

Title:	General Ledger-Account Inquiry	Document ID: GL0010
Replaces:	On-line Account Inquiry, GL600	Date Modified: 08/07/2014

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 <u>financecustomercare@ohio.edu</u> 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 \square . Next time you want to access the *Account Inquiry* window, click on the *Account Inquiry* link in the Top Ten List.

Navigator - OUFMS:View Only (2000)000000 Functions Documents	20000000000000000000000000000000000000
General Ledger:Account Inquire on account balances	
FMS Reports OU Funds Available View OUPO:Summary View + Payables - General Ledger Account Journal OU Funds Available View Funds Account Analysis and Drilldow + Projects + Equipment Inventory Purchasing	Top Ten List

Eile Edit View Folder Too	; Actions Window Help
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	RSITY FMS) 000000000000000000000000000000000000
Ledger/Ledger Set Name OHIO UN Currency USD	VERSITY FMS Maccounting Periods Currency From JUN 2014-14 Type Total To JUN 2014-14 Entered Total
	Secondary Balance Type
O Budget	Budget O Thousands
 Encumbrance 	Encumbrance Type
Summary Template	Billions
- Description	
Show Balances	Show Journal Details Show Variance



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).

- Accountir	ng Periods
From	JUL 2013-14
To	JUN 2014-14

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

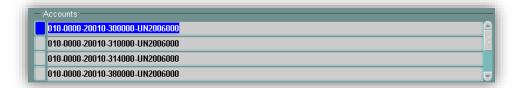
The Find Accounts window can be used to query a single account or a range of accounts.



1. Click on the first line of the *Accounts* section. The *Find Accounts* window is displayed.

- Accounts			<u> </u>
	Find Accounts Low FUND TYPE 010	High 010	
	FUND 0000	0000	
	ORGANIZATION 20010	20010	
	NATURAL ACCOUNT 300000	999999	
	PROJECT UN2006000	UN2006000	

- 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.

Account Inquiry Button	Description
Show Balances	Displays the <i>Detail Balances</i> 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.
Show Journal Details	Displays the <i>Journals</i> window. Displays journal entry activity and transactions for the queried accounting periods and selected account code combinations. Drill down to view transactions.
Show Variance	OU is not using the <i>Show Variance</i> functionality.



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.

010-0000-3	20010-300000-UN2006	5000				
010-0000-3	20010-310000-UN2006	5000				
010-0000-	20010-314000-UN2006	5000				
040 0000 -						
010-0000-	20010-380000-UN2006	5000				
		5000				
Description						
Description			PERATING-20010 VP FINANC	e admin-mo	VABLE EQUIPMENT	

2. Click the **Show Balances** button.

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

	Balanc	e Type Actual		Currency Type Total	
		se type Herau		Cullency Type Total	
3					
Period	Currency	PTD	PTD Converted	YTD	YTD Converted
OCT 2013-1	USD	1,966.41		1,966.41	
NOV 2013-'	USD	1,019.60		2,986.01	
DEC 2013-1	USD	509.80		3,495.81	
JAN 2014-1	USD	0.00		3,495.81	
FEB 2014-1	USD	1,387.50		4,883.31	
MAR 2014-	USD	0.00		4,883.31	
APR 2014-1	USD	12,159.65		17,042.96	
MAY 2014-'	USD	0.00		17,042.96	
JUN 2014-1	USD	0.00	le l	17,042.96	
< [www.commenced.	555. 	D
		ournal Details		Summary Balances	

NOTE: The account code combination is displayed in the top banner of the *Detail Balances* window.

- 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 drilldown 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.

	Balance Type	Actual			rency Type Total	
3						
Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
171900 Paya	Purchase Invoice	Payables	USD	55	1,966.41	
ৰ]]	
		_				
	Drilldown		Show Full Jour	mal	Detail	Balances

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

- 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.

		Actual			rency Type <mark>Total</mark>	
đ						
Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
171900 Paya	Purchase Invoice	Payables	USD	55	1,966.41	
		<u> </u>				
				— —- -		
				t i t		
•						Þ
	Drilldown	_	Show Full Jour		Detail	Balances

- 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.

				e e e e e e e e e e e e e e e e e e e	Navigator	🗾 🗣 Favori	tae 🔽	Holp (Close Window
					Ivavigator •	- Pavon	les •	пер с	Jose window
/iew Journa	Entry Lines								
Ledge	r OHIO UNIVE	RSITY FMS		GL Batch Nar	ne 171900) Payables 3	569196: A		
Perio	d OCT 2013-1	4			189702	-			
Current	y USD			GL Journal Entry Nar			JSD		
Accourt		0010-380000-			DR 1966.4	1			
	UN2006000			Accounted (CR				
Views									
									Search
View		~	Go Perso	nalize					Search
View		~	Go Person	nalize					Search
View	dger Journal E		Go Person	Nalize	ry Đ	port			Search
	dger Journal E					cport Accounting	Accounted	Account	

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.

		Actual			rency Type Total	
3						
Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
171900 Paya	Purchase Invoice	Payables	USD	55	1,966.41	
Spreadshee	JE011113.1107R05	Spreadsh	USD	1	1,019.60	
Spreadshee	JE171213.1458R06	Spreadsh	USD	1	231.98	
Spreadshee	JE171213.1458R06	Spreadsh	USD	2	277.82	
174276 Paya	Purchase Invoice	Payables	USD	44	1,387.50	
Spreadshee	JE100414.1300G10	Spreadsh	USD	9	153.45	
Spreadshee	JE100414.1300G10	Spreadsh	USD	10	188.10	
Spreadshee	JE100414.1300G10	Spreadsh	USD	11	366.75	
Spreadshee	JE100414.1300G10	Spreadsh	USD	12	535.05	
Spreadshee	JE100414.1300G10	Spreadsh	USD	13	999.00	
Spreadshee	JE100414.1300G10	Spreadsh	USD	14	1,367.70	
Spreadshee	JE100414.1300G10	Spreadsh	USD	15	1,850.00	
<u>،</u>						Þ
	Drilldown		Show Full Jour	nal	Detail	Balances



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.

Lecount Inquiry (OHIO UNIV Ledger/Ledger Set Name OHIO UNI Currency USD	ERBITY FMS) VERSITY FMS From JUL 2013-14 To JUN 2014-14	Currency Type Total Total
Primary Balance Type Actual Budget Encumbrance	Secondary Balance Type Budget Encumbrance Type	Factor © Units © Thousands © Millions © Billions
Summary Template Accounts 010-0000-20010-300000 010-0000-20010-310000 010-0000-20010-314000 010-0000-20010-314000 010-0000-20010-380000 010-0000-20010-380000	-UN2006000 -UN2006000 -UN2006000	
Description UNRESTRICTED EDUCAT Show Balances	IONAL -GENERAL OPERATING-20010 VP FINAN	

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

		Actual			rency Type Total	
2						
Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
171900 Paya	Purchase Invoice	Payables	USD	55	1,966.41	
Spreadshee	JE011113.1107R05	Spreadsh	USD	1	1,019.60	
Spreadshee	JE171213.1458R06	Spreadsh	USD	1	231.98	
Spreadshee	JE171213.1458R06	Spreadsh	USD	2	277.82	
174276 Paya	Purchase Invoice	Payables	USD	44	1,387.50	
Spreadshee	JE100414.1300G10	Spreadsh	USD	9	153.45	
Spreadshee	JE100414.1300G10	Spreadsh	USD	10	188.10	
Spreadshee	JE100414.1300G10	Spreadsh	USD	11	366.75	
Spreadshee	JE100414.1300G10	Spreadsh	USD	12	535.05	
Spreadshee	JE100414.1300G10	Spreadsh	USD	13	999.00	
Spreadshee	JE100414.1300G10	Spreadsh	USD	14	1,367.70	
Spreadshee	JE100414.1300G10	Spreadsh	USD	15	1,850.00	g
4						D
	Drilldown		Show Full Jour	mal	Detail	Balances



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 drilldown to further detail, show the full journal entry, or view the *Detail Balances* window.

NOTE: You can drilldown 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 drilldown 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.

		Purchase Invoices			Conversion		Reverse -	
		Journal Import 356	9196:		Currency	USD		
		OHIO UNIVERSITY		Purchase Invoices	Date	07-OCT-2013		
		OCT 2013-14		07-OCT-2013	Туре	User		Switch Dr/Cr
		Actual			Rate	1		Not Reversed
				Not Required				
						í 🗖		
	Lines Other	Information						
.ine	Account		Debit (USD)	Credit (USD)	Description			Д
	010-0000-03050-011	340-UN3500137	1,000.00		Journal Impo	ort Created		
	010-0500-30610-011	348-UN3503311	20,006.88		Journal Impo	ort Created		
	010-0000-00000-022	001-000000000	792.65		Journal Impo	ort Created		
	010-0000-00000-022	001-000000000		16,156.86	Journal Impo	ort Created		
	010-0000-00000-022	001-000000000		1.272.979.22	Journal Imp	ort Created		F 1
	020-0000-00000-022	001.00000000		30.672.07	Journal Imp	nrt Created		
	030-0000-00000-022		3.20		Journal Imp			
	030-0000-00000-022	001-00000000			Journal Imp	ort Created		
			1,598,652.50	1,598,652.50				
			লৈ।					D
	030-0000-00000-022		255.10	1,598,652.50	Journal Impi			

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.

		UNIVERSITY							
					Navig	ator 🔻 👒 Fa	vorites 🔻	Help Cl	ose Window
/iew	Journal E	ntry Lines							
	Ledger	OHIO UNIVERSITY FMS	GL Batch Name	171900 Payables 3	569196: A				
	Period	OCT 2013-14		189702					
	Currency	USD	GL Journal Entry Name		JSD				
	Account	010-0000-20010-380000		1966.41					
		UN2006000	Accounted CR						
View	IS								
									Search
View			✓ Go Personalize						
	t Subledg	er Journal Entry Line: 🚺	View Transaction View Journal Entry	Export					
Selec		Account	AccountDescription		GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
	t Ledger								



Show T Accounts from the Journals Window

- Journals (OHIO UNIVERSITY FMS) 171900 Payables 3569196: A 18970: Purchase Invoices USD Journal Import 3569196: USD OHIO UNIVERSITY Category Purchase Inv Effective Date 07-0CT-2013 ument Number Purchase Invoices 07-OCT-2013 d OCT 2013-14 User Switch Dr/Cr Actual 1 Not Reversed Not Required Other Info $\overline{\mathbf{v}}$ Debit (USD) 1,000.00 Credit (USD) Description Journal Import Created Line Account 010-0000-03050-011340-UN3 010-0500-30610-011348-UN3503311 20,006.88 Journal Import Created 010-0000-00000-022001-000000000 792.65 Journal Import Created 16,156.86 Journal Import Created 010-0000-00000-022001-000000000 010-0000-00000-022001-000000000 1,272,979.22 Journal Import Created 30,672.07 Journal Import Created 020-0000-00000-022001-000000000 030-0000-00000-022001-000000000 3.20 Journal Import Created 030-0000-00000-022001-000000000 255.10 Journal Import Created 1,598,652.50 1,598,652.50 Acct Desc UNRESTRICTED EDUCATIONAL GENERAL OPERATING 03050 OU PRESS INVENTORY OU PRESS WIP PR-OU PRESS CLAMRA: Line Drilldown. T Accounts
- 1. Click **T Accounts** button from the *Journals* window.

2. The Activity Summary window displays.

Account	Account Description	Entered Currency	Net Activity Entered Debit	Net Activ
010-0000-03050-011340-UN3500137	UNRESTRICTED EDUCATIONAL -GENE	USD	1,000.00	
010-0500-30610-011348-UN3503311	UNRESTRICTED EDUCATIONAL -COLL	USD	20,006.88	
010-0000-00000-022001-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	792.65	1,:
010-0000-00000-022035-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	8,126.96	
010-0000-00000-022045-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	1.84	
010-0000-00000-022052-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	5,602.63	
010-0000-00000-022053-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	11,550.16	
010-0000-00000-022067-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	274.83	
010-0000-00000-022068-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	303.33	
010-0000-00000-022076-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	9.01	
010-0000-00000-022082-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	724.67	
010-0000-00000-022083-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	10.54	
010-0000-00000-022141-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	0.14	
010-0000-00000-022159-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	407,486.33	
010-0000-00000-022201-000000000	UNRESTRICTED EDUCATIONAL -GENE	USD	518,643.21	
2	UNDERTDICTED EDUCATIONAL CENE			D

- 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.

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

Ledger/Ledger Set Name <mark>OHIO UN</mark> Currency <mark>USD</mark>	VERSITY FMS Accounting Periods From JUL 2013-14 To JUN 2014-14	Currency Type Total Entered
Primary Balance Type Actual Budget Encumbrance	Secondary Balance Type Budget Encumbrance Type	Factor O Units O Thousands Millions O Billions
Summary Template Accounts 010-0000-20010-300000 010-0000-20010-310000	-UN2006000	
010-0000-20010-314000 010-0000-20010-314000 010-0000-20010-380000	-UN2006000	
Description		e admin-movable equipment furi

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.

~						
≝ Batch	In the second	Reverse	Enternal Operation	Line	Entered Debit	Entered Credit
	Journal Entry	Source	Entered Currency			Entered Credit
	Purchase Invoice	-	USD	55	1,966.41	
Spreadshee	JE011113.1107R05	Spreadsh	USD	1	1,019.60	
Spreadshee	JE171213.1458R06	Spreadsh	USD	1	231.98	
Spreadshee	JE171213.1458R06	Spreadsh	USD	2	277.82	
74276 Paya	Purchase Invoice	Payables	USD	44	1,387.50	
Spreadshee	JE100414.1300G10	Spreadsh	USD	9	153.45	
Spreadshee	JE100414.1300G10	Spreadsh	USD	10	188.10	
Spreadshee	JE100414.1300G10	Spreadsh	USD	11	366.75	
Spreadshee	JE100414.1300G10	Spreadsh	USD	12	535.05	
Spreadshee	JE100414.1300G10	Spreadsh	USD	13	999.00	
Spreadshee	JE100414.1300G10	Spreadsh	USD	14	1,367.70	
Spreadshee	JE100414.1300G10	Spreadsh	USD	15	1,850.00	
(,	(III)

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.

				📅 N	lavigator 🔻	😝 Favori	tes 🔻	Help Clos	e Window
	5								
	Entry Lines								
	r OHIO UNIVERSITY F	MS	GL	. Batch Name	171900	Payables 3	569196: A		
	d OCT 2013-14		CL Journa	I Entry Name			IED		
Currenc				Accounted DR			150		
Accour	it 010-0000-20010-3 UN2006000	180000-		Accounted CR	1900.41				
	012000000		-	tocounted cit					
Views									
Views									Casuch
									Search
		✓ Go	Personalize						Search
		Go	Personalize						Search
View	dger Journal Entry Lir			ournal Entry	Ext	ort			Search
Views	dger Journal Entry Lir			ournal Entry		port	Accounted	Accounted	Search

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.

