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 Screen](attachment:image.png)
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 online 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**.
View Journal Entry Lines

Select Subledger Journal Entry Lines:
- View Transaction
- View Journal Entry
- Export

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

- Balancing Segment is
- Natural Account Segment is
- GL Date is
- Add Another Account

Select Ledger/Account/Account Description:
- CAPSA Set of Books
- U.P.O.F.D.B.A.A.A.E.H.B.D.0000
- UC Plant Sciences Plant Sciences General Chest Non Payroll Maintenance Contracts - C Default