QUICK REFERENCE GUIDE

November 1, 2019

Inquire on Ledger Data Across Periods

In this guide, you will learn how to view the *Ledger Period Comparison* page.

Steps to complete:

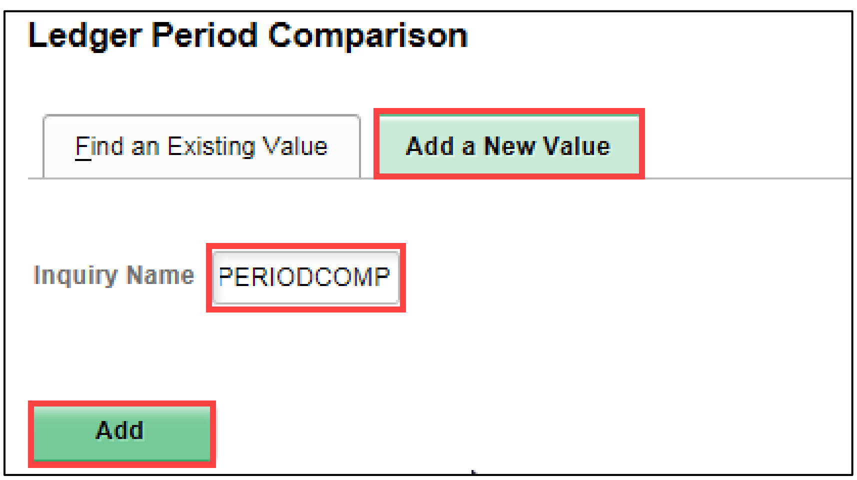
- Step 1: Enter Ledger Period Comparison Criteria and Search
- Step 2: View Information on the Ledger Period Comparison page

Step 1: Enter Ledger Period Comparison Criteria and Search

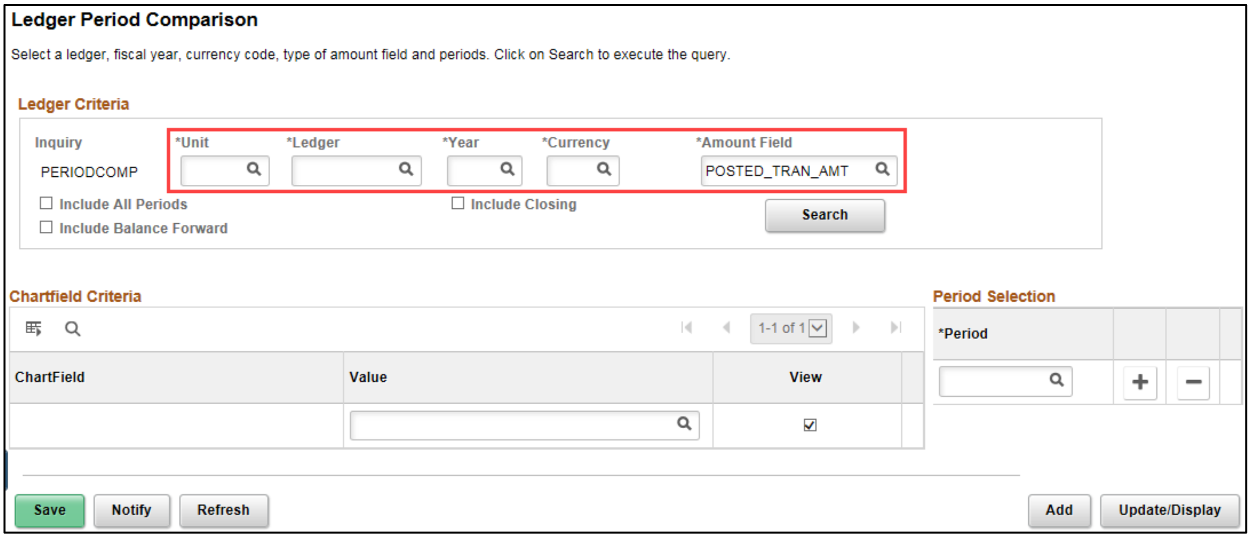
1. Navigate to the *Ledger* page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process, left-menu, Review Financial Information, Ledger Period Comparison.

- If you have used this feature before, search for and select an *Inquiry Name* on the **Find an Existing Value** tab.
- If not, select the **Add a New Value** tab, enter an *Inquiry Name*, and click on the **Add** button. In the future, you can reuse the inquiry by selecting the **Find an Existing Value** tab and searching for this *Inquiry Name*.

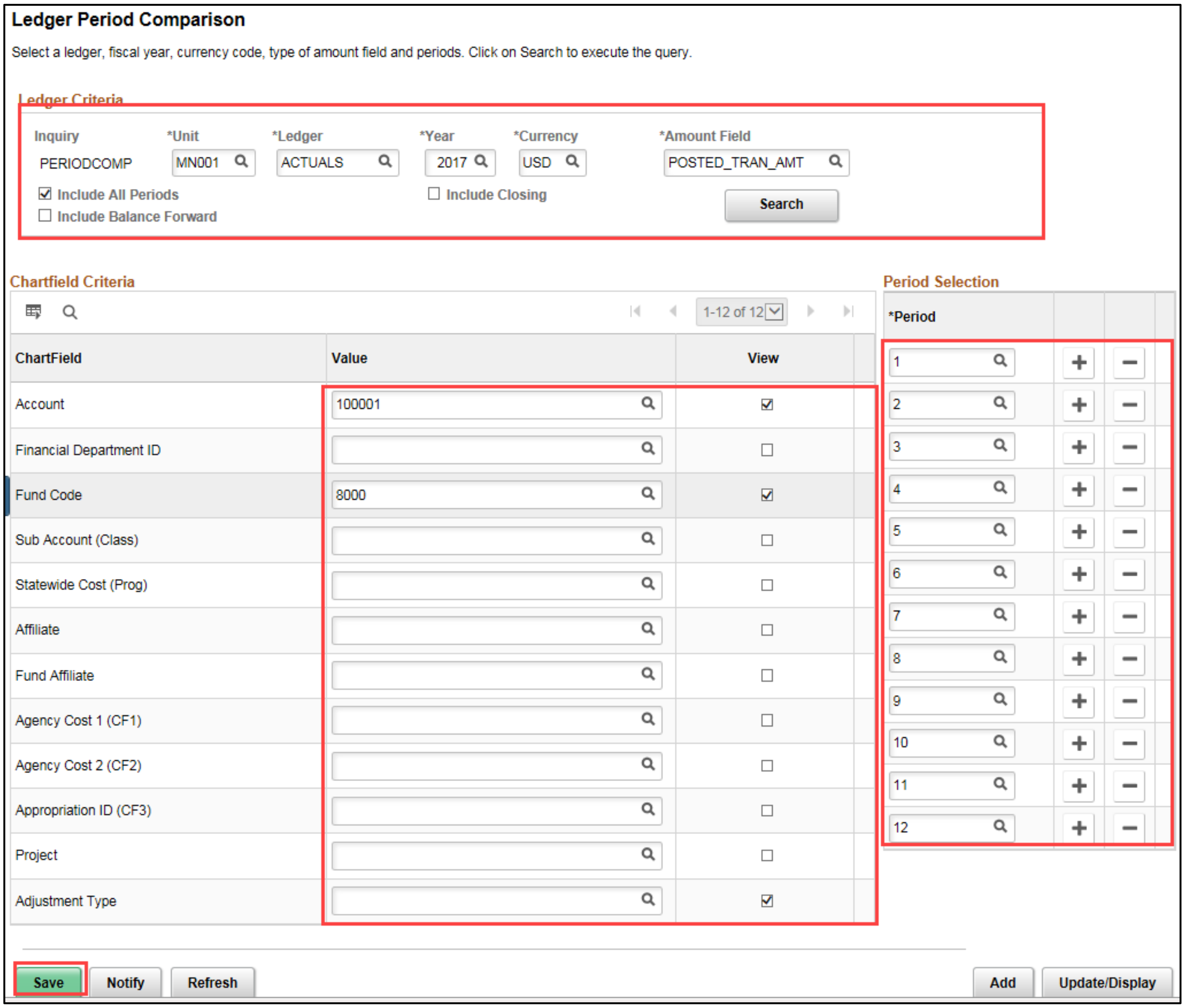


2. Enter your criteria on the *Ledger Period Comparison* page as described below. The fields preceded by an * (asterisk) are required.



Field Name	Field Description
***Unit**	Select the *Business Unit* “MN001”, if necessary. This is the only *Business Unit* used for the General Ledger.
***Ledger**	Click on the **Lookup** icon and select a ledger. You will most likely select the “ACTUALS” Ledger.
***Year**	Click on the **Lookup** icon and select a fiscal year.
***Currency**	Leave this field blank.
***Amount Field**	Accept the default “POSTED_TRAN_AMT”.
Include All Periods	If you select the *Include All Periods* option, all of the Accounting Periods for the year will display. Otherwise, you will select the specific periods you want to include in the Period Selection section.
Include Balance Forward	If you select the *Include Balance Forward* option, the search results will include any balances carried forward from the previous period.
Include Closing	If you select the *Include Closing* option, adjustments for closing periods will be included in the search results.

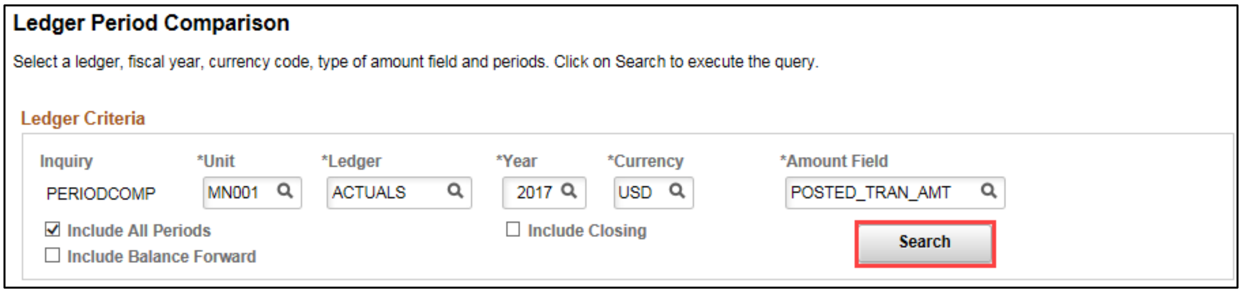
3. Complete the **ChartField Criteria** section as described below.



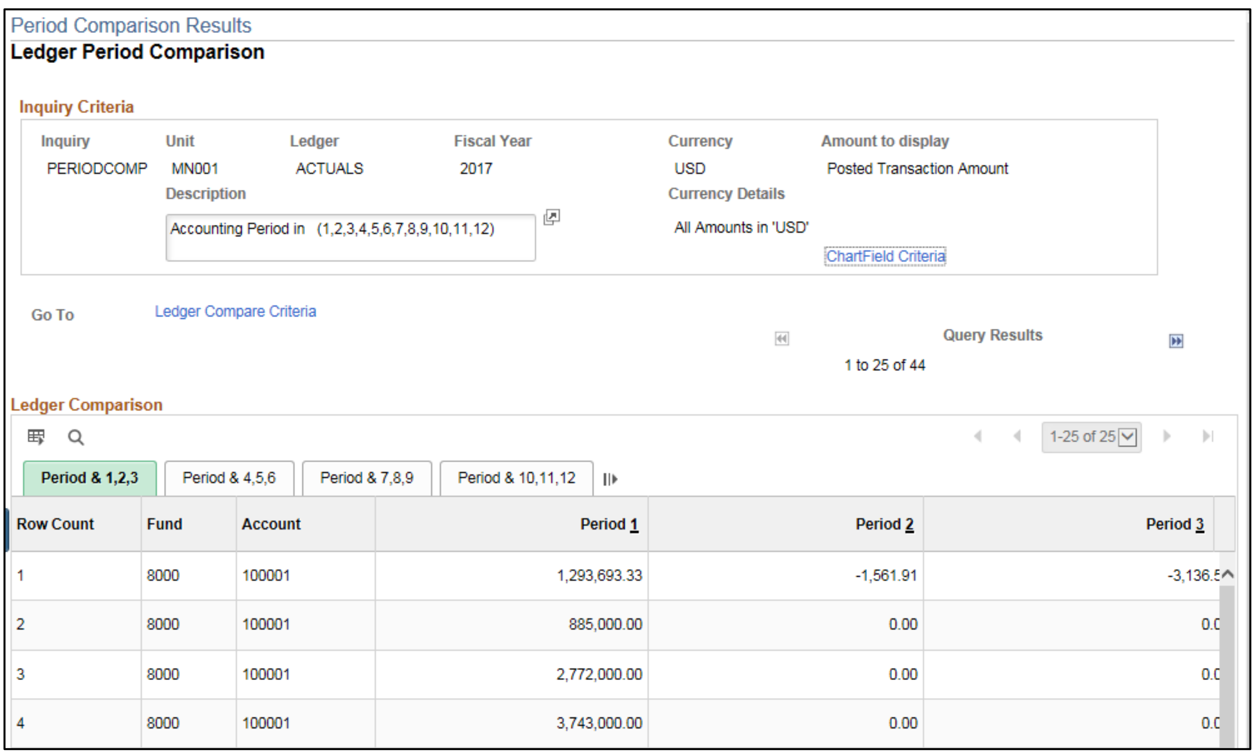
Field Name	Field Description
Value	Enter a value for a ChartField if you want to limit the results to that value. Available ChartFields include Account, Financial Department ID, Fund Code, Sub Account, Statewide Cost, Agency Cost 1, Agency Cost 2, Appropriation ID, Project, Affiliate, Fund Affiliate, and Adjustment Type.
View	Check the *View* box for each ChartField you want to view in the results.
***Periods**	If you selected the *Include All Periods* option in the **Ledger Criteria** section, all of the Accounting Periods for the year will display. Otherwise, you can select the specific periods you want to include in the **Period Selection** section. Click on the **Lookup** and select a Period to include. Click on the **Add New Row** (+) icon to add additional periods. Click on the **Delete Row** (-) icon to remove a period.

Step 2: View Information on the Ledger Summary page

After entering all your criteria, you will view the search results.

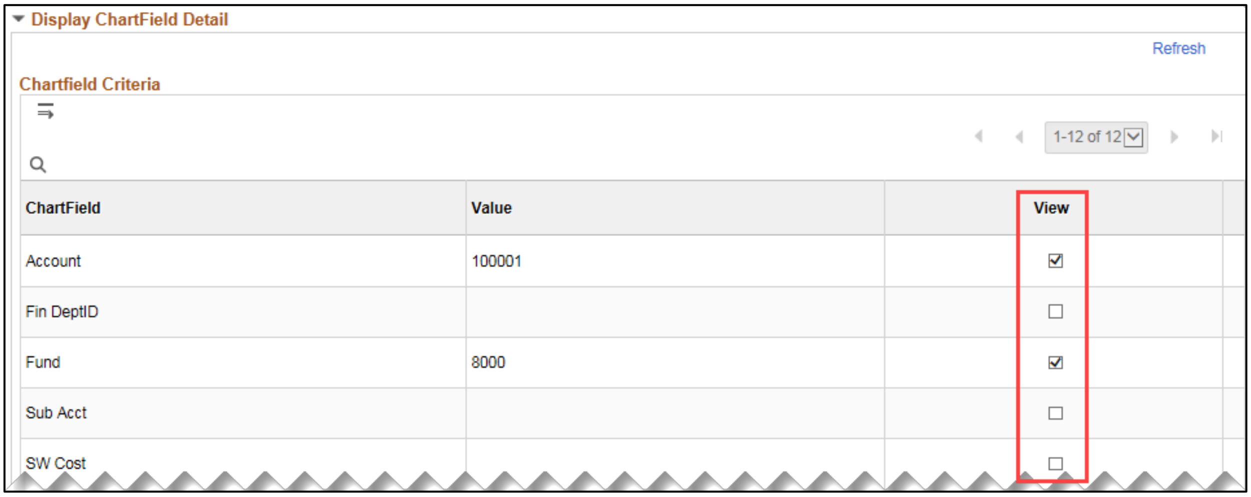


1. Click on the **Search** button. The *Ledger Period Comparison* results page displays with the data you requested.

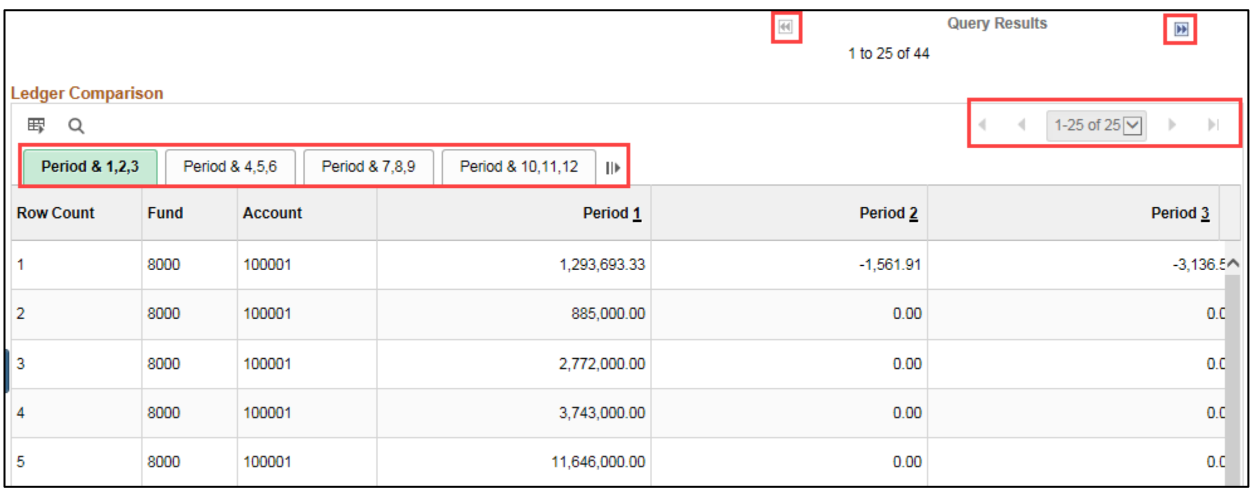


- The header of the page displays the selections that you made on the criteria page.
- If you want to adjust your inquiry parameters, click on the **Go To:** *Ledger Compare Criteria* link in the **Inquiry Criteria** section. You will be returned to the *Ledger Period Comparison* page where you can make your changes and search again.

- If you want to add or remove ChartFields from your view, click on the *ChartField Criteria* link to display the **Display ChartField Detail** section. You can then select or unselect the ChartFields and click on the *Refresh* link located on the top right of the section and your changes will be reflected in the **Ledger Comparison** section. Click on the **Down Arrow** icon to collapse the section.



2. View the **Ledger Comparison** section as described below.



- The data is displayed in groups of 25. Use the **Next Group** ( ) and **Previous Group** ( ) icons to browse the groups of data.

- Click on **Period** tabs to view different periods or click on the **Show All Columns** ( ) icon to view all of the columns.