



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

Navigate: Enquiry → 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.

Account Inquiry (CAPSA Set of Books)

Ledger/Ledger Set
Name: CAPSA Set of Books
Currency: GBP

Accounting Periods
From: OCT-13
To: OCT-13

Currency
Type: Entered
Entered: GBP

Primary Balance Type
 Actual
 Budget
 Encumbrance

Secondary Balance Type
Budget:
Encumbrance Type:

Factor
 Units
 Thousands
 Millions
 Billions

Summary Template:

Accounts
U.AG.AGAA.AAAA.EBBZ.0000

Description

Show Balances Show Journal Details Show Variance



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.

Account Inquiry (CAPSA Set of Books)

Ledger/Ledger Set Name: CAPSA Set of Books Currency: GBP	Accounting Periods From: OCT-13 To: OCT-13	Currency Type: Total Entered:
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Primary Balance Type: Actual
 Budget
 Encumbrance

Budget:
 Encumbrance Type:

Secondary Balance Type:

Factor:
 Units
 Thousands
 Millions
 Billions

Summary Template:

Accounts:
 U.PD.PDAA.AAAA.ESAD.0000

Description:
 UC.Plant Sciences.Plant Sciences: Administr.Chest Non Payroll.Envelopes.Default

Show Balances Show Journal Details Show Variance

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

Journals (CAPSA Set of Books) - U.PD.PDAA.AAAA.ESAD.0000,OCT-13->OCT-13

Balance Type: Actual Currency Type: Total

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
AG/HP/01/10	PD/HP/J01	Manual	GBP	10	100.00	

Drilldown Show Full Journal Detail Balances



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.

Balance Type: Actual Currency Type: Total

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
AG/HP/01/10	PD/HP/J01	Manual	GBP	10	100.00	

This facility enables you to drilldown further into a transaction. Click in the transaction you wish to view and then select 'Drilldown'

This will enable you to view the original journal entry

Drilldown Shgw Full Journal Detail Balances

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**.



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View Journal Entry Lines

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Ledger CAPSA Set of Books GL Batch Name Payables A 3016666 29592767
 Period MAR-21 GL Journal Entry Name MAR-21 Purchase Invoices GBP
 Currency GBP Accounted DR 5838.62
 Account U.PD.PDBA.AAAA.EHBD.0000 Accounted CR

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Balancing Segment is
 Natural Account Segment is
 GL Date is (23-Sep-2021)

Select Subledger Journal Entry Line: [View Transaction](#) [View Journal Entry](#) | [Export](#) | ...

Sel...	Ledger ^	Account ^	AccountDescription ^
<input checked="" type="radio"/>	CAPSA Set of Books	U.PD.PDBA.AAAA.EHBD.0000	UC.Plant Sciences.Plant Sciences General.Chest Non Payroll.Maintenance Contracts - C.Default

Invoice Workbench (U.F.8 AG GL CENTRAL USER)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice I
Cambridge University		Standard		FIRST INTL	260456	CAMBRIDGE	07-AUG-201	2214	GBP

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items 1,361.25
 Retainage
 Prepayments Applied
 Withholding
 Subtotal 1,361.25
 Tax 272.25
 Freight
 Miscellaneous
 Total 1,633.50

Amount Paid

GBP 1,633.50

Status

Status Validated
 Accounted Yes
 Holds 0
 Scheduled Payment Holds 0

Description

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