

Inquire on Ledger Data Across Periods

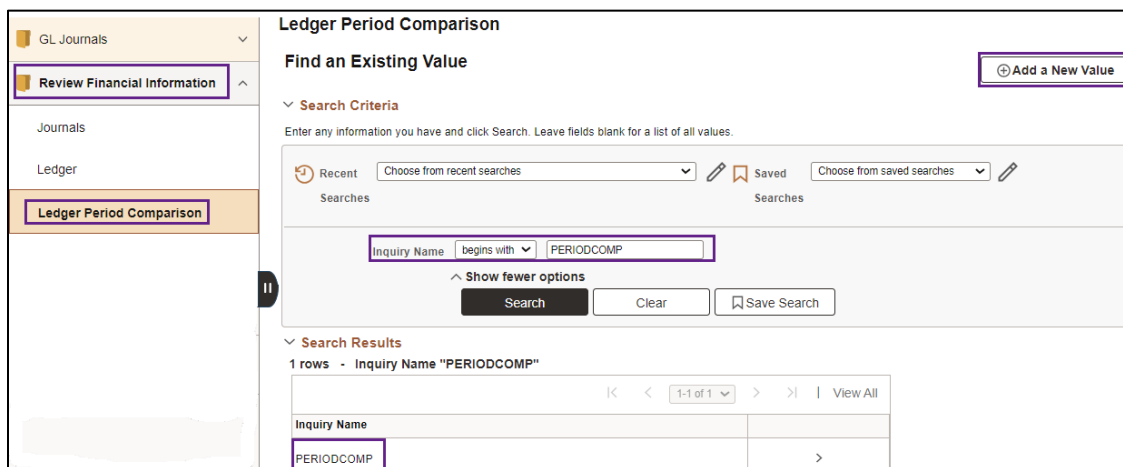
In this Quick Reference Guide, you will learn how to view the Ledger Period Comparison page.

Step 1: Enter Ledger Period Comparison Criteria and Search

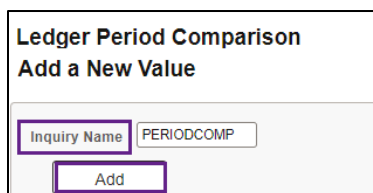
1. Navigate to the **Ledger Period Comparison** page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. Left-menu, Review Financial Information, Ledger Period Comparison.

2. The Find an Existing Value page opens.
 - a. If you have used this feature before, search for and select an **Inquiry Name** and press **Search**.
 - i. The Inquiry appears in the Search Results.
 - ii. Select the report in the Search Results section.



- b. If not, select the **Add a New Value** tab, enter an **Inquiry Name**, and select the **Add** button.



- c. In the future, you can reuse the inquiry by selecting the Find an Existing Value tab and searching for this Inquiry Name.
3. Enter your criteria on the Ledger Period Comparison page as described in the table. Fields marked with an asterisk (*) are required.

Field Name	Field Description
*Unit	Select the Business Unit “MN001,” if necessary. This is the only Business Unit used for the General Ledger.
*Ledger	Select the Lookup icon and select a ledger. You will most likely select the “ACTUALS” Ledger.
*Year	Select 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 Include All Periods 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 Include Balance Forward option, the search results will include any balances carried forward from the previous period.
Include Closing	If you select the Include Closing option, adjustments for closing periods will be included in 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"/>	2024 <input type="text"/>	USD <input type="text"/>	POSTED_TRAN_AMT <input type="text"/>
<input type="checkbox"/> Include All Periods	<input type="checkbox"/> Include Closing			<input type="button" value="Search"/>	
<input type="checkbox"/> Include Balance Forward					

4. Complete the ChartField Criteria section as described in the table.

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 View box for each ChartField you want to view in the results.

Field Name	Field Description
*Periods	<ul style="list-style-type: none"> If you selected the Include All Periods 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. Select the Lookup and select a Period to include. Select the Add New Row icon to add additional periods. Select the Delete Row icon to remove a period.

Chartfield Criteria			Period Selection		
ChartField	Value	View	*Period		
Account	100001	<input checked="" type="checkbox"/>	1	<input type="text"/>	+ -
Financial Department ID		<input checked="" type="checkbox"/>	2	<input type="text"/>	+ -
Fund Code	8000	<input checked="" type="checkbox"/>	3	<input type="text"/>	+ -
			4	<input type="text"/>	+ -

Step 2: View Information on the Ledger Summary page

- After entering all your criteria, you will view the search results. Select the **Search** button in the ledger Period Comparison section.

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	ACTUALS	2024	USD	POSTED_TRAN_AMT

Include All Periods Include Closing
 Include Balance Forward

Search

- The Ledger Period Comparison results page displays with the data you requested.
 - The header of the page displays the selections that you made on the criteria page.
 - If you want to adjust your inquiry parameters, select 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.

Period Comparison Results

Ledger Period Comparison

Inquiry Criteria

Inquiry	Unit	Ledger	Fiscal Year	Currency	Amount to display
PERIODCOMP	MN001	ACTUALS	2024	USD	Posted Transaction Amount
Description		Accounting Period in (1,2,3,4,5,6,7,8,9,10,11,12)		All Amounts in 'USD'	

Go To [Ledger Compare Criteria](#) [Query Results](#)

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Ledger Comparison

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

Row Count	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project	Affil	Fund Affil	Book Code	Adjustme
1	8000		B340001	100001						MN001	1000		
2	8000		B340020	100001						MN001	1000		
3	8000		B340090	100001						MN001	1000		
4	8000		B340091	100001						MN001	1000		

- c. If you want to add or remove ChartFields from your view, select the **ChartField Criteria** link in the Inquiry Criteria section.
 - i. You can view the Display ChartField Detail section.
 - ii. You can then select or unselect the ChartFields and press the **Refresh** link located on the top right of the section and your changes will be reflected in the Ledger Comparison section.
 - iii. Press the **Down Arrow** icon to collapse the section.

Display ChartField Detail [Refresh](#)

Chartfield Criteria

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

3. View the Ledger Comparison section.
 - a. The data is displayed in groups of 25. Use the **Next Group** and **Previous Group** icons to browse the groups of data.
 - b. Select the **Period** tabs to view different periods or select the **Show All Columns** icon to view all of the columns.

Go To [Ledger Compare Criteria](#) [Query Results](#)

[Previous Group](#) 1 to 25 of 107 [Next Group](#)

> [Display ChartField Detail](#)

Ledger Comparison

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

Show all columns

Row Count	Fund	Fin DeptID	Appropriation ID (CF3)	Account	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project	Affil	Fund Affil	Book Code	Adjustment
1	8000		B340001	100001					MN001	1000		
2	8000		B340020	100001					MN001	1000		