Part 2. Account Enquiry

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.

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:

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.

Journals (Cambs Set of Books) - CJE: Purchasing 1044746: E

Journal	CJE: Purchases GBP_1001 User 1			Conversion
Period	May 04	Effective Date	31-MAY-2004	Currency GBP
Category	Purchases	Source	Purchasing	Date 14-MAY-2004
Balance Type	E	Encumbrance Type	Obligation	Type User
Description	CJE: : 1044746			Rate 1
Control Total				

E=Encumbrance

This is a processing reference for the database not a requisition / order no.

Date the order was brought through from purchasing – not necessarily day printed.

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		

Total value of the journal from purchasing to GL– not all your budget!

Acct Desc   **South TM Works-Minor Traffic Management** - / - / - / - /

More Details

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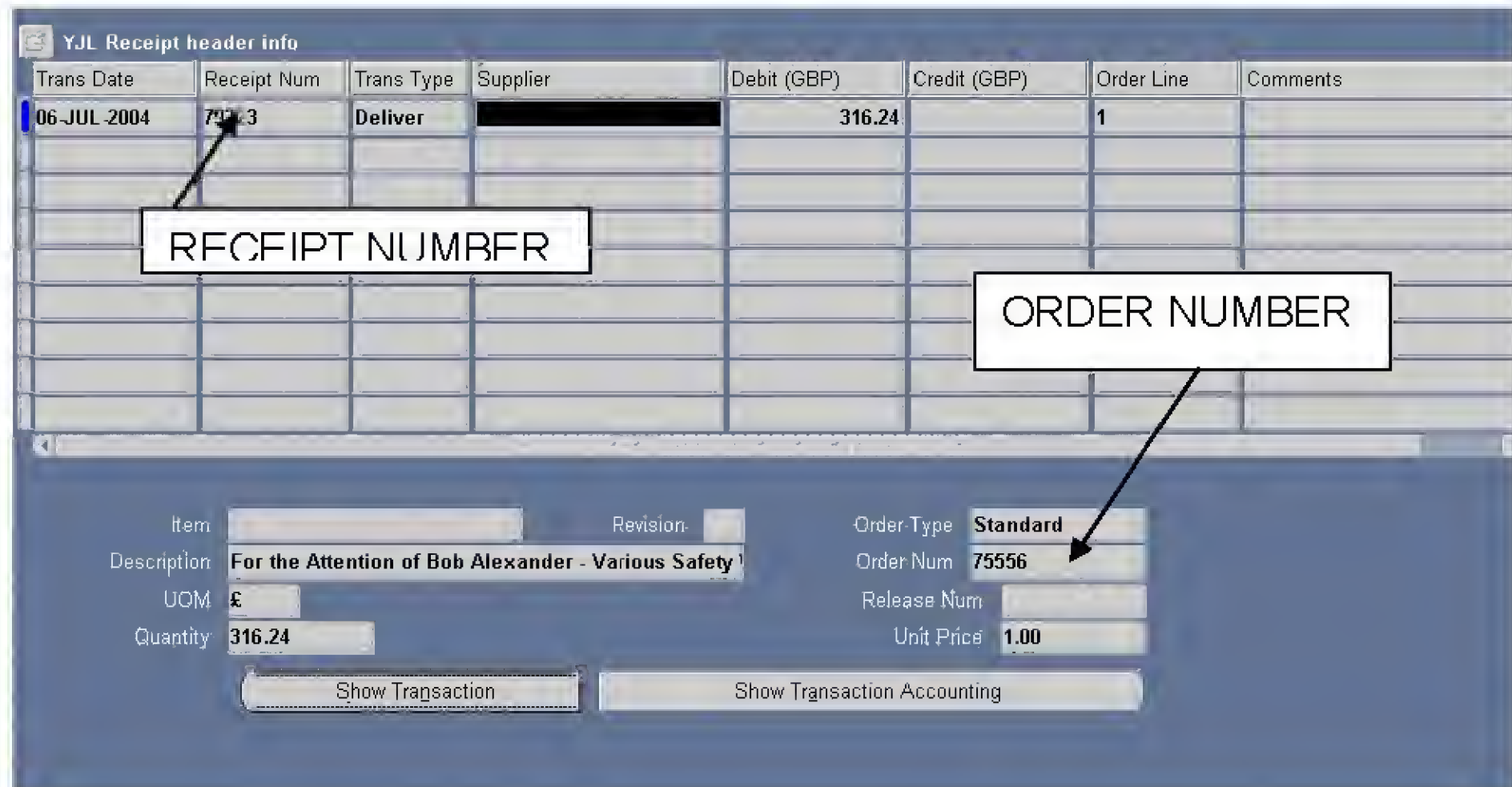
Using "Show Transaction" will tell you the delivery point, and who entered the GRN.:

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

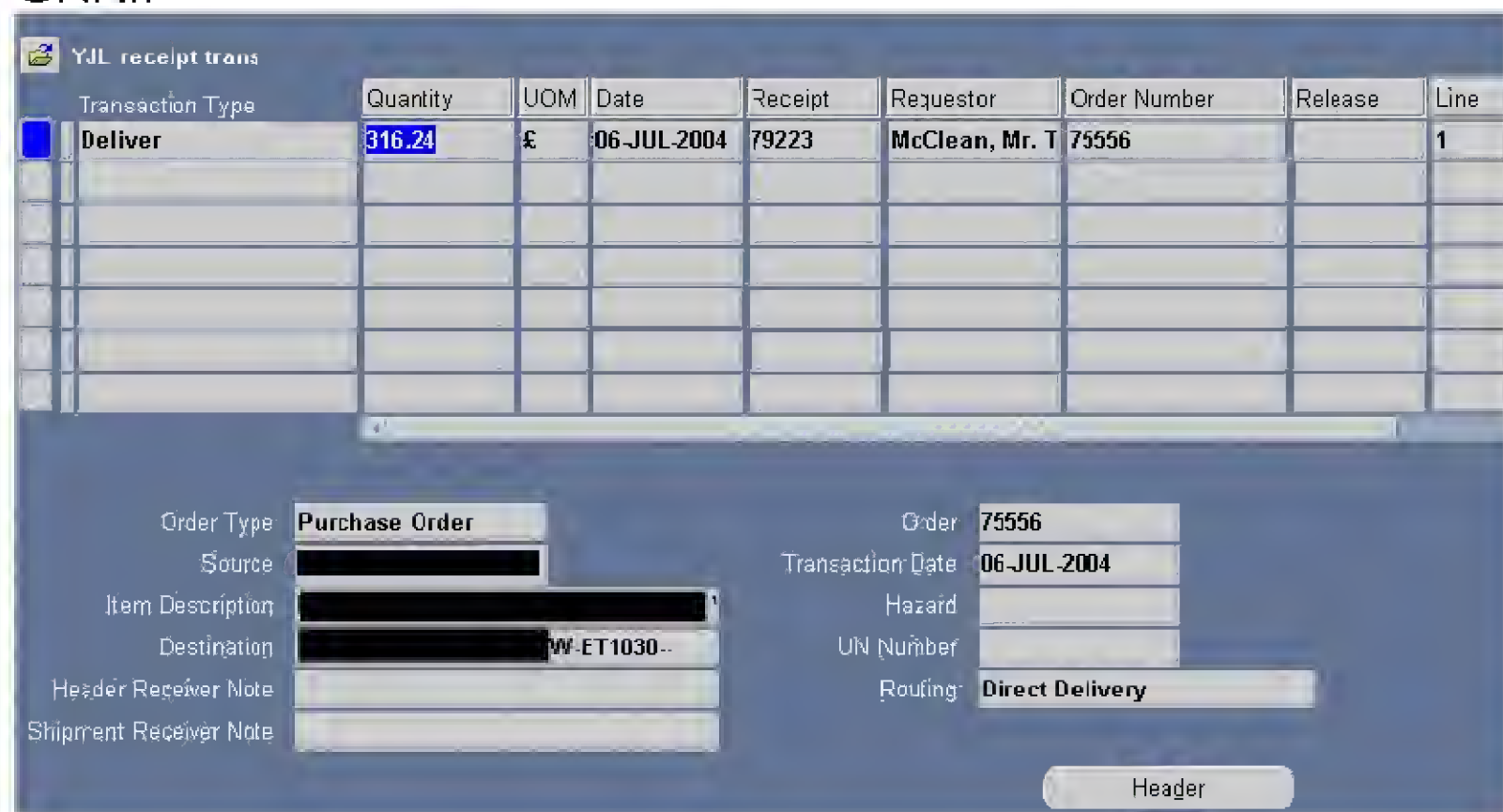If the transaction you are viewing in the Account Enquiry window originates in Accounts Payable, then clicking on the Drilldown button will take you to a screen like this, which gives you most of the information you will require about the invoice.

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	▇▇▇▇▇	450.00		GBP	450.00	

PO Number
PO Release Num
Document Seq
Receipt Num

Event Type: **Invoice**
Accounting Date: **21-APR-2004**

Comments: **IMU262022**

Show Transaction   Show Transaction Accounting

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

The **Show Transaction** button drills down to the following information:
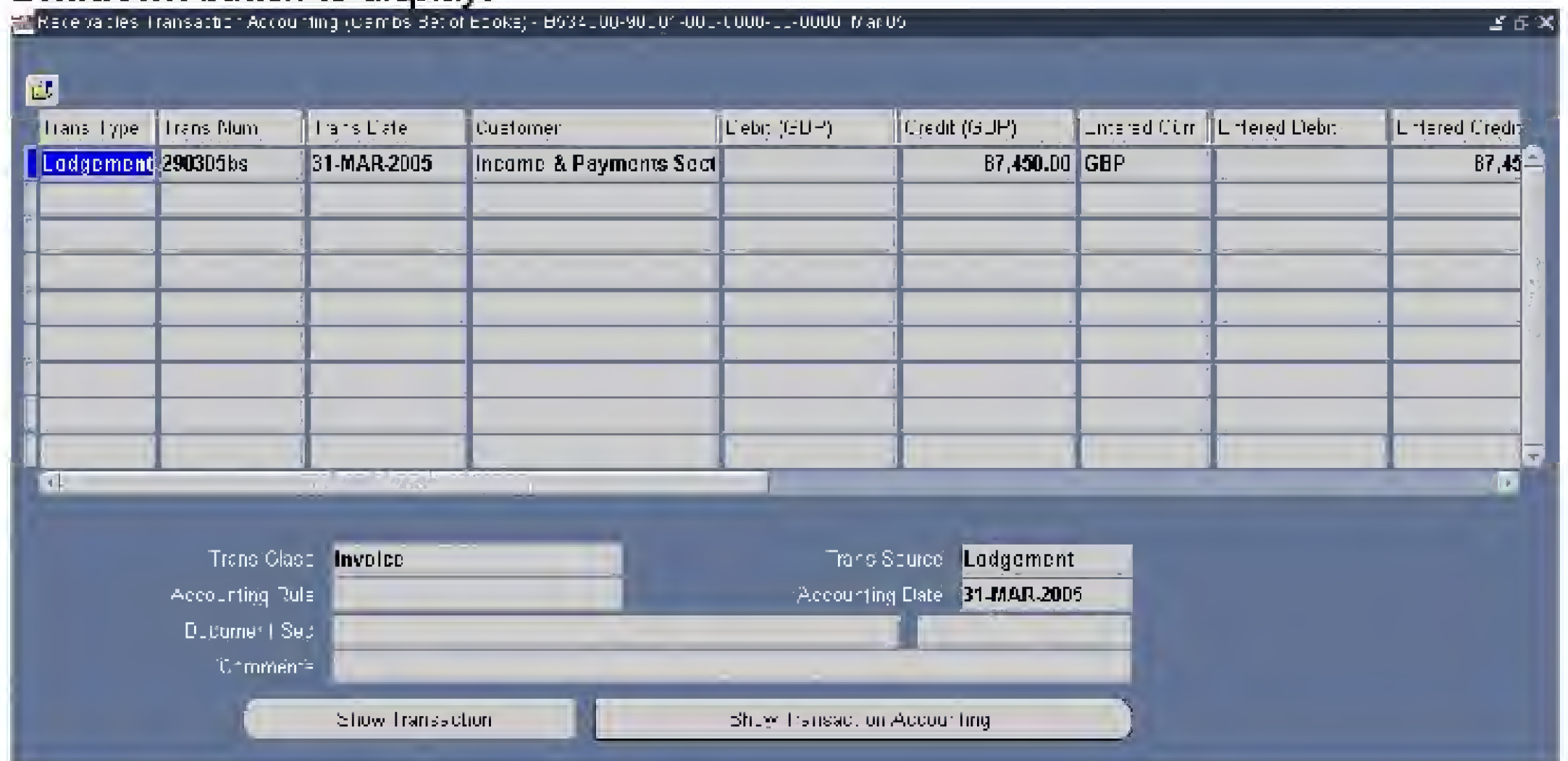
The **Show Transaction Accounting** will display the invoice accounting, which is only of interest if the invoice is split-coded.

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

Transactions (CAMB OU)		
Number	290305bs	Date 31-MAR-2005 ☑ Complete
Reference		Currency GBP Transaction Georg
Source	Lodgement	Class Invoice
Type	Lodgement	GL Date 31-MAR-2005 [ ]

Tabs: 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 |

Buttons: 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 1200105: A	Payroll GBP Corporate 22-OCT-04	Payroll	GBP	46	970.40	0.00
Payroll 1331816: A	Payroll GBP Corporate 23 NOV 04	Payroll	GBP	49	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

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):

Detail Balances (Cambs Set of Books) - M104000-30002-000-0000-00-0000

Balance Type: Actual

Currency Type: Entered
Factor: Units

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	

Journal Details   Summary Balances

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:

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.