

THE GENERAL LEDGER RECONCILIATION REFERENCE GUIDE

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The SOLAR Financials system provides a general ledger reconciliation module that includes various inquiries and pre-formatted queries that are used to track and reconcile financial transactions posted to the general ledger.

The General Ledger Reconciliation reference guide provides information to access, download and use the various general ledger reconciliation tools, including:

- [Accessing the Campus Web Portal](#)
- [Viewing Transactions in the General Ledger](#)
- [Accessing G/L Queries](#)
- [Advanced Sorting](#)

OVERVIEW

- **GL Summary Data Inquiry** – This inquiry provides balances for specific chartfield combinations. Summary budget actuals and encumbrance balances can be viewed here. Transaction detail for specific combinations can be viewed from these pages. This inquiry also provides the ability to search by tree node or specific departments for both the Dept ID and Account fields.
- **GL Recon Queries** – These are pre-formatted queries that can be downloaded to an excel spreadsheet for data manipulation. These queries include non-tree queries, as well as tree queries by fund, project, class and a combination of fund and account. Tree queries roll-up to a node on the financials tree and include all departments under that tree node.
- **Chartfield Lookup** – This inquiry provides lists of valid chartfield values.
- **View Trees** – This inquiry provides a visual representation of the financial departments and account trees.

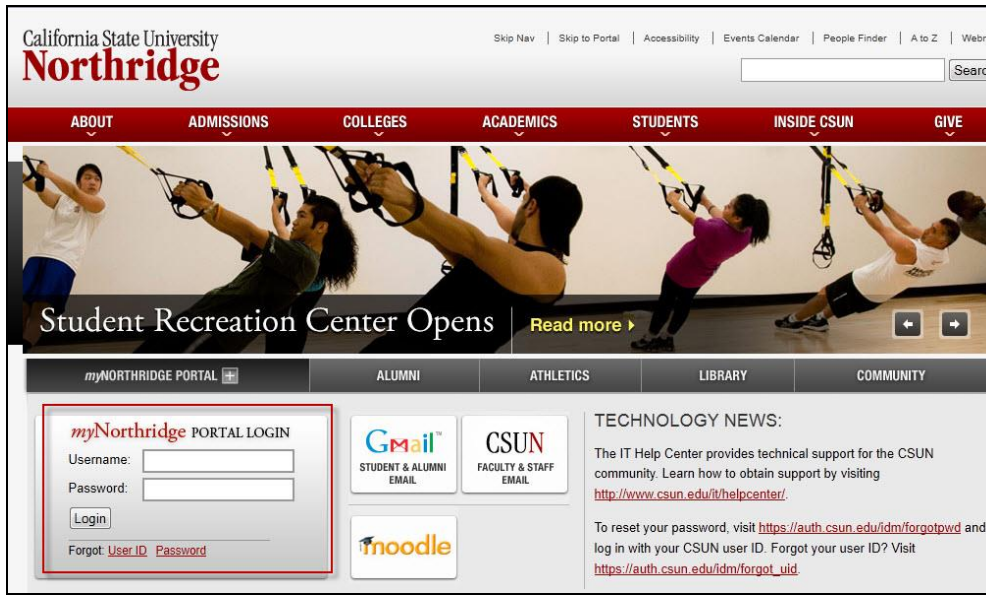
WHO DO I CONTACT FOR HELP?

Create a [Service Request](#) to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the Campus web portal. Follow the instructions below to access the Campus web portal:

- From an **Internet Browser**, access the **myNorthridge portal login** located on the [CSUN](#) home page.
- Log in using your **CSUN ID#** and **Password**.
- Select the **Login** button.

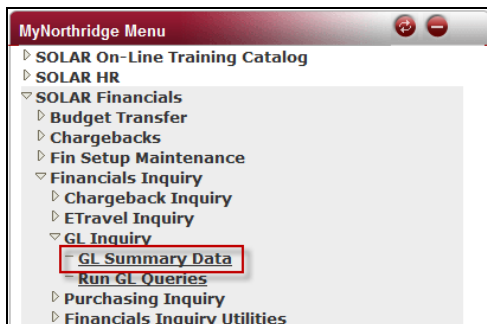


VIEWING TRANSACTIONS IN THE GENERAL LEDGER

The **G/L Summary Data** inquiry is available to view transactions posted to the general ledger.

1. From **myNorthridge Menu** pagelet, select the following:

SOLAR Finance > Financial Inquiry > GL Inquiry > GL Summary Data



2. The **GL Summary Data** page displays.
 - The **Dept ID/Node** and **Fiscal Year** fields are required.
 - To narrow the search results, complete additional fields.
 - Select the **magnifying glass** icon to look up a particular field or select the tree icon for the Dept or Acct Node if unknown.

All Chartfields

Select a Chartfield Combination and Press "Refresh Data"

Fund	Dept / Node	Prgm	Class **	Project	Acct / Node **
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Year: <input type="text" value="2014"/>		<input type="button" value="Refresh Data"/>		(** - Partial Values Allowed)	
Budg/Retain Earn	Pre Encumbered	Encumbered	Rev / Exp	Balance ***	
0.000	0.000	0.000	0.000	0.000	

3. When all applicable data is entered, select the **Refresh Data** button to display the results.
4. If the search returns too many results a warning message will display.
 - Select the **Okay** button and narrow the search parameters.
5. The **Ledger Detail** link opens a new window, displaying the activity summarized by period.

All Chartfields

Select a Chartfield Combination and Press "Refresh Data"

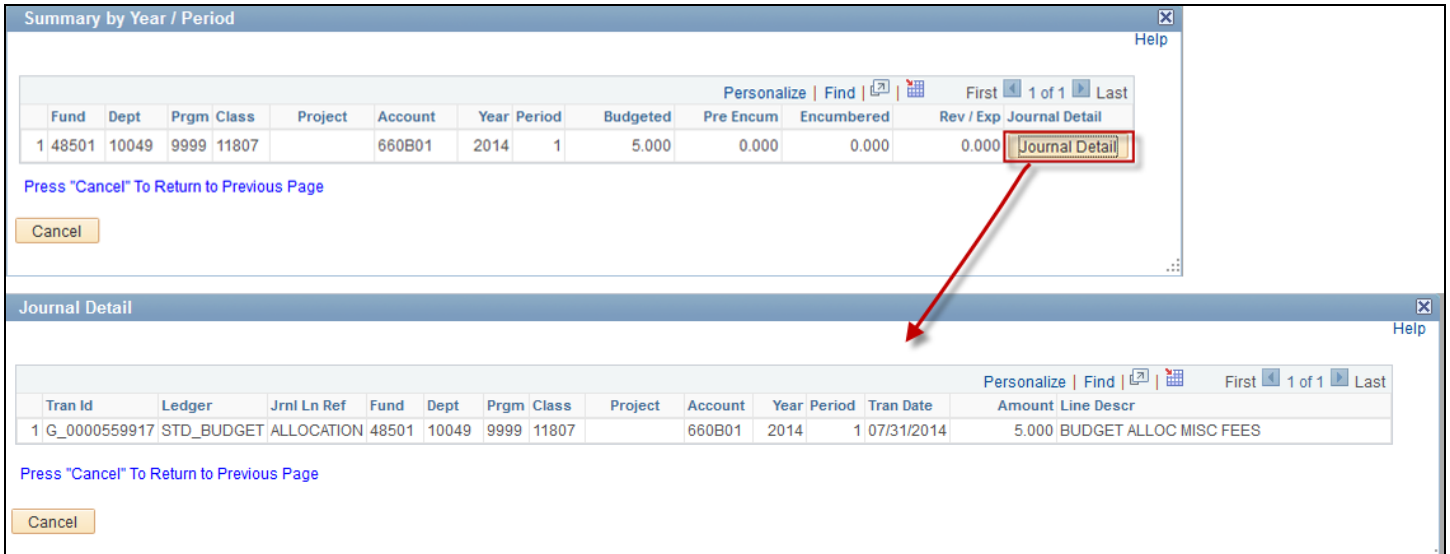
Fund	Dept / Node	Prgm	Class **	Project	Acct / Node **
<input type="text" value="48501"/>	<input type="text" value="10049"/>	<input type="text" value="9999"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="660B01"/>
Fiscal Year: <input type="text" value="2014"/>		<input type="button" value="Refresh Data"/>		(** - Partial Values Allowed)	
Budg/Retain Earn	Pre Encumbered	Encumbered	Rev / Exp	Balance ***	
5.000	0.000	0.000	0.000	5.000	

*** CAUTION - Sufficient cash balances must always exist in trust funds.
Please refer to your balance sheets for true cash balances.

Personalize Find First 1 of 1 Last											
Fund	Dept	Prgm	Class	Project	Account	Budgeted	Pre Encum	Encumbered	Rev / Exp	Balance	Ledger Detail
1	48501	10049	9999	11807	660B01	5.000	0.000	0.000	0.000	5.000	<input type="button" value="Ledger Detail"/>

6. The **Journal Detail** link displays the journal detail for the period. This page includes columns for the Trans ID, Ledger, Jrnl Ln Ref, Chartfield Information, Year, Period, Trans Date, Amount and Line Descriptions.

- Select the **Journal Detail** button to display the further details for a particular line item.



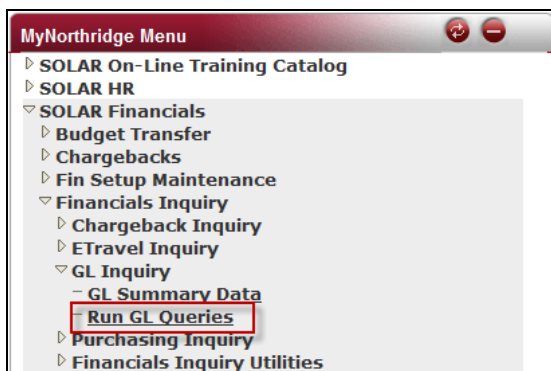
7. Select the **Cancel** button to return to the previous page.

ACCESSING G/L QUERIES

GL Recon Queries are used to run pre-formatted queries or reports. These queries can be downloaded to an Excel spreadsheet for data manipulation, including non-tree queries.

1. From **myNorthridge Menu** pagelet, select the following:

SOLAR Finance > Financial Inquiry > GL Inquiry > Run GL Queries



2. The **Query Viewer** page displays.

The screenshot shows the 'Query Viewer' interface. At the top, it says 'Query Viewer'. Below that is a section titled 'Find an Existing Query'. Inside this section is a 'Query Type' selection box. This box is split into two columns: 'Standard Queries' and 'Tree Queries'. Under 'Standard Queries', there are three radio button options: 'All Queries', 'Non Tree Queries', and 'Chartfield Lists'. Under 'Tree Queries', there are nine radio button options: 'Sum Totals by Fund & Dept', 'Chartfields Summary by Fund', 'Chartfields Summary by Project', 'Chartfields Summary by Class', 'Chartfields Summary by Fund & Acct', 'Chartfields Summary by Program', 'GL Journal Detail Queries', 'Budget Journal Detail Queries', and 'All Queries'. The 'All Queries' option under 'Tree Queries' is selected. At the bottom of the selection box is a 'Search' button.

The Query Type selection box is separated into two categories: Standard Queries and Tree Queries. The following provides descriptions for the various query types.

STANDARD QUERIES

- **All Queries**
 - Displays all available queries (tree and non-tree)
- **Non Tree Queries**
 - Provides various general ledger, budget summary and detail queries by fund, department ID, and State Trust Fund journal lines.
- **Chartfield Lists**
 - Provides valid chartfield values.

TREE QUERIES

- **Sum Totals by Fund & Dept**
 - Displays department tree queries for summary totals by fund and department.
- **Chartfields Summary by Fund**
 - Displays a list of department tree summary queries by a specified fund.
- **Chartfields Summary by Project**
 - Displays a list of department tree summary queries by specified project.
- **Chartfields Summary by Class**
 - Displays a list of department tree summary queries by specified class.
- **Chartfields Summary by Fund & Acct**
 - Displays a list of department tree summary queries by specified fund and account range.

3. Select the desired query followed by the **Search** button.
 - The search results will display the query names.
4. Select the corresponding **Run** button next to the desired query. Depending on the query selected, additional data will need to be entered in the prompts.

All queries can be downloaded to excel.

ADVANCED SORTING

The advanced sorting feature is available on the G/L Summary page.

The **Personalize** feature is used to change the column header order and sort order. The column header order defaults from left to right (Fund, Dept ID, Prgm, etc.). This order can be changed by using this functionality.

1. Select the **Personalize** link at the header portion of the **Detail Summary** section. The Personalize Column and Sort Order page will display.

The screenshot shows the G/L Summary page with a table of data. A red box highlights the 'Personalize' link in the table header. Below the table, a dialog box titled 'Personalize Column and Sort Order' is open, allowing users to rearrange column headers and set sort orders.

Fund	Dept	Prgm	Class	Project	Account	Budgeted	Pre Encum	Encumbered	Rev / Exp	Balance	Ledger Detail
1 48501	10045	9999			601201	0.000	0.000	0.000	94,551.320	-94,551.320	Ledger Detail
2 48501	10045	1110			601300	0.000	0.000	0.000	9,716.990	-9,716.990	Ledger Detail

Personalize Column and Sort Order

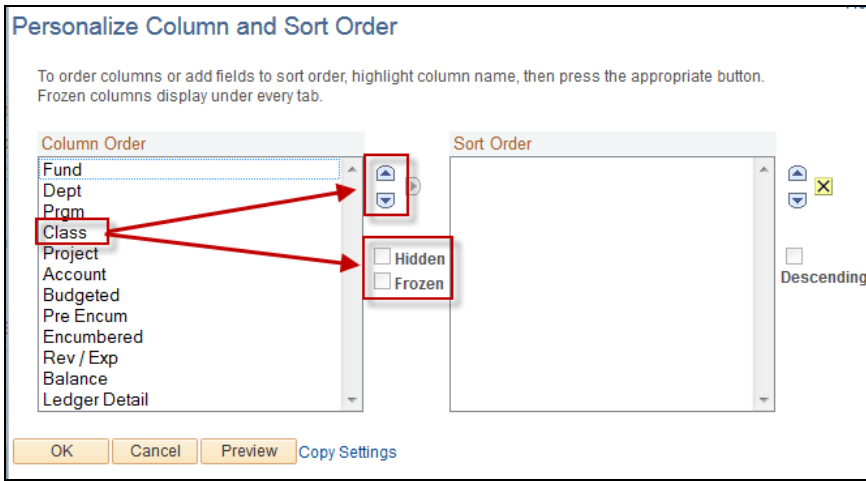
To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order: Fund, Dept, Prgm, Class, Project, Account, Budgeted, Pre Encum, Encumbered, Rev / Exp, Balance, Ledger Detail

Sort Order: (Empty)

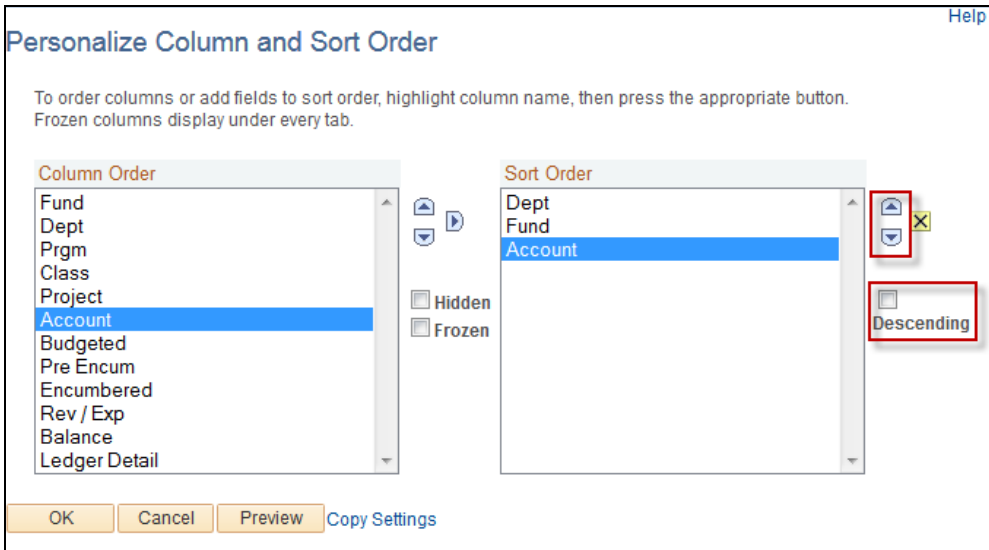
Buttons: OK, Cancel, Preview, Copy Settings

2. To change the column header order, highlight the column name and use the up or down arrow buttons to move it to the desired location.
 - Additional check boxes are available to hide or freeze column headers.



3. To change the sort order, highlight the column name and select right arrow button to move it to the Sort Order box.

- Use the up or down arrow buttons to move it to the desired location.



4. After completing the desired personalization, use the following buttons:

- OK – Saves any changes made to the column order or sort order.
- Cancel – Cancels any changes to the column order or sort order.
- Preview - Displays a preview of the changes to the column order or sort order.