GL.060.004 – INQUIRING ON LEDGERS

Purpose	• Inquire on ledger balances. • Identify the information provided by the Ledger Amount by Currency grid. • Identify how to view the Transaction details based on the selected criteria. • Identify how to drill down to view Journal Inquiry Details.
Description	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.
Security Role	BOR_GL_INQUIRE
Dependencies/ Constraints	None
Additional Information	None

Procedure

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

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **General Ledger** link.
4.	Click the **Review Financial Information** link.
5.	Click the **Ledger** link.
6.	Click the **Add a New Value** tab.
7.	Enter an Inquiry Name in the **Inquiry Name** field.
8.	Click the **Add** 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 **Ledger** field for which user wants to return data. ***Note:*** *Commitment Control and Summary ledgers are not available for ledger inquiry.*
10.	Enter a Fiscal Year in the **Fiscal Year** field.
11.	Enter a Period in the **From Period** field.
12.	Enter a Period in the **To Period** field.
13.	Use the **ChartField Criteria** grid to specify the ChartFields to view. Also use this grid to specify the ChartField order to view when the **Sum By** 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 **Search** 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 **Ledger Amount by Currency** 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 **Activity** 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 **Journal ID** 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 **Journal Header** information.
19.	Select the **All Lines** option.
20.	Click the **Query Journal Lines** button to see all journal lines.
21.	Select the **From/To** option and then enter a line number in the **From Line** and in the **To Line** fields to display a range of journals when users click the **Query Journal Lines** button.
22.	Click the vertical scrollbar to view the Journal Line information.
23.	Users can navigate back through the pages by using the **Go To** links at the top of the page. Click the **Transaction Details** link.
24.	Click the **Ledger Summary** link.
25.	Click the **Detail** link to access the **Ledger Inquiry - Ledger Details** page.
26.	The **Ledger Inquiry - Ledger Details** page displays the ledger details for a selected period.
27.	Select the **Activity** link to return to **Ledger Inquiry - Transaction Details** 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 **Ledger Summary** link.
29.	Click the **Inquiry Criteria** link.