

1. Navigate to **NavBar > General Ledger > Review Financial Information > Ledger.**

Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Limit the number of results to (up to 300):

Inquiry Name: begins with

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Click the **Add a New Value** tab and enter an inquiry name.

Ledger

Find an Existing Value | **Add a New Value**

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

3. Click **Add.**
4. Enter the desired information for the Ledger Criteria (fields with an asterisk '*' are required).

ARC

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
UAT_TEST	<input type="text" value="COLUM"/>	<input type="text" value="ACTUALS"/>	<input type="text" value="2012"/>	<input type="text" value="1"/>	<input type="text" value="12"/>	<input type="text" value="USD"/>	<input type="text"/>
<input checked="" type="checkbox"/> Show YTD Balance	<input checked="" type="checkbox"/> Include Closing Adjustments		<input checked="" type="checkbox"/> Only in Base Currency		Max Ledger Rows		
<input type="checkbox"/> Show Transaction Details					<input type="text" value="100"/>		

ChartField Criteria							Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Set	Period
Account	<input type="text"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	901
Department	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	902
Fund Code	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	903
Function	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	904
Initiative	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	905
Affiliate	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	906
Fund Affiliate	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	907
Segment	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	908
Site	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	909
Project	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	910
Adjustment Type	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	911
							<input type="checkbox"/>	912

4. Click **Search.**