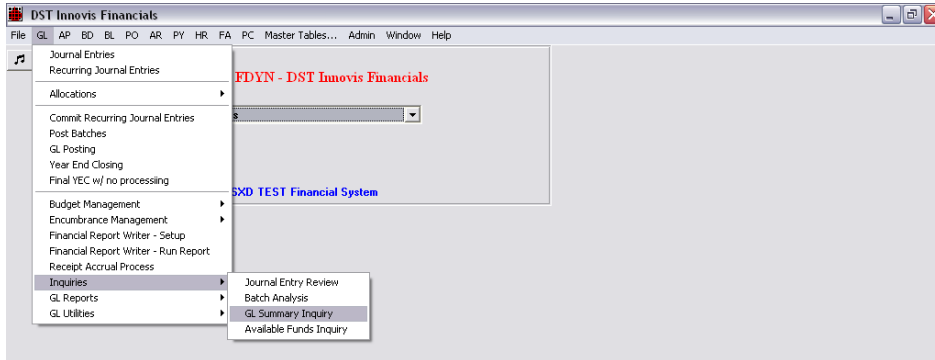
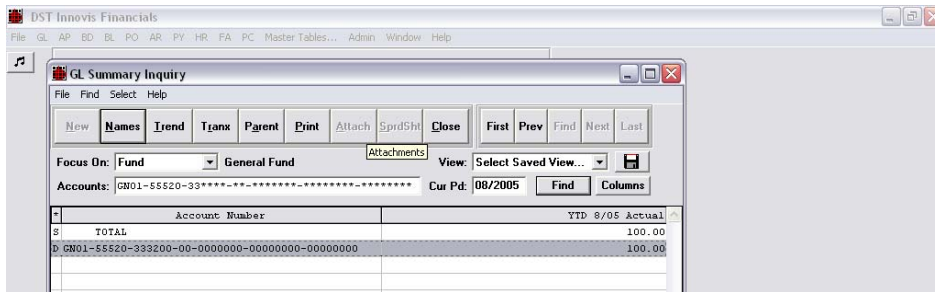


## General Ledger Inquiry

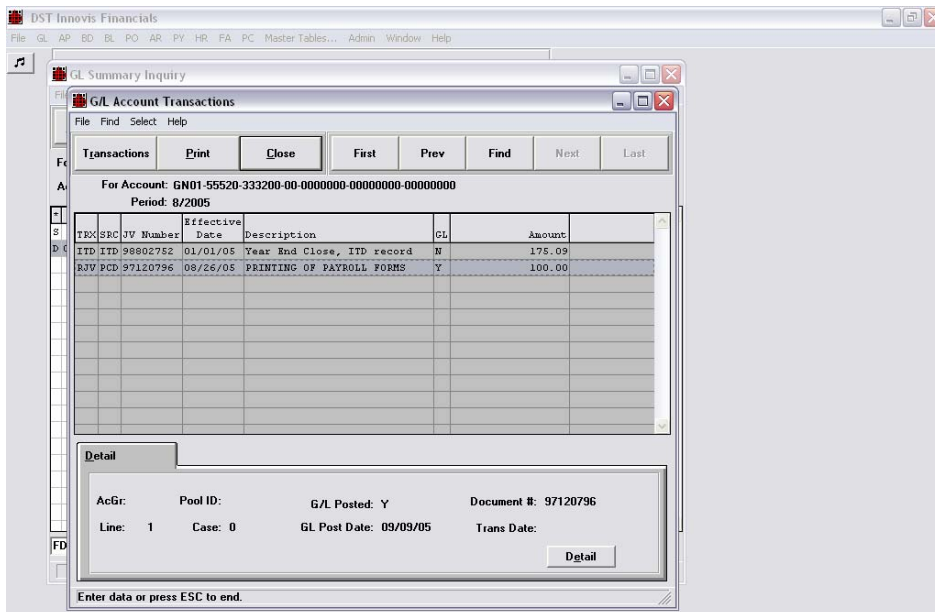
To perform a General Ledger Inquiry on a purchasing card transaction, proceed to the GL module of the accounting system. Select Inquires, and GL Summary Inquiry from the menu options.



From the GL Summary Inquiry screen, enter the desired account string and column parameters. After the parameters are set, select Find. The account string information should appear on the screen. Highlight the line detail and select Transactions.



The system presents the GL Account Transaction detail screen. Purchasing card transactions are identified by an Source (SRC) code of PCD (as shown in the second line of the exhibit below). To view more detailed transaction information, select Transactions.



The system routes the user back to the Procurement Charge Detail screen and displays all of the transaction information.

DST Innovis Financials

File GL AP BD BL PO AR PY HR FA PC Master Tables... Admin Window Help

GL Summary Inquiry

GL Account Transactions

Procurement Charge Detail

File Find Select Help

New Copy Add Del Edit Save Undo Cancel Delete Print Attach Close First Prev Find Next Last

Bill ID: 00000616 Bill Total: 925.00  
 Billing Date: 08/26/05 Adj Total: 925.00  
 Card Number: 0000 0000 0000 0002 PATRICIA SKALESKI

Ln	Sub	Chg	Date	Account	Amount	Adj Amt
1		108/05/05	GM01-55520-333200-00-00000000-00000000-00000000	100.00	100.00	
2		108/15/05	GM01-55580-333200-00-00000000-00000000-00000000	200.00	50.00	
2		208/15/05	GM01-55580-334200-00-00000000-00000000-00000000	0.00	150.00	
3		108/20/05	GM01-54640-333200-00-00000000-00000000-00000000	125.00	125.00	
4		108/26/05	GM01-55110-333200-00-00000000-00000000-00000000	500.00	500.00	

Charges

Date	Account	Adjusted Amount
08/05/05	GM01-55520-333200-00-00000000-00000000-00000000	100.00
	Desc: PRINTING OF PAYROLL FORMS	Amount: 100.00
	Reference: 3795	Supplier:
	Line: 1 Sub Line: 1 Supplier Desc: KINKOS	
	Extended Description: 5,000 PAYROLL W-2 FORMS	

Enter data or press ESC to end.