Account Balance by Subledger

Navigation
General Accounting > General Accounting – Agencies > Inquiries & Reports > Accounting Inquiries > Account Balance Inquiries > Account Balance by Subledger

Process
1) Enter Account Number in Account Number field
2) Click Find.

Result
The current month’s activity will appear in the Net Posting for Period column and the current fiscal year’s activity will appear in the Net Posting Thru Date column.

NOTE: Change Thru Date to 06/30/2004 to see SFY 2004, 06/30/2003 to see SFY 2003, etc.

To see the detail transactions for a Subledger, flag the row and click Select. This will take you to the Account Balance by Subledger - Work with Account Ledger screen (see next page).
This screen shows the detail for Subledger 00665673.

Click *Report, Print Ledger* then click *OK* on the Printer Selection screen to send a print job to the processing queue.

To see the document detail, flag the row and click *Select*. For a Payment Voucher, this will take you to the Account Balance by Subledger – Enter Voucher – Payment Information screen (see next page).
This screen shows the detail for PV 4083375.

Click Cancel on this screen, then click Close on the Work with Account Ledger screen, and then click Close on the Account Balance by Subledger screen to return to the menu.