Account Inquiry

Chapter 5
Account Inquiry

Section Objectives

At the end of this section, you should be able to:

- Review posted entries to GL account balances
- Review budget or actual balances by account number
- Drilldown into batch and journal entry details
- Review information for each journal entry line affecting the current account number
Account Inquiry

Account Inquiry

- Provides detailed information about a specific account number or range of account numbers for a specified period
  - Does not show funds available
  - Shows posted entries only

- Shows two balance types at once
  - Actual
  - Budget

- Reviews journal entry details
  - Drill down from account balances to journal entry detail
  - Review information for each journal entry line affecting the current account
  - Shows the effect of charges to the account
Account Inquiry

Use the Account Inquiry window to view balance information for a computer supplies account for the Orthodontics Clinic. Use the drilldown feature to view invoicing and payment information for Payables batches.

1. Navigate to the Account Inquiry screen

Oracle General Ledger
N → Inquiry → Account
Account Inquiry

2. Enter starting Accounting Period (From field)
   - OCT-08 <Tab>

3. Enter ending Accounting Period (To field)
   - OCT-08 <Tab>
Account Inquiry: Selection Criteria

4. Select Single Currency - Currency: Press <Tab> to accept default
   - USD (Default) – US Dollars

5. Select Primary Balance Type: Press <Tab> to accept default
   - Actual (Default)

6. Select Secondary Balance Type: Press <Tab> to accept default
   - Budget (Default)

7. Select Factor: Press <Tab> to accept default
   - Units (Default)

8. Press <Tab> to move through Summary Template field to Accounts

9. Enter Account Number (Low/High) ranges

   ![Find Accounts window]

   If an account segment does not affect your selection criteria, you do not need to enter low/high values for that segment.

10. Click OK
11. The Account Inquiry screen will Show Balances, Show Journal Details, and Show Variance by individual accounts

12. Click Show Balances
Account Inquiry: Show Balances

Show Balances shows the period to date and year to date balances for the periods specified

13. Move your cursor to the line of the period for which you want more information.
   - Period: OCT-08

14. Click Journal Details
**Account Inquiry: Show Journal Details**

*Show Journal Details* shows the batches making up the balance for the specified period.

15. In this instance, there is a Manual batch, multiple Payables batches, and a PCard batch.

   Notice how the *Drilldown* button is not available for the NSCT batch. That is because the *Source* of that batch is *Manual*. Payables batches (*Source* is Payables) allow drill down into more information such as invoicing and payments.

16. Keep your cursor on the first batch

17. Click *Show Full Journal*
Account Inquiry: Show Journal Details

Show Full Journal allows you to view the details of the Journal Entry

18. Close the Journals windows
Account Inquiry: Drilldown to Payments

19. Multiple Payables batches and a PCard batch make up the balance for OCT-08.
   - When the Source field says Payables you will be able to drilldown to invoicing and payment information.
   - You can not drilldown on a PCard batch, but you can view the Journal.

20. Place your cursor on the first Payables line, and click Drilldown.
Account Inquiry: Drilldown to Payments

21. From this screen you can view
   - Invoice Number
   - Invoice Date
   - Supplier Name
   - Comments

22. Click Show Transaction
23. This takes you to the *Invoices* window where, in addition to basic invoicing information, you can view the following:

- *Holds*
- *Payments*
- *Scheduled Payments*
- *Prepayment Applications*
- *Overview*
- *Distributions*

24. Click *Overview*
Account Inquiry: Drilldown to Payments

25. From the Invoice Overview window you can see:

- Supplier Information
- Invoice Status
- Invoice Hold information
- Scheduled & Actual Payments

The check number appears in the Paid By field. The check run date appears in the Paid On field.

26. Close the open windows until you return to the Account Inquiry window.
27. Click **Show Journal Details**

28. Here you see the *Batch* names, *Journal* names, etc. that make up the balance for the periods of your query.
Account Inquiry: Show Variance

29. Close the Journals Window

30. Click Show Variance

31. Here you see the University (budget) amount, Actual expenses, and the Variance (difference) between the two, for the periods of the query.

32. Click on the Tabbed folders to view the Variance by

   - Period to Date
   - Quarter to Date
   - Year to Date
   - Project to Date

33. Close the Variance window

34. Close the Account Inquiry window


**Lab 7: Account Inquiry**

Use the Account Inquiry form to review the status of the processing of a Travel and Business Expense report.

1. The T&B was submitted in OCT-08 for expenses related to an ASTD course.
   - Set your *Accounting Periods* from OCT-08 to OCT-08.
   - Expenses were charged to account 02.49010.6300

2. Drill down to payment information.
   - Was the invoice paid? __________
   - What is the check #? ____________
   - What is the paydate? ____________
   - What is the amount paid? __________

3. What were other travel expenses processed in October related to?
   - Has any amount been paid?
Lab 7 Solutions: Account Inquiry

October  T&B #1

- Enter Selection Criteria
- Click Show Balances

- Place cursor on the line for which you want detail
- Click Journal Details
Lab 7 Solutions: Account Inquiry

- Click Drilldown

- Click Show Transaction
Lab 7 Solutions: Account Inquiry

Click Overview

- Invoice Status
- Invoice Amount
- Check No. & Paydate
## Lab 7 Solutions: Account Inquiry

### October T&B #2

![Invoice Overview](chart.png)

<table>
<thead>
<tr>
<th>Supplier</th>
<th>ROY, LILLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Num</td>
<td>171318</td>
</tr>
<tr>
<td>Invoice Num</td>
<td>LIH001</td>
</tr>
<tr>
<td>Batch Name</td>
<td>CAL TB 17-OCT 008</td>
</tr>
<tr>
<td>Voucher</td>
<td></td>
</tr>
<tr>
<td>PO Number</td>
<td></td>
</tr>
<tr>
<td>Receipt Num</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Expense Report</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Date</td>
<td>17-OCT-2008</td>
</tr>
<tr>
<td>Amount</td>
<td>65.00</td>
</tr>
<tr>
<td>Unpaid</td>
<td>0.00</td>
</tr>
<tr>
<td>Description</td>
<td>UPJ BUS ADM MTG.</td>
</tr>
<tr>
<td>Active Hold</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Paid</td>
<td>Yes</td>
</tr>
<tr>
<td>Accounted</td>
<td>Yes</td>
</tr>
<tr>
<td>Status</td>
<td>Validated</td>
</tr>
<tr>
<td>Approval</td>
<td>Not Required</td>
</tr>
<tr>
<td>Scheduled Payments</td>
<td></td>
</tr>
<tr>
<td>Held</td>
<td></td>
</tr>
<tr>
<td>Paid By</td>
<td>10000000022</td>
</tr>
<tr>
<td>Paid On</td>
<td>20-OCT-2008</td>
</tr>
<tr>
<td>Purpose of T&amp;B</td>
<td></td>
</tr>
</tbody>
</table>

**Amount remaining to be paid:**

65.00 USD

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