# **Section 8 - Account Inquiry**

The Account Inquiry report is useful once you have identified which account to investigate, in searching for a specific transaction. To view scanned invoices, you need to have an account for the Accounts Payable Invoice Imaging System (APIIS). If you do not have your password, call the Help Desk. If you do not have an APIIS account, ask your supervisor to contact Ryan Garcia in Financial Services to request one for you.

- 1) Starting from the Oracle main menu, click:
  - a. GL Reporting COSD
  - b. Inquiry
  - c. Account

TIP – If this is your first time accessing this report, you can click on "*Personalize*", which will save this report as one of your favorites.

Personalize	
🕀 🗀 <u>AP Inquiry - COSD</u>	
🕀 🛅 AR Inquiry - COSD	
🕀 🛅 FA Inquiry - COSD	
🕀 🛅 GL Dept MTB Transfer Entry - COSD	
GL Reporting - COSD	
View Projects and Tasks	
🖂 🛅 Inquiry	
Account	

2) Leave the default settings as is. If the Accounting period is different than the month you are trying to analyze, change the accounting period dates.

You can query for multiple months (from JUL-16 to MAR-17), but in general, you will be doing this on a monthly basis. When you have the correct period set, click on the blue box under accounts. Ex: To review period expenditures on the JUL-16 GL007 report set the account periods (from JUL-16 to JUL-16).

Account Inquiry	(COSD)		+
Ledger/Ledg	jer Set		Accounting Periods
Name	COSD		From JUL-16
Currency	USD		To JUL-16 ···
Primary Bala	nce Type	Secondary Balance	е Туре
<ul> <li>Actual</li> </ul>			
<ul> <li>Budget</li> </ul>			Budget
CEncumbranc	e	I	Encumbrance Type
Summa	ry Templat	e	
Accounts			

- 3) Enter the Org number and Expenditure Account number in the "Low" column, which automatically populates the "High" column. You do not need to enter any other information.
  - a. The parameters below will retrieve the expenditures in org 39485 (Financial Services) and expenditure account 52332 (Postage). Once you have entered the parameters, click "OK"

Summary Template	Find Accounts			×
Accounts		Low	High	
<b>_</b>	FUND			
	ORG	39485	39485	
	ACCOUNT	52332	52332	
	PROJECT			
Description	FUNDING SOURCE			
	TBD			
Show Balances				
+ EBS V + COSD		Cancel	Clear Help	

- 4) The search returned four lines. To view the information, click on the blue box next to the line you want to view.
  - a. In general, the line that populates more accounting information (less 0s) is the correct one, but you may have to try all.
  - b. In this example, we will select line 3, which does contain more accounting information & less 0s.

TIP – If you are done viewing the account and would like to view another, when you are back at the screen shown below, and the curser is on one of the account lines (also as shown below), hit F11, then F4, to clear the data so that you may re-enter the account and org information and not have to re-enter the Accounting Periods above.

(COSD)	
jer Set	
COSD	
USD	
псе Туре	Secondary Balance
e	E
ry Template	
5.52332.000	0000.000000.00000
5.52332.100	3569.100390.00000
5.52332.100	3570.100390.00000
5.52332.100	3571.100390.00000
	er Set COSD USD nce Type :e iny Template 5.52332.000 5.52332.100

5) Click on "Journal Details"

Detail Balances (COSD) - 10100.39485.52332.1003570.100390.00000										
Balance Type Actual Currency Type Total										
<b></b>										
Period	Currency	PTD	PTD Converted	YTD	YTD Co					
JUL-16	USD	13.33		13.33						
				[						
				l						
<u>ا</u>		JLJL								
		Journal Details		Summary Balances						

6) Click on "*Drilldown*". If there were multiple entries, you would click on the line with the amount that you are researching, then click on "*Drilldown*". In this example, we are investigating the \$13.22 entry, so we will click on that line.

Journals (COSD) - 10100.39485.52332.1003570.100390.00000,JUL-16							
	Bala	nce Type 🥖	Actual			Currency Type To	
Accou	nt Inquiry						
Batch	Journal Enti	Source	Category	Effective Date	Line	Entered Debit	
Payables A	08-JUL-201	Payables	Purchase	08-JUL-2016	6	13.22	
Payables A	08-JUL-201	Payables	Purchase	08-JUL-2016	6	0.11	
				<u> </u>			
	í			í	i — i		
	i	·			i		
	i				i		
•							
	Drilldown			Show Full .	Journal		

7) The results below reflect all of the charges that comprised the line above (\$13.22). If this is sufficient information, then you're done.

If you need to see more detail, select the line you would like to view and click "View Transaction". If the expenditure was:

a. <u>Paid via P-card</u> - supplier name shows "IMPAC" then proceed to #8

Advanced Search			
Specify parameters and values to filter the data that is displayed in your results set. Show table data when all conditions are met. Show table data when any condition is met.			
Balancing Segment is 🔽			
Natural Account is V Segment			
GL Date is 🔽			
Go Ad Another Accounted CR Add			
Clear			
Select Subledger Journal Entry Line: View Transaction View Journal Entry   Export			
Calact Ladar Assault	Accounting GL Date Class	Accounted Accounted DR CR Supplie	u Nama
Select         Ledger         AccountDescription           ©         COSD         10100.39485.52332.1003570.100390.00000         GENERAL FUND.FINANCIAL SERVICES.POSTAGE.SHF MANAGEMENT SERVICES.SHF GF SHERIFF		13.22 FEDERAL	L EXPRESS
10100.DEFAULT		CORP	

b. Not paid on a P-card - proceed to #9

- 8) P-cards (supplier name shows "IMPAC")
  - a. Click on the "Invoice Num" field for the transaction, and right click. Select "Copy".

OInvoice Workbench (GL Reporting - COSD)									
Batch Control Total Batch Actual Total									
	Operating Unit	Customer Taxpayer ID	Туре	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num
	COSD COUNTY OF		Standard		IMPAC-	1616147	EFT - CTX	10-APR-2012	42460445556

b. Move the Oracle Forms over so that you can see the Navigator- GL Reporting menu screen. From here, select Reports, Request, then Standard. If this is your first time accessing the report, you can click on the arrow to save this as a favorite.

9	Navigator - GL Reporting - COSD	
	Functions Documents	
	Reports:Request:Standard	
	Run standard reports	
	+ Inquiry - Reports - Request Financial Standard	↓ →

c. Click OK on the default, Single Request. Click on the ellipsis to enter the report parameters:

🗢 Submit Request	
Run this Request	
	Сору
Name	

d. Scroll down and select <u>COSD Procurement Card AP Invoice Report</u>, then click OK.

ind %				
Name				
COSD	MTB DT Batches	in Transit Repo	ort	
	MTB DT Cash De			
COSD	MTB DT Deposit	Summary Repo	ort	
COSD	MTB DT Transfer	/ Deposit Detai	l Report	
COSD	MTB DT Transfer	Posting Report	t	
COSD	MTB DT Transfer	Review Report		
COSD	MTB DT Transfer	Summary Rep	ort	
COSD	Multi Year CPA B	alance Report		
COSD	Multi Year Contra	ct Encumbranc	e Report	
COSD	Procurement Ca	rd AP Invoice Re	eport	
COSD	Project and Awar	d Funding Rep	ort	
COSD	Special Auditor E	ncumbrances B	By Depart	ment
COSD	Zero Sum Invoice	e Summarv Rep		
				_
		( Fi	nd)	6

e. On "Type", click on the ellipsis and select "Invoice"

		0
		Сору
e COSD Procurement Ca	ard AP Invoice Report	
t COSD COUNTY OF S/	AN DIEGO	
3		
Parameters		
Туре	( 🖳 )	
Invoice Or Invoice Batch		
Reporting Level	Transaction Detail	
		( <u>o</u> k
	t COSD COUNTY OF S/ s Parameters Type Invoice Or Invoice Batch	

- f. Right click on the cell for "Invoice or Invoice Batch", and select "Paste". This will paste the invoice number copied in step 8a.
- g. Your screen should look similar to the screenshot below. Click OK.

Parameters				
Туре	INVOICE	INVOICE		
Invoice Or Invoice Batch	4246044555616022-PCARD-4980-0	)322 2586460		
Reporting Level	Transaction Detail		_	
	(I) Dococococo			
			QK	ſ

h. You will return to the Submit Request screen (below). Hit "Submit".

🖸 Submit Request	
Run this Request	
	OODD Deserves of Oracl AD Invalies Deserve
Name	COSD Procurement Card AP Invoice Report
Operating Unit	COSD COUNTY OF SAN DIEGO
Parameters	INVOICE:4246044555616022-PCARD-4980-0322 2586460:Transacti
	,
	(
At these Times	
Run the Joh	As Soon as Possible
- Unon Completion	
Upon Completion	☑ Save all Output Files
	C Save an Output Thes
Layout	
Notify	
Print to	SHAD HP4000 02
1 1111 10	
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(	Sub <u>m</u> it

i. Click on "Refresh Data" until your report is ready, then select "View Output".

TIP – if you go to *Edit*, then *Find* on this page, you can type info (i.e. org, account, amount...) to search for the transaction more quickly. Below is what the report looks like, and how to search.

File Edit View Favorite	es Tools Help		
🖕 Favorites 🛛 👍 💋 10	,000 Steps - Track Your 🚺 Sug	gested Sites 🔻 度 Web Slice Ga	llery 🔻 📦 Windows Marketplace
Attp://ebsprod.cosd.co.sar	n-diego.ca.us:8003/OA		🟠 🔻 🖾 👻 🖃 🖶 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 🖲
× Find: 39475		Previous Next   📝 Option	s 🔻 🛛 1 match
	JAN INV 103473071		53081202280000001
29-FEB-12 29-FEB-12	ADOBE SW LIC ELEC DNLD	DMI* DELL K-	767.84 24692162060000642205023 10100.39811.52282.1016574.10
	ONLY INV XFNWMK163 REF PO	12/GOVT	53081202290000001
	537402		
29-FEB-12 02-MAR-12	PRINTER REPAIR INV 6820	DOCUFLOW SOLUTIONS	97.66 24081622061980000422131 10100. <mark>39475</mark> .52186.1003570.10
		INC	5308120229000001

- 9) Typical non-p-card expenditures include:
  - a. Invoices Supplier Name will have a vendor listed, or an employee's name

Sele	ect I	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR <mark>Supplier Name</mark>	Supplier Number
0	) (	COSD	10100.39485.52332.1003570.100390.00000	GENERAL FUND.FINANCIAL SERVICES.POSTAGE.SHF MANAGEMENT SERVICES.SHF GF SHERIFF - 10100.DEFAULT	08-Jul-2016	Item Expense	13.22	FEDERAL EXPRESS CORP	1107350

i. After selecting "View Transaction" (step #7), the screen below will appear. Click on the folder with a paperclip to view the attachment(s):

🙆 Oracle Applications - Ora	🔹 Oracle Applications - Oracle Financials EBSP						
Eile Edit ⊻iew Folder T	ools Reports <u>W</u> indow	Help	•				
( 🛤 🗞 🐼 I 🖉 🎄 ·	ا 🏥 🛠 ا 🌾 🕹 🚳	Ď 💋 😽 I 🎜 🕏	1 🏐 👜 🗳	¢∣?			
OInvoice Workbench (GL F	Reporting - COSD)						
Batch Control Total							
<b>Z</b>							
Operating Unit	Customer Taxpayer ID	Туре	PO Number	Trading Pa	Supplier Num		
COSD COUNTY OF		Standard	517040	FEDERAL	1107350		

ii. Click on the attachment that you would like to view and select "Open Document".

Attachme	ents (COSD) - 20014466	6, ADVANCED INTERACTI	VE SYSTEMS,
Main	Source		
Seq	Category	Title	Description
10	Miscellaneous		Image for Invoice
20	Miscellaneous		Image for Invoice
Ĭ	1		
Entit	y Name: Invoice		
			↓ ·
		Оре	en Document

iii. Once you select "Open Document", the system will automatically direct you to log into APIIS to view the invoice.

TIP – If there are multiple invoice images in the Attachments screen (as in the example above), open the line with the higher sequence number. This would be the latest, most updated attachment.

## b. Travel charges (if there is no invoice attached)

i. After selecting "*View Transaction*" (step #7), the screen below will appear. Scroll by clicking in the light blue area on the bar at the bottom to see the other fields.

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OP	oject Expenditure	Items				
i 🖉	]					
	Trans Id	Project	Task		Expnd Type	ltem Dati
	52509107	1003570	001.001	100598	52610 NON-TRA	03-FEB-2
	•					
					Totals	

ii. Click in the "Comment" field, then on "Edit Field" (red circle in the screenshot below) to view the detail.

## <u>Travel</u>

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🖸 Project Expe	nditure Item	IS		$\smile$		
<b>2</b>						
intity	UOM	Proj Func Burde	Project Burdene	Accrued Revenu	Bill Amount	Comment
	1 Currenc	825.00	825.00			DYNAMIC MGNT SEMI

## c. Printing charges

i. Print Shop charges are transferred from Financial Svcs to the various orgs who placed printing orders. In the Journals window, if you see Projects (instead of Payables) under the Batch column, this typically indicates a charge was transferred from or to your org unit, as the print shop charges are.

ii. Under the main Account Inquiry window, search for the lines with the 9s in the account line (usually the last one). Click on Show Journal Details to see more information.

Ledger/Ledg	er Set		A	ccountir	ng Peri	ods
Name	COSD			From	AUG-	16
Currency	USD			То	AUG-	16
D: D1	-		-			
Primary Balar	ice Type	Secondary Balance	Type			
<ul> <li>Actual</li> </ul>						
<ul> <li>Budget</li> </ul>				Bu	idget	
Encumbranc	е	E	Encum	brance	Туре	
Summa	ry Templat	e				
Accounts						
710000000000000000000000000000000000000	50004.000	00000 000000 00000				
	.52334.000					
10100.39740		03569.100390.00000				

iii. In the Journals window, you will see the DART Batch numbers, which were entered to transfer the expenditures. Note the batch number, which you can look up.

c	Journals (C	OSD) - 10100	.39740.5233	4.99999999.9	99999.00000,AU	G-16->AU	IG-16		
		Bala	nce Type	Actual			Currency Type	Total	
	Account	t Inquiry							
	Batch	Journal Enti	Source	Category	Effective Date	Line	Entered Deb	t Entered Credit	
	416874 DAF	416874 DAF	DART	DART Trar	18-AUG-2016	9	5.0	0	
	Projects A :	18-AUG-20 <sup>-</sup>	Projects	Miscellane	18-AUG-2016	120		5.00	
	416082 DAF	416082 DAF	DART	DART Trar	24-AUG-2016	15	332.0	0	
	Projects A	24-AUG-20 <sup>-</sup>	Projects	Miscellane	24-AUG-2016	115		332.00	
	416899 DAF	416899 DAF	DART	DART Trar	25-AUG-2016	19	5.0	0	3
	Projects A 2	25-AUG-20	Projects	Miscellane	25-AUG-2016	128		5.00	

iv. On the main Navigator screen, under COSD Custom Forms, click on DART Inquiry

3	Naviga	itor - GL Reporting - COSD	
	Funct	tions Documents	
	COS	D Custom Forms:DART Inquiry	
		+ Inquiry	
		+ Reports	
	4	+ Setup	
		+ Other	
	-	+ EBS Workflow	
		- COSD Custom Forms	
	*	COSD MTB Deposit and Transfer Query Form	
		DART Inquiry	
	1	View Projects and Tasks	

v. Enter the DART Batch number from the Journals screen, and click Find

Find DART Batche	es 📃 🗖 🗙
Batch Number	416874
Batch Category	Batch Type
Batch Name	
Sub Batch Type	
Preparer Org	
Preparer HOFI	
Preparer Name	
Batch Status	Workflow Status
Period Name	
Creation Date	
Bank Date	
Reversed Batches	<b>v</b>
	<u>Clear</u> Find

vi. In the DART: Inquiry Summary window, click View Batch.

Batch Number	Batch Type	Batch Category	Batch Name	Preparer Organization	
416874	TRANSFER	TRANSFER	SHFLML17AUG2016.1 PRINT SHOP	39485 FINANCIAL SERVICES	SHF SHERIFF
		_			
×					
	_	-			
		-			
1					
4			1		

vii. Click on the folder with a paperclip to view the attachment(s) and see more info on the charge.

Oracle Applications - Oracle Financials EBSP								
Eile Edit View Folder	Tools Window Help	<b>^</b>						
🎮 🗞 🚳 l 冷 🔅	🖲 🍓 🖗 l 🔀 🕩 👘 🛤	{   🔏 🗐 🌒 🌒 🎼						
ODART Inquiry : Transfer - 416874								
Standard Header								
Batch Number	416874							
Batch Category	TRANSFER	Batch Type TRANSFER						
Batch Name	SHFLML17AUG2016.1 PRINT SHOP REQ JUL 2016.3							
Preparer Organization	39485 FINANCIAL SERVICES							

## d. Payroll related

OJournals (COSD) - 10100.39447.52302.0000000.000000.00000,DEC-11										
	Bala	nce Type	Actual			Currency Type				
Z Account Inquiry										
Batch	Journal Enti	Source	Category	Effective Date	Line	Entered Debit				
PS PAYRO	PS PAYRO	PEOPLES	Payroll	09-DEC-2011	8451	83.00				
PS PAYRO	PS PAYRO	PEOPLES	Payroll	23-DEC-2011	8440	83.00				
( (	Drilldown	$\mathbf{i}$		Show Full .	Journal					

i. You will not be able to click Drilldown, and you will see "Payroll" under Category

ii. These are usually for bus/transit pass or mileage reimbursement, which are entered in timecards in Kronos. To get more information, please contact your payroll clerk.