

Chartfield Maintenance Job Aid Lookup Cash Balance & Liabilities

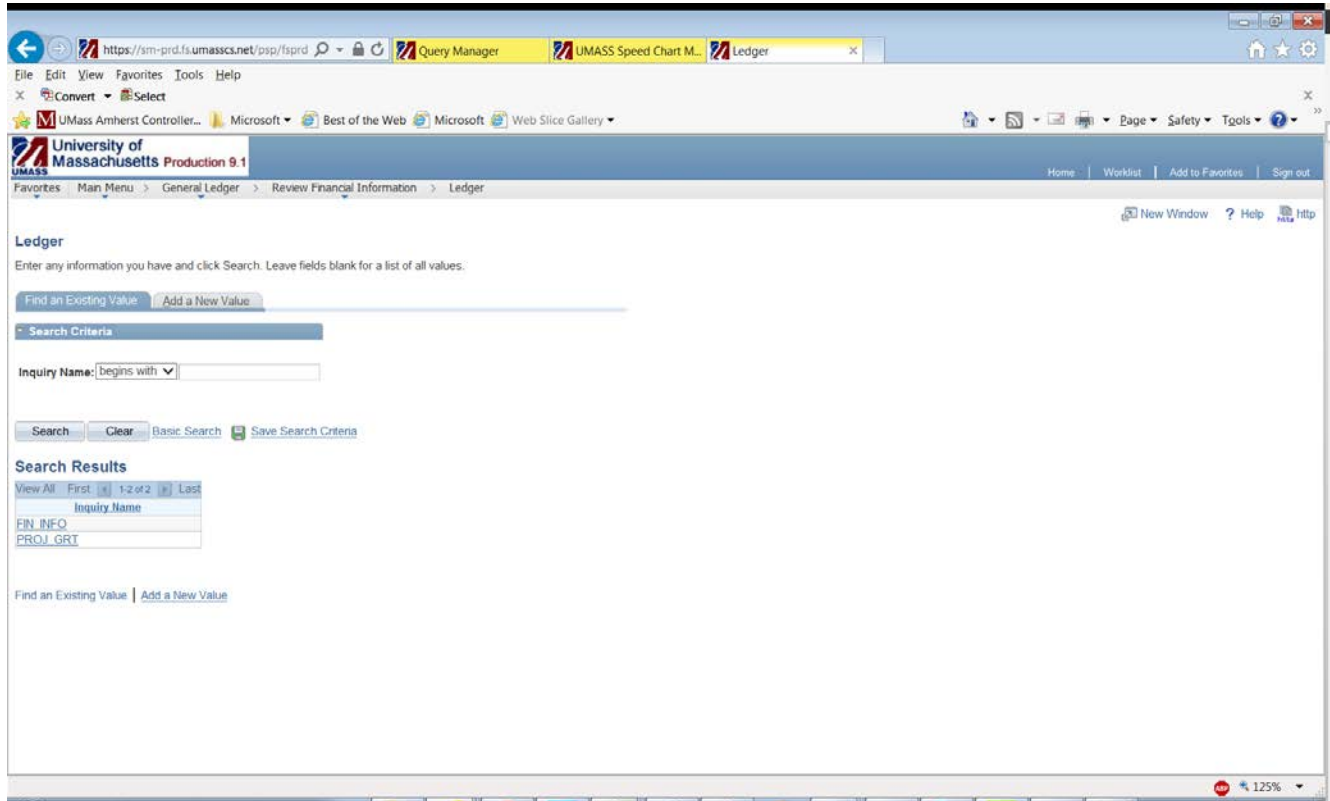
Date Created: 03/12/07, Revised 01/06/16

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

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Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
FIN_INFO	UMAMH	ACTUALS	2016	1	12		
<input checked="" type="checkbox"/> Show YTD Balance		<input checked="" type="checkbox"/> Include Closing Adjustments		Max Ledger Rows			
<input type="checkbox"/> Show Transaction Details		<input type="checkbox"/> Only in Base Currency		100			

Search Clear Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order By
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	51342		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Department	A040100008		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Save Return to Search Notify Add Update/Display

Include Adjustment Periods

Set	Period
<input type="checkbox"/>	901
<input type="checkbox"/>	998

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

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You will probably have to scroll to see the YTD Period Balance

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Period	Activity	Account	Field	Dept	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
0	Detail	110000	51342	A040100008	Cash	-62,973.72	-62,973.72	-62,973.72	-62,973.72
7 Activity	Detail	110000	51342	A040100008	Cash	62,973.72	0.00	62,973.72	0.00
0	Detail	300000	51342	A040100008	Net Assets	62,973.72	62,973.72	62,973.72	62,973.72
7 Activity	Detail	491000	51342	A040100008	Trans FF Cur Invest	-62,973.72	-62,973.72	-62,973.72	-62,973.72

Currency Totals

Amount (in Transaction Currency): 0.00 USD Amount (in Base Currency): 0.00 USD

Save Return to Search Notify Add Update Display

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

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Activity	Detail	Account	Field	Dept	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
Detail	Detail	110000	51342	A040100008	Cash	-62,973.72	-62,973.72	-62,973.72	-62,973.72
Activity	Detail	110000	51342	A040100008	Cash	62,973.72	0.00	62,973.72	0.00
Detail	Detail	300000	51342	A040100008	Net Assets	62,973.72	62,973.72	62,973.72	62,973.72
Activity	Detail	491000	51342	A040100008	Trans FF Cur Invest	-62,973.72	-62,973.72	-62,973.72	-62,973.72

Currency Totals

Amount (in Transaction Currency): 0.00 USD Amount (in Base Currency): 0.00 USD

Save Return to Search Notify Add Update Display