Inquire on Detail Balances

Inquire on Detail Balances will give you details on your account balances.

1) Navigate to the my.rutgers.edu page and log in.

2) Select

3) Select the **General Accounting** tile and the **Period Close** tile.
4) Select the **Task icon** in the upper right hand corner and **Inquire on Detail Balances**.

5) **Enter all parameters and click the Search button.**
**TIP**: It is best to use the drop down arrow and search for the field rather than type in the parameter box. If you are typing in the field values, use the TAB key on your keyboard to move from one field to the other.

**TIP**: Select the value of **ALL** in the Account to bring up all the natural accounts for your UDO.

6) **Search Results** will appear based on the criteria you entered.
**TIP:** You can reorder your columns. Select **View > Reorder Columns**. You can hide or add columns by selecting **View > Columns > Manage Columns**.

**TIP:** You can export your search results to excel.

**TIP:** You can filter your search results by using **query by example**.
A blank cell appears above each column. You can **type in a specific value and hit enter**, so that the results will only display that value.

7) To get detail information you can click in the **Period Activity column** on any total which is a hyperlink. You can see the detail journals that created the balance.