OHIO UNIVERSITY

Title:	General Ledger-Account Analysis and Drilldown	Document ID: GL0040
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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 or 740.597.6446.

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

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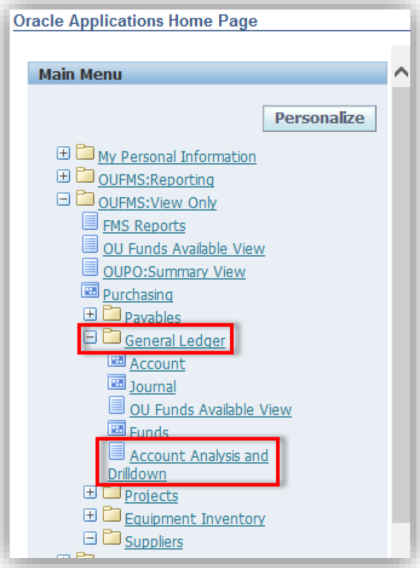
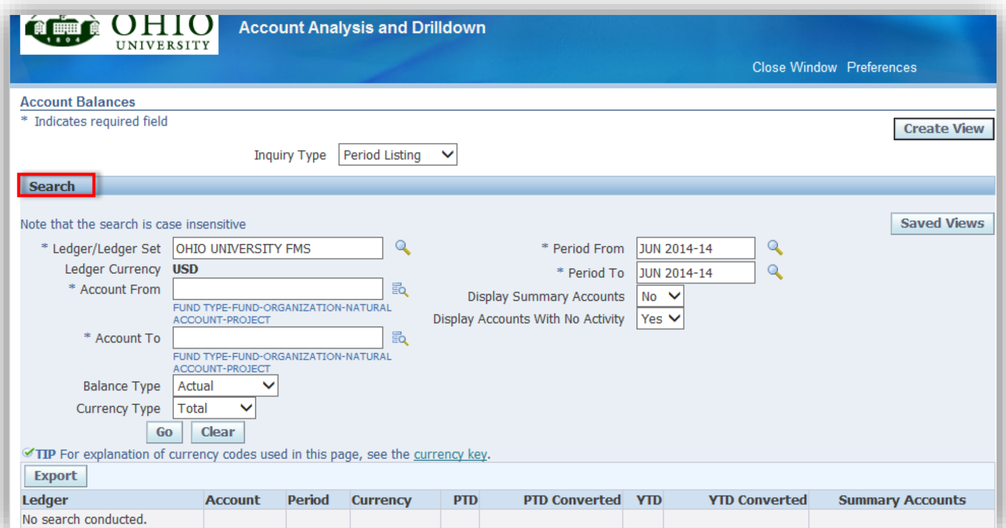
NAVIGATE TO ACCOUNT ANALYSIS AND DRILLDOWN

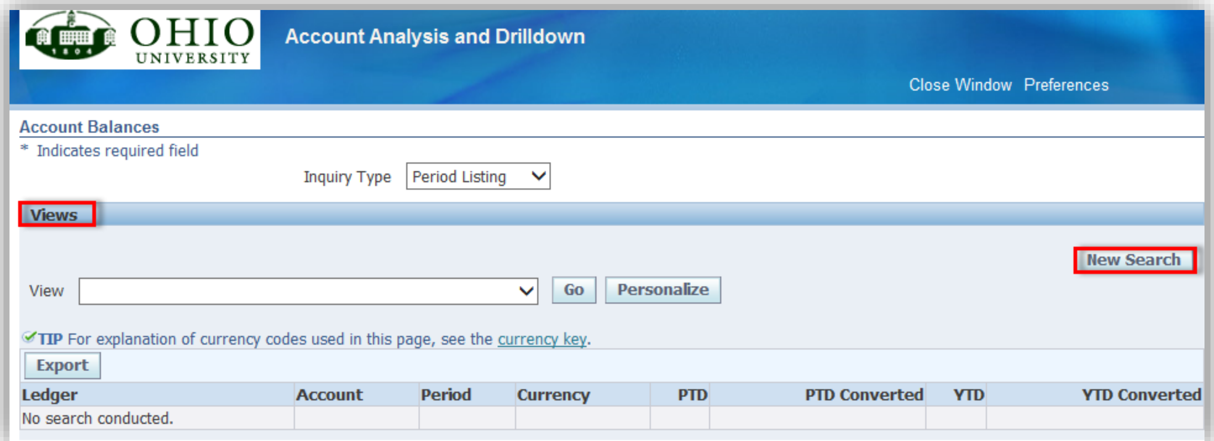
1. Click **General Ledger** link. Next, click **Account Analysis and Drilldown** link.



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.



- 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).



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.

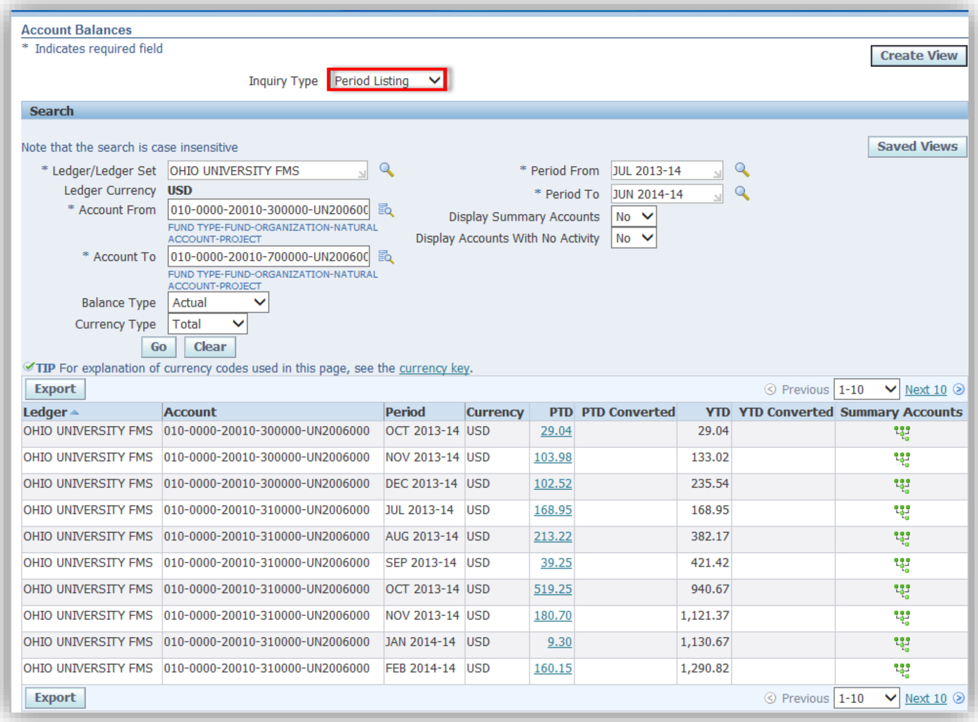
1. If the *Search* window is not displayed, click the **New Search** button, otherwise go to #2.
2. Enter search criteria in each field (refer to each search parameter instructions below).
3. Click the **Go** button to initiate the search once all search criteria has been entered.

Enter Search Criteria- Inquiry Type

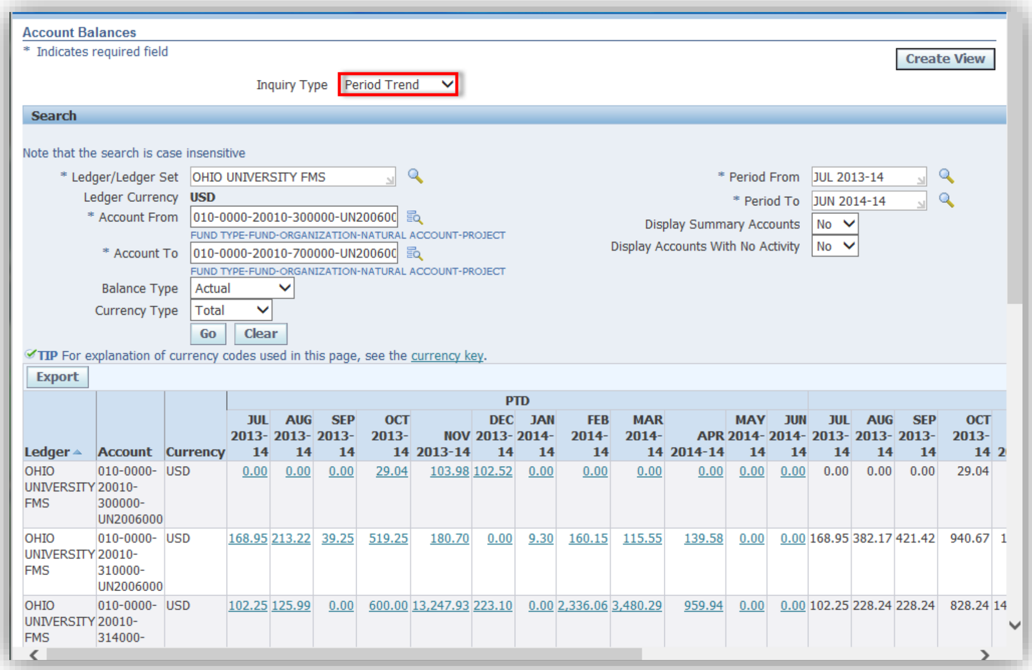
Select the search results display format before you begin entering the search criteria. You may leave the default value, period listing, if desired.

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).



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



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.

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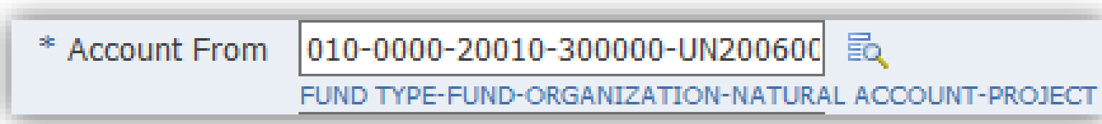
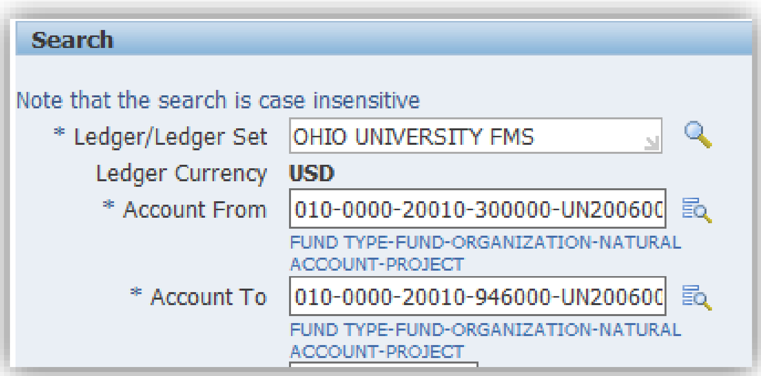
1. Click in the *Account From* field.
2. Enter Account Code combination: Enter the account code combination in the following format (either key value or use LOV):

   Fund Type-Fund-Organization-Natural Account-Project (xxx-xxxx-xxxxx-xxxxxx-UNxxxxxxx)



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



Enter Search Criteria- Balance Type

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

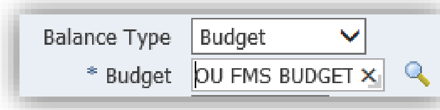
Actual Balance Type

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

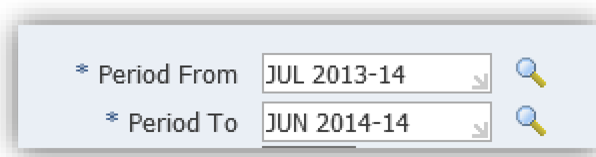
Query for balances and journal details of encumbrance transactions.

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

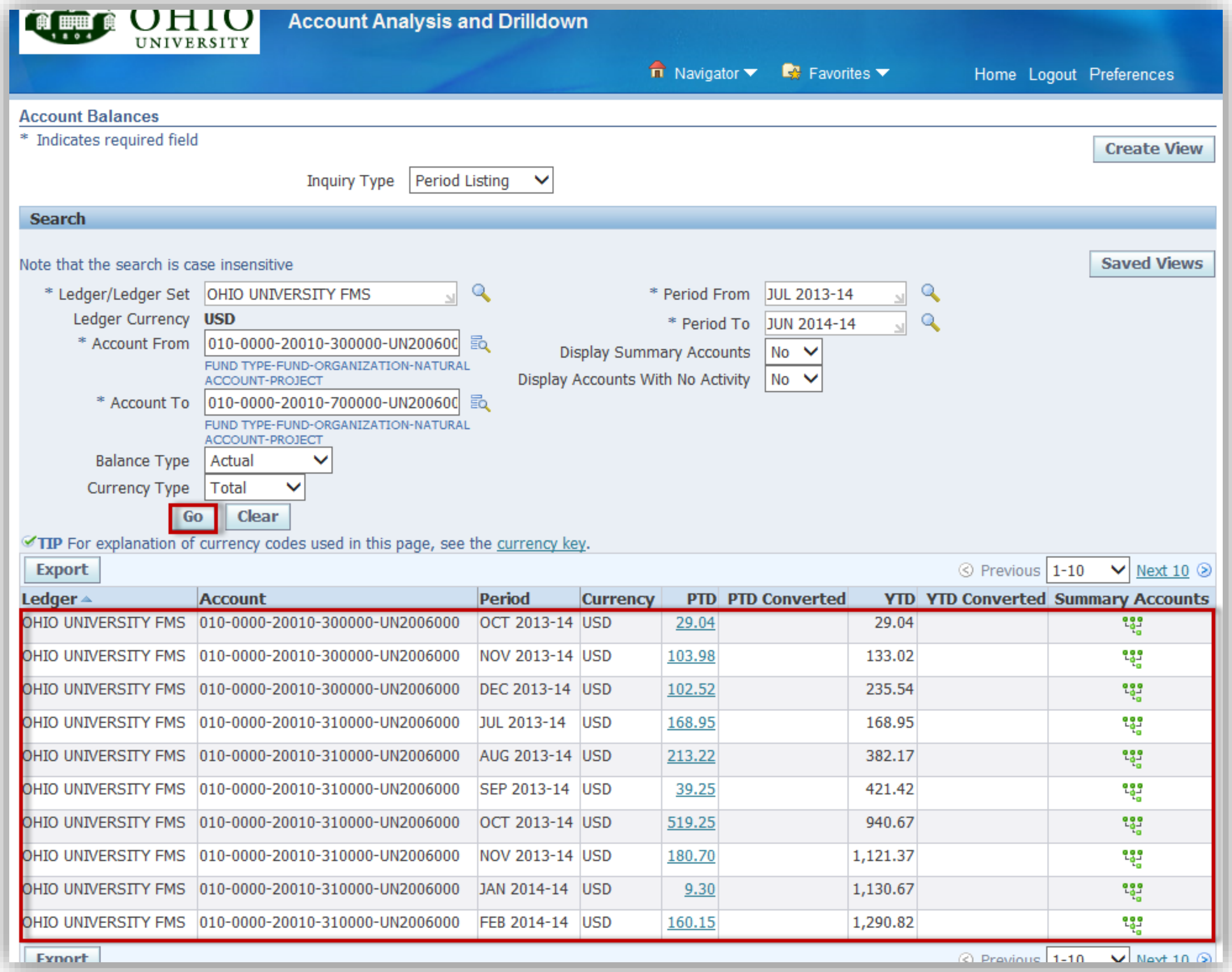
OU does not use the Summary Accounts functionality. Default option is *No*.

Enter Search Criteria- Display Accounts with No Activity

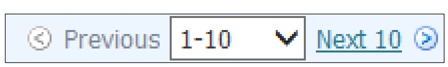
The *Display Accounts With No Activity* field automatically defaults to the *No* option. This will not display accounts that have no (zero) activity. If you would like to display accounts with no activity, click the **Yes** option.

Initiate Search

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



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.



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

EXPORT DATA

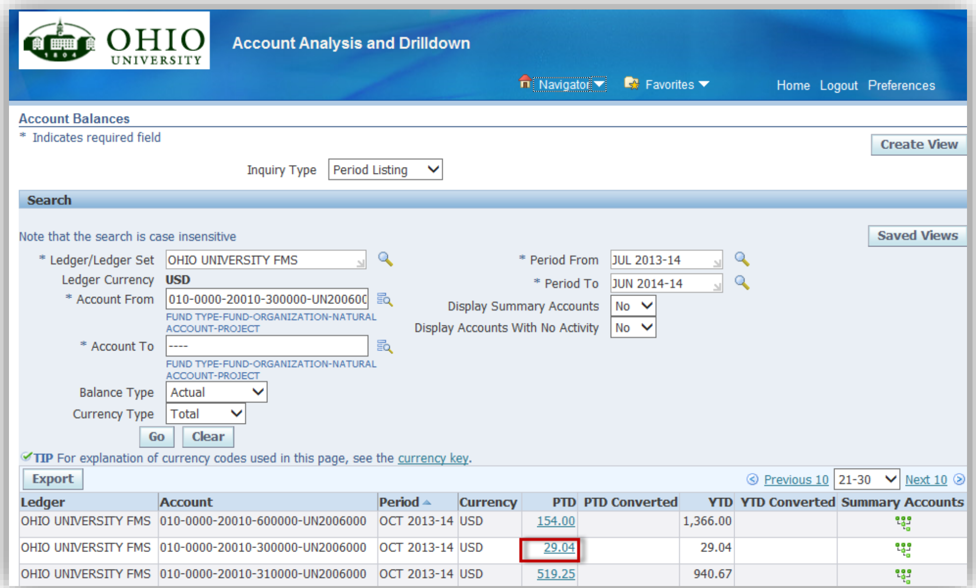
Once the search criteria has been entered and the results are displayed, you can drilldown to see more detailed transactions. To Export the data refer to the *Oracle Navigation* document.

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

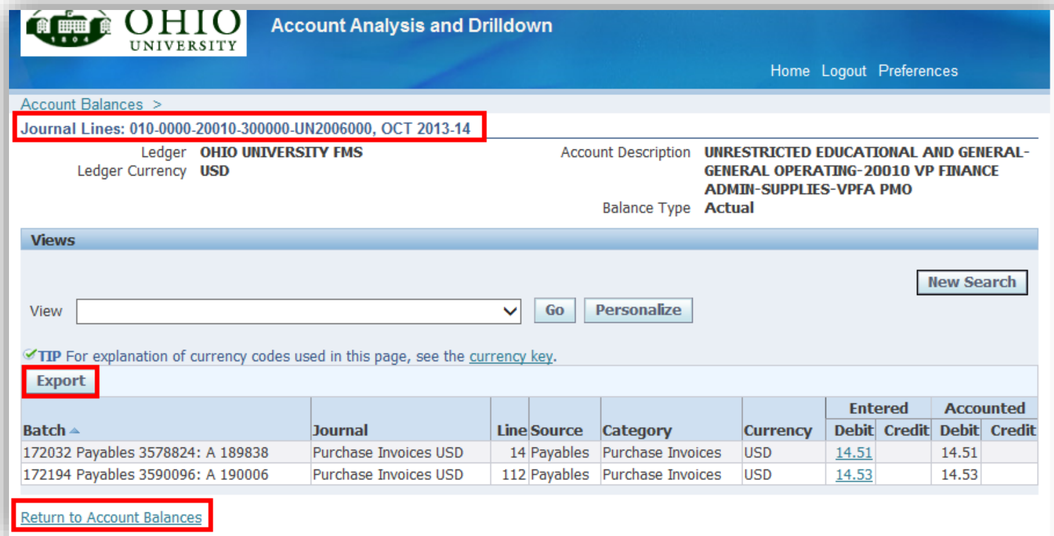
Once a search has been initiated from the *Account Analysis and Drilldown>Account Balances* window and the results are displayed, a user can drilldown to view more details regarding the Period-to-Date (PTD) totals.



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.

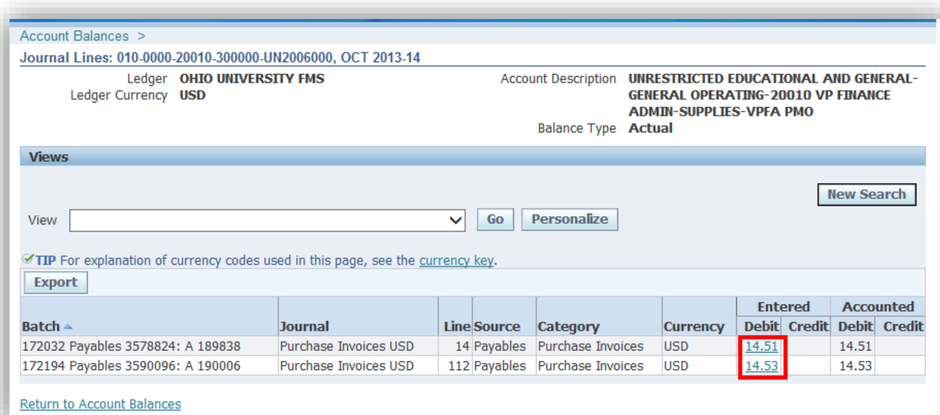


You can drilldown to the *Subledger Details* window if the transaction is from a source of Receivables, Payables, Assets, Projects, or Purchasing. The Journal Lines account code combination and period are listed at the top left-hand side of the page as a reminder of the account code charged/credited.

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

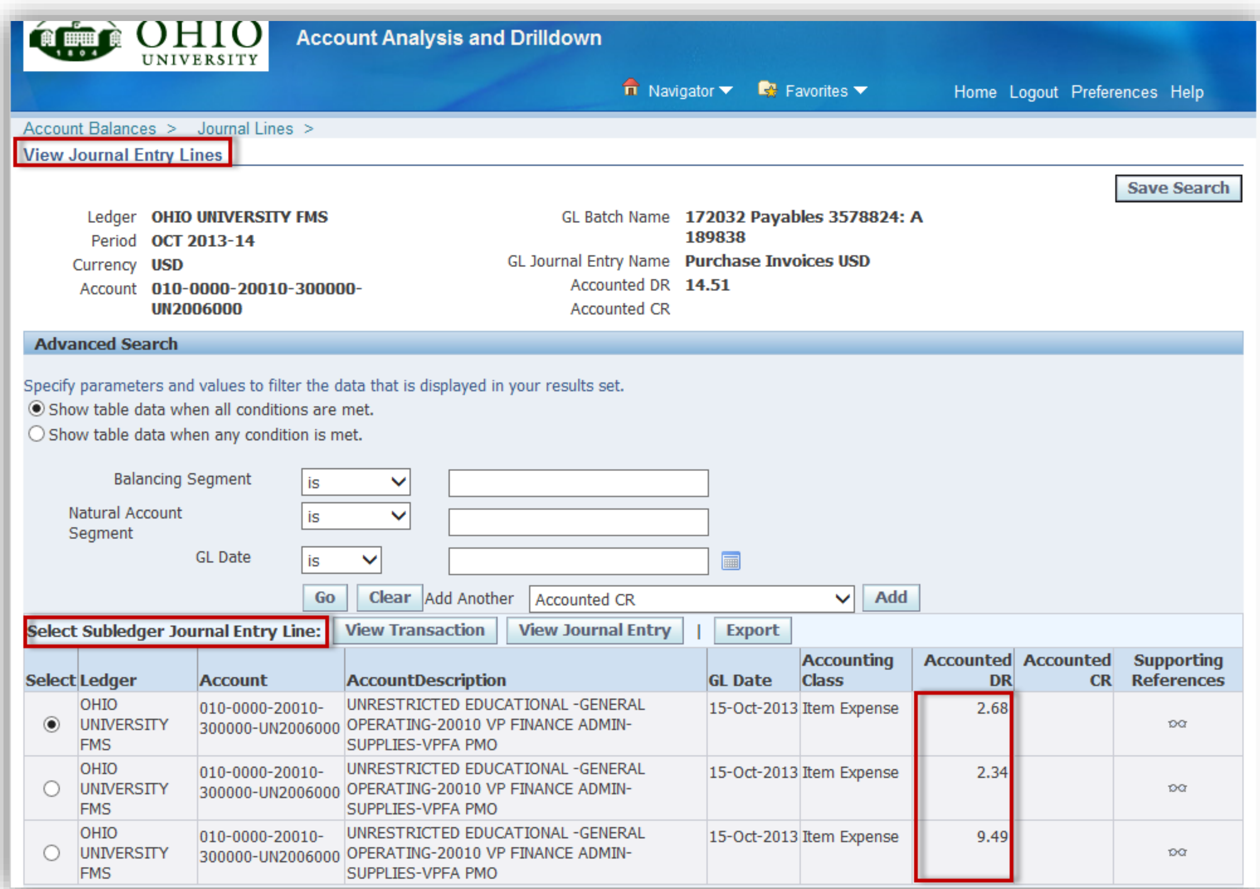
From the Account Balances>Journal lines window drilldown to view subledger details.



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.

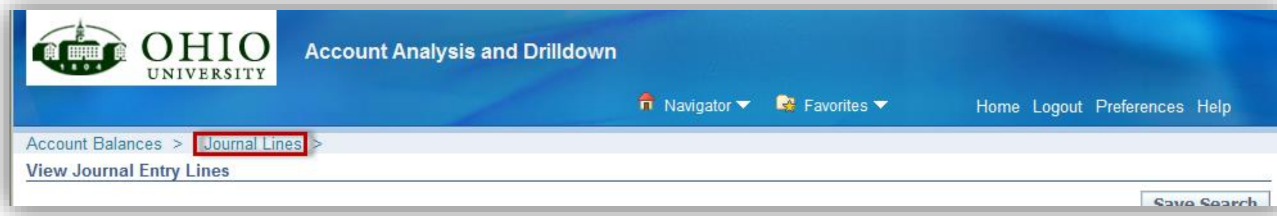
   The *View Journal Entry Lines* window displays the detailed transactions. The total amount of the entries on this window totals the amount selected from the *Journal Lines* window.

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.

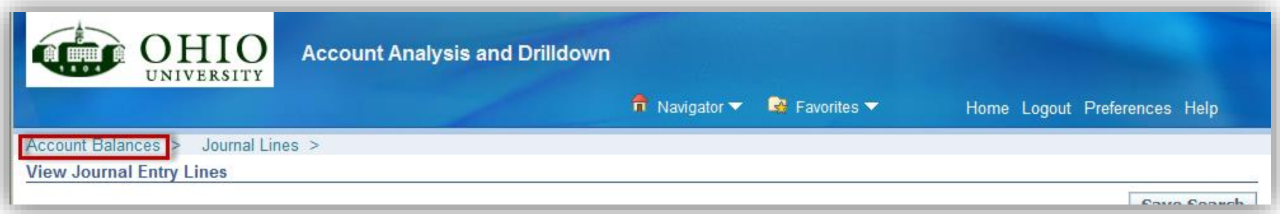


2. To view instructions in order to drilldown to more detailed transactions or access the following listed views, refer to the *View Journal Entry Lines Window* section in the *General Ledger-Account Inquiry* document.
   - View Transaction button
   - View Journal Entry button
   - Search button (Advanced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

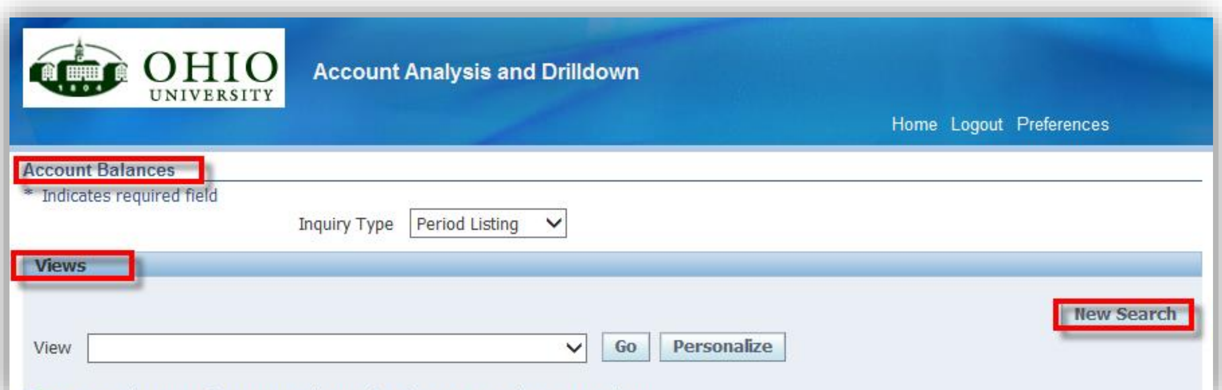


CREATE VIEW (SEARCH)

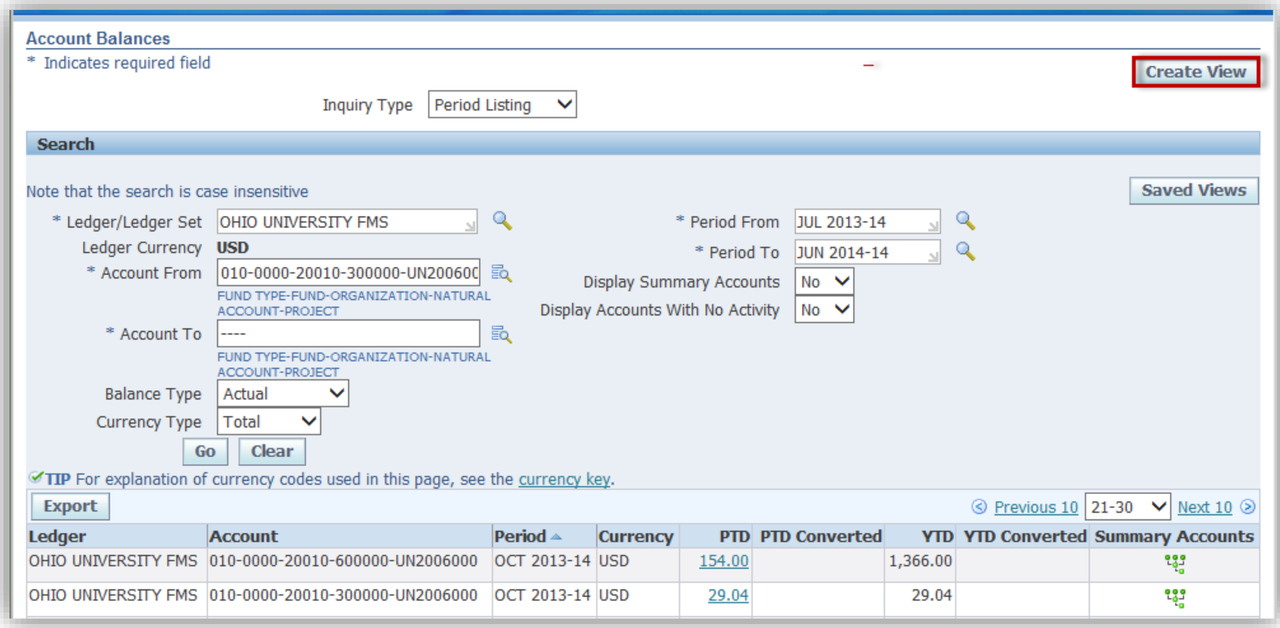
The Create View functionality saves your search criteria and layout to form a template to be saved and accessed for future use. Once a view has been saved with the Create View functionality, it can be accessed from the View drop-down list. The search results are not part of the saved view/template. There 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.

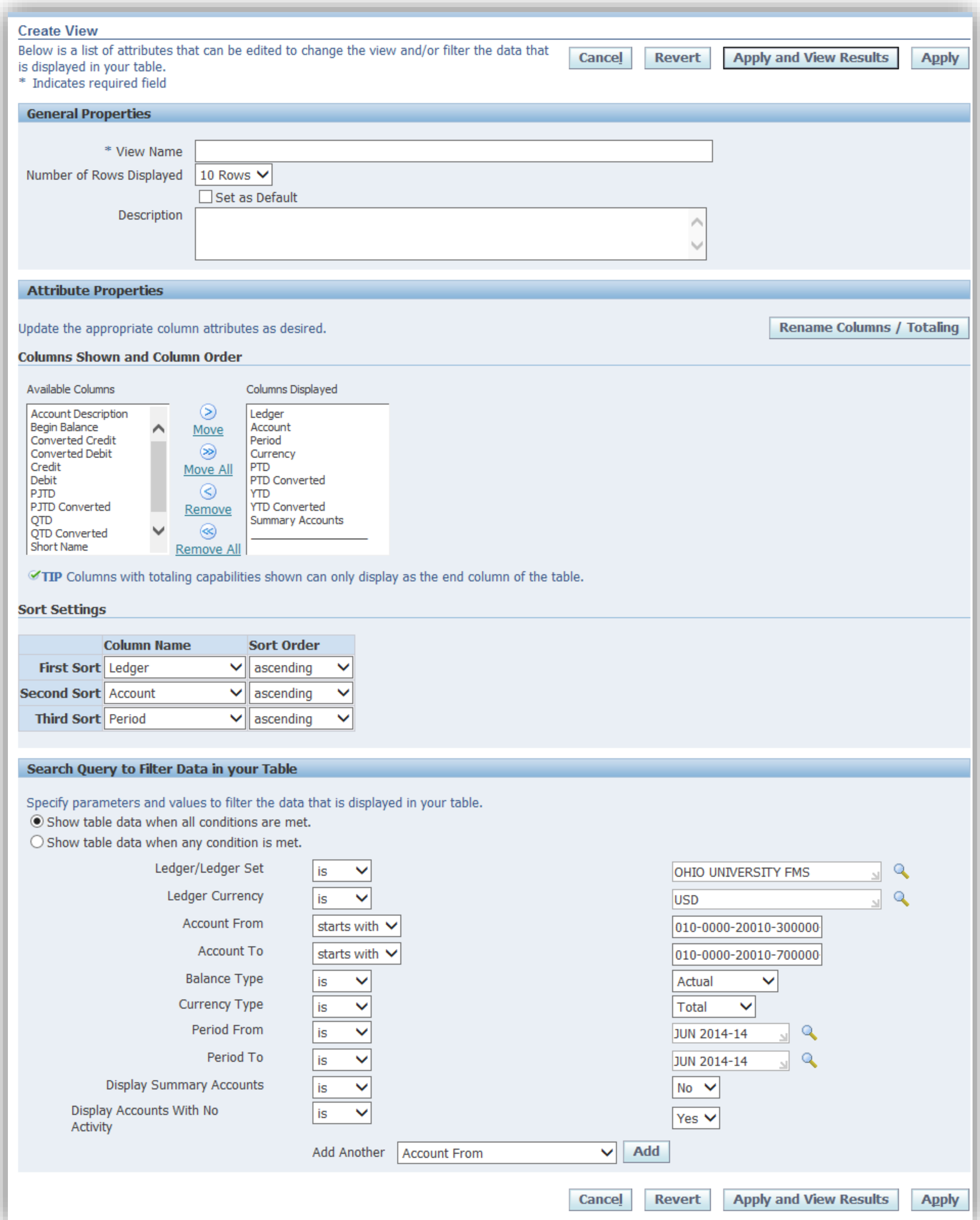


- If you have never created and saved prior views, *the Account Balances>Search* window is displayed. Click **Create View** button (located in upper-right corner of window). The *Create View* window is displayed. Attributes are listed that can be edited to change the view. You can also filter the resulting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



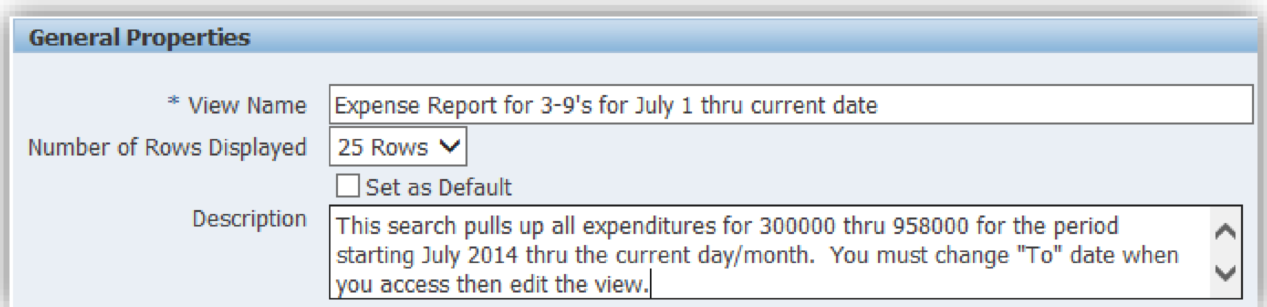
2. Enter search criteria in applicable search fields and click the **Apply** or **Apply and View Results** button. See descriptions for each available field next.

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
Account Description
Begin Balance
Converted Credit
Converted Debit
Credit
Debit
PJTD
PJTD Converted
QTD
QTD Converted
Short Name
Move
Move All
Remove
Remove All
Columns Displayed
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.

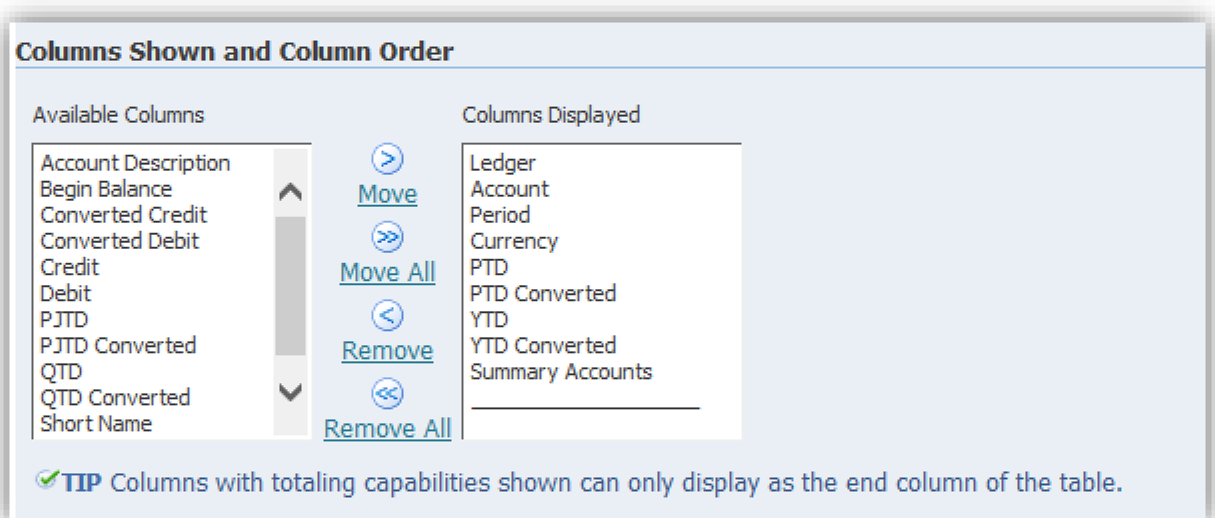


Attribute Properties

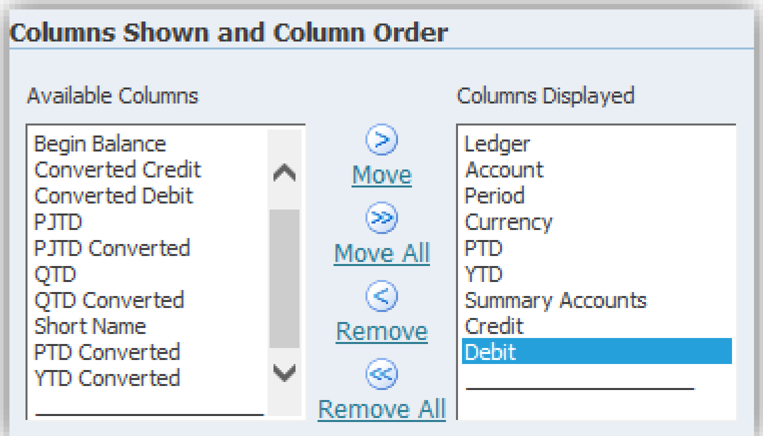
Attribute properties allow the user to customize the view with their personalized preferences.

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.



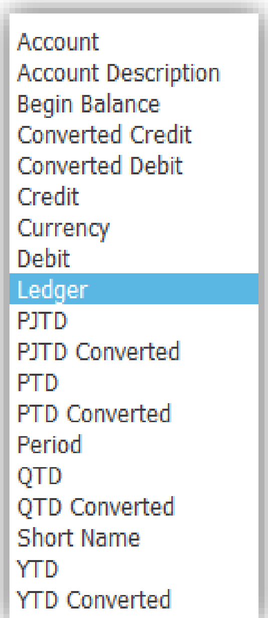
1. Click on **a selection** from the *Available Columns* list and use the appropriate arrow to move the selected item to the *Columns Displayed* list.
2. Click on **a selection** from the Columns Displayed list and use the appropriate arrow to move the selected item to the Available Columns list.



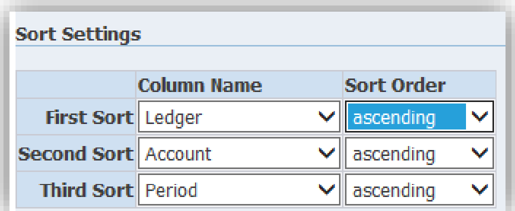
Sort Settings

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.



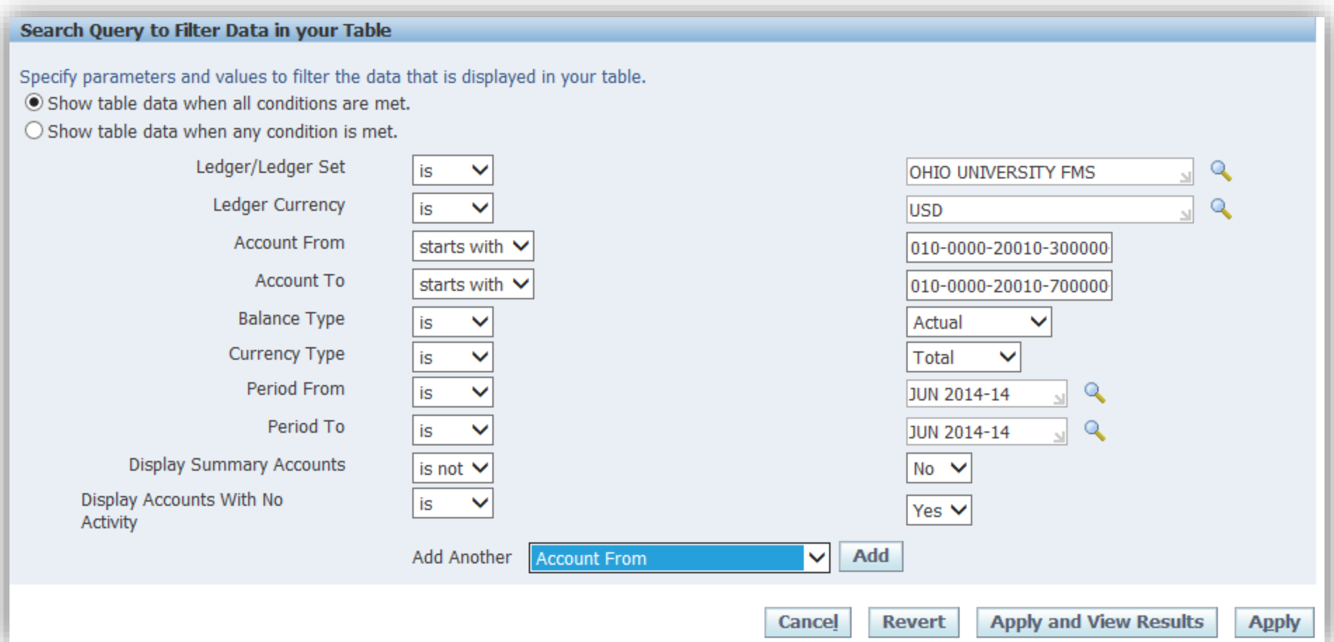
3. Click the **dropdown arrow** in the *Sort Order* field.
4. Select the **appropriate option** to display (ascending, descending, or no sort order) in the Sort Order>First Sort field. You are determining the sort order for each sort column.
5. Continue this process for the *Column Name >Second Sort*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



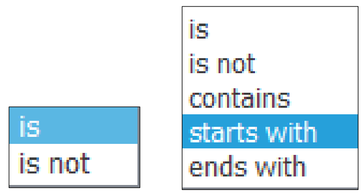
Search Query to Filter Data in your Table

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.



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;

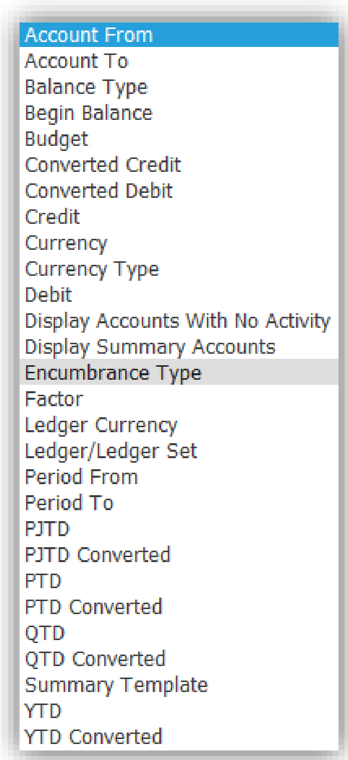


3. Enter **a value** to search for in the column to the right of the column header name and dropdown search conditions list. Use the search feature  for each field, if needed.

   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

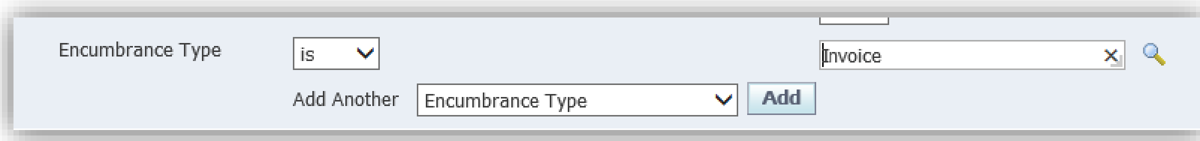
4. Click the **dropdown arrow** in the *Add Another* field.

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.



	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.