

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

The screenshot shows the 'Account Inquiry (Pitt)' window. The 'Selection Criteria' section is active, with the following fields and options:

- Accounting Periods:** From **OCT-08**, To **OCT-08**
- Currency:** Single Currency, All Currencies, Currency **USD**
- Currency Type:** Entered, Translated
- Primary Balance Type:** Actual, Budget, Encumbrance
- Secondary Balance Type:** Budget , Encumbrance Type
- Factor:** Units, Thousands, Millions, Billions
- Summary Template:**
- Accounts:** A list of accounts with a blue selection bar on the first row.
- Description:** A text field for the account description.

At the bottom of the window are three buttons: **Show Balances**, **Show Journal Details**, and **Show Variance**.

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

	Low	High
Entity	02	02
Department	49201	49201
Subcode	6021	6021
Purpose		
Sponsored Project		
Reference		
Unspecified		

Buttons: OK, Cancel, Clear, Help

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*

Account Inquiry: Show Balances

The screenshot displays the 'Account Inquiry (Pitt)' window. It features several sections for user input and data display:

- Selection Criteria:**
 - Accounting Periods:** From To
 - Currency:** Single Currency (selected), Currency ; All Currencies
 - Currency Type:** Entered (selected), Translated
- Balance Types:**
 - Primary Balance Type:** Actual, Budget, Encumbrance
 - Secondary Balance Type:** Budget , Encumbrance Type
- Factor:** Units (selected), Thousands, Millions, Billions
- Summary Template:**
- Accounts:** A list of accounts with the first one highlighted in blue: **02.49201.6021.00000.000000.000000.000000**
- Description:** **Operating.Orthodontics.Computer Suppli.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu**

At the bottom, there are three buttons: **Show Balances**, **Show Journal Details**, and **Show Variance**.

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

Detail Balances (Pitt) - 02.49201.6021.00000.000000.00000.00000

Balance Type: **Actual** Currency Type: **Entered**
Factor: **Units**

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
OCT-08	USD	<261.06>		<261.06>	

Journal Details Summary Balances

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

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
NSCT 49201 CAL	ORTHO COST TRNS	Manual	USD	10		1,012.50
29589 Payables	Purchase Invoices L	Payables	USD	6	39.95	
29590 Payables	Purchase Invoices L	Payables	USD	74	12.00	
29590 Payables	Purchase Invoices L	Payables	USD	75	12.00	
29590 Payables	Purchase Invoices L	Payables	USD	76	679.00	
29590 Payables	Purchase Invoices L	Payables	USD	77	679.00	
29590 Payables	Purchase Invoices L	Payables	USD	78		12.00
29590 Payables	Purchase Invoices L	Payables	USD	79		679.00
PCard Redist PP	Pcard Redistribution	PCard	USD	3	20.49	0.00

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

Journals (Pitt) - NSCT 49201 CAL 1017 06

Journal	ORTHOCOST TRNSFR		Conversion	Status	
Period	OCT-08	Effective Date	17-OCT-2008	Currency	USD
Category	NSCT-Other	Source	Manual	Date	17-OCT-2008
Balance Type	Actual	Budget		Type	User
Reference Date				Rate	1
Description	TRNSFR ORACLE CONSULT.		Reverse	Date	
Reference			Method	Switch Dr/Cr	
Clearing Company		Control Total	2,025.00	Period	
				Status	Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49201.6021.00000.000000.00000.0000		1,012.50	TRNSFR ORACLE CONSULT.
20	04.49010.6420.22950.000000.000000.0000	1,012.50		TRNSFR ORACLE CONSULT.
		2,025.00	2,025.00	

Account Description: Operating,Orthodontics.Computer Suppli.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

Line Drilldown... T Accounts...

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

18. Close the *Journals* windows

Account Inquiry: Drilldown to Payments

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
NSCT 49201 CAL	ORTHO COST TRNS	Manual	USD	10		1,012.50
29589 Payables	Purchase Invoices L	Payables	USD	6	39.95	
29590 Payables	Purchase Invoices L	Payables	USD	74	12.00	
29590 Payables	Purchase Invoices L	Payables	USD	75	12.00	
29590 Payables	Purchase Invoices L	Payables	USD	76	679.00	
29590 Payables	Purchase Invoices L	Payables	USD	77	679.00	
29590 Payables	Purchase Invoices L	Payables	USD	78		12.00
29590 Payables	Purchase Invoices L	Payables	USD	79		679.00
PCard Redist PP	Pcard Redistributor	PCard	USD	3	20.49	0.00

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

The screenshot displays the 'Payables Invoice Accounting (Pitt)' window. At the top, the title bar shows the window name and a date of 'OCT-08'. Below the title bar is a table with the following columns: Invoice Type, Applied To Invoi, Invoice Date, Supplier, Debit (USD), Credit (USD), and E. The first row of data is highlighted in blue and contains the following information: Invoice Type: Standard, Applied To Invoi: BH3343, Invoice Date: 17-OCT-2008, Supplier: BOOK HOUSE, Debit (USD): 39.95, Credit (USD):, and E: U. Below the table is a form with several fields: PO Number, PO Release Num, Document Seq, Receipt Num, Event Type (set to Invoice), Accounting Date (set to 17-OCT-2008), and Comments (set to CAPTIVATE 2.0 DESK REFERENCE). At the bottom of the form are two buttons: 'Show Transaction' and 'Show Transaction Accounting'.

Invoice Type	Applied To Invoi	Invoice Date	Supplier	Debit (USD)	Credit (USD)	E
Standard	BH3343	17-OCT-2008	BOOK HOUSE	39.95		U

PO Number:

PO Release Num:

Document Seq:

Receipt Num:

Event Type: **Invoice**

Accounting Date: **17-OCT-2008**

Comments: **CAPTIVATE 2.0 DESK REFERENCE**

21. From this screen you can view

- Invoice Number
- Invoice Date
- Supplier Name
- Comments

22. Click *Show Transaction*

Account Inquiry: Drilldown to Payments

The screenshot shows the 'Invoices (Univ of Pittsburgh)' window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below this is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, Invoice Amount, Withheld Amount, and Prepaid Amount. The first row is highlighted in blue and contains the following data: Standard, BOOK HOU, 101644, JONESVI, 17-OCT-2008, BH3343, USD, 39.95, and empty fields for Withheld Amount and Prepaid Amount. Below the table are five tabs: 1 General, 2 Holds, 3 View Payments, 4 Scheduled Payments, and 5 View Prepayment Applications. The 'General' tab is active. It contains several sections: 'Amount Paid' with a dropdown set to 'USD' and a value of '39.95'; 'Invoice Status' with 'Status' set to 'Validated' and 'Accounted' set to 'Yes'; 'Approval Status' with 'Approval' set to 'Not Required' and 'Pending Approver' empty; 'Description' set to 'CAPTIVATE 2.0 DESK REFERENCE'; and a 'Summary' section with 'Holds' set to '0' and 'Distribution Total' set to '39.95'. At the bottom of the window are two buttons: 'Overview' and 'Distributions'.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid Amount
Standard	BOOK HOU	101644	JONESVI	17-OCT-2008	BH3343	USD	39.95		

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid
USD 39.95

Invoice Status
Status: Validated
Accounted: Yes

Approval Status
Approval: Not Required
Pending Approver:

Description: CAPTIVATE 2.0 DESK REFERENCE

Summary
Holds: 0
Distribution Total: 39.95

Overview Distributions

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

Invoice Overview (Univ of Pittsburgh)

Supplier: **BOOK HOUSE** Site: **JONESVILLE**

Supplier Num: **101644** Taxpayer ID: **38-218-0100**

Invoice Num: **BH3343** Type: **Standard** Date: **17-OCT-2008**

Batch Name: **CAL ST 16-OCT-08** Currency: **USD** Amount: **39.95**

Voucher: Unpaid: **0.00**

PO Number: Release: Unapplied:

Receipt Num: Settlement Date:

Invoice Status

Paid: **Yes**

Accounted: **Yes**

Status: **Validated**

Approval: **Not Required**

Description: **CAPTIVATE 2.0 DESK REFERENCE**

Active Hold: Reason:

Scheduled Payments					Actual Payments	
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
<input checked="" type="checkbox"/> USD	39.95	0.00	17-OCT-2008	<input type="checkbox"/>	2062178 - Check	20-OCT-2008
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		

Payment Overview View Receipt Supplier Invoices

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.

Account Inquiry: Show Journal Details

Account Inquiry (Pitt)

Selection Criteria

Accounting Periods
 From:
 To:

Currency
 Single Currency Currency:
 All Currencies

Currency Type
 Entered
 Translated

Primary Balance Type **Secondary Balance Type**

Actual
 Budget Budget:
 Encumbrance Encumbrance Type:

Factor
 Units
 Thousands
 Millions
 Billions

Summary Template:

Accounts

02.49201.6021.00000.000000.00000.00000

Description

Operating.Orthodontics.Computer Suppli.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

Show Balances Show Journal Details Show Variance

27. Click *Show Journal Details*

Journals (Pitt) - 02.49201.6021.00000.000000.00000.00000,OCT-08->OCT-08

Balance Type: Currency Type:

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
NSCT 49201 CAL	ORTHO COST TRNS	Manual	USD	10		1,012.50
29589 Payables	Purchase Invoices L	Payables	USD	6	39.95	
29590 Payables	Purchase Invoices L	Payables	USD	74	12.00	
29590 Payables	Purchase Invoices L	Payables	USD	75	12.00	
29590 Payables	Purchase Invoices L	Payables	USD	76	679.00	
29590 Payables	Purchase Invoices L	Payables	USD	77	679.00	
29590 Payables	Purchase Invoices L	Payables	USD	78		12.00
29590 Payables	Purchase Invoices L	Payables	USD	79		679.00
PCard Redist PP	PCard Redistributio	PCard	USD	3	20.49	0.00

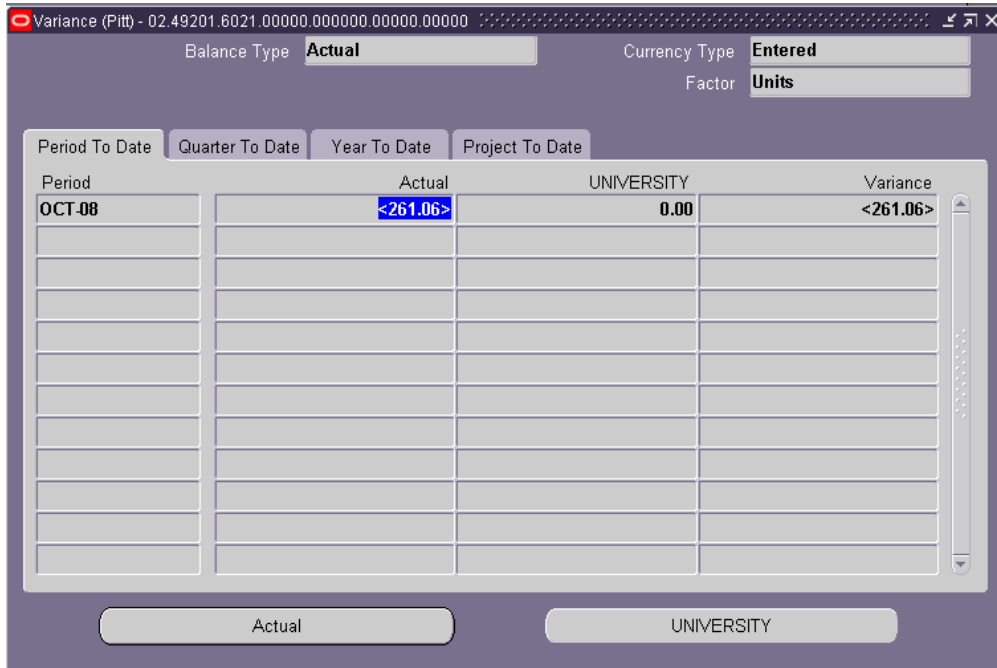
Drilldown Show Full Journal Detail Balances

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*



Variance (Pitt) - 02.49201.6021.00000.000000.000000.000000

Balance Type: **Actual** Currency Type: **Entered**
Factor: **Units**

Period To Date Quarter To Date Year To Date Project To Date

Period	Actual	UNIVERSITY	Variance
OCT-08	<261.06>	0.00	<261.06>

Actual UNIVERSITY

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

The screenshot shows the 'Account Inquiry (Pitt)' window. It has several sections:

- Selection Criteria**: Includes 'Accounting Periods' (From: OCT-08, To: OCT-08), 'Currency' (Single Currency selected, Currency: USD), and 'Currency Type' (Entered selected, Translated unselected).
- Primary Balance Type**: Includes radio buttons for 'Actual' (selected), 'Budget', and 'Encumbrance'. There are also fields for 'Budget' and 'Encumbrance Type'.
- Secondary Balance Type**: A tabbed area.
- Factor**: Includes radio buttons for 'Units' (selected), 'Thousands', 'Millions', and 'Billions'.
- Summary Template**: A text input field.
- Accounts**: A list of accounts with the first one highlighted: 02.49010.6300.00000.00000.00000.00000.
- Description**: A text field containing 'Operating.Dental Med - De.Domestic Travel.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu'.
- Buttons**: 'Show Balances', 'Show Journal Details', and 'Show Variance'.

- Enter *Selection Criteria*
- Click *Show Balances*

The screenshot shows the 'Detail Balances (Pitt)' window. At the top, it displays 'Balance Type: Actual', 'Currency Type: Entered', and 'Factor: Units'. Below this is a table with the following columns: Period, Currency, PTD, PTD Converted, YTD, and YTD Converted.

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
OCT-08	USD	<2,176.39>		<2,176.39>	

At the bottom of the window are two buttons: 'Journal Details' and 'Summary Balances'.

- Place cursor on the line for which you want detail
- Click *Journal Details*

Lab 7 Solutions: Account Inquiry

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
NSCTR 49010 CA	DENT DEAN COST C	Manual	USD	20		2,555.50
29589 Payables 3	Purchase Invoices L	Payables	USD	4	65.00	
29589 Payables 3	Purchase Invoices L	Payables	USD	5	314.11	

Buttons: Drilldown, Show Full Journal, Detail Balances

– Click *Drilldown*

Invoice Type	Applied To Invo	Invoice Date	Supplier	Debit (USD)	Credit (USD)	E
Expense Rep	CL001	17-OCT-2008	LEWIS, CATHY B	314.11		U

PO Number: Event Type: Invoice

PO Release Num: Accounting Date: 17-OCT-2008

Document Seq:

Receipt Num: Comments: FALL08 ASTD COURSE

Buttons: Show Transaction, Show Transaction Accounting

– Click *Show Transaction*

Lab 7 Solutions: Account Inquiry

The screenshot shows the 'Invoices (Univ of Pittsburgh)' window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, Invoice Amount, Withheld Amount, and Prepaid Amount. The first row is highlighted in blue and contains: Expense, LEWIS, CA, 145439, OFFICE-2, 17-OCT-2008, CL001, USD, 314.11, and empty fields for Withheld and Prepaid amounts. Below the table are five tabs: 1 General, 2 Holds, 3 View Payments, 4 Scheduled Payments, and 5 View Prepayment Applications. The 'General' tab is active, showing fields for 'Amount Paid' (USD, 314.11), 'Invoice Status' (Status: Validated, Accounted: Yes), 'Approval Status' (Approval: Not Required, Pending Approver:), and 'Description' (FALL08 ASTD COURSE). A 'Summary' box shows 'Holds' as 0 and 'Distribution Total' as 314.11. At the bottom are 'Overview' and 'Distributions' buttons.

– Click *Overview*

The screenshot shows the 'Invoice Overview (Univ of Pittsburgh)' window. It displays detailed information for an invoice. Supplier: LEWIS, CATHY B; Site: OFFICE-2; Supplier Num: 145439; Invoice Num: CL001; Batch Name: CAL TB 17-OCT-08; Type: Expense Report; Date: 17-OCT-2008; Currency: USD; Amount: 314.11; Unpaid: 0.00; Description: FALL08 ASTD COURSE. The 'Invoice Status' section shows: Paid: Yes, Accounted: Yes, Status: Validated, Approval: Not Required. The 'Scheduled Payments' table has one entry: USD, 314.11, 0.00, 17-OCT-2008. The 'Actual Payments' table has one entry: Paid By: 10000004043 - CI, Paid On: 20-OCT-2008. Callouts point to 'Invoice Status' and 'Check No. & Paydate'.

Lab 7 Solutions: Account Inquiry

October T&B #2

Supplier: **HOY, LILY Y** Site: OFFICE

Supplier Num: 171318 Taxpayer ID: []

Invoice Num: LH001 Type: **Expense Report** Date: 17-OCT-2008

Batch Name: CAL TB 17-OCT-08B Currency: USD Amount: 65.00

Voucher: [] Unpaid: 0.00

PO Number: [] Release: [] Unapplied: []

Receipt Num: [] Settlement Date: []

Invoice Status:

Paid	Yes
Accounted	Yes
Status	Validated
Approval	Not Required

Description: **UPJ BUS ADM MTG.**

Active Hold	Reason
<input checked="" type="checkbox"/>	[]
<input type="checkbox"/>	[]
<input type="checkbox"/>	[]

Scheduled Payments				Actual Payments		
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
<input checked="" type="checkbox"/> USD	65.00	0.00	17-OCT-2008	<input type="checkbox"/>	10000004044 - C	20-OCT-2008
<input type="checkbox"/>	[]	[]	[]	<input type="checkbox"/>	[]	[]
<input type="checkbox"/>	[]	[]	[]	<input type="checkbox"/>	[]	[]

Buttons: Payment Overview, View Receipt, Supplier, Invoices

Purpose of T&B

Amount remaining to be paid