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.

Main Menu	
Personalize	-
🕀 🗀 <u>AP Inquiry - COSD</u>	
🕀 🛅 <u>AR Inquiry - COSD</u>	
🕀 🛅 FA Inquiry - COSD	
🕀 🛅 GL Dept MTB Transfer Entry - COSD	
GL Reporting - COSD	
View Projects and Tasks	
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
 Actual 			
 Budget 			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	
_	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	
nce Type	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 IUSD Ince Type ie ry Template 5.52332.000 5.52332.100 5.52332.100

5) Click on "Journal Details"

Detail Balances (COSD) - 10100.39485.52332.1003570.100390.00000									
	Balan	ce Type Actual		Currency Type Total					
2									
Period	Currency	PTD	PTD Converted	YTD	YTD Co				
JUL-16	USD	13.33		13.33					
			i						
			i						
			i						
	1								
	- i i i i								
			л ласаалаалаалаалаа						
	Į	ournal 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.

OJournals (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 Segment		
GL Date is 🔽		
Go Ac Another Accounted CR 🖌 Add		
Clear		
Select Subledger Journal Entry Line: View Transaction View Journal Entry Export		
Select Ledger Account AccountDescription	Accounting GL Date Class	Accounted DR CR Supplier Name
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

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".

0	O Invoice Workbench (GL Reporting - COSD)								
	Batch Control Total						Batch A	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	424604455561

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.

3	Navigator - GL Reporting - COSD					
	Functions Documents					
	Reports:Request:Standard					
	Run standard reports					
	+ Inquiry					
		1				
		•				
	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"

est			
			Conv
			Сору
Name	e COSD Procurement Ca	ard AP Invoice Report	
g Uni	t COSD COUNTY OF S	AN DIEGO	
neters	3		
	Parameters		
	Туре		
з	Invoice Or Invoice Batch		
e Jo	Reporting Level	Transaction Detail	
		•	
ion			
			(<u></u>

- 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) Decessoor			
			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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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 🚺 Suggested Sites 🔻 🔊 Web Slice Gallery 👻 🥥 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	ct L	edger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR <mark>Supplier-Name</mark>	Supplier Number
۲	0	OSD	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 - Oracle Financials EBSP								
Eile Edit View Folder Tools Reports Window Help								
🎑 🏷 🔕 I 🖉 🎄 ·	🖂 🏷 🛇 I 🖉 😓 🦓 I 🗶 🛈 🖞 🖉 🛒 🖉 🖉 🗐 🚇 🗛 I ?							
OInvoice Workbench (GL F	Reporting - COSD)							
Batch Control Total								
ø								
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".

		, ADVANCED INTERACT	IVE SYSTEMS,				
Main	Source						
Seq	Category	Title	Description				
10	Miscellaneous		Image for Invoice				
20	Miscellaneous		Image for Invoice				
Entit	y Name: Invoice						
↓							
		(Op	en <u>D</u> ocument				

iii. Once you select "Open Document", the system will automatically direct you to 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.

1	🏷 🛈 í 🎸	رًا 🌾 🕹 🧶 🤃	× 10 10 F	🖉 🛒 í 🦽	🧊 🌒 Ø 💱	1?				
OP	Project 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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	O Project Expenditure Items								
	intity	UOM	Proj Func Burde	Project Burdene	Accrued Revenu	Bill Amount	Comment		
	1	Currenc	825.00	825.00			DYNAMIC MGNT SEMI		
_									

c. DART charges

i. Some charges are transferred from Financial Svcs to the various orgs, including for monthly cell phone and copier charges. 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, including these monthly charges.

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.

Ladace/Lada	COSD)		Assessmentiane Desireda
Ledger/Ledg	er Set]	Accounting Periods
Name	COSD		From AUG-16
Currency	USD		To AUG-16
Drimon - Dalar	T	Conservations Delance T	
Primary Balan	ice Type	Secondary Balance T	уре
Actual			
 Budget 			Budget
Encumbrance	е	Er	ncumbrance Type
Summar	y Template		
Accounts			
10100.39740	.52334.000	0000.000000.00000	
40400 20740	52334 100	3569.100390.00000	
10100.39740	.02004.100		

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 ⁻	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 ⁻	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						
COSD 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	S		
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	-		
		Clear	Find

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

Batch Number	Batch Type	Batch Category	Batch Name	Preparer Organization	
16874	TRANSFER	TRANSFER	SHFLML17AUG2016.1 PRINT SHOP	39485 FINANCIAL SERVICES	SHF SHERIFF
	-				
	-				
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	^							
河 🏷 🐼 🛛 🎘	🚳 🍪 🖗 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

Journals (COSD) - 10100.39447.52302.0000000.000000.00000,DEC-11											
	Bala	nce Type	Actual			Currency Type To					
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	$\mathbf{>}$		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.