Reviewing Account Balances Online

The GL module has the facility to enable you to review detail within your accounts online. Online account enquiries can be used for various purposes, such as:

- Reviewing Payables invoices posted to a general ledger account;
- Looking at donations entered into Accounts Receivable and posted to an account;
- Reviewing spend on a particular account

Once in the Account Inquiry screen you will need to decide whether you want to look at a group of accounts or just one specific account (e.g. U.AG.AGAA.AAAA.EBBZ.0000) and fill in the boxes as follows.
Individual Accounts

Place cursor in the Accounts field. The Accounts flex field will appear. Type in the relevant account code.

Click into any line you wish to investigate further. **Show balances** will then enable you to view details on this account.

You can then obtain further information by clicking on **Journal Details**.
**Drilling Down**

The on line enquiry facility will show amounts posted to this account, e.g., paid supplier invoices, amounts credited to the department, payroll and petty cash journals.

The drilldown facility will take you into the relevant module at the invoice entry or transaction entry window.

Note that if the transaction type is a journal, the Drilldown box will be unavailable, instead you look at the original journal by clicking on **Show Full Journal**.
### Detailed Procedure

#### Reviewing Account Balances Online

1. **Access the System**
   - Open the university's financial management software.

2. **Select the Ledger**
   - Navigate to the section for reviewing account balances online.

3. **Set Filter Parameters**
   - Use advanced search filters to refine the data displayed.
   - Balance Segment, Natura Account Segment, GL Date.

4. **View Journal Entry**
   - Select specific journal entries for detailed review.

#### Invoice Workbench

- **Operating Unit**: Cambridge University
- **Customer Taxpayer ID**: [Details]
- **Type**: Standard
- **PO Number**: [Details]
- **Trading Party**: [Details]
- **Supplier Number**: [Details]
- **Supplier Site**: [Details]
- **Invoice Date**: [Details]
- **Invoice Number**: [Details]
- **Invoice Amount**: [Details] GBP 1,833.50

#### Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained</td>
<td></td>
</tr>
<tr>
<td>Prepayments Applied</td>
<td></td>
</tr>
<tr>
<td>Withholding</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>1,361.25</td>
</tr>
<tr>
<td>Tax</td>
<td>272.25</td>
</tr>
<tr>
<td>Freight</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,833.50</td>
</tr>
</tbody>
</table>

#### Status

- **Status**: Validated, Accounted
- **Holds**: 0
- **Scheduled Payment Holds**: 0

### Screenshots

- **View Journal Entry**
- **Invoice Workbench**