

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.

Account Inquiry (Cambs Set of Bod an Criteria month(s) you are interested in	Currency O'Single Covency O'All Currencies	Currency Type Currency Type Currency Type Translated	Leave defaults
Primary Balance Type Se	condary Balance Type	Factor OUnits	
GBudget	Budget	@Thousands	
C Encumbrance	Encumbrance Type	© Millions	/
Summary, Template	7	Billions	
Accounts			
- Description			
Description			
	The second s		
Show Balances	Show Journal Details	Show Variance	

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: <u>Show Journal Details</u>, <u>Show Balances</u> and <u>Show Variances</u> 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:

ď	⊟alance Type <mark>Bud</mark> e Budget <mark>OB2</mark>	-	_	C	Buriency Type <mark>Entered</mark>	
Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
Educ Libs and He	Educ Libs and Herit	DNU	GBP	23	119820.00	
batch name Spre	jini name Addition (Spreadsheet	GBP	1	999.00	0.00
	,,					
				i		
			-			
					A.1	

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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.



_		313,075.79	313,075.79	Total value of the journa purchasing to GL- not al your budget!
	4			•
Acct Desc	South TM Works-Minor Traffic	Management - /- /- /- More <u>D</u> etails	/	

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:

rans Date	Receipt Num	Trans Type	Supplier	Debit (GBP)	Credit (GBP)	Order Line	Comments
16-JUL-2004	73223	Deliver	1	316.24		1	
	Y		J				
	1				-		
F	RECEIP	T NUM	BER			-	_
	-	-					
						DER NU	IMBER -
	-					1 /	
						1	-
						/	
	tem Lange		Revis	ion 🚺 Order	-Type <mark>Standard</mark>		
Descrip	tion For the Att	ention of Bob	Alexander - Variou	<mark>s Safety 1</mark> Order	Num 75556		
U	om £ 👘				ase Num		
Quar	ntity <mark>316.24</mark>			L	Init Price <mark>1.00</mark>		
	(Show Transac	tion	Show Transaction /	Accounting		
					3		

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

Transaction Type	Quantity	UOM	Date	Receipt	Request	tor	Order Number	Release	Line
Deliver	316.24	£	0 <mark>6-JUL-200</mark> 4	79223	McClea	n, Mr. T	75556		1
1	-				_			-	
	-	-						-	+
	-		-				-	-	+
1							-		-
					-				1
							0		
	41	_				11.1			
	4								
Order Type Pu	rchase Order				Order	75556		1	1
Order Type Pu Source (1000	1	-	Transact			2004		
	1000			Transacti			2004		
Source (1000	WV-I	ET 1030		ion Date		2004		
Source 📕 Item Description	1000	WV-1	ET1030		ion Date Hazard	06-JUL -	2004 Delivery		

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.

woice Type	Applied To Invoi	Invoice Date	Supplier	Debit (GBP)	Credit (GBP)	Entered Curr	Entered Debit	Entered Cr
tandard	04JUN.9-11/09	15-APR-2004		450.00		GBP	450.00	
	1							
_								
								(F)
						_		
	PØ Number				ype Invoice			
P.	O Release Num	0		Accounting D	Date <mark>21-APR-20</mark> 0	D4		
	Document Seq	(
	Receipt Num	L.	.Ćom	ments IMU262022				
		Show Transact	lion	Show Tr <u>a</u> nsaction Ad				

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

The Show Transaction button drills down to the following information:

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🗯 Invoices (C	AMBIOU) (2000)				Batch Cor		1999999999999	א ת ו
Туре	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	
		-			-			
				-				
	-							-
	utata			_	_			
Amount	Paid		Holds Status proval			tion Total ccounted Desc		
		Holds	Eay	/ments				
	Scheduled Pay	rments		Overview		Distr	ibutions	

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:

rans lype	Trans Num	Trans Liate	Customer	Liebr, (GDP)	Credit (GUP)	Lintered Curr	L flered Debit	Lifered Credi
adgement	290305bs	31-MAR-2005	Income & Payments Sect		B7,450.00	GBP		67,4
1		and the second				1 1		
	Trans Clas: Accounting Rule Dubumer Se,				Source <mark>Lodgement</mark> ng Elate 31-MAR-20 D	-		
	10 nmente					_		

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AR:					
🚟 Transactions (CAMB 🤇	ererererererererererere		, , , , , , , , , , , , , , , , , , ,		errerererer 🔟 🛪 🗙
Number	290305bs		Date	31-MAR-2005	☑Complete
Reference			Currency	GBP	Transaction Geory
Source	Lodgement		Class	Invoice	Y
Туре	Lodgement		GL Date	31-MAR-2005	[]
Main More Rei	mit To, Sales Paying Custo	mer Notes	Commitment F	Reference Information	
Ċ	Ship To ———				
Name [Income	& Payments Section	n
Number			60069606		
Location			82359		
Address			Room 30	9	
Contact			Shire Ha	II RES 1313 United	Kingdom
Terms [Immediate		Commitment		
Due Date	05-APR-2005		Salesperson 🗍	543 Income & Pay	ments Section
Ta <u>x</u>	Distributions		S <u>a</u> les Credits		Balances
Incomplete	Freight		redit I <u>n</u> ștallments		Line Items

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

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

Journal Entry	Source	Du trend y	Цпе	Entered Debit	Eintered Credit	
Poyroll GUP Corporate 22-0C1-04	Payroll	GUP	46	373.40	U. UU	1
Payroll GBP Corporate 23 NOV 04	Payroll	GUH	ุ่งษ	696.67	U. UU	
Payroll GBP Corporate 22 DEC 04	Payroll	GBP	50	2,083.33	D. 00	
Payroll GBP Corporate 24 JAN 05	Payroll	GBP	11	823.33	D. OO	
Payroll GBP Corporate 21-FEB-05	Payroll	GBP	42	980.00	D. 00	ود
Payroll GBP Corporate 24-MAR-05	Payroll	GBP	47	1.315.00	D. 00	1974 - 1987 - 1987
	·					_
	Payroll GUP Corporate 22-001144 Payroll GBP Corporate 23 NOV 04 Payroll GBP Corporate 22 DEC 04 Payroll GBP Corporate 21 JAN 05 Payroll GBP Corporate 21-FEB-05	Payroll GUP Corporate 22-00144PayrollPayroll GBP Corporate 23 NOV 04PayrollPayroll GBP Corporate 22 DEC 04PayrollPayroll GBP Corporate 24 JAN 05Payroll	Payroll GUP Corporate 22-0C1 JJPayrollGUPPayroll GBP Corporate 23 NOV 04PayrollGBPPayroll GBP Corporate 22 DEC 04PayrollGBPPayroll GBP Corporate 24 JAN 05PayrollGBPPayroll GBP Corporate 21-FEB-05PayrollGBP	Payroll GUP Corporate 22-0C134PayrollGUP46Payroll GBP Corporate 23 NOV 04PayrollGBP49Payroll GBP Corporate 22 DEC 04PayrollGBP50Payroll GBP Corporate 21 JAN 05PayrollGBP44Payroll GBP Corporate 21-FEB-05PayrollGBP42	Payroll GDP Corporate 22-0C1144PayrollGDP46373.40Payroll GBP Corporate 23 NOV 04PayrollGBP19636.67Payroll GBP Corporate 22 DEC 04PayrollGBP502,083.33Payroll GBP Corporate 24 JAN 05PayrollGBP41823.33Payroll GBP Corporate 21-FEB-05PayrollGBP42980.00	Payroll GDP Corporate 22-001144 Payroll GDP 46 J70.40 0.00 Payroll GBP Corporate 23 NOV 04 Payroll GBP 19 656.67 0.00 Payroll GBP Corporate 22 DEC 04 Payroll GBP 50 2,083.33 0.00 Payroll GBP Corporate 21 JAN 05 Payroll GBP 41 823.33 0.00 Payroll GBP Corporate 21-FEB-05 Payroll GBP 42 980.00 0.00

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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.

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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):

	Balance Type <mark>(Actual</mark>		Currency Type Entered			
				Factor <mark>Units</mark>		
ä 📃						
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		
O ct 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		
1				a ()		

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.

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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:

	Budget <mark>0B2001</mark>	Factor	Units	
eriod To Date Qu	arter To Date Year To Date Project T	o Date		
Period	082001	Actual	Variance	
pr 01	55250.00	0.00	55250.00	
lay 01	55500.00	0.00	55500.00	
une 01	55500.00	0.00	55500.00	
uly 01	55500.00	0.00	55500.00	
ug 01	55500.00	0.00	55500.00	
iep 01	55500.00	0.00	55500.00	
ct 01	55500.00	0.00	55500.00	
lov 01	55750.00	21575.27	34174.73	
ec 01	55750.00	21575.27	34174.73	
an 02	55750.00	21575.27	34174.73	
eb 02	55750.00	21575.27	34174.73	
lar 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.