**Chartfield Maintenance Job Aid**

**Lookup Cash Balance & Liabilities**

Date Created: 03/12/07, Revised 01/06/16

**NAVIGATION:** General Ledger ➔ Review Financial Information ➔ Ledger

**SELECT TAB:** Find an Existing Value

**CLICK ON:** SEARCH button to bring up run controls

**CLICK ON:** the run control to use (If there are no items to select then click on Add a New Value and create a new run code).

**ENTER THE FOLLOWING INFORMATION:** Under Ledger Criteria

- **Unit:** UMAMH
- **Ledger:** Actuals
- **Fiscal Year:** Current Fiscal Year
- **From Period and To Period:** Budget period (Ex. 1 to 12 for whole year)

**ENTER THE FOLLOWING INFORMATION:** Under Chartfield Criteria

- **Department:** DeptID # of Chartstring
- **Fund:** Fund # of Chartstring
- **Class Field:** If applicable, the class field on Chartstring
- **Program Code:** Program code of Chartstring (Not required)
- **Project Grant:** If applicable, the Project Grant # of Chartstring

**CLICK ON:** SEARCH button
CHECKING BALANCES:

- **Cash Balances** - Look for account #110000 and check the YTD period column for the last period shown.
- **Liabilities** - Look for accounts starting with 2XXXXX and check the YTD period column for the last period shown.
You will probably have to scroll to see the YTD Period Balance

Last period shown