

Statewide Financial System (SFS)



# SFS Ledger Inquiry

September 6, 2012

# Ledger Inquiry

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## Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Inquiry Name: begins with

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## Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

### Ledger Criteria

**Inquiry Name** ASM01   
 **\*Unit** ASM01   
 **\*Ledger** CASH   
 **\*Fiscal Year** 2013   
 **\*From Period** 1   
 **\*To Period** 3   
 **Currency**   
 **Stat Code**

Show YTD Balance   
  Include Closing Adjustments

Show Transaction Details   
  Only in Base Currency   
 Max Ledger Rows: 100

  
   

### Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	58201		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Product			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
ChartField 1			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
ChartField 2			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
ChartField 3			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

  
   

  

Click on the grid icon to export the data into Excel.

Include Adjustment Periods	
Set	Period
<input type="checkbox"/>	998

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## Ledger Inquiry

### Transaction Details

Ledger Criteria						
Inquiry Name	Unit	Ledger	Fiscal Year	From	To	Period
ASM01	ASM01	CASH	2013	1	3	
<input type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments				
<input checked="" type="checkbox"/> Show Transaction Details		<input type="checkbox"/> Only in Base Currency		Max Ledger Rows: 100		

Go To [Inquiry Criteria](#)

[Transaction Criteria](#)

### Transaction Details

Find | View All | First | 1 of 7 | Last

Ledger by Period and Chartfields					
Period	Dept	Account	Bud Ref	Account Description	Stat
1	4000200	58201	2011-12	Base Rent	

Amount (in Transaction Currency): 6,846.59 USD      Amount (in Base Currency): 6,846.59 USD

### Journals

Customize | Find | First | 1-13 of 13 | Last

Journal ID	Line Descr	Date	Seg	Stat	Amt	N/R	Amount (in Transaction Currency)	Amount (in Base Base Currency) Currency
<a href="#">CSH0004010</a>	Expense Distribution	04/16/2012			0.00	N	1,600.00 USD	1,600.00 USD
<a href="#">CSH0008542</a>	Expense Distribution	04/23/2012			0.00	N	1,770.00 USD	1,770.00 USD
<a href="#">CSH0008542</a>	Expense Distribution	04/23/2012			0.00	N	202.15 USD	202.15 USD
<a href="#">CSH0008542</a>	Expense Distribution	04/23/2012			0.00	N	103.57 USD	103.57 USD
<a href="#">CSH0008542</a>	Expense Distribution	04/23/2012			0.00	N	227.50 USD	227.50 USD
<a href="#">CSH0008542</a>	Expense Distribution	04/23/2012			0.00	N	115.75 USD	115.75 USD
<a href="#">CSH0012118</a>	Expense Distribution	04/25/2012			0.00	N	1,600.00 USD	1,600.00 USD
<a href="#">CSH0012118</a>	Expense Distribution	04/25/2012			0.00	N	188.89 USD	188.89 USD
<a href="#">CSH0013647</a>	Expense Distribution	04/26/2012			0.00	N	167.79 USD	167.79 USD
<a href="#">CSH0015146</a>	Expense Distribution	04/27/2012			0.00	N	72.51 USD	72.51 USD
<a href="#">CSH0015146</a>	Expense Distribution	04/27/2012			0.00	N	227.50 USD	227.50 USD
<a href="#">CSH0015146</a>	Expense Distribution	04/27/2012			0.00	N	520.93 USD	520.93 USD
<a href="#">CSH0017146</a>	Expense Distribution	04/30/2012			0.00	N	50.00 USD	50.00 USD

# Ledger Inquiry

**Journal Inquiry**  
**Journal Inquiry Details**

**Ledger Criteria**

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
REVIEW	ASM01	CASH	2013	1	3		

Show YTD Balance     Include Closing Adjustments  
 Show Transaction Details     Only in Base Currency    Max Ledger Rows: 100

Go To: [Inquiry](#) \* [Transaction Details](#)  
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**Journal Header**

Journal ID:	CSH0008542	Date:	04/23/2012	Schedule:	
Ledger Group:	CASH	Original Date:	04/23/2012	Process:	No Request
Source:	AP	Date Posted:	04/24/2012	Total Lines:	262
Journal Status:	Posted	Reversal Date:		User ID:	BATCHADM
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	ASM01
Doc Seq:		Budget Status:	Valid		

Long Description: AP Cash Journal

**Totals by Currency**    Find | View All    First 1 of 1 Last

Currency	USD	Debit Amount	Credit Amount	Net
		102,793.19	102,793.19	0.00

All Lines     From/To    From Line:    To Line:    Query Journal

**Journal Line**

Drill to Source	Line #	Line Descr	Journal Line Reference	Amount (in Transaction Currency)	Currency	Dept	Program	Fund	Account	Product	Bud Ref
	64	Expense Distribution	661383	1,770.00	USD	4000200	81501	10050	58201		2011-12

Save    Return to Search    Notify

# Ledger Inquiry



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Now, open a new window, review where the source transaction came from and . . .

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<b>Business Unit:</b>	ASM01	<b>Invoice Date:</b>	11/15/2011
<b>Voucher ID:</b>	661383	<b>Invoice No:</b>	11-152011
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	1,770.00 USD
<b>Contract ID:</b>			
<b>Vendor Name:</b>	JULIUS PANERO PANZEL DEVELOPMENT ASSOCIA 242 W 27TH ST NEW YORK, NY 10001	<b>Pay Terms:</b>	Net 30
<b>Entry Status:</b>	Postable	<b>Voucher Source:</b>	Online
<b>Match Status:</b>	No Match	<b>Origin:</b>	BLK
<b>Approval Status:</b>	Approved	<b>Created:</b>	04/20/2012
<b>Post Status:</b>	Posted	<b>Created By:</b>	BULKLOAD
		<b>Modified:</b>	04/23/2012
		<b>Modified By:</b>	mcastellano1
		<b>ERS Type:</b>	Not Applicable
<b>Budget Status:</b>	Valid	<b>Close Status:</b>	Open
<b>Budget Misc Status:</b>	Valid		
<b>View Related</b>	Payment Inquiry	Go	



- Save
- Return to Search
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## Ledger Period Comparison

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## 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
ASM01	ASM01	CASH	2013	USD	POSTED_TRAN_AMT
<input type="checkbox"/> Include All Periods		<input type="checkbox"/> Include Closing		<input type="button" value="Search"/>	
<input type="checkbox"/> Include Balance Forward					

Chartfield Criteria			Customize   Find   First 1-15 of 15 Last
ChartField	Value	View	
Account	58201	<input checked="" type="checkbox"/>	
Department		<input checked="" type="checkbox"/>	
Operating Unit		<input checked="" type="checkbox"/>	
Product		<input checked="" type="checkbox"/>	
Fund		<input checked="" type="checkbox"/>	
Class Field		<input checked="" type="checkbox"/>	
Program		<input checked="" type="checkbox"/>	
Budget Reference		<input checked="" type="checkbox"/>	
Affiliate		<input checked="" type="checkbox"/>	
Fund Affiliate		<input checked="" type="checkbox"/>	
ChartField 1		<input checked="" type="checkbox"/>	
ChartField 2		<input checked="" type="checkbox"/>	
ChartField 3		<input checked="" type="checkbox"/>	
Project		<input checked="" type="checkbox"/>	
Adjustment Type		<input checked="" type="checkbox"/>	

Period Selection		
*Period		
1	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="button" value="+"/>	<input type="button" value="-"/>

# Ledger Period Comparison



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## Period Comparison Results Ledger Period Comparison

Inquiry Criteria					
<b>Inquiry</b> ASM01	<b>Unit</b> ASM01	<b>Ledger</b> CASH	<b>Fiscal Year</b> 2013	<b>Currency</b> USD	<b>Amount to display</b> Posted Transaction Amount
<b>Description</b> Accounting Period in (1,2,3)				<b>Currency Details</b> All Amounts in 'USD'	<a href="#">ChartField Criteria</a>

Go To [Ledger Compare Criteria](#)

Query Results  
1 to 3 of 3

Ledger Comparison											
Period 1,2,3											
Row Count	Dept	Program	Fund	Account	Product	Bud Ref	Project	Oper Unit	ChartField 1	ChartField 2	Class
1	4000200	81501	10050	58201		2010-11					
2	4000200	81501	10050	58201		2011-12					
3	4000200	81501	10050	58201		2012-13					

							Customize	Find	First	1-3 of 3	Last
ChartField	Fund Affil	Affiliate	Book Code	Adjustment Type	Period 1	Period 2	Period 3				
3					0.00	0.00	1,242.91				
					6,846.59	9,386.58	14,290.01				
					448,970.04	496,996.10	481,941.92				

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## Compare Across Ledgers

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## Compare Across Ledgers

**Ledger Criteria**

**Inquiry** ASM01    **\*Unit** ASM01    **\*Ledger** CASH    **\*Ledger** MOD\_ACCRL    **\*Year** 2013    **\*From Period** 1    **\*To Period** 1    **\*Currency** USD

**\*Amount to display** POSTED\_TOTAL\_AMT    **Percentage/Amount** Amount    **Max Rows** 25    \*Please scroll down to view query result

Display Chart   

Chartfields	ChartField Value	ChartField Value Set	Update/Add	Sum By	Value Required	Order-By
1 Budget Reference			Update/Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
2 Adjustment Type			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
3 Account	58201		Update/Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
4 ChartField 1			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
5 ChartField 2			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
6 Fund Affiliate			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
7 Project			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
8 Book Code			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
9 ChartField 3			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
10 Fund			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
11 Class Field			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
12 Operating Unit			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
13 Product			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
14 Department			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
15 Affiliate			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
16 Program			Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	

# Compare Across Ledgers

Customize   Find   First 1-3 of 3 Last						
Period 1						
Account	Bud Ref	Adjustment	CASH 1	MOD ACCRL 1	Variance	
1 58201	2010-11			1242.91	-1242.91	
2 58201	2011-12		6846.59	21365.44	-14518.85	
3 58201	2012-13		448970.04	17616.02	431354.02	

You can click on the hi-lighted amounts to get more detail. See below for an example.

Dept	Program	Fund	Account	Product	Bud Ref	Project	Oper Unit	ChartField 1	ChartField 2	Class	Chartf
1 4000200	81501	10050	58201		2012-13						

Fund Affil	Affiliate	Book Code	Adjustment	Period	Stat	Currency	Transaction Amt	Total Amt	Base C
				1		USD	17616.02	17616.02	

# Questions

