



<b>Title:</b>	<b>General Ledger-Account Analysis and Drilldown</b>	<b>Document ID: GL0040</b>
<b>Replaces:</b>	<b>No prior document</b>	<b>Date Modified: 08/07/2014</b>

**Purpose:** This procedure details how to use the General Ledger's Account Analysis and Drilldown feature.

This is a web based account inquiry with drilldown capability used to:

- Perform ad-hoc queries
- Query multiple accounts simultaneously
- Save and access frequently used search criteria
- Customize query result layouts
- Quickly view account balances online without running a report
- Research discrepancies
- Compare budget to actual expenditures and encumbrances

**For Questions Contact:** Finance Customer Care at [financecustomercare@ohio.edu](mailto:financecustomercare@ohio.edu) or 740.597.6446.

**ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.**

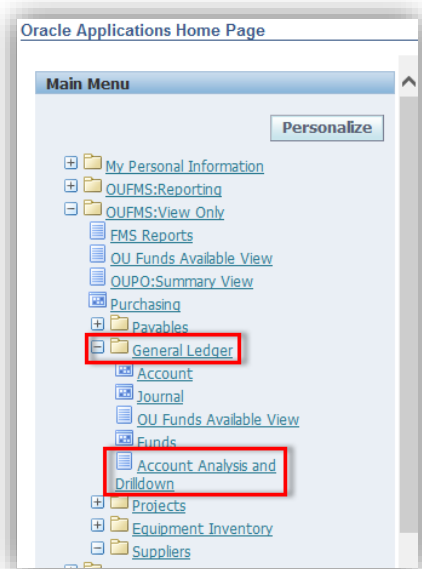
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## NAVIGATE TO ACCOUNT ANALYSIS AND DRILLDOWN

1. Click **General Ledger** link. Next, click **Account Analysis and Drilldown** link.



2. The *Account Analysis and Drilldown* window is displayed. One of two windows will display within the Account Analysis and Drilldown window, *Search* or *Views*.
  - If you have never created views, the *Account Analysis and Drilldown>Search* window is displayed. You will proceed with your search from this window. For further instructions, refer to the *Search on Account Analysis/Drilldown Window* section of this document.

 A screenshot of the 'Account Analysis and Drilldown' window. The 'Search' button is highlighted with a red box. The window contains various search criteria fields:
 

- Ledger/Ledger Set:** OHIO UNIVERSITY FMS
- Ledger Currency:** USD
- \* Account From:** FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT
- \* Account To:** FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT
- Balance Type:** Actual
- Currency Type:** Total
- \* Period From:** JUN 2014-14
- \* Period To:** JUN 2014-14
- Display Summary Accounts:** No
- Display Accounts With No Activity:** Yes

 There are 'Go' and 'Clear' buttons at the bottom left. A 'TIP' note mentions 'For explanation of currency codes used in this page, see the currency key.' An 'Export' button is at the bottom left. The table below the form shows columns: Ledger, Account, Period, Currency, PTD, PTD Converted, YTD, YTD Converted, and Summary Accounts. The first row contains the text 'No search conducted.'

- If you have created and saved views, the *Account Balances>Views* window is displayed.
  - Click on New Search button to initiate a new search (refer to the next section for further instructions), or
  - Choose a view to access or personalize/edit (for further instructions, refer to *Personalize/Edit a Saved View* section of the *Oracle Navigation* document).

Account Analysis and Drilldown

Close Window Preferences

Account Balances

\* Indicates required field

Inquiry Type: Period Listing

**Views**

View: [dropdown] Go Personalize

**New Search**

**TIP** For explanation of currency codes used in this page, see the [currency key](#).

Export

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted
No search conducted.							

## SEARCH ON ACCOUNT ANALYSIS/DRILLDOWN WINDOW

Path: Click **General Ledger** > Click **Account Analysis and Drilldown**.

The Account Analysis and Drilldown is a web based feature.

1. If the *Search* window is not displayed, click the **New Search** button, otherwise go to #2.
2. Enter search criteria in each field (refer to each search parameter instructions below).
3. Click the **Go** button to initiate the search once all search criteria has been entered.

### Enter Search Criteria- Inquiry Type

Select the search results display format before you begin entering the search criteria. You may leave the default value, period listing, if desired.

1. Click the Inquiry Type **dropdown arrow**.
2. Select the appropriate option (Period Listing or Period Trend, OU does not use Variance Listing).
  - Period Listing-which is the default, displays search results with periods stacked vertically (see screenshot).

Effective Date: 08/07/2014

**Account Balances**  
\* Indicates required field

Inquiry Type: **Period Listing** Create View

**Search**  
Note that the search is case insensitive

\* Ledger/Ledger Set: OHIO UNIVERSITY FMS  
Ledger Currency: USD  
\* Account From: 010-0000-20010-300000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT  
\* Account To: 010-0000-20010-700000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT  
Balance Type: Actual  
Currency Type: Total  
Go Clear

\* Period From: JUL 2013-14  
\* Period To: JUN 2014-14  
Display Summary Accounts: No  
Display Accounts With No Activity: No

TIP For explanation of currency codes used in this page, see the [currency key](#).

Export Previous 1-10 Next 10

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted	Summary Accounts
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN200600	OCT 2013-14	USD	29.04		29.04		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN200600	NOV 2013-14	USD	103.98		133.02		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN200600	DEC 2013-14	USD	102.52		235.54		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	JUL 2013-14	USD	168.95		168.95		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	AUG 2013-14	USD	213.22		382.17		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	SEP 2013-14	USD	39.25		421.42		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	OCT 2013-14	USD	519.25		940.67		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	NOV 2013-14	USD	180.70		1,121.37		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	JAN 2014-14	USD	9.30		1,130.67		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	FEB 2014-14	USD	160.15		1,290.82		

Export Previous 1-10 Next 10

- Period Trend-displays search results with periods shown horizontally (see screenshot below).

**Account Balances**  
\* Indicates required field

Inquiry Type: **Period Trend** Create View

**Search**  
Note that the search is case insensitive

\* Ledger/Ledger Set: OHIO UNIVERSITY FMS  
Ledger Currency: USD  
\* Account From: 010-0000-20010-300000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT  
\* Account To: 010-0000-20010-700000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT  
Balance Type: Actual  
Currency Type: Total  
Go Clear

\* Period From: JUL 2013-14  
\* Period To: JUN 2014-14  
Display Summary Accounts: No  
Display Accounts With No Activity: No

TIP For explanation of currency codes used in this page, see the [currency key](#).

Export Previous 1-10 Next 10

Ledger	Account	Currency	PTD																
			JUL 2013-14	AUG 2013-14	SEP 2013-14	OCT 2013-14	NOV 2013-14	DEC 2013-14	JAN 2014-14	FEB 2014-14	MAR 2014-14	APR 2014-14	MAY 2014-14	JUN 2014-14	JUL 2013-14	AUG 2013-14	SEP 2013-14	OCT 2013-14	
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN200600	USD	0.00	0.00	0.00	29.04	103.98	102.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.04
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN200600	USD	168.95	213.22	39.25	519.25	180.70	0.00	9.30	160.15	115.55	139.58	0.00	0.00	168.95	382.17	421.42	940.67	1
OHIO UNIVERSITY FMS	010-0000-20010-314000-	USD	102.25	125.99	0.00	600.00	13,247.93	223.10	0.00	2,336.06	3,480.29	959.94	0.00	0.00	102.25	228.24	228.24	828.24	14

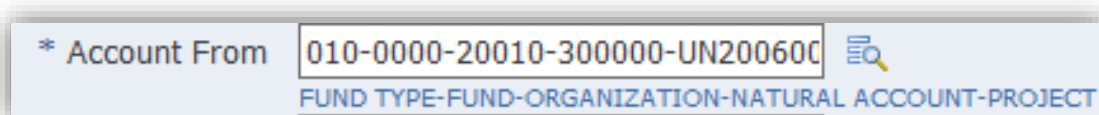
## Enter Search Criteria- Ledger/Ledger Set Field

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

## Enter Search Criteria- Account From/To Field

**WARNING: THE SEARCH CRITERIA IS CASE SENSITIVE. THE ACTUAL ACCOUNT CODE COMBINATIONS MUST BE VALID COMBINATIONS. GENERIC RANGE VALUES CANNOT BE USED IN THESE FIELDS, E.G., YOU CANNOT USE THE RANGE 000000 THRU 999999 IN THE NATURAL ACCOUNT CODE FIELD.**

1. Click in the *Account From* field.
2. Enter Account Code combination: Enter the account code combination in the following format (either key value or use LOV):  
Fund Type-Fund-Organization-Natural Account-Project (xxx-xxxx-xxxxx-xxxxxx-UNxxxxxxx)



\* Account From 010-0000-20010-300000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT

3. Follow these same steps to enter search criteria in the *Account To* field.



**Search**

Note that the search is case insensitive

\* Ledger/Ledger Set OHIO UNIVERSITY FMS

Ledger Currency USD

\* Account From 010-0000-20010-300000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT

\* Account To 010-0000-20010-946000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT

## Enter Search Criteria- Balance Type

Choose the appropriate Balance Type; **Actual, Budget, Encumbrance**.

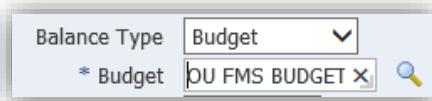
### Actual Balance Type

Click the **dropdown arrow** in the *Balance Type* field and click **Actual** to query for balances and journal details of actual transactions. Actual is the default option.

### Budget Balance Type

Query for balances and journal details of budget transactions.

1. Click the **dropdown arrow** in the *Balance Type* field and click **Budget**. A Budget field is displayed.
2. Enter the **Budget description**, which is **OU FMS BUDGET**, Ohio University Financial Management System Budget. The value will be displayed in the Budget field.



### Encumbrance Balance Type

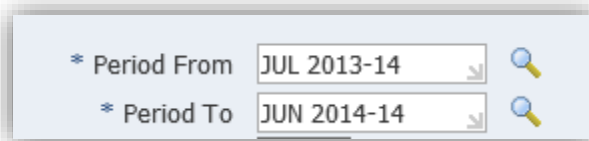
Query for balances and journal details of encumbrance transactions.

1. Click the **dropdown arrow** in the *Balance Type* field and click **Encumbrance**. An *Encumbrance Type* field is displayed.
2. Enter the **Encumbrance description**, i.e., commitment.

### Enter Search Criteria- Currency Type

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

### Enter Search Criteria- Period From /To



1. Click in the *Period From* field.
2. Enter the **Period** description, ( month, calendar year, fiscal year, e.g., JUL 2013-14)
3. Follow these same steps to enter search criteria in the *Period To* field.

### Enter Search Criteria- Display Summary Accounts

OU does not use the Summary Accounts functionality. Default option is *No*.

### Enter Search Criteria- Display Accounts with No Activity

The *Display Accounts With No Activity* field automatically defaults to the *No* option. This will not display accounts that have no (zero) activity. If you would like to display accounts with no activity, click the **Yes** option.

## Initiate Search

1. Click **Go** Button. The account code combinations will be displayed by account code order.

**Account Balances**  
\* Indicates required field

Inquiry Type: Period Listing

**Search**

Note that the search is case insensitive

\* Ledger/Ledger Set: OHIO UNIVERSITY FMS

Ledger Currency: USD

\* Account From: 010-0000-20010-300000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL  
ACCOUNT-PROJECT

\* Account To: 010-0000-20010-700000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL  
ACCOUNT-PROJECT

Balance Type: Actual

Currency Type: Total

**Go** **Clear**

\* Period From: JUL 2013-14

\* Period To: JUN 2014-14

Display Summary Accounts: No

Display Accounts With No Activity: No

**TIP** For explanation of currency codes used in this page, see the [currency key](#).

**Export** Previous 1-10 Next 10

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted	Summary Accounts
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	OCT 2013-14	USD	29.04		29.04		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	NOV 2013-14	USD	103.98		133.02		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	DEC 2013-14	USD	102.52		235.54		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	JUL 2013-14	USD	168.95		168.95		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	AUG 2013-14	USD	213.22		382.17		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	SEP 2013-14	USD	39.25		421.42		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	OCT 2013-14	USD	519.25		940.67		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	NOV 2013-14	USD	180.70		1,121.37		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	JAN 2014-14	USD	9.30		1,130.67		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	FEB 2014-14	USD	160.15		1,290.82		

**Export** Previous 1-10 Next 10

2. To view all the query results, click the **Next 10** link in the bottom right corner of window. Click the **Previous** link to go back to previously viewed results, or click the **down arrow** and return to previously viewed results.

Previous 1-10 Next 10

3. To drilldown to further detailed transactions, refer to the *Drilldown from the Account Balances Query* section below.



## EXPORT DATA

Once the search criteria has been entered and the results are displayed, you can drilldown to see more detailed transactions. To Export the data refer to the *Oracle Navigation* document.

## DRILLDOWN FROM ACCOUNT BALANCES QUERY

Once the search criteria has been entered and the results are displayed, you can drilldown to see more detailed transactions.

### Drilldown from Account Balances to Journal Lines

Once a search has been initiated from the *Account Analysis and Drilldown>Account Balances* window and the results are displayed, a user can drilldown to view more details regarding the Period-to-Date (PTD) totals.

Account Analysis and Drilldown

Account Balances

\* Indicates required field

Inquiry Type: Period Listing

Search

Note that the search is case insensitive

\* Ledger/Ledger Set: OHIO UNIVERSITY FMS

Ledger Currency: USD

\* Account From: 010-0000-20010-300000-UN200600

FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT

\* Account To: -----

FUND TYPE-FUND-ORGANIZATION-NATURAL ACCOUNT-PROJECT

Balance Type: Actual

Currency Type: Total

Go Clear

\* Period From: JUL 2013-14

\* Period To: JUN 2014-14

Display Summary Accounts: No

Display Accounts With No Activity: No

TIP For explanation of currency codes used in this page, see the [currency key](#).

Export

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted	Summary Accounts
OHIO UNIVERSITY FMS	010-0000-20010-600000-UN2006000	OCT 2013-14	USD	154.00		1,366.00		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	OCT 2013-14	USD	<u>29.04</u>		29.04		
OHIO UNIVERSITY FMS	010-0000-20010-310000-UN2006000	OCT 2013-14	USD	519.25		940.67		

1. Click the **dollar amount** listed in the PTD column for each account code and date combination (The dollar amount is blue and underlined). The *Journal Lines* window displays.

The *Journal Lines* window displays (screenshot below) the detailed transactions from the account code and date combination from the *Account Analysis and Drilldown>Account Balances* window. The total amount of the entries on this journal line window totals to the amount selected from the *Account Balances* window.

**NOTE:** For example, when a user clicks on the PTD total of \$29.04 from the Account Balances window (screenshot above), the *Journal Lines* window (screenshot below) displays the detailed transactions that total that amount. The two transactions of \$14.51 and \$14.53 total \$29.04 from the previous window. The view also displays that these transactions are derived from a source of Payables.

Account Balances >

**Journal Lines: 010-0000-20010-300000-UN2006000, OCT 2013-14**

Ledger **OHIO UNIVERSITY FMS**  
Ledger Currency **USD**

Account Description **UNRESTRICTED EDUCATIONAL AND GENERAL-  
GENERAL OPERATING-20010 VP FINANCE  
ADMIN-SUPPLIES-VPFA PMO**  
Balance Type **Actual**

**Views**

View

**TIP** For explanation of currency codes used in this page, see the [currency key](#).

**Export**

Batch	Journal	Line	Source	Category	Currency	Entered		Accounted	
						Debit	Credit	Debit	Credit
172032 Payables 3578824: A 189838	Purchase Invoices USD	14	Payables	Purchase Invoices	USD	14.51		14.51	
172194 Payables 3590096: A 190006	Purchase Invoices USD	112	Payables	Purchase Invoices	USD	14.53		14.53	

[Return to Account Balances](#)

You can drilldown to the *Subledger Details* window if the transaction is from a source of Receivables, Payables, Assets, Projects, or Purchasing. The Journal Lines account code combination and period are listed at the top left-hand side of the page as a reminder of the account code charged/credited.

2. To export the data from this window, refer to the *Export Data* section earlier.
3. To drilldown further, follow next section.
4. To return to the *Account Balances* window, Click the **Return to Account Balances** link if it is displayed (located at bottom, left-hand side of window).
5. To return Home, click the **Home** link at top of window.
6. To logout of application, click the **Logout** link at top of window.

## Drilldown from Account Balances>Journal Lines to Subledger Details

From the Account Balances>Journal lines window drilldown to view subledger details.

Account Balances >

**Journal Lines: 010-0000-20010-300000-UN2006000, OCT 2013-14**

Ledger **OHIO UNIVERSITY FMS**  
Ledger Currency **USD**

Account Description **UNRESTRICTED EDUCATIONAL AND GENERAL-  
GENERAL OPERATING-20010 VP FINANCE  
ADMIN-SUPPLIES-VPFA PMO**  
Balance Type **Actual**

**Views**

View

**TIP** For explanation of currency codes used in this page, see the [currency key](#).

**Export**

Batch	Journal	Line	Source	Category	Currency	Entered		Accounted	
						Debit	Credit	Debit	Credit
172032 Payables 3578824: A 189838	Purchase Invoices USD	14	Payables	Purchase Invoices	USD	14.51		14.51	
172194 Payables 3590096: A 190006	Purchase Invoices USD	112	Payables	Purchase Invoices	USD	14.53		14.53	

[Return to Account Balances](#)

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1. Click the **dollar amount** listed in the Entered/Debit/Credit column for each batch and Journal. The dollar amount is blue and underlined. See the screenshot above.

The *View Journal Entry Lines* window displays the detailed transactions. The total amount of the entries on this window totals the amount selected from the *Journal Lines* window.

**NOTE:** For example, when a user clicks on the Journal Debit total of \$14.51 (see screenshot above), the *View Journal Entry Lines* window displays the detailed transactions that total that amount (see next screenshot). The three transactions of \$2.68, \$2.34, and \$9.49 total to the \$14.51 from the previous window.

Account Analysis and Drilldown

Navigator Favorites Home Logout Preferences Help

Account Balances > Journal Lines > View Journal Entry Lines

Save Search

Ledger **OHIO UNIVERSITY FMS** GL Batch Name **172032 Payables 3578824: A**  
 Period **OCT 2013-14** 189838  
 Currency **USD** GL Journal Entry Name **Purchase Invoices USD**  
 Account **010-0000-20010-300000-UN2006000** Accounted DR **14.51**  
 Accounted CR

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Balancing Segment is   
 Natural Account Segment is   
 GL Date is

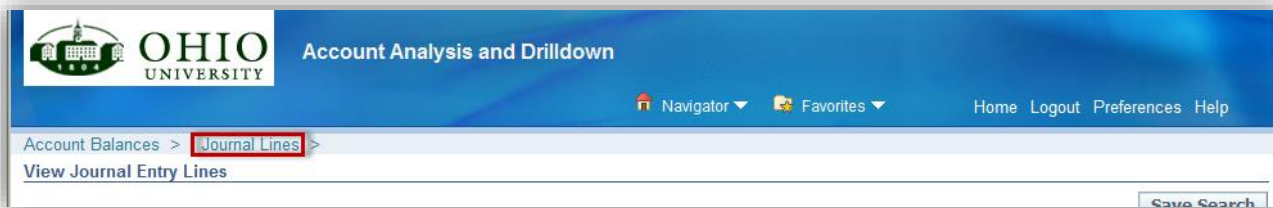
Go Clear Add Another Accounted CR  Add

Select Subledger Journal Entry Line: View Transaction View Journal Entry Export

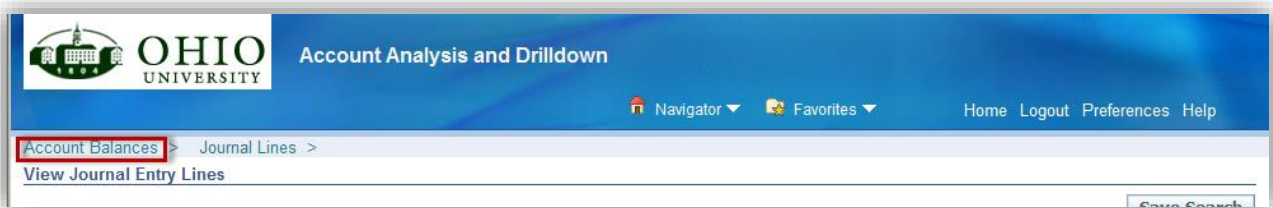
Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-SUPPLIES-VPFA PMO	15-Oct-2013	Item Expense	2.68		⌂
<input type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-SUPPLIES-VPFA PMO	15-Oct-2013	Item Expense	2.34		⌂
<input type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-SUPPLIES-VPFA PMO	15-Oct-2013	Item Expense	9.49		⌂

2. To view instructions in order to drilldown to more detailed transactions or access the following listed views, refer to the *View Journal Entry Lines Window* section in the *General Ledger-Account Inquiry* document.
  - View Transaction button
  - View Journal Entry button
  - Search button (Advanced Search feature)
  - Supporting References

3. To return to the previous *Journal Lines* window, click on the **Journal Lines** link at the top, left-hand side of the window.



4. To return to the *Account Balances* window, click on the **Account Balances** link at the top, left-hand side of the window.

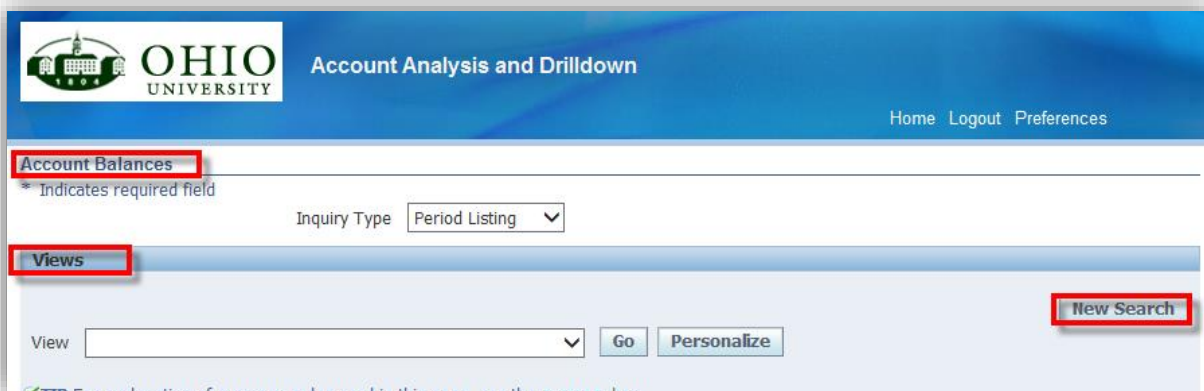


## CREATE VIEW (SEARCH)

The Create 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, and personalize the views created.

Path: Click **General Ledger** > Click **Account Analysis and Drilldown**. The *Account Balances* window is displayed.

1. To Access the *Create View* window;
  - If you have created and saved prior views, the *Account Balances*>*View* window is displayed. Click **New Search** button, then click **Create View** button.



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- If you have never created and saved prior views, the *Account Balances>Search* window is displayed. Click **Create View** button (located in upper-right corner of window). The *Create View* window is displayed. Attributes are listed that can be edited to change the view. You can also filter the resulting data in your table.
- If you have just completed a query and the results are displayed, click the **Create View** button (located in upper-right corner of window).

**Account Balances**  
\* Indicates required field

**Create View**

Inquiry Type: Period Listing

---

**Search**

Note that the search is case insensitive

\* Ledger/Ledger Set: OHIO UNIVERSITY FMS

Ledger Currency: USD

\* Account From: 010-0000-20010-300000-UN200600  
FUND TYPE-FUND-ORGANIZATION-NATURAL  
ACCOUNT-PROJECT

\* Account To: ----  
FUND TYPE-FUND-ORGANIZATION-NATURAL  
ACCOUNT-PROJECT

Balance Type: Actual

Currency Type: Total

Go Clear

\* Period From: JUL 2013-14

\* Period To: JUN 2014-14

Display Summary Accounts: No

Display Accounts With No Activity: No

**Saved Views**

✓ **TIP** For explanation of currency codes used in this page, see the [currency key](#).

**Export** Previous 10 21-30 Next 10

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted	Summary Accounts
OHIO UNIVERSITY FMS	010-0000-20010-600000-UN2006000	OCT 2013-14	USD	<u>154.00</u>		1,366.00		
OHIO UNIVERSITY FMS	010-0000-20010-300000-UN2006000	OCT 2013-14	USD	<u>29.04</u>		29.04		

2. Enter search criteria in applicable search fields and click the **Apply** or **Apply and View Results** button. See descriptions for each available field next.

**ATTN: AN ASTERISK (\*) INDICATES A REQUIRED FIELD.**

**Create View**  
Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your table.  
\* Indicates required field

Cancel

Revert

Apply and View Results

Apply

**General Properties**

\* View Name

Number of Rows Displayed

10 Rows

☐ Set as Default

Description

**Attribute Properties**

Update the appropriate column attributes as desired.

Rename Columns / Totaling

**Columns Shown and Column Order**

Available Columns

Columns Displayed

Account Description  
Begin Balance  
Converted Credit  
Converted Debit  
Credit  
Debit  
PJTD  
PJTD Converted  
QTD  
QTD Converted  
Short Name

Move  
Move All  
Remove  
Remove All

Ledger  
Account  
Period  
Currency  
PTD  
PTD Converted  
YTD  
YTD Converted  
Summary Accounts

TIP Columns with totaling capabilities shown can only display as the end column of the table.

**Sort Settings**

	Column Name	Sort Order
First Sort	Ledger	ascending
Second Sort	Account	ascending
Third Sort	Period	ascending

**Search Query to Filter Data in your Table**

Specify parameters and values to filter the data that is displayed in your table.  
☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Ledger/Ledger Set

is

OHIO UNIVERSITY FMS

Ledger Currency

is

USD

Account From

starts with

010-0000-20010-300000

Account To

starts with

010-0000-20010-700000

Balance Type

is

Actual

Currency Type

is

Total

Period From

is

JUN 2014-14

Period To

is

JUN 2014-14

Display Summary Accounts

is

No

Display Accounts With No Activity

is

Yes

Add Another

Account From

Add

Cancel




Revert

Apply and View Results

Apply

## General Properties

1. Enter a **name** for your search in the *View Name* field.
2. Click the **dropdown arrow** in the *Number of Rows Displayed* field.
3. Click on the **number of rows** to display.
4. Click in the **Set as Default** checkbox if you want this view to be the default view. There can only be one default view at any time.
5. Enter an **optional description** in the *Description* field to describe the search criteria.






General Properties	
* View Name	Expense Report for 3-9's for July 1 thru current date
Number of Rows Displayed	25 Rows 
	<input type="checkbox"/> Set as Default
Description	This search pulls up all expenditures for 300000 thru 958000 for the period starting July 2014 thru the current day/month. You must change "To" date when you access then edit the view.  

## Attribute Properties

Attribute properties allow the user to customize the view with their personalized preferences.

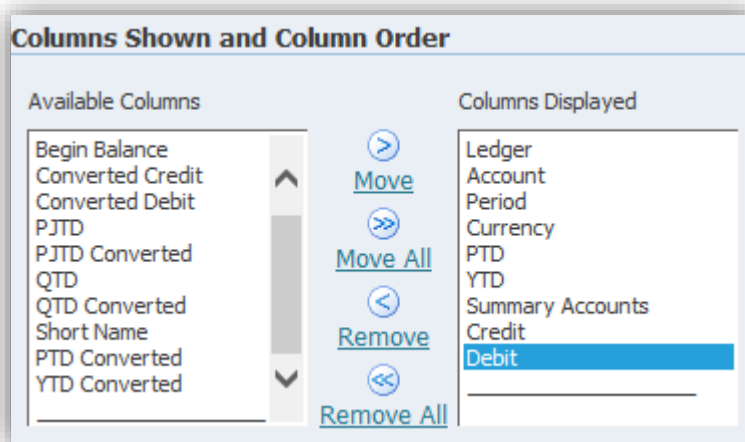
### Columns Shown and Column Order

Use the *Columns Shown and Column Order* shuttle to choose the desired columns to display and the order in which the columns will display. Use the *Move*, *Move All*, *Remove*, or *Remove All* arrows/links between the two tables to build the view. The *Columns Displayed* list will be all the columns displayed in your resulting view.

Columns Shown and Column Order		
Available Columns		Columns Displayed
Account Description Begin Balance Converted Credit Converted Debit Credit Debit PJTD PJTD Converted QTD QTD Converted Short Name	 <a href="#">Move</a>  <a href="#">Move All</a>  <a href="#">Remove</a>  <a href="#">Remove All</a>	Ledger Account Period Currency PTD PTD Converted YTD YTD Converted Summary Accounts
 <b>TIP</b> Columns with totaling capabilities shown can only display as the end column of the table.		



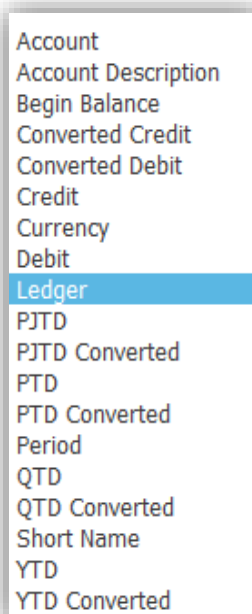
1. Click on a **selection** from the *Available Columns* list and use the appropriate arrow to move the selected item to the *Columns Displayed* list.
2. Click on a **selection** from the *Columns Displayed* list and use the appropriate arrow to move the selected item to the *Available Columns* list.



### Sort Settings

The created search view can include up to three levels of sorting for your data. In the Sort Settings section identify each of the three sorts and sort orders.

1. Click the **dropdown arrow** in the *Column Name>First Sort* field.
2. Select the **appropriate option** to display in the *Column Name>First Sort*.





Effective Date: 08/07/2014

3. Click the **dropdown arrow** in the *Sort Order* field.
4. Select the **appropriate option** to display (ascending, descending, or no sort order) in the *Sort Order>First Sort* field. You are determining the sort order for each sort column.
5. Continue this process for the *Column Name >Second Sort* field and *Sort Order>Second Sort* field and the *Column Name >Third Sort* field and *Sort Order >Third Sort* field.

Sort Settings	
	Column Name      Sort Order
First Sort	Ledger      ascending
Second Sort	Account      ascending
Third Sort	Period      ascending

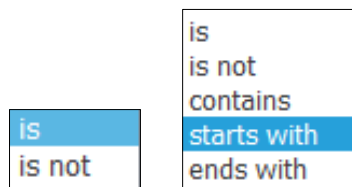
### Search Query to Filter Data in your Table


You can filter the data results displayed in the table dependent upon criteria that you specify in this section.

**NOTE:** If you leave the search criteria blank for a column, the filter will not search on that column.

Search Query to Filter Data in your Table	
Specify parameters and values to filter the data that is displayed in your table.	
<input checked="" type="radio"/> Show table data when all conditions are met. <input type="radio"/> Show table data when any condition is met.	
Ledger/Ledger Set	is      OHIO UNIVERSITY FMS
Ledger Currency	is      USD
Account From	starts with      010-0000-20010-300000
Account To	starts with      010-0000-20010-700000
Balance Type	is      Actual
Currency Type	is      Total
Period From	is      JUN 2014-14
Period To	is      JUN 2014-14
Display Summary Accounts	is not      No
Display Accounts With No Activity	is      Yes
Add Another	Account From      Add
<input type="button" value="Cancel"/> <input type="button" value="Revert"/> <input type="button" value="Apply and View Results"/> <input type="button" value="Apply"/>	

1. Click on **one of the two radio buttons** to determine how you want the filter to match your search conditions:
  - ☐ Show Table data when all conditions are met (default).
  - ☐ Show Table data when any condition is met.
2. Click the **dropdown arrow** for each field column name to choose a search condition. Available choices in either of two dropdown field types are;



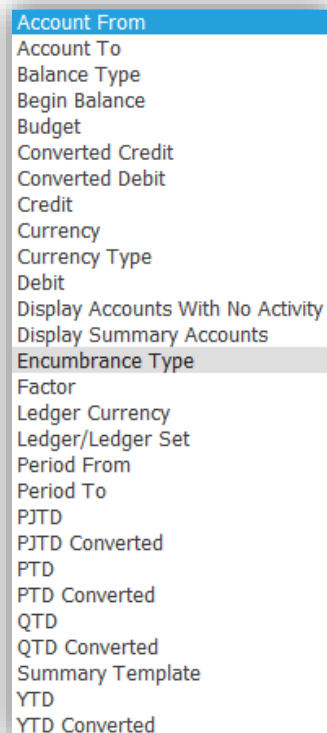
3. Enter **a value** to search for in the column to the right of the column header name and dropdown search conditions list. Use the search feature  for each field, if needed.

For example, the *Account From* field above has the option of **starts with** from the dropdown search conditions options and the entered value is 010-0000-20010-300000-UN2006000


4. Click the **dropdown arrow** in the *Add Another* field.

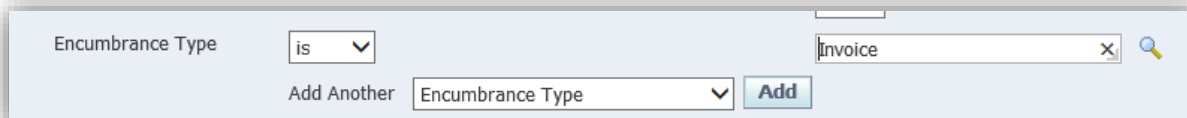


5. Click the **appropriate column** from the *Add Another* field list.



6. Click **Add** button. The new column is now listed at the bottom of the *Search Query to Filter Data in your Table* section.

7. Enter a **value** to search for in the column to the right of the column header name and dropdown search conditions list. Use the search feature  for each field, if needed.



The screenshot shows a search bar with the text 'Encumbrance Type' and a dropdown menu set to 'is'. To the right is a search input field containing the word 'Invoice' and a magnifying glass icon. Below the search bar is an 'Add Another' section with a dropdown menu set to 'Encumbrance Type' and an 'Add' button.



**REMINDER:** After all the search criteria is entered, click the **Apply** or **Apply and View Results** button to save the view.

## SAVE THE CREATED OR UPDATED VIEW

Refer to the Oracle Navigation document.

## ACCESS A SAVED VIEW (SEARCH)

Refer to the Oracle Navigation document.

## PERSONALIZE / EDIT A SAVED VIEW (SEARCH)

Access saved views that were previously created in order to update an existing view, duplicate a view (then rename it and edit it), or delete a view. You can also create a new view from *the Personalize Views* window by selecting the *Create View* button. Refer to the Oracle Navigation document.

## Update/Delete/Duplicate a Saved View from the Personalize Views Window

Refer to the Oracle Navigation document.

## Create a New View (Search) from the Personalize Views Window

Refer to the Oracle Navigation document.