

Accounting Inquiries
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Accounting Inquiries

Accounting Inquiries Overview

You can access the most current general ledger information available using the online inquiries in the General Accounting system.

This work instruction shows how:

Account Balance by Month

Account Balance by Sub ledger

Account Ledger Inquiry

Account Ledger by Object Account

T/B by Fund

T/B by Object Account

T/B / Ledger Comparison

T/B by Sub ledger

Navigation:

We have listed two ways to navigate to the Accounting Inquiries process. This lesson will be using the Accounting Agencies navigational steps.

Click Roles, Accounting or Budget.

Accounting - Agencies > Inquiries & Reports > Accounting Inquiries,

OR

Budget-Budget Division > Inquiries and Report > Budget Inquiries,

OR

Agency Budget Menu > Agency Budget Management > Inquiries and Reports > Accounting Inquiries

Account Balance Inquiries:

> Account Balance by Month

> Account Balance by Sub ledger

Training Guide

Accounting Inquiries

Account Ledger Inquiries:

- > Account Ledger Inquiry
- > Account Ledger by Object Account

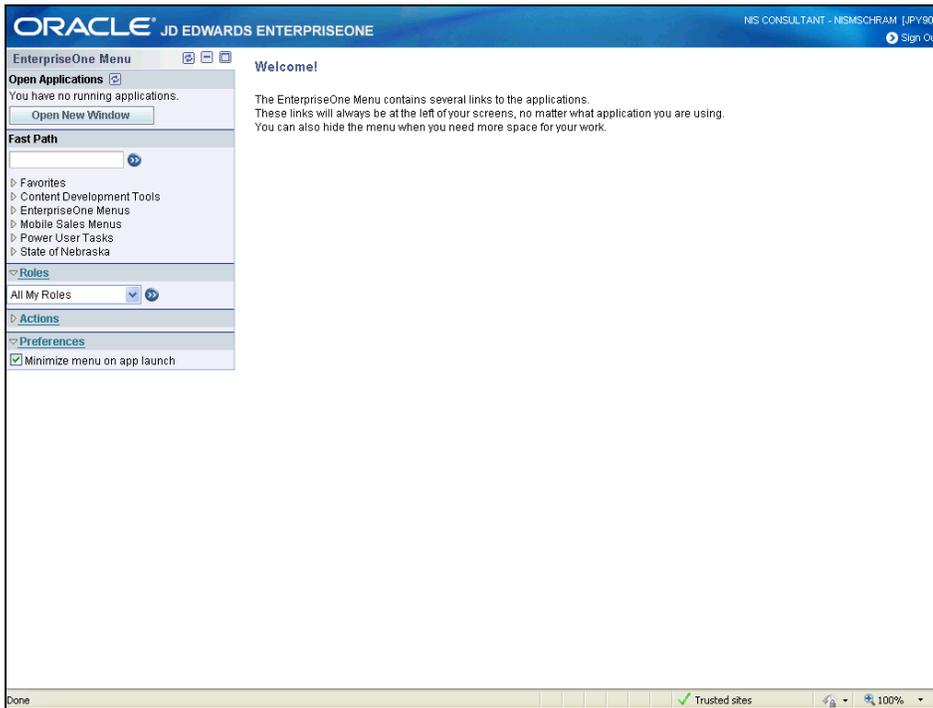
Trial Balance Inquiries:

- > T/B by Fund
- > T/B by Object Account
- > T/B / Ledger Comparison
- > T/B by Sub ledger

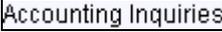
Account Balance by Month Lesson

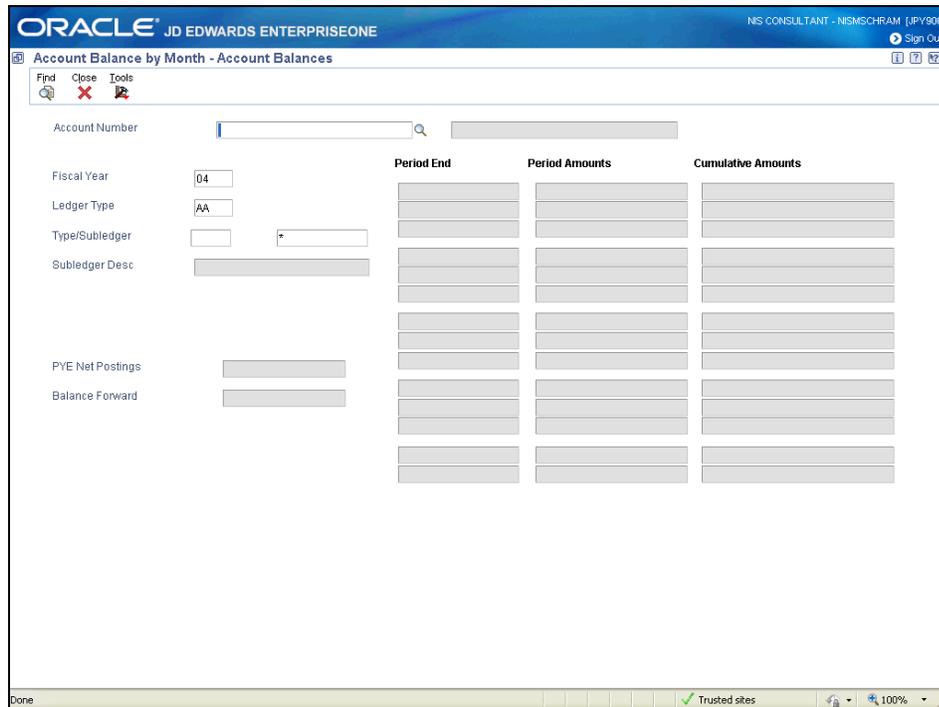
Procedure

In this lesson you will learn how to inquire on an Account Balance by Month.



Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Accounting link. <input type="text" value="Accounting"/>
3.	Click the Inquiries & Reports link. <input type="text" value="Inquiries & Reports"/>

Step	Action
4.	Click the Accounting Inquiries link. 
5.	Click the Account Balance Inquiries link.
6.	Click the Account Balance by Month link.



Step	Action
7.	Click in the Account Number field. 
8.	Enter the Account Number into the Account Number field. For the Account Number enter the business unit number and object separated by a period (i.e., 10000.211200).
9.	Enter the last two digits of the desired year. into the Fiscal Year field. Enter " 09 ".
10.	Click the Find button. 
11.	Determine the Period Amounts (monthly) and the Cumulative Amounts.

Training Guide

Accounting Inquiries



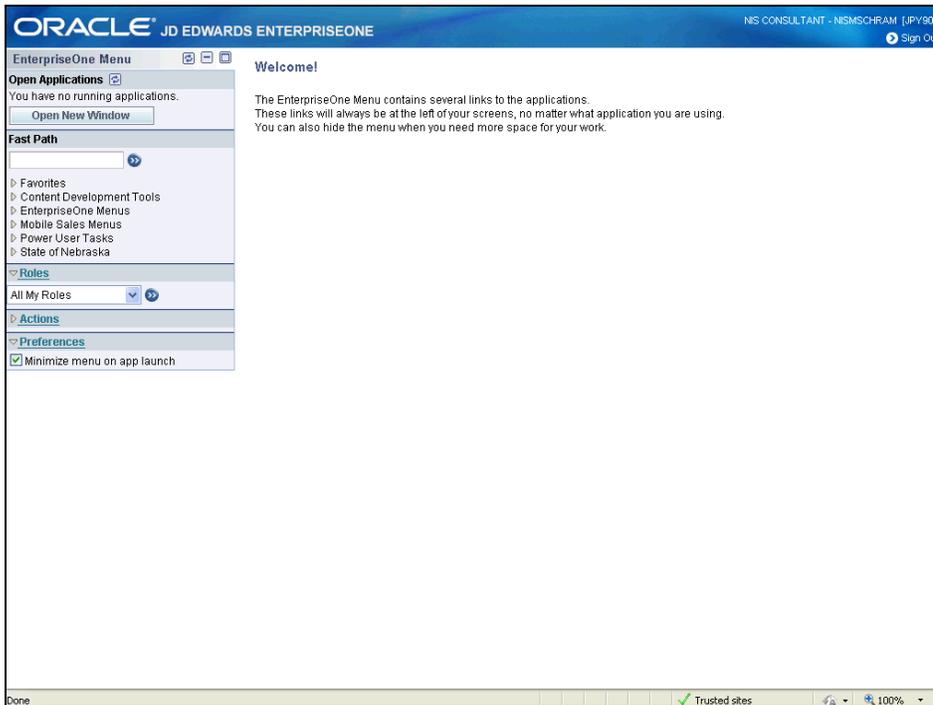
Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.

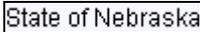
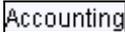
Account Balance by Sub ledger Lesson

Procedure

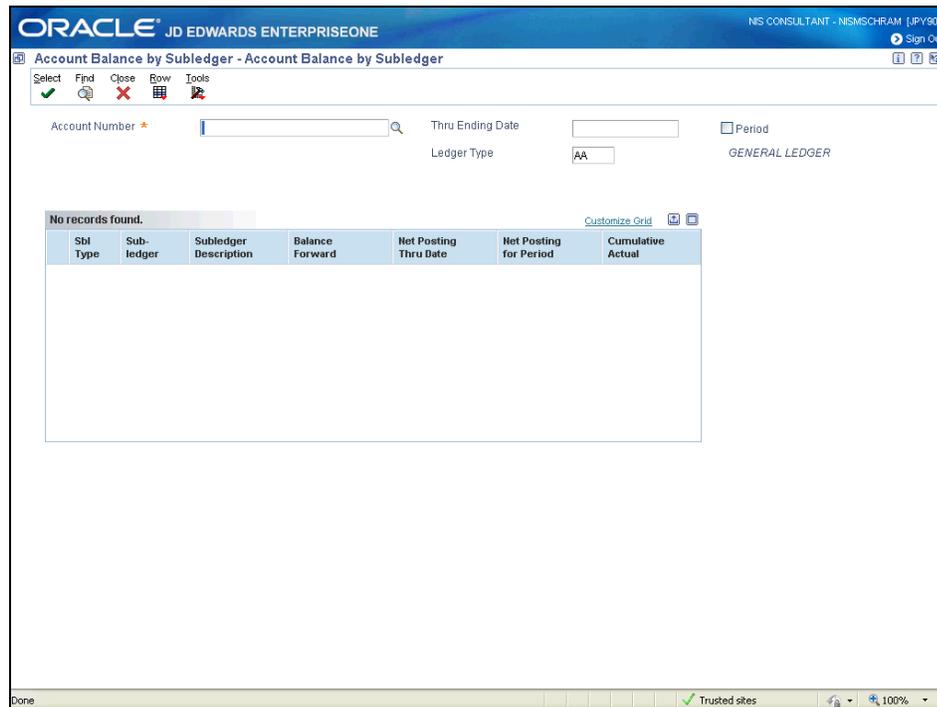
In this lesson you will learn how to inquire on an Account Balance by Sub ledger.

Note: A suggested use - when a problem with an object, such as overtime, needs to be researched this gives you the ability to drill down to the locate the errant data.



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Inquiries link. 

Step	Action
5.	Click the Account Balance Inquiries link.
6.	Click the Account Balance by Subledger link.



Step	Action
7.	Click in the Account Number field.
8.	Enter the Account Number into the Account Number field. For the Account Number enter the business unit number and object separated by a period (i.e., 10000.211200).
9.	Enter the last day of the period desired into the Thru Ending Date field.
10.	Click the Find button.
11.	Determine the cumulative actual amount for the Sub ledger.
12.	Click the Close button.
13.	You have successfully completed this lesson. End of Procedure.

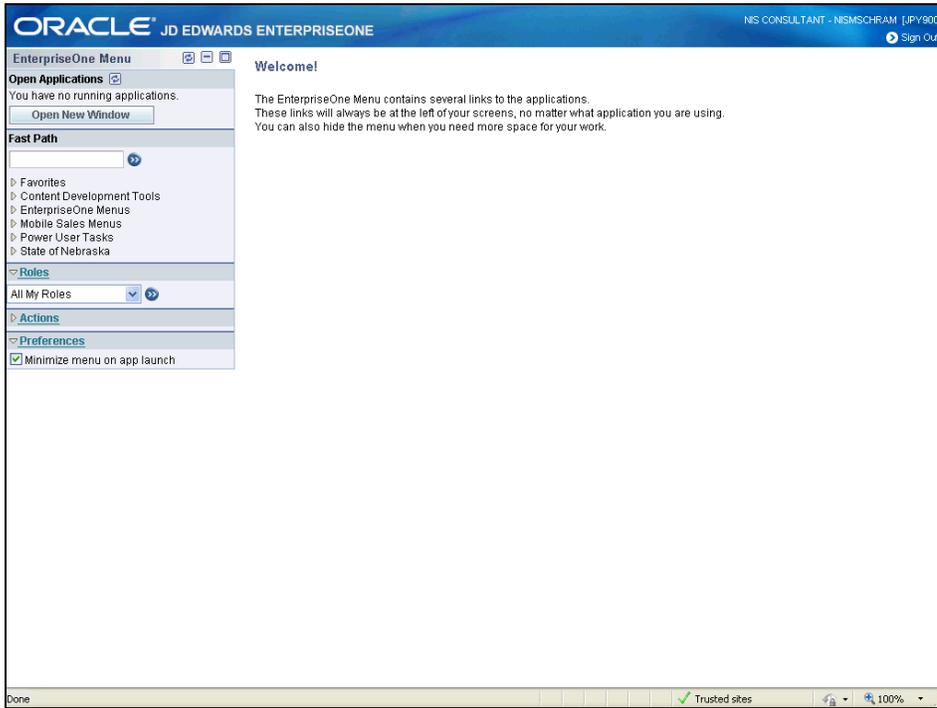
Account Ledger Inquiry Lesson

Procedure

Training Guide

Accounting Inquiries

In this lesson you will learn how to process on an Account Ledger Inquiry.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounting link. Accounting
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Inquiries link. Accounting Inquiries
5.	Click the Account Ledger Inquiries link. Account Ledger Inquiries
6.	Click the Account Ledger Inquiry link. Account Ledger Inquiry

Account Ledger Inquiry - Work With Account Ledger

Account: []

Ledger Type 1: AA GENERAL LEDGER

From Date: []

Thru Date: []

Type/Subledger: []

Posted Unposted All

YTD: [] Cumulative: []

No records found.

Do Ty	Doc Number	Doc Fd	GL Date	Explanation	LT 1 Amount	LT 1 Debit	P C	LT2 PC	LT 1 Credit
No records found.									

Step	Action
7.	Enter the account number into the Account field. For the account number enter the business unit number and object separated by a period (i.e., 10000.211200).
8.	Enter the first date of the period desired into the From Date field.

Account Ledger Inquiry - Work With Account Ledger

Account: 65025009.531100 OFFICE SUPPLIES EXPENSE

Ledger Type 1: AA GENERAL LEDGER

From Date: 06/01/2009

Thru Date: 06/30/2009

Type/Subledger: []

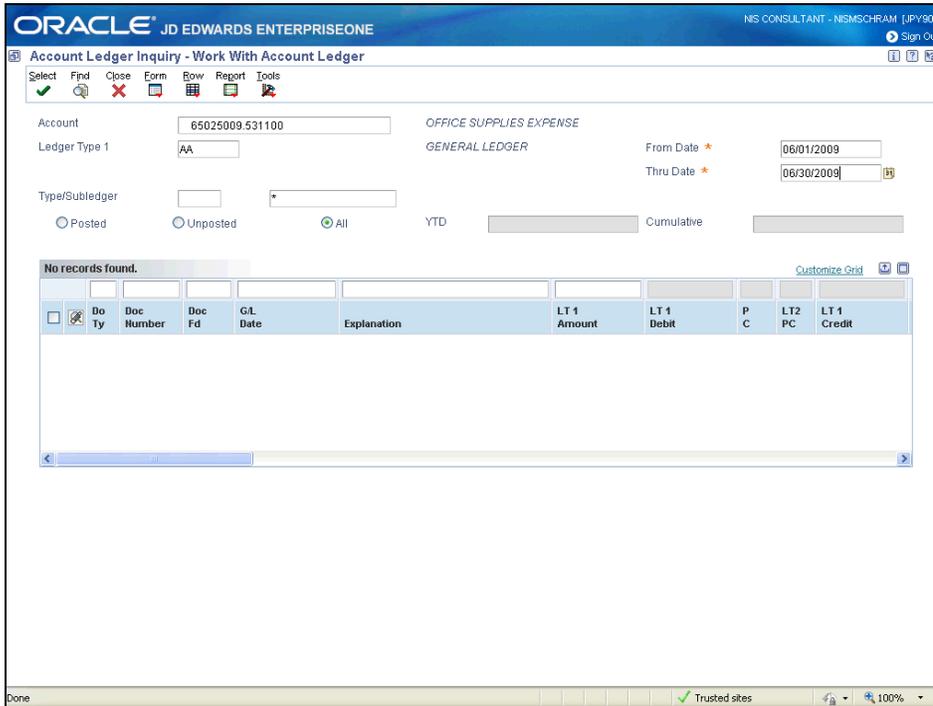
Posted Unposted All

YTD: [] Cumulative: []

No records found.

Do Ty	Doc Number	Doc Fd	GL Date	Explanation	LT 1 Amount	LT 1 Debit	P C	LT2 PC	LT 1 Credit
No records found.									

Step	Action
9.	Enter the last date of the period desired into the Thru Date field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">06/30/2009</div>

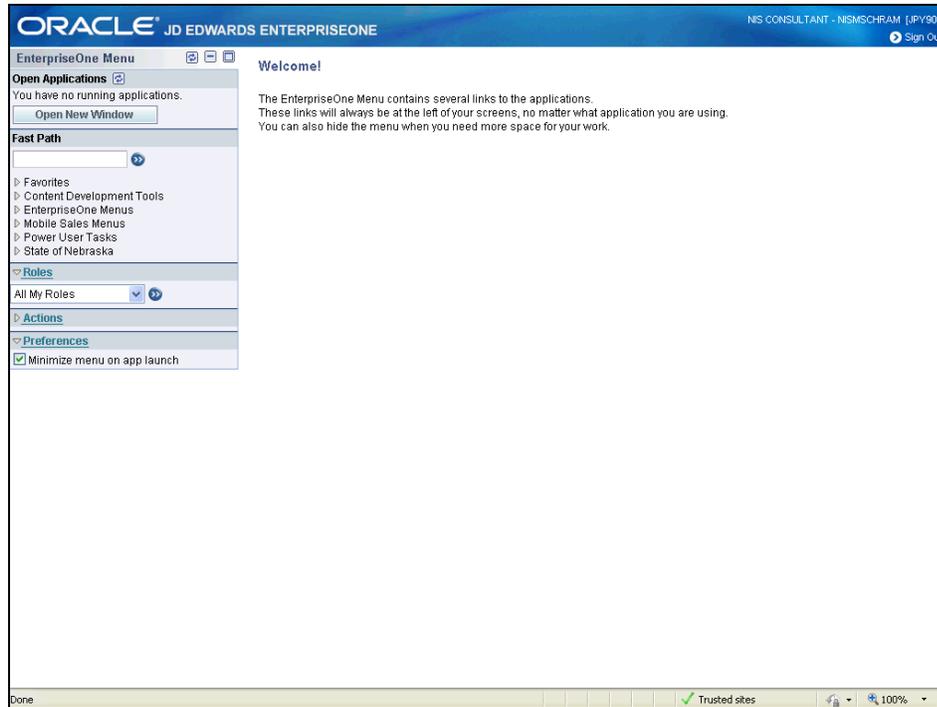


Step	Action
10.	Click the Find button. 
11.	Determine the totals of the transactions for the account number and period selected.
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.

Account Ledger by Object Account Lesson

Procedure

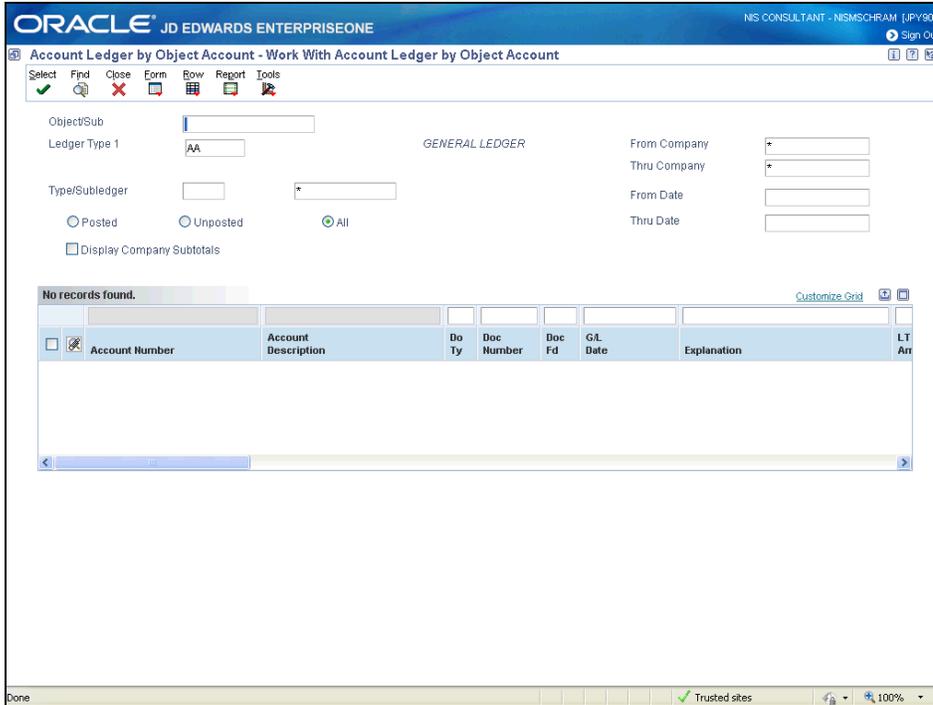
In this lesson you will learn how inquire from within the Account Ledger by Object Account.



Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Accounting link. <u>Accounting</u>
3.	Click the Inquiries & Reports link. <u>Inquiries & Reports</u>
4.	Click the Accounting Inquiries link. <u>Accounting Inquiries</u>
5.	Click the Account Ledger Inquiries link. <u>Account Ledger Inquiries</u>
6.	Click the Account Ledger by Object Account link.

Training Guide

Accounting Inquiries

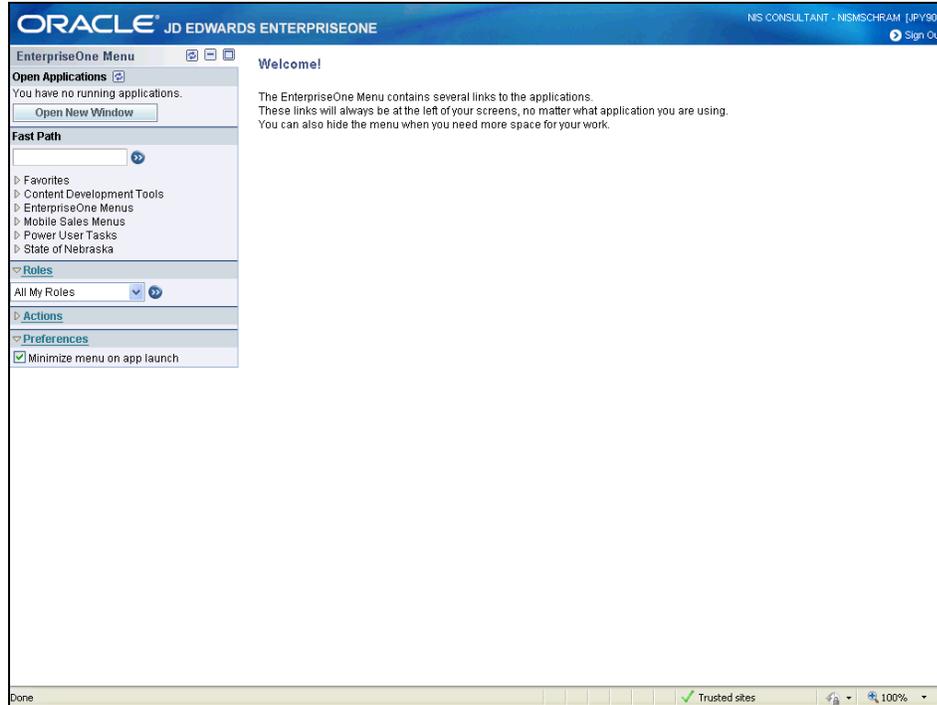


Step	Action
7.	Enter the enter the object number into the Object/Sub field.
8.	Enter the desired information into the Object/Sub field. Enter " 531100 ".
9.	The From Date and Thru Date fields are optional.
10.	Complete any other headers fields as necessary (i.e. From or Thru Fund, SBL Type, or Sub ledger).
11.	Click the Find button.
12.	Determine the total of all Actual Amount transactions for the object for the desired period.
13.	Click the Close button.
14.	You have successfully completed this lesson. End of Procedure.

T/B by Fund Lesson

Procedure

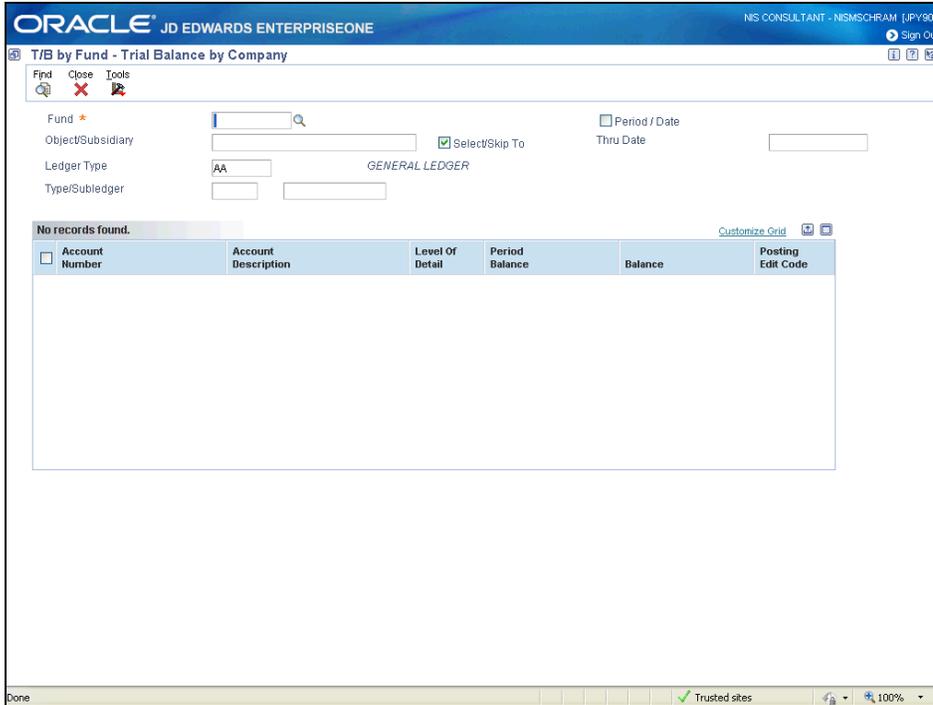
In this lesson you will learn how to inquire the trial balance by fund.



Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Accounting link. <u>Accounting</u>
3.	Click the Inquiries & Reports link. <u>Inquiries & Reports</u>
4.	Click the Accounting Inquiries link. <u>Accounting Inquiries</u>
5.	Click the Trial Balance Inquiries link. <u>Trial Balance Inquiries</u>
6.	Click the T/B by Fund link. <u>T/B by Fund</u>

Training Guide

Accounting Inquiries

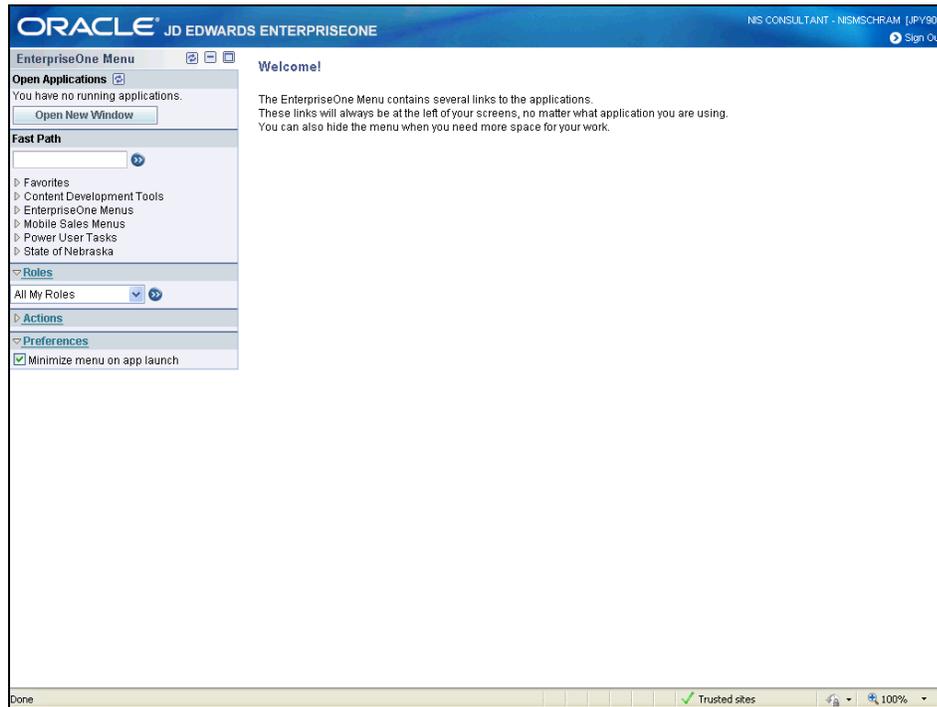


Step	Action
7.	Enter the Company number into the Fund field.
8.	Enter the object number into the Object/Subsidiary field.
9.	Make the the Select/Skip To is checked.
10.	Complete the Ledger Type field. Usually use AA, the default value.
11.	In the Thru Date field enter the ending date of your inquiry. If left blank, the end of the current monthly period will default in.
12.	Click the Find button. 
13.	Note: If an object account or object account/subsidiary was not entered in the Object/Subsidiary field, a "No Obj/Subsidiary account entered" warning may appear. This is only a warning; click Find again. Determine the G/L Period Balance for the selected object.
14.	Click the Close button. 
15.	You have successfully completed this lesson. End of Procedure.

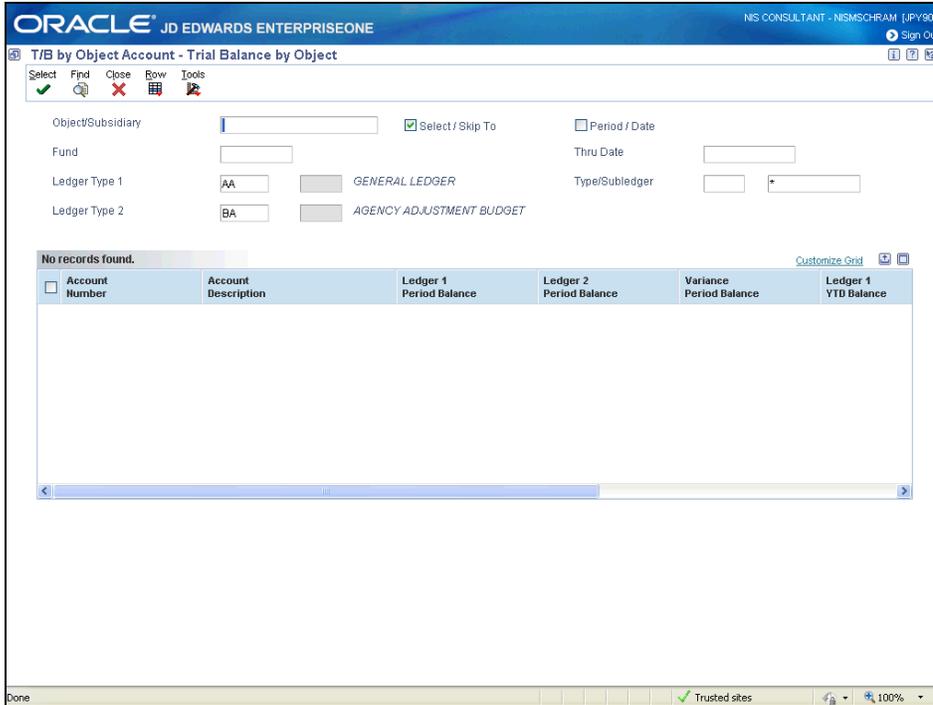
T/B by Object Account Lesson

Procedure

In this lesson you will learn how to inquire trial balance by object account



Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Accounting link. <u>Accounting</u>
3.	Click the Inquiries & Reports link. <u>Inquiries & Reports</u>
4.	Click the Accounting Inquiries link. <u>Accounting Inquiries</u>
5.	Click the Trial Balance Inquiries link. <u>Trial Balance Inquiries</u>
6.	Click the T/B by Object Account link. <u>T/B by Object Account</u>

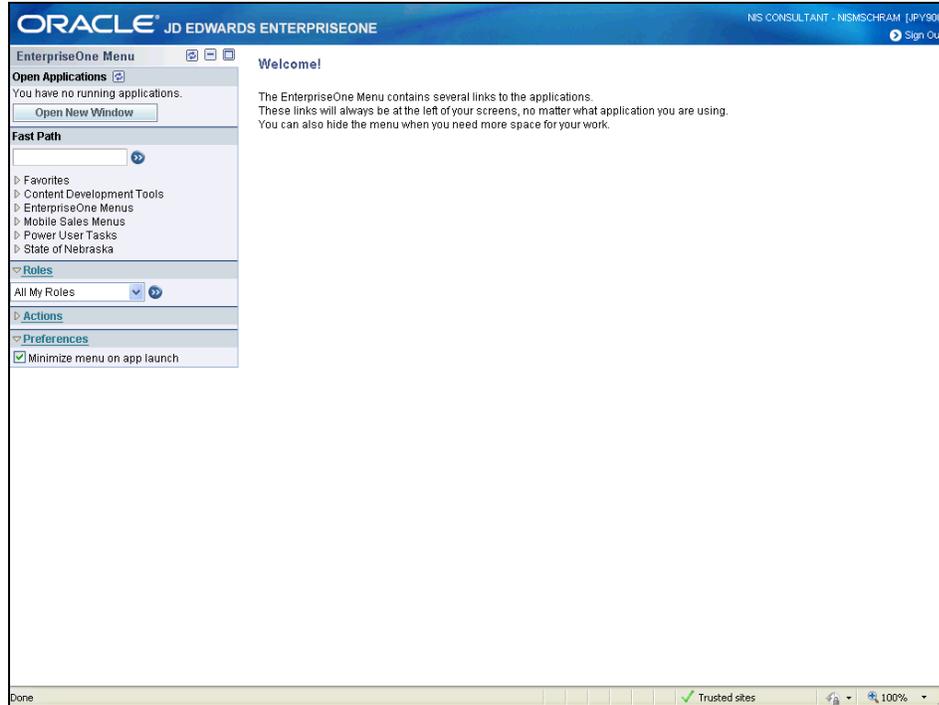


Step	Action
7.	Enter the object number into the Object/Subsidiary field.
8.	Enter the company number into the Fund field.
9.	In the Thru Date field enter the last day of period desired.
10.	Click the Find button. 
11.	Determine the G/L Period Balance for the selected object number.
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.

T/B Ledger Comparison Lesson

Procedure

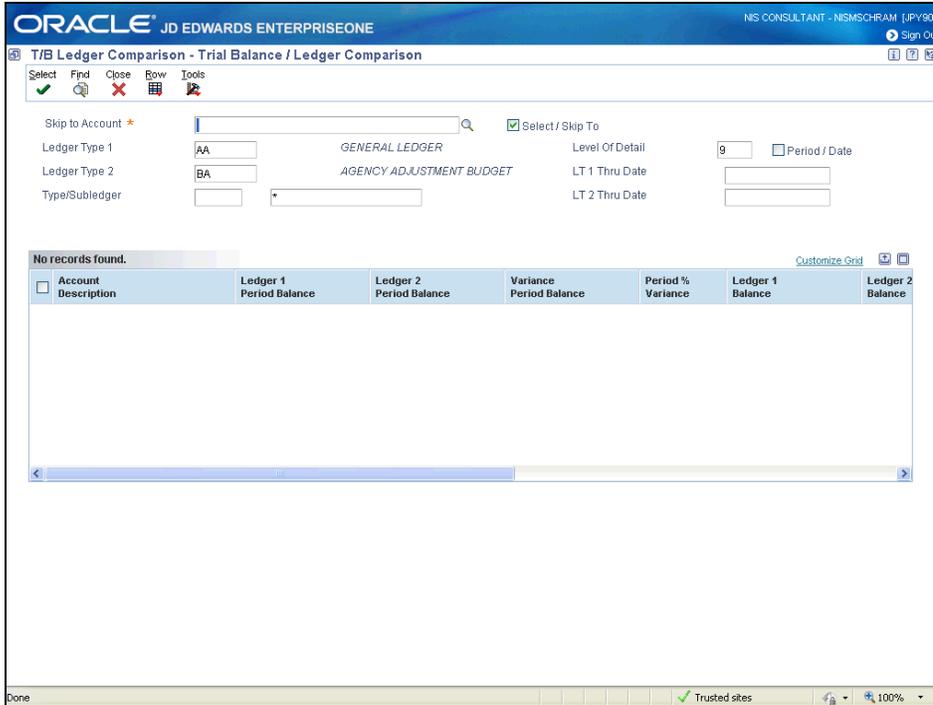
In this lesson you will learn how to process a Trial Balance by Ledger Comparison.



Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Accounting link. <u>Accounting</u>
3.	Click the Inquiries & Reports link. <u>Inquiries & Reports</u>
4.	Click the Accounting Inquiries link. <u>Accounting Inquiries</u>
5.	Click the Trial Balance Inquiries link. <u>Trial Balance Inquiries</u>
6.	Click the T/B Ledger Comparison link.

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Accounting Inquiries

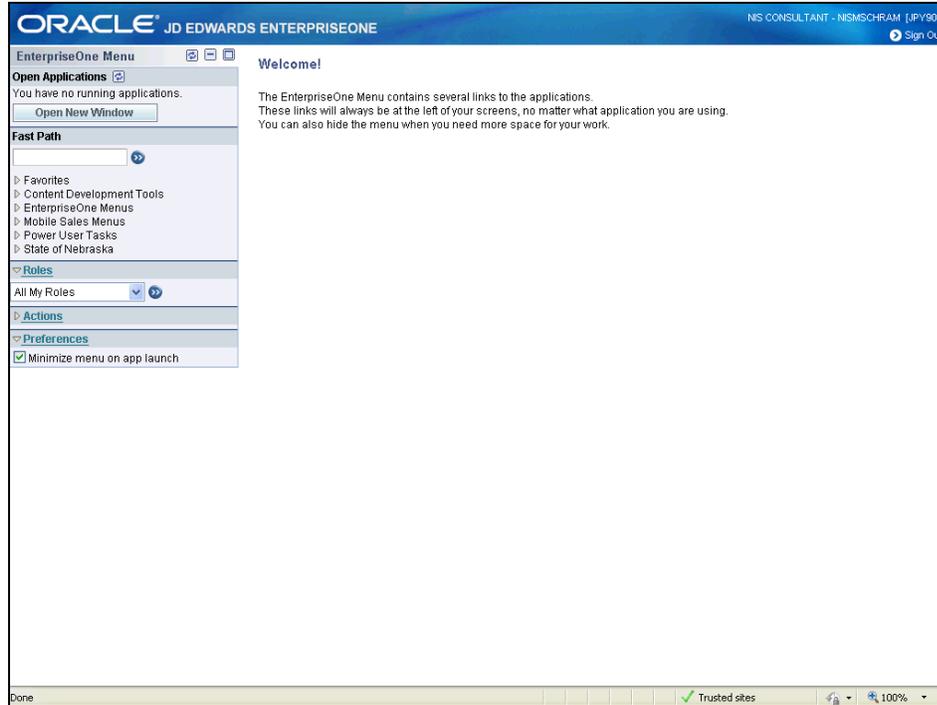


Step	Action
7.	Enter the business unit number and object separated by a period (i.e., 10000.211200) into the Skip to Account field.
8.	The Ledger Type 1 defaults to AA. Change if desired.
9.	The Ledger Type 2 defaults to BA. Change if desired.
10.	In the LT 1 Thru Date leave blank for end of current monthly period or specify desired date.
11.	In the LT 2 Thru Date leave blank for end of current monthly period or specify desired date.
12.	Click the Find button. 
13.	Determine the G/L Period Balance for the selected account.
14.	Click the Close button. 
15.	You have successfully completed this lesson. End of Procedure.

T/B by Sub ledger Lesson

Procedure

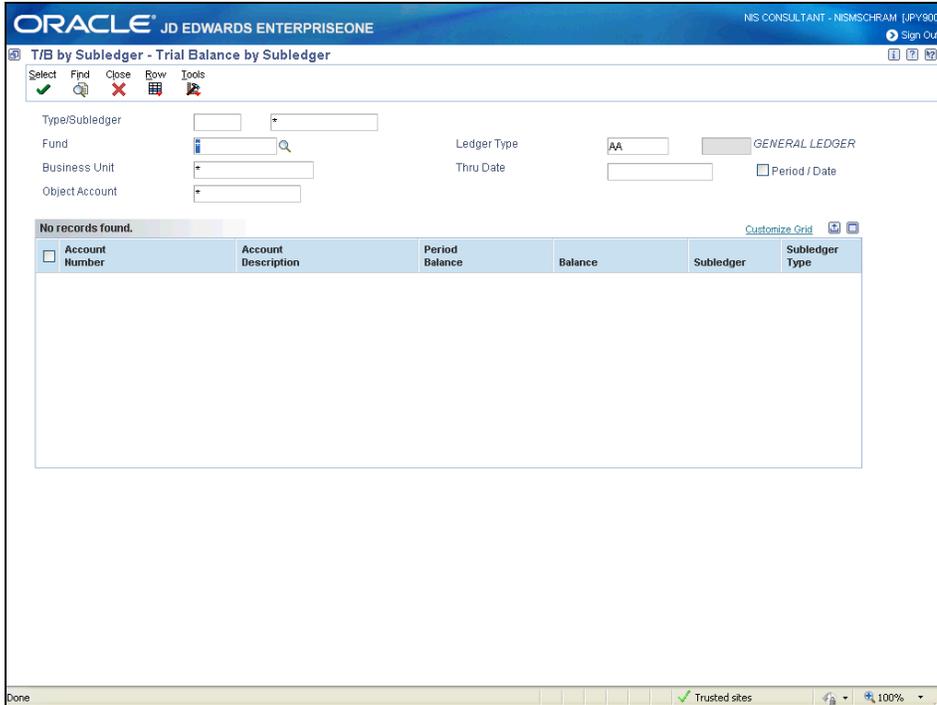
In this lesson you will learn to inquire the trial balance by subledger.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounting link. Accounting
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Inquiries link. Accounting Inquiries
5.	Click the Trial Balance Inquiries link. Trial Balance Inquiries
6.	Click the T/B by Subledger link. T/B by Subledger

Training Guide

Accounting Inquiries



Step	Action
7.	Enter the company number into the Fund field.
8.	Enter the object number into the Object Account field.
9.	In the Thru Date field enter the last day of period desired.
10.	Click the Find button. 
11.	Determine the G/L YTD Balance for the subledger of the object selected.
12.	You have successfully completed this lesson. Click the Close button. 
13.	End of Procedure.