Purpose: This procedure details how to perform account inquiries in the General Ledger, Account window. Query for a single or a range of account codes for one or more accounting periods, while retrieving actual, budget, or encumbrance transactions. The Account window provides:

- Accounting period and year to date balances.
- Full and Detail journal entries for the period/s queried including credit and debit entries.
- Drilldown into Oracle subledger application to actual transaction details.

For Questions Contact: Finance Customer Care at financecustomercare@ohio.edu or 740.597.6446.

ATTN: For tips on navigation and commonly used fields access the Oracle Navigation document.

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NAVIGATE TO ACCOUNT INQUIRY WINDOW

1. Click **General Ledger** link. Next, click **Account** link.

2. The Navigator window and Account Inquiry window are both displayed. To add the Account Inquiry window to the Top Ten List, verify the General Ledger>Account is highlighted in blue, then click the **Add to List** button. Next time you want to access the Account Inquiry window, click on the **Account Inquiry** link in the Top Ten List.
ENTER SEARCH CRITERIA

The Ledger name defaults to Ohio University FMS and cannot be changed.

Accounting Periods

The Accounting Periods From/To fields are defaulted with the current month Accounting Period. Enter the appropriate Accounting Period in the From/To fields (either key value or use LOV).

![Accounting Periods Image]

Currency Type

The Currency Type is defaulted to Total. Leave the default option to query results.

Primary Balance Type

Click the Primary Balance Type tab. Click the appropriate Primary Balance Type. You may choose actual, budget, or encumbrance Primary Balance Types.

1. Actual Primary Balance Type is the default to be used to query balances and journal details of actual transactions.
2. Budget Primary Balance Type - Query for balances and journal details of budget transactions.
   - Click Budget radio button. The Budget field is highlighted.
   - Enter OU FMS BUDGET (the default).
3. Encumbrance Primary Balance Type - Query for balances and journal details of encumbrances.
   - Click Encumbrance radio button. The Encumbrance Type field is highlighted.
   - Enter the appropriate Encumbrance Type (i.e., commitment).

Secondary Balance Type

OU is not using the Secondary Balance Type option.

Factor

Defaults to Units. Leave unless you want the query to round data to thousands, millions, or billions.

Summary Template

OU is not using the Summary Templates functionality.

Accounts

The Find Accounts window can be used to query a single account or a range of accounts.
1. Click on the first line of the Accounts section. The Find Accounts window is displayed.

2. Enter the appropriate value in the each Low/High segment field (either key value or use LOV).

3. Click OK. The valid account code combination results display in the Accounts section.

4. Press the down/up arrow keys on your keyboard to move from one account code combination to the next or use your mouse on the vertical scroll bar (located to the right of the Accounts section) to move from one account code combination to the next.

Drill Down to Details: Show Balances, Journal Details, or Variance

After you have entered your search criteria, click the Show Balances, or Show Journal Details buttons to view further details and transactions.

<table>
<thead>
<tr>
<th>Account Inquiry Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Balances</td>
<td>Displays the Detail Balances window. Displays the Period-to-Date (PTD) and Year-to-Date (YTD) balances for queried accounting periods and selected account code combinations. Drill down to view transactions.</td>
</tr>
<tr>
<td>Show Journal Details</td>
<td>Displays the Journals window. Displays journal entry activity and transactions for the queried accounting periods and selected account code combinations. Drill down to view transactions.</td>
</tr>
<tr>
<td>Show Variance</td>
<td>OU is not using the Show Variance functionality.</td>
</tr>
</tbody>
</table>
SHOW BALANCES FROM ACCOUNT INQUIRY

When you initiate an inquiry on an account code combination, you can drill down to view detail balances for the period/s you specify. The Detail Balances window displays accounting period, PTD balances, and YTD balances of transactions for the selected balance type and account code combination. From the Detail Balances window there are two buttons displayed; Journal Details and Summary Balances. OU does not use Summary Balances. For Journal Details see next section.

1. On the Account Inquiry window, click in the Accounts line for the desired account.

2. Click the Show Balances button.

The Detail Balances window is displayed. The Period-to-Date (PTD) balances and the Year-to-Date (YTD) balances are displayed for the account code for each accounting period.

3. You can close this window to return to the Account Inquiry window or you can drill down to view more detailed transactions from this window.
   - To close this window, click on the X in the upper, right-hand side of window. You will be returned to the Account Inquiry window.
   - To drill down to view more detailed transactions, click Journal Details button.

Access Summary Balances from Journals Window

OU does not use the Summary Balances functionality.
Access Journal Details from Journals Window

Journals window displays the journal entries that contribute to the detail balance for each period.

1. If more than one entry is displayed on the Detail Balances window, click on the detail balance row for the journal details you want to review. A highlight will display.

2. Click the Journals Details button (see screenshot on previous page). The Journals window displays.

<table>
<thead>
<tr>
<th>Journals Window Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>Batch name assigned to the transaction</td>
</tr>
<tr>
<td>Journal Entry</td>
<td>Journal entry name</td>
</tr>
<tr>
<td>Source</td>
<td>The module or interface system that created the transaction (Manual, Payables, Receivables, Assets, Phone, Spreadsheet, etc.)</td>
</tr>
<tr>
<td>Line</td>
<td>Line # equals line number of this transaction in the original full journal</td>
</tr>
<tr>
<td>Entered Debit/Credit</td>
<td>The dollar amount of the debit/credit</td>
</tr>
</tbody>
</table>

3. You can close this window to return back to the Account Inquiry window or the Detail Balances window, or you can drilldown to view more detailed transactions;
   - To close this window, click on the X in the upper, right-hand side of window. You will be returned to the Account Inquiry window.
   - To return to the Detail Balances window, click the Detail Balances button.
   - To view more detailed transactions, refer to the Drilldown from the Journal Window section or the Show Full Journal from Journals Window section.

**NOTE:** From the Journals window you can drilldown to further detail, show the full journal entry, or return to the Detail Balances window. You can drilldown to the actual transactions if the source of the entry is another Oracle Application (i.e., Payables, Receivables, Projects, Purchasing, Inventory, and Fixed Assets). You can drilldown only if the Drilldown button is illuminated.
Drilldown from Journals Window to View Journal Entry Lines

Drilldown to Oracle subledger applications. You can review transactions that summarize the journal balances. This button is only illuminated if the journal originated from an Oracle subledger (i.e., Payables, Receivables, and Projects). If more than one journal entry is displayed, click on the journal entry row whose journal details you want to review. A blue highlight will display.

1. If more than one entry is displayed on the Journals window, click on the row whose journal details you want to review. A highlight will display.

2. Click the Drilldown button. The View Journal Entry Lines window displays.

3. Click View Transaction or View Journal Entry buttons to drilldown to more details.
View Journal Entry Lines Window

The View Journal Entry Lines window enables the user to view more detailed information about the transactions. It also enables you to drill down to the Invoice Workbench for more invoice details, view the full journal entry, create and save a search, or run an export of the data.

Refer to the General Ledger-Journal Entry Inquiry document for topics below;

- View Journal Entry Lines Window-View Transaction
- View Journal Entry Lines Window-View Journal Entry
- View Journal Entry Lines Window-Subledger Journal Entry
- View Journal Entry Lines Window-Supporting References
- View Journal Entry Lines Window-Advanced Search Feature

Show Full Journal from Journals Window

Path: Account Inquiry>Show Balances>Journal Details>Show Full Journal

The Journals window accessed from the above path is the same Journals window that displays from the Show Journal Details path which is listed next.

Refer to next section for detailed instructions.
SHOW JOURNAL DETAILS

When you initiate an inquiry on an account code combination, you can drilldown to view a specific journal entry, show the full journal for the date range, or view monthly detailed balances.

Show Full Journal from the Journals Window

Path: General Ledger>Accounts. Displays the Account Inquiry window.

1. Click the Show Journal Details button. The Journals window displays.
This window displays the full journal entry, which includes the specific journal line item. The Line number identified on the Journals window will match the line number on the Full Journal window. From this window you may select a journal whose detail you want to review further. You can drill down to further detail, show the full journal entry, or view the Detail Balances window.

**NOTE:** You can drill down to the actual transactions entered in the system if the source of the entry is another Oracle Application (i.e., Payables, Receivables, and Fixed Assets). You can drill down only if the Line Drilldown button is illuminated.

2. If more than one entry is displayed on the Journals window, click on the specific row whose journal details you want to review. A highlight will display.

3. Click **Show Full Journal** button. Journals window displays full journal entry.

4. If more than one entry is displayed on the Journals window, click on the specific row whose journal details you want to review. A highlight will display.

5. Click **Line Drilldown** button. The View Journal Entry Lines window displays. For further instruction refer to the **Line Drilldown from the Journals Window** section of the General Ledger-Journal Entry Inquiry document.
Show T Accounts from the Journals Window

1. Click **T Accounts** button from the Journals window.

   ![T Accounts Window](image)

2. The Activity Summary window displays.

   ![Activity Summary Window](image)

3. Click **Options** button to view the layout options of the T Accounts window. Edit and Save.

4. Click **T Accounts** button on the Activity Summary window. T Accounts window displays.

   ![T Accounts Window](image)

**NOTE:** For further instructions refer to the Access T Accounts from the Journals Window section of the General Ledger-Journal Entry Inquiry document.

5. To close all the windows, click on the X in the upper, right-hand side of window.
Drilldown from the Journals Window

Path: General Ledger>Account. Displays Account Inquiry window.

1. On the Account Inquiry window, click in the Accounts line for a specific account to view more transaction details. A blue highlight displays on the row.

2. Click the Show Journal Details button. The Journals window displays.

3. Click Drilldown button. The View Journal Entry Lines window displays.
4. For further instruction refer to the Line Drilldown from the Journals Window section of the General Ledger-Journal Entry Inquiry document.

SHOW VARIANCE

OU is not using the Show Variance functionality.

VIEW (SEARCH)

The View functionality saves your search criteria and layout to form a template to be saved and accessed for future use. Once a view has been saved with the Create View functionality, it can be accessed from the View drop-down list. The search results are not part of the saved view/template. There are options to display, edit, duplicate, and personalize views created. To view detailed instructions, refer to the Oracle Navigation>Defining Personalize views in Web Based Oracle Windows document.

EXPORT DATA

To Export the data refer to Oracle Navigation document.