ARC delivers a variety of inquiry pages for users to track transactions throughout the system.

Inquiry pages are found throughout ARC (e.g. voucher inquiries are found within the Accounts Payable module in ARC and purchase order inquiries are found within the Purchasing module in ARC).

Refer to the Inquiry Inventory job aid for a list of the most frequently used inquiries in ARC along with their purpose and navigations.

Please note that depending on your security access you may or may not have access to certain inquiry pages in ARC.

1. Navigate to the desired inquiry page in ARC.

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

3. Click on the "Add a New Value" tab and enter an inquiry name. 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”.

   ![Ledger inquiry page with selected fields and options]