Datatel, General Ledger

Account Balance Inquiry

To review a particular account, including the details (for the current year).

Apps: CF
GL – General Ledger
ACBL – GL Account Balance Inquiry

Type in the specific account number without any spaces or dashes you want to look at, click OK, or ‘Enter’.
**Fiscal Year:** put in the year you want to look at, click OK, or ‘Enter’.

**Actuals** – To look at the actual expenses that have been charged to this account, click on the symbol to the right of the amount, or F2 in the amount box.
To review the details of these expenses, click on the symbol to the right of the 'Reference No.', you wish to review, or F2 in this particular box.

By using this same method, you can review more details in this screen.
Encumbrances, and Requisitions – can be reviewed by the same method; click on the symbol to the right of the ‘Reference No.’, or F2 in this box.

Finished.