’re back on the Inquiry Criteria page.

Let’s perform a search using the Cash Account (105251) and our local Fund. Please note: inquiring on the cash Account is only to be used for local funds as appropriated and grant funds do not track by cash but track by budget. Once you’ve entered your parameters, you can click Save if you would like to save those parameters on that Run Control ID. Click Search to view your results.
As you can see, this fund began the fiscal year with $14,850.03. In Period 1, transactions totaling $32,104.11 posted against the Fund. And in Period 2, an additional $17,626.76 posted against this Fund. This Fund has a negative cash balance of $34,880.84. This department needs to cover this deficit! And it’s only the beginning of the fiscal year!

Now, there are a number of other ways this inquiry can be used. Let’s highlight a couple more.
Step 4: Search Results – Show Transaction Details

Let’s see what kind of search results we get when we use the same parameters (Fund, Account) except we check the Show Transaction Details box instead of the Show YTD Balance box.

Click Search, using the same parameters.

It looks like the search results will bring you directly to the Transaction Details. The Show YTD Balances requires you to drill-down to view the Transaction Details.

It looks like there are more transactions to view. Click View All.
It looks like the transactions are separated by Period.

The Show Transaction Details option will net the transactions by Period, but does not give the net balance in the Fund combining all Periods.

Let’s see how the Search Results appear when we do not enter an Account.

Make sure an Account Code is not indicated in the Value field.

Click Search
Search Results.

Transaction Details

There's quite a few more Transaction Details. It looks like they're sorted by Period and then by Account Code.

Account 201001 has 5 Journals making up the $72.00 balance.

Notice we’re still on Period 1.

Each Account Code is totaled by Period with the individual transactions (Journals) listed underneath.
In addition to inquiring by Fund, you can also inquire on Projects. Let’s take a look at Project #UNDC007453.

Let’s click Search and View our Results.

Similar to the inquiry on a local fund, you can drill-down to view the detail and activity on a project.