General Ledger Inquiry

To perform a General Ledger Inquiry on a purchasing card transaction, proceed to the GL module of the accounting system. Select Inquires, and GL Summary Inquiry from the menu options.

ا 💼	DST Innovis Financials		X
File	GL AP BD BL PO AR PY HR I	A PC Master Tables Admin Window Help	
5	Journal Entries Recurring Journal Entries	FDYN - DST Innovis Financials	
	Allocations		
	Commit Recurring Journal Entries	s v	
	Post Batches GL Posting Year End Closing Final YEC w/ no processing		
	Budget Management Encumbrance Management Financial Report Writer - Setup Financial Report Writer - Run Report Receipt Accrual Process	DAU TEST Financiai system	
	Inquiries	Journal Entry Review	
	GL Reports GL Utilities	Batch Analysis G. Summary Inquiry Available Funds Inquiry	

From the GL Summary Inquiry screen, enter the desired account string and column parameters. After the parameters are set, select Find. The account string information should appear on the screen. Highlight the line detail and select Transactions.

🐻 GL	. Sumr	nary I	nquiry											- 0				
File F	Find S	elect	Help															
Nev	w <u>N</u>	ames	<u>T</u> rend	T <u>r</u> anx	P <u>a</u> rent	<u>P</u> rint	Attach	<u>S</u> prdSht	<u>C</u> lose	First	Prev	Find N	lext L	.ast				
Focu	s On:	Fund		- G	eneral Fu	nd	A	ttachment	View:	Select	Saved	View	•					
Acco	ounts:	GN01-	55520-3	33****-	**-****	**-***	****-**	*****	Cur Pd:	08/200	5	Find	Colu	mns				
*			Aco	count N	unber							YTD	8/05	Actus	a 🗠			
														100.0	10			

The system presents the GL Account Transaction detail screen. Purchasing card transactions are identified by an Source (SRC) code of PCD (as shown in the second line of the exhibit below). To view more detailed transaction information, select Transactions.

1	GL Summary Inqu	riry								
Í.	📕 G/L Account 1	ransactions						_ 0		
	File Find Select	Help		1						
	T <u>r</u> ansactions	<u>P</u> rint	<u>C</u> lose	First	Prev	Find	Ne	xt Last		
1	For Account Period:	GN01-55520 8/2005	-333200-00-0000	0000-00000000-00	000000)				
	TRX SRC JV Numb	Effective er Date	e Description		GL		Amount			
q	ITD ITD 9880275	2 01/01/05	Year End Clos	se, ITD record	N		175.09			
	RJV PCD 9712079	6 08/26/05	PRINTING OF	PAYROLL FORMS	Y		100.00			
		-	-		- 0.0					
		i i								
ł										
		-			- 22					
		1								
ł					_					
1		2			19.0				~	
	Detail									
1										
ł	AcGr:	Pool ID:	6/	L Posted: Y		Document t	: 9712	0796		
	Line: 1	Case: 0	GL F	ost Date: 09/09	/05	Trans Date				
1							1	1		

The system routes the user back to the Procurement Charge Detail screen and displays all of the transaction information.

