Account Ledger Inquiry

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

The From Date will default to July 1 of the current fiscal year and the Thru Date will default to the last day of the current month. If you want to see transactions for another period, enter appropriate dates in the From Date and/or Thru Date fields.

Result
The first 10 lines of the data will appear in the Actual Amount column.
Click on the *Records 1-xx* down arrow(s) to get to the bottom of the grid to see all data.

Flag a row and click *Select* to see additional information about a transaction.

If a printout of the data is needed, click on *Report > Print Ledger*, then click *OK* on the Printer Selection screen to submit the print job to the processing queue.

**Additional Uses for this query are:**

Enter appropriate data in the *Subledger/Type* fields if data is only needed for a specific Subledger.

Choose the appropriate radio button if only Posted or Unposted transactions are desired. Posted transactions have a *P* in the *PC* field on the grid.

Enter the appropriate Document Type on the QBE line above *Do Ty* to limit the query to specific transaction types. For instance, enter *RC* if searching for refunds.

Enter the appropriate revenue account, enter appropriate dates, and then print a report to serve as backup for paying expenses from conference registration fees.

*Tip: If multiple locations are being used, use subsidiaries to create separate accounts.*

Use other fields on the QBE line above the grid to further restrict the query.