**Trial Balance by Subledger**

**Navigation**
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**Process**
1) Enter Subledger and Subledger Type in **Subledger** fields
2) Click **Find**.

**Result**
The current month’s activity will appear in the *General Ledger Period* column and the current fiscal year’s activity will appear in the *General Ledger YTD Bal* 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 an account, flag the row and click **Select**. This will take you to the T/B by Subledger - Work with Account Ledger screen (see next page).
This screen shows the detail for account 13251001.571100.

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 T/B 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 T/B by Subledger screen to return to the menu.