Account Inquiry

Chapter 4
Section Objectives

At the end of this section, you should be able to:

- Review posted entries to GL account balances
- Review budget or actual balances by account number
- Drilldown into batch and journal entry details
- Review information for each journal entry line affecting the current account number
Account Inquiry

- Provides detailed information about a specific account number or range of account numbers for a specified period
  - Does not show funds available
  - Shows posted entries only

- Shows two balance types at once
  - Actual
  - Budget

- Reviews journal entry details
  - Drill down from account balances to journal entry detail
  - Review information for each journal entry line affecting the current account
  - Shows the effect of charges to the account
Account Inquiry

Use the Account Inquiry window to view balance information for a computer supplies account for the Orthodontics Clinic. Use the drilldown feature to view invoicing and payment information for Payables batches.

1. Navigate to the Account Inquiry screen

   Oracle General Ledger
   N → Inquiry → Account
   Account Inquiry

2. Enter starting Accounting Period (From field)
   - Jun-14 <Tab>

3. Enter ending Accounting Period (To field)
   - Jun-14 <Tab>
Account Inquiry: Selection Criteria

4. Accept Default settings
   - Currency – Single Currency & USD
   - Primary Balance Type – Actual
   - Factor -- Units

5. Click in the Accounts field to enter Account Number (Low/High) ranges

6. Enter **Account Number** (Low/High) ranges

   ![Find Accounts Window]

   In the Inquiry screens, unused segments can remain blank.

7. Click **OK**
8. The Account Inquiry screen will Show Balances, Show Journal Details, and Show Variance by individual accounts

9. Click Show Balances
Account Inquiry: Show Balances

Show Balances shows the period to date and year to date balances for the periods specified.

10. Move your cursor to the line of the period for which you want more information.
   - Period: JUN-14

11. Click Journal Details
Account Inquiry: Show Journal Details

*Show Journal Details* shows the batches making up the balance for the specified period.

### Table: Journal Details

<table>
<thead>
<tr>
<th>Batch</th>
<th>Journal Entry</th>
<th>Source</th>
<th>Entered Currency</th>
<th>Line</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSCT 49010</td>
<td>DENT DEAN PC T</td>
<td>Manual</td>
<td>USD</td>
<td>20</td>
<td>430.95</td>
<td></td>
</tr>
<tr>
<td>Payables A 9</td>
<td>JUN-14 Purchase &amp; Payables</td>
<td>USD</td>
<td>105</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables A 9</td>
<td>JUN-14 Purchase &amp; Payables</td>
<td>USD</td>
<td>105</td>
<td>39.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables A 9</td>
<td>JUN-14 Purchase &amp; Payables</td>
<td>USD</td>
<td>107</td>
<td>199.99</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. In this instance, there is a Manual batch, and several Payables batches.

Notice how the *Drilldown* button is not available for the NSCT batch. That is because the *Source* of that batch is *Manual*. Payables batches (*Source* is *Payables*) allow drill down into more information such as invoicing and payments.

13. Keep your cursor on the first batch.

14. Click *Show Full Journal*
Account Inquiry: Show Journal Details

Show Full Journal allows you to view the details of the Journal Entry

15. Close the Journals windows
16. Several Payables also make up the activity for JUN-14

   - When the Source field says Payables you will be able to drilldown to invoicing and payment information.

17. Place your cursor on the second Payables line, and click Drilldown.
18. From this screen you can see additional information on the expense for $39.95

- The expense is for $39.95, the supplier is Sumtotal Systems, and the invoice # is ST001

19. Click View Transaction to see additional details
Account Inquiry: Drilldown to Payments

20. This takes you to the Invoice Workbench where, in addition to general invoicing information, you can view the following:

- **Holds**
- **Payments**
- **Scheduled Payments**
- **Prepayment Applications**
- **Distributions**

21. Click Views Payment to see Payment Details
Account Inquiry: Drilldown to Payments

22. From this screen you can see:
   - Check number (document number)
   - Payment Date
   - GL Date
   - Payment Amount

23. Click Payment Overview to see additional Payee and Invoice detail
Account Inquiry: Drilldown to Payments

24. Close out of Payment Overview

25. Click on All Distributions
Account Inquiry: Drilldown to Payments

26. View the following:

   - Invoiced Amount

   - GL Date (date expense is charged to your account)

   - Account charged

   - Expense Description

27. Following the same procedures, drill down on the expense for $199.99

28. What was the expense for?
Account Inquiry: Drilldown to Payments

- Manual and Payable Transactions

- Journal Entry line information

- The item is from CDW Government Inc.; the invoice # is CDW001

- Click View Transaction
Account Inquiry: Drilldown to Payments

Invoice and Payment Details

Distribution Detail
Lab 5: Account Inquiry

1. Use the Account Inquiry form to review the status of the processing of Travel and Business Expense reports for Cathy Lewis during the period JUN-14.
   - Set your Accounting Periods from JUN-14 to JUN-14.
   - Expenses were charged to account 02.49010.6300
   - Drill down to invoicing and payment information.
   - Answer the following questions:
     - How many T&B’s were submitted?
     - What was the purpose of the travel?
     - Did Cathy receive payment?

2. A person in your department purchased a book from Amazon.com on a PCard. The cost was $27.80. The book was returned in March for a credit. You want to make sure you have received the credit. The default PCard account is 02.49010.6000.
Lab 5 Solutions: Account Inquiry

Question 1 – Status of T&B’s

- Enter Selection Criteria
- Click Show Balances

- Place cursor on the line for which you want detail
- Click Journal Details
There are several Payables transactions
- Keep your cursor on the first batch line
- Click Drilldown

Transaction No. is the Expense Report No.
- Supplier Name is the person being reimbursed
- Click View Transaction
Lab 5 Solutions: Account Inquiry

- Invoice Screen shows Payee, invoice amount and payment amount of the T&B
- Description shows the purpose of the travel
- Click All Distributions to see Travel Report expense details
Lab 5 Solutions: Account Inquiry

2nd Expense Report

- Place cursor on the third Payables transaction
- Click Drilldown

- Click View Transactions for the second Expense Report
Lab 5 Solutions: Account Inquiry

- Invoice and Payment Information

- Payment Details
Lab 5 Solutions: Account Inquiry

- Distribution Details
**Lab 5 Solutions: Account Inquiry**

**Question 2: Was a credit received?**

1. Enter Selection Criteria
2. Click *Show Balances*

- Click *Journal Details*
Lab 5 Solutions: Account Inquiry

Since there are many lines, query for the credit for $27.80
- View, Query by Example, Enter (27.80). View, Query by Example, Run.
- Place your cursor on that record
- Click Drilldown
Lab 5 Solutions: Account Inquiry

- Supplier Name identifies this as a PCard Purchase

- Identify that the invoice is a credit related to a PCard purchase

- Click on All Distributions to see that $27.80 was credited to 02.49010.6000.
Lab 5 Solutions: Account Inquiry

- Distributions