Inquire on Detail Balances
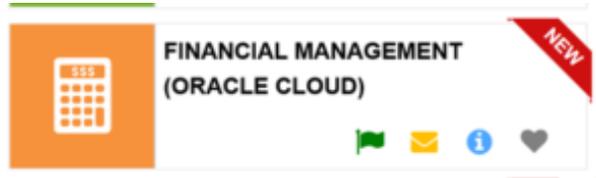
Inquire on Detail Balances will give you details on your account balances.

1) Navigate to the my.rutgers.edu page and log in.

2) Select

3) Select the **General Accounting t**ile and the **Period Close** tile.
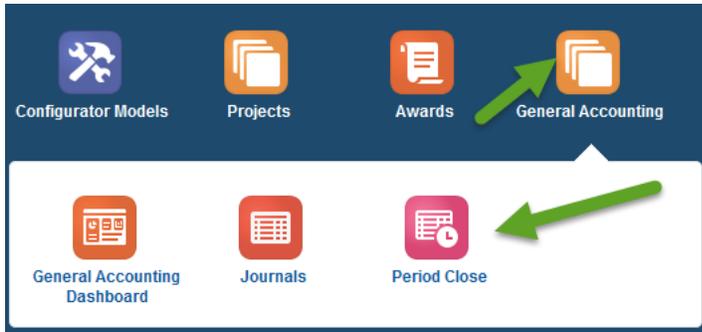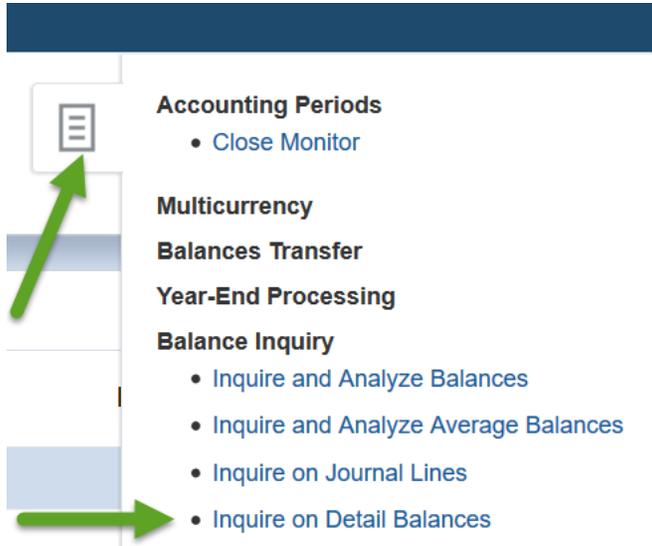
4) Select the **Task icon** in the upper right hand corner and **Inquire on Detail Balances**.

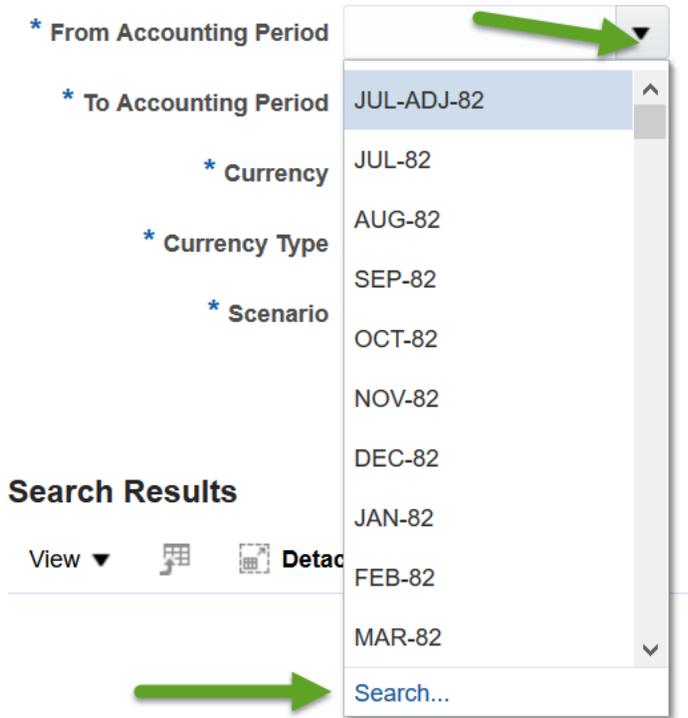5) Enter all parameters and click the Search button.

TIP: It is best to use the drop down arrow and search for the field rather than type in the parameter box. If you are typing in the field values, use the TAB key on your keyboard to move from one field to the other.

* From Accounting Period

* To Accounting Period   JUL-ADJ-82

* Currency   JUL-82

   AUG-82

* Currency Type   SEP-82

* Scenario   OCT-82

   NOV-82

   DEC-82

Search Results   JAN-82

View ▼   Detac   FEB-82

   MAR-82

   Search...

TIP: Select the value of **ALL** in the Account to bring up all the natural accounts for your UDO.

* Account   All Account Values ▼

* Activity   All Activity Values ▼

* IntraUnit   All IntraUnit Values ▼

* Future   All Future Values ▼

6) **Search Results** will appear based on the criteria you entered.

Search Results ←

View ▼ [icons] Detach

Accounting Period	Ledger or Ledger Set	Unit	Future	Division	Organization	Location	Fund_Type	Business_Line	Account	Activity	IntraUnit
NOV-17	Rutgers Ledger	900	00000	1550	8724	0001	100	9999	10020	0000	000
NOV-17	Rutgers Ledger	900	00000	1550	8724	0001	100	9999	10025	0000	000
NOV-17	Rutgers Ledger	900	00000	1550	8724	0001	100	9999	10030	0000	000
NOV-17	Rutgers Ledger	900	00000	1550	8724	0001	100	9999	10035	0000	000
NOV-17	Rutgers Ledger	900	00000	1550	8724	0001	100	9999	10040	0000	000

TIP: You can reorder your columns. Select **View> Reorder Columns**. You can hide or add columns by selecting **View>Columns>Manage Columns**.

TIP: You can export your search results to excel.

TIP: You can filter your search results by using **query by example**.

Search Results

View ▾   ⊞   ⊟   ▦ Detach

A blank cell appears above each column. You can **type in a specific value and hit enter**, so that the results will only display that value.

10070		
Account	**Beginning Balance (USD)**	**Period Activity (USD)**

7) To get detail information you can click in the **Period Activity column** on any total which is a hyperlink. You can see the detail journals that created the balance.

Search Results

View ▾   ⊞   ⊟ ▦ Detach

Unit	Future	Division	Organization	Location	Fund_Type	Business_Line	Account	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
900	00000	1550	8724	0001	100	9999	10115	0.00	0.00	0.00
900	00000	1550	8724	0001	100	9999	10120	269,267.90	-8,840.00	260,427.90
900	00000	1550	8724	0001	100	9999	10125	15,000.00	0.00	15,000.00
900	00000	1550	8724	0001	100	9999	10130	7,986,167.68	0.00	7,986,167.68

Journal Lines: 900.1550.8724.0001.100.9999.10010.0000.000.00000   Done

Ledger   Rutgers Ledger

Account Description   Central Units.University Treasury & Risk Management.Treasury.University Wide.Unrestricted Operating General.Z DEFAULT.Cash BOA Disbursement Payables.None.Unit Default.None

View ▾ Format ▾   ⊞   ⊟   ▦ Freeze ▦ Detach ⤶ Wrap

					Entered		Accounted (USD)	
Journal Batch	Journal	Line	Source	Category	Debit	Credit	Debit	Credit
Payables A 31196 13604...	NOV-17Reconciled Payments 22-6001086	1	Payables	Reconciled Payme...		766,825.01 USD		766,825.01
Payables A 31195 13604...	NOV-17Reconciled Payments 22-6001086	1	Payables	Reconciled Payme...		3,565,099.67 USD		3,565,099.67