

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*.

The screenshot shows the 'Ledger Period Comparison' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there is an 'Inquiry Name' label followed by a text input field containing the text 'PERIODCOMP', which is also highlighted with a red box. At the bottom left, there is a green 'Add' button, also highlighted with a red box.

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

Ledger Period Comparison

Select a ledger, fiscal year, currency code, type of amount field and periods. Click on Search to execute the query.

Ledger Criteria

Inquiry: PERIODCOMP

*Unit: [] *Ledger: [] *Year: [] *Currency: [] *Amount Field: POSTED_TRAN_AMT

Include All Periods Include Closing

Include Balance Forward

[Search]

Chartfield Criteria

ChartField: [] Value: [] View: []

Period Selection

*Period: [] [+] [-]

[Save] [Notify] [Refresh] [Add] [Update/Display]

Field Name	Field Description
*Unit	Select the <i>Business Unit</i> "MN001", if necessary. This is the only <i>Business Unit</i> 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 <i>Include All Periods</i> 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 <i>Include Balance Forward</i> option, the search results will include any balances carried forward from the previous period.
Include Closing	If you select the <i>Include Closing</i> option, adjustments for closing periods will be included in the search results.

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

Ledger Period Comparison
 Select a ledger, fiscal year, currency code, type of amount field and periods. Click on Search to execute the query.

Ledger Criteria

Inquiry: PERIODCOMP *Unit: MN001 *Ledger: ACTUALS *Year: 2017 *Currency: USD *Amount Field: POSTED_TRAN_AMT

Include All Periods Include Closing

Include Balance Forward **Search**

Chartfield Criteria

ChartField	Value	View
Account	100001	<input checked="" type="checkbox"/>
Financial Department ID		<input type="checkbox"/>
Fund Code	8000	<input checked="" type="checkbox"/>
Sub Account (Class)		<input type="checkbox"/>
Statewide Cost (Prog)		<input type="checkbox"/>
Affiliate		<input type="checkbox"/>
Fund Affiliate		<input type="checkbox"/>
Agency Cost 1 (CF1)		<input type="checkbox"/>
Agency Cost 2 (CF2)		<input type="checkbox"/>
Appropriation ID (CF3)		<input type="checkbox"/>
Project		<input type="checkbox"/>
Adjustment Type		<input checked="" type="checkbox"/>

Period Selection

*Period		
1	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="checkbox"/>
6	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="checkbox"/>
8	<input type="text"/>	<input type="checkbox"/>
9	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="checkbox"/>
11	<input type="text"/>	<input type="checkbox"/>
12	<input type="text"/>	<input type="checkbox"/>

Save Notify Refresh Add Update/Display

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 <i>View</i> box for each ChartField you want to view in the results.
*Periods	If you selected the <i>Include All Periods</i> 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.

Ledger Period Comparison

Select a ledger, fiscal year, currency code, type of amount field and periods. Click on Search to execute the query.

Ledger Criteria

Inquiry	*Unit	*Ledger	*Year	*Currency	*Amount Field
PERIODCOMP	MN001 <input type="text"/>	ACTUALS <input type="text"/>	2017 <input type="text"/>	USD <input type="text"/>	POSTED_TRAN_AMT <input type="text"/>
<input checked="" type="checkbox"/> Include All Periods		<input type="checkbox"/> Include Closing		Search	
<input type="checkbox"/> Include Balance Forward					

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

Period Comparison Results

Ledger Period Comparison

Inquiry Criteria

Inquiry	Unit	Ledger	Fiscal Year	Currency	Amount to display
PERIODCOMP	MN001	ACTUALS	2017	USD	Posted Transaction Amount
Description			Currency Details		
Accounting Period in (1,2,3,4,5,6,7,8,9,10,11,12)			All Amounts in 'USD'		

[ChartField Criteria](#)

Go To [Ledger Compare Criteria](#)

Query Results 1 to 25 of 44

Ledger Comparison

	Period & 1,2,3	Period & 4,5,6	Period & 7,8,9	Period & 10,11,12	
Row Count	Fund	Account	Period 1	Period 2	Period 3
1	8000	100001	1,293,693.33	-1,561.91	-3,136.54
2	8000	100001	885,000.00	0.00	0.00
3	8000	100001	2,772,000.00	0.00	0.00
4	8000	100001	3,743,000.00	0.00	0.00

- 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.

▼ Display ChartField Detail Refresh

Chartfield Criteria

1-12 of 12

ChartField	Value	View
Account	100001	<input checked="" type="checkbox"/>
Fin DeptID		<input type="checkbox"/>
Fund	8000	<input checked="" type="checkbox"/>
Sub Acct		<input type="checkbox"/>
SW Cost		<input type="checkbox"/>

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

Query Results 1 to 25 of 44

Ledger Comparison

1-25 of 25

Period & 1,2,3 | Period & 4,5,6 | Period & 7,8,9 | Period & 10,11,12

Row Count	Fund	Account	Period 1	Period 2	Period 3
1	8000	100001	1,293,693.33	-1,561.91	-3,136.5^
2	8000	100001	885,000.00	0.00	0.0
3	8000	100001	2,772,000.00	0.00	0.0
4	8000	100001	3,743,000.00	0.00	0.0
5	8000	100001	11,646,000.00	0.00	0.0

- 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.