

## GL End User Inquiry Functions-Accounts

The **ACCOUNTS** inquiry window is used to drill down to the source of dollar transactions which posted to a given accounting key.

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### UAB GL End User→Inquiry→Accounts

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When using the **ACCOUNTS** inquiry window, you can drill down to:

- The Administrative System General Ledger journal entries
- The Administrative System Grants/Projects Accounting module
- The Administrative System Accounts Receivable module
- The Administrative System Accounts Payables module for actual or encumbrances
- The Administrative System Purchasing module for encumbrances

You cannot drill down to:

- The Administrative System Payroll module
- The Administrative System Labor Distribution module

1. After querying the **ACCOUNTS** inquiry window, a window resembling the one below will appear. In the **Accounting Periods** section of the window, enter the **FROM** period and then the **To** period. For reviewing a single month's transactions, the **FROM** and **To** periods would be the same. For reviewing fiscal year-to-date transactions, type in **OCT-2XXX** for the applicable fiscal year into the **FROM** field and then key the desired ending month for the period under review.

The screenshot displays the 'Account Inquiry (UAB)' window. The 'Selection Criteria' section is highlighted with a black circle and an arrow. Within this section, the 'Accounting Periods' fields are set to 'From APR-2004' and 'To APR-2004'. The 'Currency' is set to 'USD', and the 'Currency Type' is 'Translated'. The 'Factor' is set to 'Thousands'. The 'Primary Balance Type' is 'Actual', and the 'Secondary Balance Type' is 'Encumbrance'. The 'Budget' and 'Encumbrance Type' fields are empty. The 'Summary Template' field is also empty. Below the 'Selection Criteria' section, there are three buttons: 'Show Balances', 'Show Journal Details', and 'Show Variance'.

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- In the **Primary Balance Type** section of the form, the Primary Balance Type defaults to **Actual**. To review **Encumbrance** transactions or **Budget** transactions, click on the button next to the desired balance type. For the **Budget** balance type, the specific budget type must be selected. For the **Encumbrance** balance type, the specific encumbrance type must be selected. To review **Actual** transactions, leave the default selection in place.

The screenshot shows the 'Account Inquiry (UAB)' window. The 'Selection Criteria' section is highlighted. It includes fields for 'Accounting Periods' (From: APR-2004, To: APR-2004), 'Currency' (Single Currency, All Currencies, Currency: USD), 'Currency Type' (Entered, Translated), 'Primary Balance Type' (Actual, Budget, Encumbrance), 'Secondary Balance Type', 'Budget', 'Encumbrance Type', and 'Factor' (Units, Thousands, Millions, Billions). A black oval highlights the 'Primary Balance Type' section, and an arrow points to the 'Actual' radio button.

- After choosing the Primary Balance Type, click once in the **ACCOUNTS** section of the window.

The screenshot shows the 'Account Inquiry (UAB)' window with the 'Accounts' section highlighted. A black oval highlights the 'Accounts' section, and an arrow points to the first row of the table. The table has columns for 'Accounts' and 'Description'. Below the table are buttons for 'Show Balances', 'Show Journal Details', and 'Show Variance'.

- The **FIND ACCOUNTS** window will appear. Enter the account string in the column under **LOW**, and then click the **OK** button. Key in the accounting key (account string with object code) to review one string or enter a range of one or more account strings.

The screenshot shows the 'Find Accounts' dialog box. It has columns for 'Low' and 'High' and rows for 'ACCOUNT', 'SUBACCOUNT', 'BALANCING', 'ORGANIZATION', 'FUTURE', and 'OBJECT'. A black oval highlights the 'ACCOUNT' row, and an arrow points to the 'OK' button. The dialog box also has buttons for 'Cancel', 'Clear', and 'Help'.

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**Important:** If a range of accounting keys is specified, all keys which exist in that range will be displayed in the Accounts section, whether or not there are any transactions against it.

- Click once on the line containing the accounting key to be reviewed (so that it is highlighted), then click on the **SHOW BALANCES** button.

- The Detail Balances window will appear with a breakdown for each period.

**Important Note:** In the Administrative Systems, PTD is synonymous to Month-To-Date or Current Month, not project-to-date.

- Select the desired Period in the left column and click on the **JOURNAL DETAILS** button.

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
OCT-2003					
NOV-2003					
DEC-2003					
JAN-2004					
FEB-2004					
MAR-2004					
APR-2004	USD	2250.00		2250.00	

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8. A list of the journals that posted for the specified accounting key in the period selected will be generated.

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
Manual 408 22-APR-	Manual 815 22-APR-	Manual	USD	10	2000.00	
5 Payables 23009	Payments USD	Payables	USD	11	250.00	

Details about this window are shown in the table below

<b>BATCH</b>	Contains the batch name from the batch header for the journal entry represented.
<b>JOURNAL ENTRY</b>	Contains the journal name from the journal header for the journal entry represented.
<b>SOURCE</b>	Contains the OGL JE Source from the batch header for the journal entry represented.
<b>CURRENCY</b>	USD – US dollars – Should not be changed.
<b>ENTERED DEBIT</b>	Contains the dollar amount debited from this accounting key for the journal entry represented (if any).
<b>ENTERED CREDIT</b>	Contains the dollar amount credited to this accounting key for the journal entry represented (if any).

There are three buttons at the bottom of the window.

- a. **DRILLDOWN BUTTON** – IF drilldown is available, clicking on this button will display a window with additional information on a particular batch
- b. **SHOW FULL JOURNAL BUTTON** – Takes you to the OGL Journal window.
- c. **DETAIL BALANCES BUTTON** – Returns you to the previous window.

9. Click on the **DRILLDOWN BUTTON**.

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A new window will open. This lists the transaction as recorded in the Payables module.

Payables Payment Accounting (UAB) - 2222222.000.120000001.00000000, APR-2004

Payment Method	Document Num	Payment Date	Supplier	Debit (USD)	Credit (USD)
<b>Check</b>	13	28-APR-2004	FISHER SCIENTIFIC	250.00	

Payment Curr: **USD**      Document Name:

Invoice Curr: **USD**      Event Type: **Payment**

Invoice Num: **INV9**      Accounting Date: **28-APR-2004**

Document Seq:

    

10. Close all of the windows and return back to the Navigator window.

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