Step-by-Step Guide to General Ledger Report

General Ledger Report (available via the WSU Finance Extensions link on the WINGS Express Finance menu) allows you to view account balances as well as transactions.

How to Use General Ledger Report

1. Select WSU Finance Extensions from the Finance menu.
3. Enter the Fiscal Year (2 digits). Enter From and To Fund Codes. (The From and To Fund Code may be the same if you are querying just 1 fund.) Enter the From and To Account Codes. (The From and To Account Code may be the same if you are querying just 1 account. To query all accounts for the Fund(s) input, you may leave the Account Codes blank.) Enter the From and To Dates. (To get the information for the entire fiscal year, use 01-JUL along with the year in the From Date.)
4. Click the Submit button. (Figure 1)
Figure 2

Query results are shown in Figure 3.

If the report returns with no output, please double check your input parameters.