

## **Balance Inquiry Examples**

### *Available Balances:*

1. What are the actual charges to account 2600340, object code 6683, for Fiscal Year 2018?
2. What are total actual expenses, excluding payroll expenses, in account 2216001 (object codes >5999) for Fiscal Year 2018 & 2016?
3. Enter an account number from your department to view.

### *Balance By Consolidation:*

1. What is the balance in account 1322250 for Fiscal Year 2016?
  - a. Drill down on GENX – What are all the expenses on “Services” object codes?
2. Enter an account from your department to view.

### *Cash Balance:*

1. What is the cash balance in account 2216000 for Fiscal Year 2018?
2. Enter an account from your department to view.

### *General Ledger Balance:*

1. What is the accumulated revenue for account 2283100 for Fiscal Year 2016?
2. Enter an account from your department to view.

### *General Ledger Entry:*

1. Review the actual entries made in account 2600160, object code 6210, in August (02), for Fiscal Year 2014.
2. Search PCARD entries (PCDO) for September (03) for Fiscal Year 2012.

3. Find all transactions for the year in 6684 credit card clearing for account 2602010 year to date.

*General Ledger Pending Entry:*

1. Find a pending entry for one of your accounts.

*Open Encumbrances:*

1. Look up the open encumbrances in account 2602000, object code 6201.
  
2. Enter an account from your department to view.