

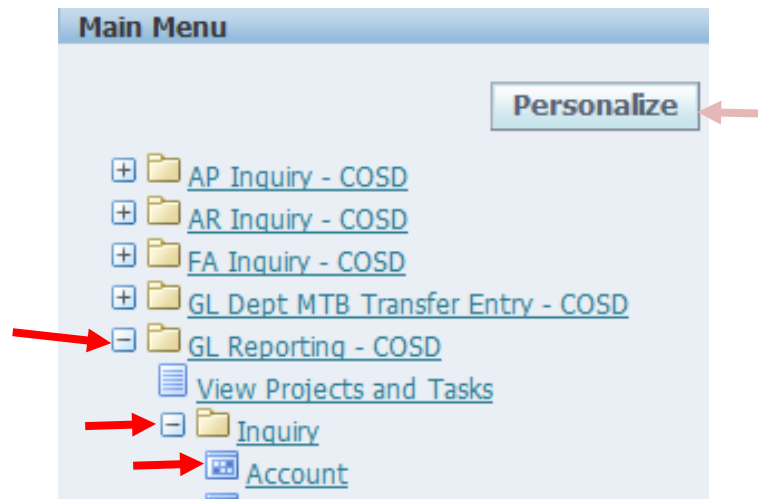
## Section 8 - Account Inquiry

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.



- 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).

- 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"

- 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.

- 5) Click on "Journal Details"

Period	Currency	PTD	PTD Converted	YTD	YTD Co
JUL-16	USD	13.33		13.33	

- 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

Balance Type  Currency Type

Account Inquiry

Batch	Journal Entry	Source	Category	Effective Date	Line	Entered Debit
Payables A	08-JUL-2016	Payables	Purchase	08-JUL-2016	6	13.22
Payables A	08-JUL-2016	Payables	Purchase	08-JUL-2016	6	0.11

- 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:

- Paid via P-card - supplier name shows "IMPAC" then proceed to #8
- Not paid on a P-card - proceed to #9

**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 Segment: is

GL Date: is

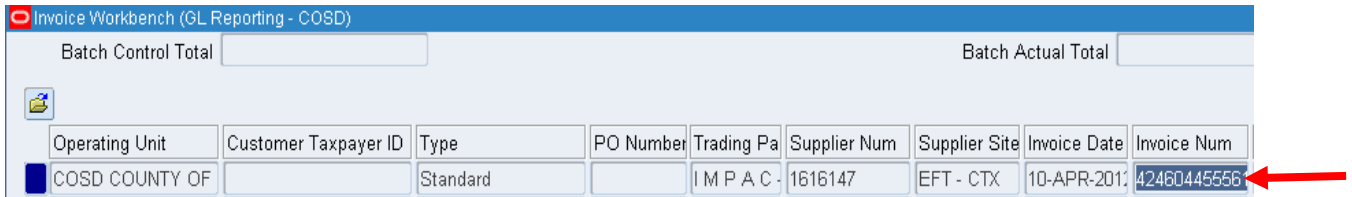
Another:

Select Subledger Journal Entry Line:   |

Select	Ledger	Account	Account Description	GL Date	Accounting Class	Accounted DR	Accounted CR	Supplier Name
<input checked="" type="radio"/>	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

8) P-cards (supplier name shows "IMPAC")

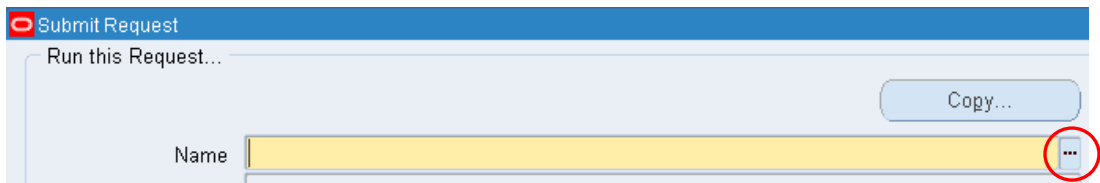
- a. Click on the "Invoice Num" field for the transaction, and right click. Select "Copy".



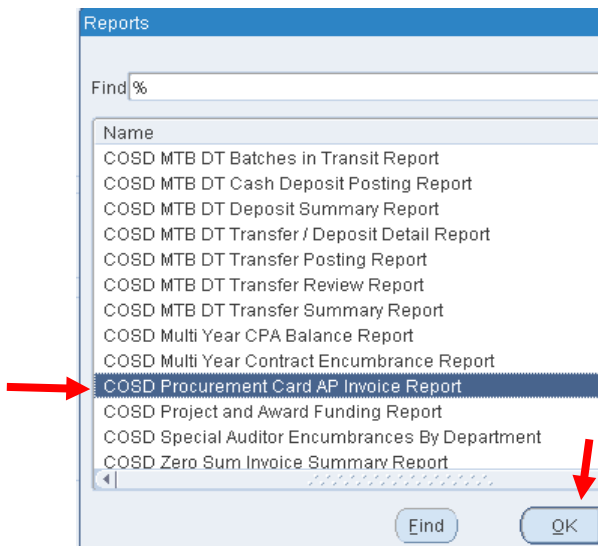
- b. Move the Oracle Forms over so that you can see the Navigator- GL Reporting menu screen. From here, select Reports, Request, then Standard. If this is your first time accessing the report, you can click on the arrow to save this as a favorite.



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



- d. Scroll down and select COSD Procurement Card AP Invoice Report, then click OK.



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

est... Copy...

Name COSD Procurement Card AP Invoice Report

g Unit COSD COUNTY OF SAN DIEGO

eters

Parameters

Type

Invoice Or Invoice Batch

Reporting Level Transaction Detail

OK

- 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

Type INVOICE INVOICE

Invoice Or Invoice Batch 4246044555616022-PCARD-4980-0322 2586460

Reporting Level Transaction Detail

OK

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

Submit Request

Run this Request...

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 Job As Soon as Possible

Upon Completion...

Save all Output Files

Layout

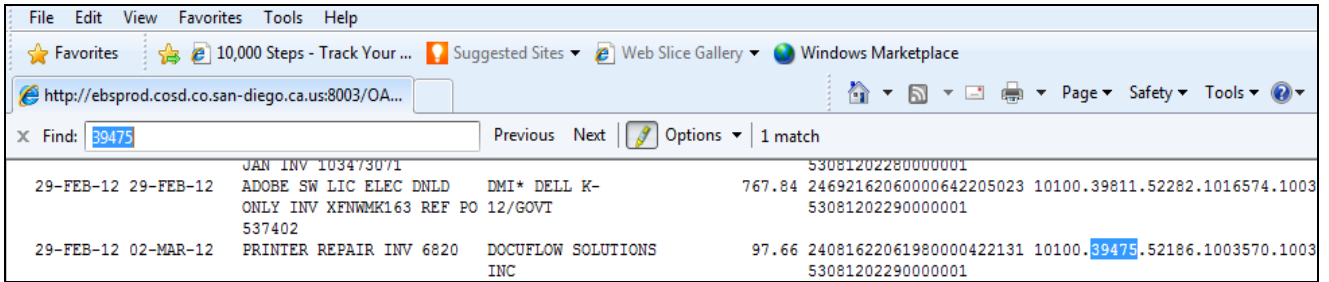
Notify

Print to SHAD\_HP4000\_02

Help (A) Submit

- 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.

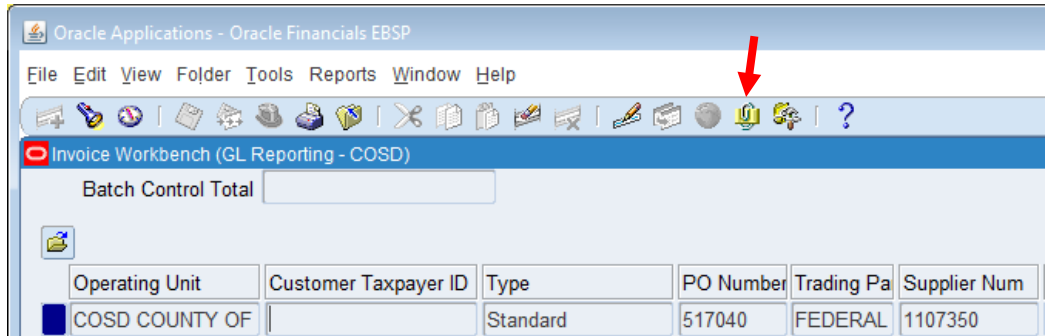


- 9) Typical non-p-card expenditures include:

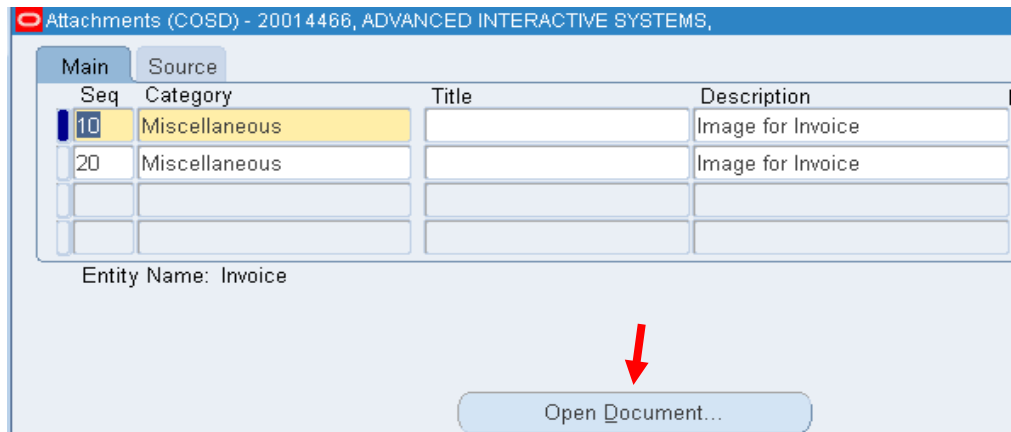
**a. Invoices - Supplier Name will have a vendor listed, or an employee's name**

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supplier Name	Supplier Number
	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):



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

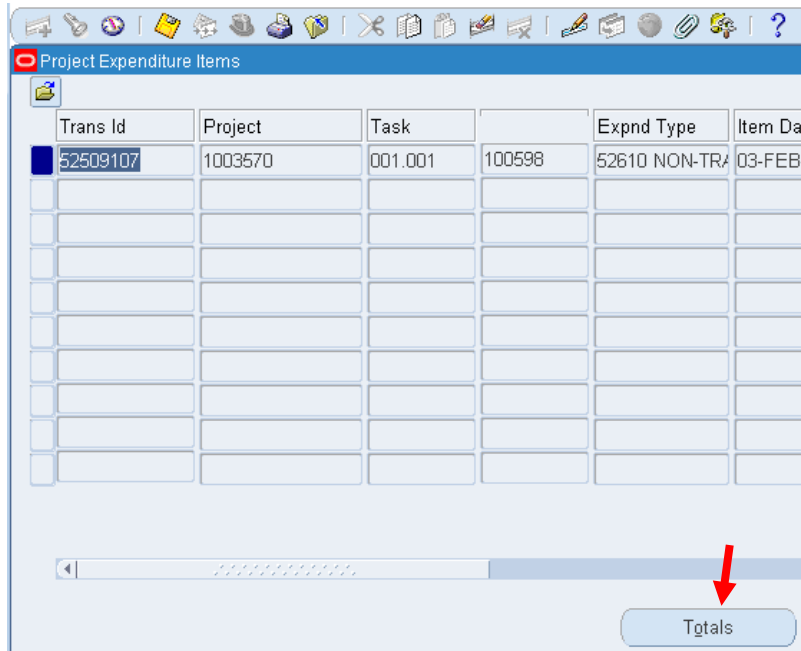


- iii. Once you select "Open Document", the system will automatically direct you to APIIS to view the invoice.

**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.

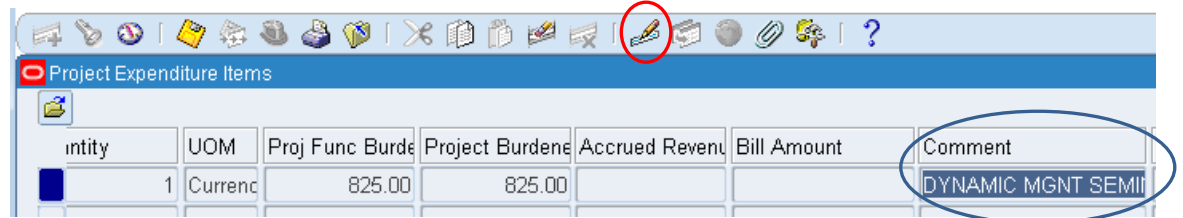
**b. Travel charges (if there is no invoice attached)**

- 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.



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

Travel



**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.

Ledger/Ledger Set		Accounting Periods	
Name	COSD	From	AUG-16
Currency	USD	To	AUG-16
Primary Balance Type		Secondary Balance Type	
<input checked="" type="radio"/> Actual		Budget <input type="text"/>	
<input type="radio"/> Budget		Encumbrance Type <input type="text"/>	
<input type="radio"/> Encumbrance			
Summary Template <input type="text"/>			
Accounts			
<input type="checkbox"/>	10100.39740.52334.0000000.000000.00000		
<input type="checkbox"/>	10100.39740.52334.1003569.100390.00000		
<input checked="" type="checkbox"/>	10100.39740.52334.9999999.999999.00000		

- 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.

Batch	Journal Ent	Source	Category	Effective Date	Line	Entered Debit	Entered Credit
416874 DAF	416874 DAF	DART	DART Trar	18-AUG-2016	9	5.00	
Projects A :	18-AUG-20	Projects	Miscellane	18-AUG-2016	120		5.00
416082 DAF	416082 DAF	DART	DART Trar	24-AUG-2016	15	332.00	
Projects A :	24-AUG-20	Projects	Miscellane	24-AUG-2016	115		332.00
416899 DAF	416899 DAF	DART	DART Trar	25-AUG-2016	19	5.00	
Projects A :	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

Navigator - GL Reporting - COSD

Functions Documents

COSD Custom Forms:DART Inquiry

- + Inquiry
- + Reports
- + Setup
- + Other
- + EBS Workflow
- COSD Custom Forms
  - COSD MTB Deposit and Transfer Query Form
  - DART Inquiry**
  - View Projects and Tasks



**d. Payroll related**

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

Journals (COSD) - 10100.39447.52302.0000000.000000.000000,DEC-11

Balance Type Actual Currency Type To

Account Inquiry

Batch	Journal Ent	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 Shgw Full Journal

- 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.