

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.
2. Select **General Ledger Report**.
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.) Input 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)

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General Ledger Report

i This report shows balances & transactions for General Ledger accounts.

General Ledger account ranges are 1xxxxx Assets, 2xxxxx Liabilities, 3xxxxx Memo Controls, 4xxxxx Fund Balance (updated at year-end), 9xxxxx Fund Additions & Deductions.

Input a fiscal year (format YY, e.g. 06 for fiscal year 2005-06). Input a 6-digit fund code in the From & To Fund Code boxes. Optionally input a 6-digit account code in the From & To Account Code boxes. Optionally input a date range in the From & To Date boxes (format DD-MMM-YYYY, e.g. From 01-AUG-2005 To 31-AUG-2005).

Fiscal Year: <small>*required</small>	<input type="text" value="09"/>
Chart of Accounts: <small>*required</small>	<input type="text" value="W"/>
From Fund Code:	<input type="text" value="190001"/>
To Fund Code:	<input type="text" value="190001"/>
From Account Code:	<input type="text" value="116200"/>
To Account Code:	<input type="text" value="116200"/>
From Date: <small>DD-MON-YYYY</small>	<input type="text" value="01-JUL-2008"/>
To Date: <small>DD-MON-YYYY</small>	<input type="text" value="30-NOV-2008"/>

Figure 2

Query results are shown in Figure 3.

General Ledger Report - Microsoft Internet Explorer provided by Wright State University

https://oas5.wright.edu/pls/PROD/WsuFinGlQuery.svtDisplayReport?fiscalYr=09&chartOfAccounts=W&fromFundCode=190001&toFi

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General Ledger Report

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FISCAL YEAR 2009 General Ledger Detail Transact FGRLTA
From 01-JUL-2008 To 30-NOV-2008

COAS: W Wright State University
FUND: 190001 Unallocated Current General Fd-Lake

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE	
BEGINNING BALANCE:					116200			2,480.00	
07/07/2008	JE16	CO000453		Rvse Sum 08 FW Def-CO000452 W0	116200		2,480.00		
ENDING BALANCE:					116200	.00	2,480.00	.00	
TOTAL FUND: 190001 Unallocated Current General Fd-Lake Assets						10	.00	2,480.00	.00

Done Internet 100%

Figure 3

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