Job Status Inquiry

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Process
1) Enter Business Unit number in BU field
2) Choose a Column Version
3) Customize the query using the other tabs (see pages 4 & 5)
4) Click Find.

NOTE: The Thru Date/Period will default to the last day of the current month. If data is needed for a specific period, enter appropriate dates in the From Date/Period and Thru Date/Period fields and click Find.

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.

**NOTE:** If the BU is not Fund 10000 or Fund 40000, the Total line in the Actual Amount column represents the Cash Balance of the BU. If revenues exceed expenditures (you have cash on hand), the cash balance figure will appear as a credit.

To see the detail transactions for an account, flag the row then click *Select*. This will take you to the Work with Account Ledger screen (see next page).
The *From Date* on the Work With Account Ledger screen will default to July 1 of the current fiscal year. If you want to see transactions from previous periods, delete or change the *From Date* then click *Find*.

If the grid exceeds one page and 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.

See next two pages for use of the Tabs to facilitate queries.
To narrow your query to a range of accounts, use the *Additional Selections* tab and enter appropriate data in the *From Object* and *Thru Object* fields.

To restrict your query to the current month, click on the *Period* radio button.

To show the BU’s description, flag the *Display Header Description* box.
To narrow your query to transactions in process, use the Options tab and click on the Unposted radio button.

To change the order that the accounts appear, you can change the Sequence Code.

To restrict your query to accounts with activity, enter “A” in the Activity Option field. This will reduce the number of times needed to click the Records 1-xx down arrow(s) to get to the bottom of the grid.

To display information for an irregular period of time such as a five-day workweek that occurs in the middle of a financial period, enter the number of days prior to the date contained in the Thru Date/Period field in the Days Prior to Date field. This can also be accomplished by use of the From Date/Period and Thru Date/Period fields on the Display tab.