

Look Up Expense, Revenue or Equity Activity for a Cost Center

1. **General Ledger** – Review Journal/Ledger Data – Ledger
2. **Search** for and select an existing inquiry, or
3. Add a new Inquiry.

UHS Finance

Menu

Search:

- My Favorites
- Business Processes
- Custom Reports
- Computer Operations
- Budget Development Module
- Employee Self-Service
- Vendors
- Purchasing
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
 - Journals
 - Review Journal/Ledger Data
 - Journals
 - Ledger**
 - Ledger Period
 - Comparison
 - Compare Across Ledgers
 - General Reports
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
- PeopleTools

Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Maximum number of rows to return (up to 300):

Inquiry Name: begins with

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

Search Results

View All | First | 1 of 1 | Last

Inquiry Name

[GL](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Enter the Ledger: **Actuals**
5. Enter the Fiscal Year
6. Enter the Range of Accounting Periods

Ledger Criteria

Inquiry

***Unit**

***Ledger**

***Year**

***From** ***To**

Accounting Period

Currency

Stat

Include Balance Forward

Include Adjustment Period(s)

Only in Base Currency

Include Closing

Max Rows:

Continue

7. Enter a specific account or use a wildcard (%)
 - a. Expense = 5%
 - b. Revenue = 4%
 - c. Equity = 3%
8. Enter the Program or Project and any other criteria.
9. Deselect chartfields to omit when the data is displayed.
10. Click the **Ledger Balances** link.

Ledger Criteria LSE

Inquiry *Unit *Ledger *Year *From *To Period Currency Stat [Continue](#)

GL 00784 ACTUALS 2011 1 998

Include Balance Forward Include Adjustment Period(s) Only in Base Currency

Include Closing Max Rows: 100

ChartField	Value	View
Account	5% # 9	<input checked="" type="checkbox"/>
Department		<input checked="" type="checkbox"/>
Fund Code		<input checked="" type="checkbox"/>
Program Code	f0394 # 8	<input checked="" type="checkbox"/>
Budget Reference		<input checked="" type="checkbox"/>
Affiliate		<input checked="" type="checkbox"/>
Fund Affiliate		<input type="checkbox"/>
Chartfield 1		<input type="checkbox"/>
Project		<input checked="" type="checkbox"/>
Adjustment Type		<input checked="" type="checkbox"/>

Show

- [Per Balances by Acct, Dept](#)
- [Per Balances by Acct, Prj](#)
- [Period Balances by Account](#)
- [Sum by Period, Account](#)
- [Sum by Period, Account, Dept](#)
- [Sum by Period, Altacct](#)
- [Sum by Period, Proj](#)
- [Ledger Balances](#) # 10
- [Ledger Activity](#)

[Clear Criteria](#)

[Delete Criteria](#)

11. If all rows of data are not displayed, return to the Inquiry Criteria page.

Go To: [Inquiry Criteria](#) # 11

Scroll Message Detail:
1 to 76 of 76

Period	Activity	Account	Fund	Department	Program Code	Project	Bud Ref
1	Activity	50106	2064	D0041	F0394	NA	BP2011
2	Activity	50106	2064	D0041	F0394	NA	BP2011
3	Activity	50106	2064	D0041	F0394	NA	BP2011
4	Activity	50106	2064	D0041	F0394	NA	BP2011
5	Activity	50106	2064	D0041	F0394	NA	BP2011

12. If needed, increase the maximum number of rows, then click the **Ledger Balances** link.

Ledger Criteria

Inquiry *Unit *Ledger *Year *From *To Period Currency Stat **# 12**

GL 00784 ACTUALS 2011 1 998 [Continue](#)

Include Balance Forward Include Adjustment Period(s) Only in Base Currency

Include Closing Max Rows: 100

- 13. Activity is displayed by Account and Period.
- 14. Click any column heading to sort the data.

[New Window](#) | [Help](#) | [Cu](#)

Inquiry Unit Ledger Year From To Period Currency Stat

GL 00784 ACTUALS 2011 1 998 [Chartfield Criteria](#)

Include Balance Forward Include Adjustment Period(s)

Include Closing Adjustments

Go To: [Inquiry Criteria](#) **# 14** Scroll Message Detail: 1 to 76 of 76

Period	Activity	Account	Fund	Department	Program Code	Project	Bud Ref	Affiliate	Adjustment	Stat	Transaction Amt	Currency
1	Activity	50106	2064	D0041	F0394	NA	BP2011				517.50	USD
2	Activity	50106	2064	D0041	F0394	NA	BP2011				347.40	USD
3	Activity	50106	2064	D0041	F0394	NA	BP2011				299.70	USD
4	Activity	50106	2064	D0041	F0394	NA	BP2011				144.90	USD
5	Activity	50106	2064	D0041	F0394	NA	BP2011				121.50	USD
6	Activity	50106	2064	D0041	F0394	NA	BP2011				467.10	USD
7	Activity	50106	2064	D0041	F0394	NA	BP2011				607.50	USD
8	Activity	50106	2064	D0041	F0394	NA	BP2011				381.60	USD
9	Activity	50106	2064	D0041	F0394	NA	BP2011				438.30	USD
10	Activity	50106	2064	D0041	F0394	NA	BP2011				607.50	USD
11	Activity	50106	2064	D0041	F0394	NA	BP2011				643.50	USD
12	Activity	50106	2064	D0041	F0394	NA	BP2011				724.50	USD
1	Activity	51102	2064	D0041	F0394	NA	BP2011				1.04	USD

- 15. To use Excel, scroll right and select the **Download to Excel** button.

15

Transaction Amt	Currency	Base Amount	Base Currency
607.50	USD	607.50	USD
381.60	USD	381.60	USD
438.30	USD	438.30	USD
299.70	USD	299.70	USD
643.50	USD	643.50	USD

