

Account Inquiry (Actual)

PURPOSE

Account Inquiry is a powerful functionality that can be used for analysis and reconciliation. It enables the user to inquire on the balance of an account online, and then drilldown to journal details, and for Payable and Receivable batches to drilldown to subledger information.

TRIGGER

Perform this procedure when reconciling or analyzing account information.

ASSISTANCE

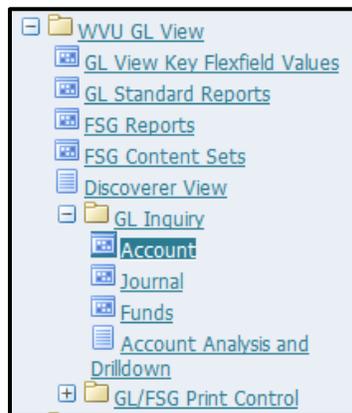
If you need assistance, please report your issue to the Self Service Help Desk:

- <http://it.wvu.edu/support/service-desk/selfservice>

PROCEDURE

From the Home Page

1. Under the **Main Menu**, click on the **WVU GL View** folder.
2. Click on the **GL Inquiry** sub-folder.



3. Click on **Account**. The **Account Inquiry** screen will open in a new window (referred to as the “Java window”).



If you receive a message that states “The application’s digital signature cannot be verified,” click **Run**.

4. As required, complete/review the following fields:

Field Name	Description
Accounting Periods: FROM	Select the FROM value from the LOV. The current Accounting Period is the default entry in this field. Example: JAN-14
Accounting Periods: TO	Select the TO value from the LOV. The current Accounting Period is the default entry in this field. Example: MAY-14
Primary Balance Type	The default Balance Type is Actual. For this process, do not change this entry.

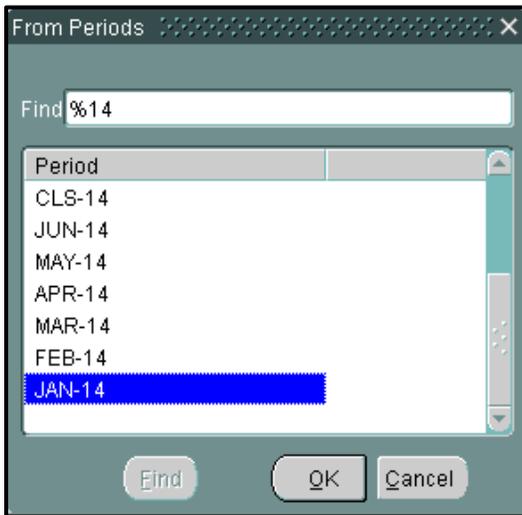
5. Click in the **From** field to access the list of values (LOV) button.

6. Select the appropriate period, and then click **OK**.

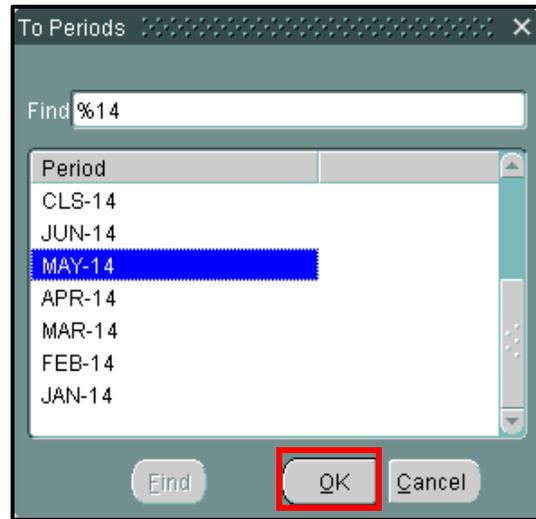
7. Click in the **To** field to access the LOV.

8. Select the appropriate period, and then click **OK**.

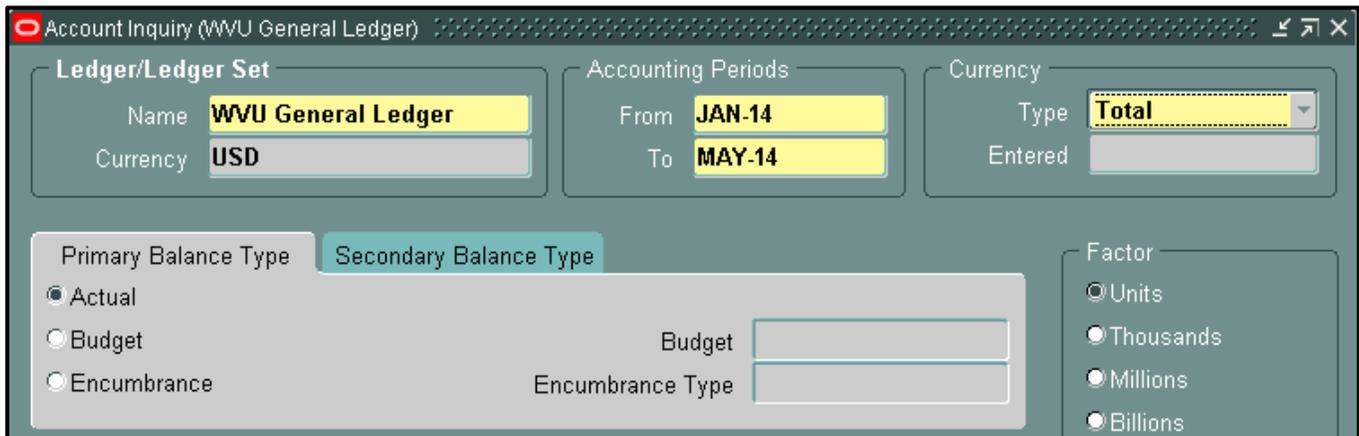
From Periods



To Periods



9. By default, the **Primary Balance Type** is **Actual**. Do not change this selection.
10. Ensure that you have the correct **Accounting Period** and **Actual** is checked under **Primary Balance Type**.



11. Click once in the first **Accounts** field.



Find Accounts

12. As required, complete/review the following fields:

Field Name	Description
Campus	The LOV contains all of the campuses of WVU. Example: 11
Departmental Activity (DA)	9 digits - lowest ORGANIZATIONAL level possible. This number identifies unit with expenditure control and represents "cost center" providing a connection point with the Oracle Human Resources and Fixed Asset applications. The institution controls the first five digits of the number to represent a unit typically headed by a chair or manager. Deans and directors control the last four digits to identify the lowest organizational level needed for internal college and division management. This level can have multiple funding sources and multiple functions for each Departmental Activity (DA). Example: 110570100
Fund	8 digits - Identifies ownership of assets, liabilities, and fund balance as opposed to expenditure authority (as represented by the Campus and Departmental Activity segments). Represents a combination of the elements of WVFIMS state funds and activities, WVU Research Corporation, and NACUBO/AICPA fund group. Also represents the "balancing segment" required by Oracle to determine the level at which journal entries are balanced in the traditional accounting sense of debits equal credits. ONLY at this level (or parents of this level) can balanced financial statements (trial balance, balance sheet, statement of changes, statement of current funds, etc.) be obtained. Example: 11100458

13. Click **OK**.

17. To see the line types, accounts, debits, and credits, click **View Transaction**. The invoice information will open in the Java window.

Invoice Workbench

The screenshot shows the 'Invoice Workbench (WVU GL View)' application. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below this is a table with the following data:

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Morgantown Procu		Standard		WEST VIR	5	WVU	31-JAN-2014	F14012600709	USD

Below the table are navigation tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, 6 View Prepayment Applications. The '2 Lines' tab is active. The main area is divided into three sections:

- Summary:** Items (0.00), Retainage, Prepayments Applied, Withholding, Subtotal (0.00), Tax, Freight, Miscellaneous, Total (0.00).
- Amount Paid:** USD 0.00.
- Status:** Status (Validated), Accounted (Yes), Approval (Not Required), Holds (0), Scheduled Payment Holds (0).

At the bottom right, there is a 'Description' field containing: 'FRINGE CHARGE - YEAR=14 MONTH=01 CYC'. At the bottom of the window are buttons for 'Calculate Tax', 'Tax Details', and 'All Distributions'.

18. On the web browser page, click **View Journal Entry** to see the lines that make up this journal entry.

The screenshot shows a web browser page with the following elements:

- Buttons: 'View Transaction', 'View Journal Entry' (highlighted with a red box), 'Export'.
- Table: 'Select Subledger Journal Entry Line:'

Select	Ledger	Account	AccountDescription	GL D
<input checked="" type="radio"/>	WVU General Ledger	11.110570100.11100458.5650101.101.99999999	WVU General Cam.Math Operations.OPERATIONAL FEE.FICA Matching -.Instruction - G.DEFAULT PROJECT	28-Ja

Subledger Journal Entry

19. In the **Details** column, click  to see expanded details about each transaction.

Lines									
Export									
Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (USD)	Accounted CR (USD)	Supporting References
	1	99.999999999.11300817.2101002.999.999999999	Liability	USD	6.39		6.39		⌵⌵
	2	11.110570100.11100458.5650101.101.999999999	Item Expense	USD	6.39		6.39		⌵⌵
	3	99.999999999.11100458.2101002.999.999999999	Liability	USD		6.39		6.39	⌵⌵
	4	11.940020060.11300817.5650101.999.999999999	Item Expense	USD		6.39		6.39	⌵⌵
Accounted Amounts									
Accounted DR (USD) 12.78					Accounted CR (USD) 12.78				

Journal Line Details

Lines									
Export									
Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (USD)	Accounted CR (USD)	Supporting References
	1	99.999999999.11300817.2101002.999.999999999	Liability	USD	6.39		6.39		⌵⌵
Third Party									
Third Party Type Supplier			Third Party Name WEST VIRGINIA UNIVERSITY						
Third Party Number 5			Third Party Site WVU						
Third Party Taxpayer ID									
Description									
Statistical Amount			Reconciliation Reference			Account Description Default Campus .Default DA Segm.8610600310 SOCS.Vouchers Payabl.Default Functio.DEFAULT PROJECT			
Statistical UOM			Line Description			FRINGE CHARGE - YEAR=14 MONTH=01 CYCLE=2			
Accounting Class Liability									
Currency									
Entered Currency USD			Conversion Date			Conversion Rate			
Conversion Type									
General Ledger									
Batch Name Payables A 2908667 281188306			Journal Entry Name JAN-14 Purchase Invoices USD						
Accounting Sequence Number			Accounting Sequence Name						
Accounting Sequence Version									
Journal Line Type									
Name Liability with Automatic Offsets Balancing Segment			Owner Oracle						
Description Liability when invoice validated and automatic offsets set to Balancing									
	2	11.110570100.11100458.5650101.101.999999999	Item Expense	USD	6.39		6.39		⌵⌵
	3	99.999999999.11100458.2101002.999.999999999	Liability	USD		6.39		6.39	⌵⌵

20. Click  to hide an expanded transaction view.

21. Click **View T-Account** to see the T account for this journal entry in the Java window.

Subledger Journal Entry

Ledger	WVU General Ledger	Category	Purchase Invoices
Journal Entry Status	Final	Completion Date	28-Jan-2014 21:42:32
Balance Type	Actual	Journal Entry Type	Standard
GL Date	28-Jan-2014	Description	Invoice Validated , Invoice Number: F14012600709 , Invoice Date: 31-JAN-14 , Invoice Description: FRINGE CHARGE - YEAR=14 MONTH=01 CYCLE=2

View T-Account View Supporting References

T Accounts

T Accounts (WVU GL: USD) - AP_INVOICES, F14012600709

	USD	USD	USD	USD
99.999999999.11100458.2101002.999.999999999				
Default Campus .Default DA Segm.OPERATIONAL FEE.Vouchers Payabl.Default Functio.DEFAU				
Line+ 3			6.39	6.39
Net Activity			6.39	6.39
11.110570100.11100458.5650101.101.999999999				
WVU General Cam.Math Operations.OPERATIONAL FEE.FICA Matching - Instruction - G.DEFAU				
Line+ 2	6.39	6.39		
Net Activity	6.39	6.39		
99.999999999.11300817.2101002.999.999999999				
Default Campus .Default DA Segm.8610600310 SOCS.Vouchers Payabl.Default Functio.DEFAU				
Line+ 1	6.39	6.39		
Net Activity	6.39	6.39		

Options **Activity Summary**

22. Click **Activity Summary**.

Activity Summary

Account	Account Description	Entered Currency	Net Activity Entered Debit	Net Activity
99.999999999.11100458.2101002.9...	Default Campus .Default DA Segm.OP...	USD		
11.110570100.11100458.5650101.1...	WVU General Cam.Math Operations.O...	USD	6.39	
99.999999999.11300817.2101002.9...	Default Campus .Default DA Segm.861...	USD	6.39	
11.940020060.11300817.5650101.9...	WVU General Cam.Retirement Clea.86...	USD		
Total Net Activity For All Accounts				

Options T Accounts

23. You have completed viewing the Account Inquiry.