

Part 2. Account Enquiry

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Account Enquiry

This is the main enquiry window used to access GL information on-line and uses the general ledger code as its key.

Navigate to the **Account Enquiry** window from the main menu.

The screenshot shows the 'Account Enquiry (Cambs Set of Books)' window. It features several sections: 'On Criteria' with a 'Printing Period' (From: Apr 05, To: Apr 05), 'Currency' (Single Currency: GBP, All Currencies), 'Currency Type' (Entered, Translated), 'Primary Balance Type' (Actual, Budget, Encumbrance), 'Secondary Balance Type' (Budget, Encumbrance Type), 'Factor' (Units, Thousands, Millions, Billions), 'Summary Template', 'Accounts' (a list with a blue header), and 'Description'. At the bottom are three buttons: 'Show Balances', 'Show Journal Details', and 'Show Variance'. Callouts include: 'Select the month(s) you are interested in' pointing to the 'Printing Period' fields; 'Leave defaults' pointing to the 'Currency Type' and 'Factor' sections.

This screen can be used in one of two ways:

By selecting Primary Balance Type alone, you can see totals and check information on **one** of actual, budget or encumbrance (purchase order) transactions.

Select "[Show Journal Details](#)" – the other options won't work

By selecting a Primary Balance Type **and** a Secondary Balance Type you can compare the totals between **two** balance types of actual, encumbrance and budget.

All three buttons: [Show Journal Details](#), [Show Balances](#) and [Show Variances](#) will produce results

Whether you choose just one or two balance types to review, you need to select firstly the account range, and then either the summary account or the detailed account that you are interested in at this first screen.

The Three Available Options Under Account Enquiry:

[Show Journal Details](#)

[Show Balances](#)

[Show Variances](#)

[Show Journal Details](#)

Choose the **Show Journal Details** button from the Account Enquiry window .

If entries exist, you will be able to view individual journal details for each of the 12 accounting periods if you have previously selected the period .

The following Journal Details screen is displayed:

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
Educ Libs and Herit	Educ Libs and Herit	DNU	GBP	23	119820.00	
batch name Spreadsheet	batch name Addition	Spreadsheet	GBP	1	999.00	0.00

Using Drilldown and How To Look Things Up If Drilldown Does Not Provide The Information

Drilling down to encumbrance (purchase order) information

There is no drill-down available from **encumbrance** information posted to the GL, back to Purchasing. So, to find out which order the posting relates to, you have to do the following.

Copy the Line Description by selecting the description with the mouse and using Ctrl-C. Open a self-service purchasing session and go to Requisition Status, Expanded Search. Enter the description into Requisition Description (Ctrl-V) and add a % on the end because not the whole description is imported into GL and choose an appropriate data period then select Go. This should bring back one or a number of requisitions from which you can identify the order.

Show Full Journal option: Apart from showing the date on which the order was pulled into GL, there is no information here that can be immediately traced back to Purchasing, such as order number.

The screenshot shows a financial journal entry for 'CJE: Purchases GBP 1001 User 1' dated 'May 04'. The interface includes a 'Conversion' section with 'Currency: GBP', 'Date: 14-MAY-2004', 'Type: User', and 'Rate: 1'. The 'Description' field contains 'CJE: : 1044746'. A callout box explains that 'E=Encumbrance' and that the description is a processing reference, not a requisition number. Another callout notes that the date in the conversion section is when the order was brought through from purchasing, not necessarily the day printed. The journal table shows a debit of 435.32 GBP and a credit of 0.00 GBP for line 2540. A final callout points to the total value of 313,075.79 GBP, stating it is the total value from purchasing to GL, not necessarily all from the budget. The account description is 'South TM Works-Minor Traffic Management - / - / - /'.

Line	Account	Debit (GBP)	Credit (GBP)	Description
2540	G548001.57700.000.0000.00.0000	435.32	0.00	LA00102907-NEW LEV
		313,075.79	313,075.79	

Drilldown to Receipting Information

When you find a receipt and select Drilldown, if you enhance the screen by the use of a folder, this is what you see:

The screenshot shows a software interface for receipt information. At the top, a table titled 'YJL Receipt header info' contains the following data:

Trans Date	Receipt Num	Trans Type	Supplier	Debit (GBP)	Credit (GBP)	Order Line	Comments
06-JUL-2004	79223	Deliver	[REDACTED]	316.24		1	

Below the table is a form with the following fields:

- Item: [REDACTED] Revision: [REDACTED]
- Description: For the Attention of Bob Alexander - Various Safety 1
- UOM: £
- Quantity: 316.24
- Order Type: Standard
- Order Num: 75556
- Release Num: [REDACTED]
- Unit Price: 1.00

Buttons at the bottom include 'Show Transaction' and 'Show Transaction Accounting'. Two callout boxes with arrows point to the 'Receipt Num' field (labeled 'RECFIPT NUMBFR') and the 'Order Num' field (labeled 'ORDER NUMBER').

Using "Show Transaction" will tell you the delivery point, and who entered the GRN.:

The screenshot shows a software interface for transaction details. At the top, a table titled 'YJL receipt trans' contains the following data:

Transaction Type	Quantity	UOM	Date	Receipt	Requestor	Order Number	Release	Line
Deliver	316.24	£	06-JUL-2004	79223	McClellan, Mr. T	75556		1

Below the table is a form with the following fields:

- Order Type: Purchase Order
- Source: [REDACTED]
- Item Description: [REDACTED]
- Destination: [REDACTED] W-ET1030--
- Header Receiver Note: [REDACTED]
- Shipment Receiver Note: [REDACTED]
- Order: 75556
- Transaction Date: 06-JUL-2004
- Hazard: [REDACTED]
- UN Number: [REDACTED]
- Routing: Direct Delivery

A 'Header' button is located at the bottom right of the form.

From here, you can use the Purchase Order number, receipt number or requestor name to trace more information back to Purchasing or Accounts Payable if you need to.

Drilldown to Accounts Payable Information

If the transaction you are viewing in the Account Enquiry window originates in Accounts Payable, then clicking on the Drilldown button will take you to a screen like this, which gives you most of the information you will require about the invoice.

Invoice Type	Applied To Invoi	Invoice Date	Supplier	Debit (GBP)	Credit (GBP)	Entered Curr	Entered Debit	Entered Cr
Standard	04JUN.9-11/09	15-APR-2004	[REDACTED]	450.00		GBP	450.00	

PO Number	<input type="text"/>	Event Type	Invoice
PO Release Num	<input type="text"/>	Accounting Date	21-APR-2004
Document Seq	<input type="text"/>		
Receipt Num	<input type="text"/>	Comments	IMU262022

The invoice number, invoice date, supplier name etc. can be viewed here.

The **Show Transaction** button drills down to the following information:

Month end Processes

The screenshot shows a software window titled "Invoices (CAMB OU)". At the top right, there are two input fields: "Batch Control Total" and "Actual Total". Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The table contains several rows of data. Below the table, there are several control fields: "Amount Paid" (with two input boxes), "Holds" (with an input box), "Status" (with an input box), "Approval" (with an input box), "Distribution Total" (with an input box), "Accounted" (with an input box), and "Desc" (with an input box). At the bottom, there are three buttons: "Holds", "Payments", and "Scheduled Payments", "Overview", and "Distributions".

The **Show Transaction Accounting** will display the invoice accounting, which is only of interest if the invoice is split-coded.

Drilldown to Accounts Receivable Information

To view the receivables transaction when the invoice was raised (in this example the £55.00 entry) from the journal detail screen, click on the **Drilldown** button to display:

The screenshot shows a software window titled "Receivables Transaction Accounting (Cambs Dept of Works) - B932_UU-9U_UU-00U-0000-U-0000 17/05". It features a table with the following columns: Trans Type, Trans Num, Trans Date, Customer, Debit (GBP), Credit (GBP), Unsettled Curr, Entered Debit, and Entered Credit. The first row is highlighted and contains: Lodgement, 290305bs, 31-MAR-2005, Income & Payments Sect, (blank), 67,450.00, GBP, (blank), and 67,450.00. Below the table, there are several control fields: "Trans Class" (Invoice), "Trans Source" (Lodgement), "Accounting Date" (31-MAR-2005), "Accounting Rule", "Journal Seq", and "Comments". At the bottom, there are two buttons: "Show Transaction" and "Show Transaction Accounting".

Month end Processes

The **Show Transaction** button will display the full invoice details entered from AR:

Transactions (CAMB IOU)

Number: 290305bs Date: 31-MAR-2005 Complete

Reference: Currency: GBP Transaction: Georg

Source: Lodgement Class: Invoice

Type: Lodgement GL Date: 31-MAR-2005

Main More Remit To, Sales Paying Customer Notes Commitment Reference Information

Ship To

Name
Number
Location
Address
Contact

Bill To

Income & Payments Section
60069606
82359
Room 309
Shire Hall RES 1313 United Kingdom

Terms: Immediate Commitment
Due Date: 05-APR-2005 Salesperson: T543 Income & Payments Section

Tax Distributions Sales Credits Balances

Incomplete Freight Credit Installments Line Items

From here it is possible to drill to Balances which will show the payments made to date against the invoice, or to Line Items, to see the detail information about the invoice.

The **Show Transaction Accounting** button will display the invoice accounting.

Drilldown to Payroll Information

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
Payroll 1203135: A	Payroll GBP Corporate 22-OCT-04	Payroll	GBP	46	177.40	0.00
Payroll 1331816: A	Payroll GBP Corporate 23-NOV-04	Payroll	GBP	48	656.67	0.00
Payroll 1382039: A	Payroll GBP Corporate 22-DEC-04	Payroll	GBP	50	2,083.33	0.00
Payroll 1418839: A	Payroll GBP Corporate 24-JAN-05	Payroll	GBP	44	823.33	0.00
Payroll 1461909: A	Payroll GBP Corporate 21-FEB-05	Payroll	GBP	42	980.00	0.00
Payroll 1515768: A	Payroll GBP Corporate 24-MAR-05	Payroll	GBP	47	1,315.00	0.00

Month end Processes

There is no built-in drilldown from the General Ledger posting back to detailed Payroll information. For this, you have to rely on the payroll transaction report.

Show Balances

Choose the **Show Balances** button from the Account Enquiry window. You see information for each accounting period in your selection criteria, including Period To Date and Year To Date balances for your account. Debit balances are displayed as positive amounts and credit balances are displayed as negative amounts.

The following detail balances screen is displayed (note the folder option):

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
Apr 01	GBP	648.16		648.16	
May 01	GBP	2902.54		2254.38	
June 01	GBP	190.79		2063.59	
July 01	GBP	5383.70		3320.11	
Aug 01	GBP	9393.76		12713.87	
Sep 01	GBP	948.93		13662.80	
Oct 01	GBP	634.61		14297.41	
Nov 01	GBP	489.83		14787.24	
Dec 01	GBP	1783.60		16570.84	
Jan 02	GBP	0.00		16570.84	
Feb 02	GBP	0.00		16570.84	
Mar 02	GBP	0.00		16570.84	

The summary button enables you to drill up from a detail account balance to the summary account into which the detail account balance rolls up.

Show Variances

Variances are calculated as follows:

Variance = Primary Account Type – Secondary Account Type
 (hint: so if you want the budgetary control variance, choose Budget as Primary and Actual as Secondary)

The following Journal Details screen is displayed:

Period	OB2001	Actual	Variance
Apr 01	55250.00	0.00	55250.00
May 01	55500.00	0.00	55500.00
June 01	55500.00	0.00	55500.00
July 01	55500.00	0.00	55500.00
Aug 01	55500.00	0.00	55500.00
Sep 01	55500.00	0.00	55500.00
Oct 01	55500.00	0.00	55500.00
Nov 01	55750.00	21575.27	34174.73
Dec 01	55750.00	21575.27	34174.73
Jan 02	55750.00	21575.27	34174.73
Feb 02	55750.00	21575.27	34174.73
Mar 02	55750.00	21575.27	34174.73

Choose the appropriate tabbed region to view Period To Date, Quarter To Date, Year To Date or Project To Date balances and their variances.

The **Project To Date** tab will have a rolling cumulative balance from the inception of that project (usually used for capital purposes) if applicable. However, detailed enquiries in the Projects Module are recommended rather than using this enquiry.

Using the button with the Budget name on will take you to an enquiry screen about the detailed journals (virements) which have taken place on the budget, per accounting period, but you may find it more useful to do the Enter Journal / Find Journal route.

Another way to review Variances, which makes it easier to see overall variances across your budget, but lacks a drill-down back to the detail is the Funds Available Enquiry window.