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

2. Click on the ‘Add a New Value’ tab and enter an inquiry name (i.e. “UAT_TEST”) Click “Add”
3. Enter the desired information for the Ledger Criteria (fields with an asterisk ‘*’ are required).

   Unit: COLUM
   Ledger: ACTUALS
   Fiscal Year: 2012
   From Period: 1
   To Period: 12
   Currency: USD

   Check the following boxes:
   Show YTD Balance
   Include Closing Adjustments
   Only in Base Currency

4. Enter the desired information under ChartField Criteria and click “Search”