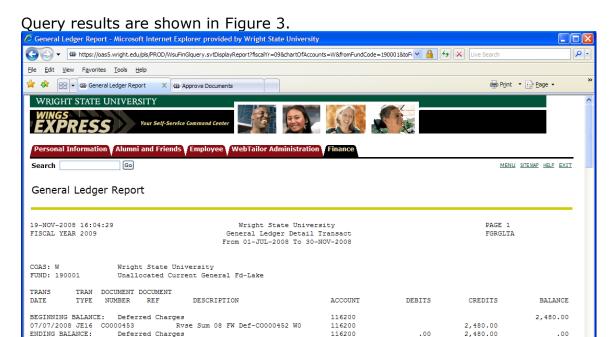
## Step-by-Step Guide to General Ledger Report

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) ☆ 🕸 🔡 🕶 🖚 General Ledger Report 🖷 Print → 📝 Page → X Approve Documents WRIGHT STATE UNIVERSITY Personal Information Alumni and Friends Employee WebTailor Administration Finance Search Go MENU SITEMAP HELP EXIT General Ledger Report 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. ar (format YY, e.g. 06 for fiscal year 2005-86). Input a 6-digit fund code in the From & To Fund Code boxes. Optionally input a 6-digit account code in the From a 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). iscal Year: 09 Chart of Accounts: W From Fund Code: 190001 To Fund Code: 190001 From Account Code: 116200 To Account Code: 116200 From Date: 01-JUL-2008 DD-MON To Date: 30-NOV-2008 Submit Cancel Internet

Figure 2



.00

.00

TOTAL

10

DEBITS

2,480.00

2,480.00

Internet

TOTAL

CREDITS

.00

.00

**100%** 

ENDING

BALANCE

Figure 3

TOTAL FUND: 190001 Unallocated Current General Fd-Lake

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