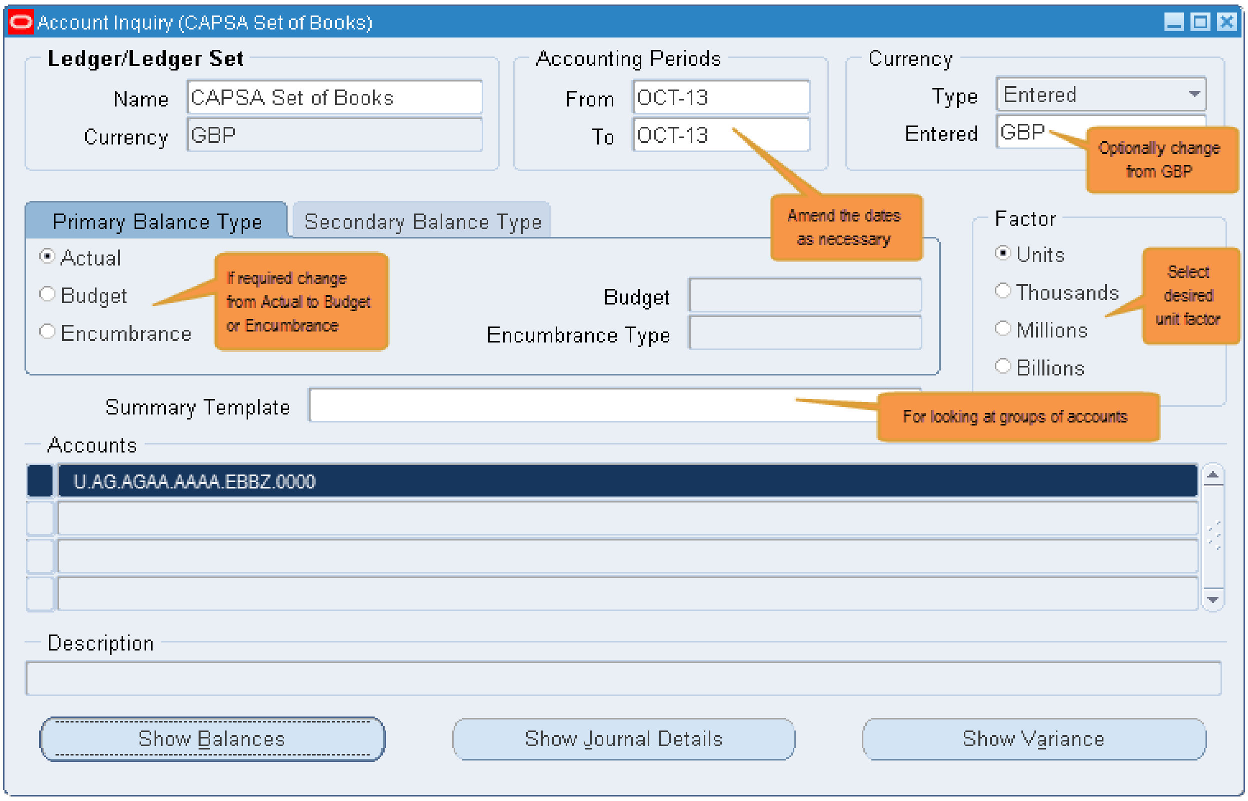
Reviewing Account Balances Online

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

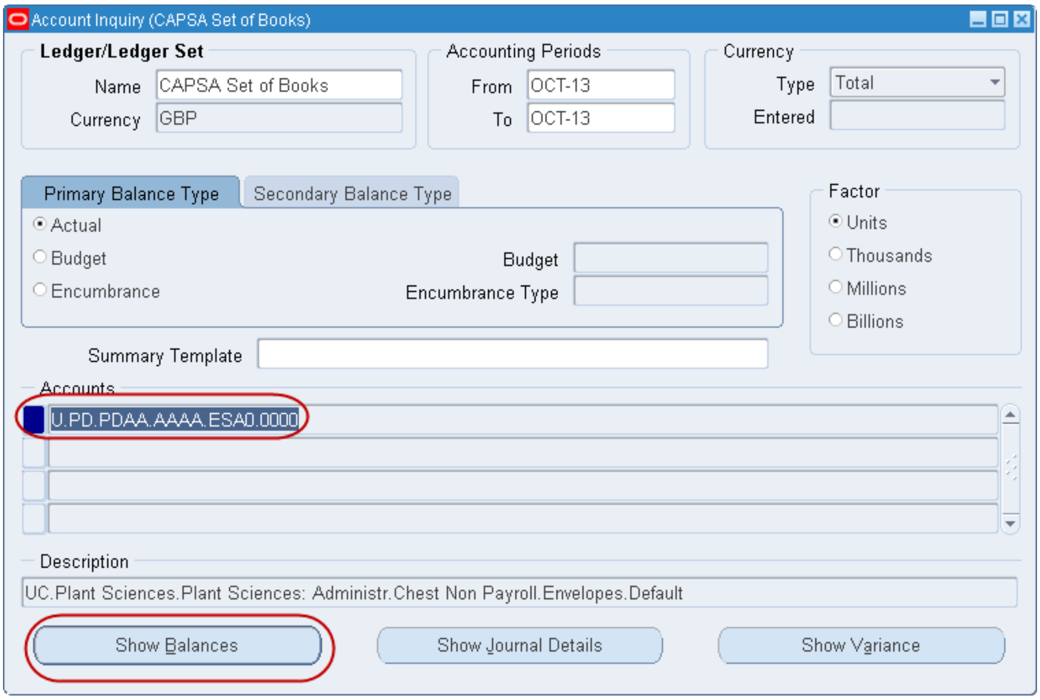
Once in the Account Inquiry screen you will need to decide whether you want to look at a group of accounts or just one specific account (e.g. U.AG.AGAA.AAAA.EBBZ.0000) and fill in the boxes as follows.



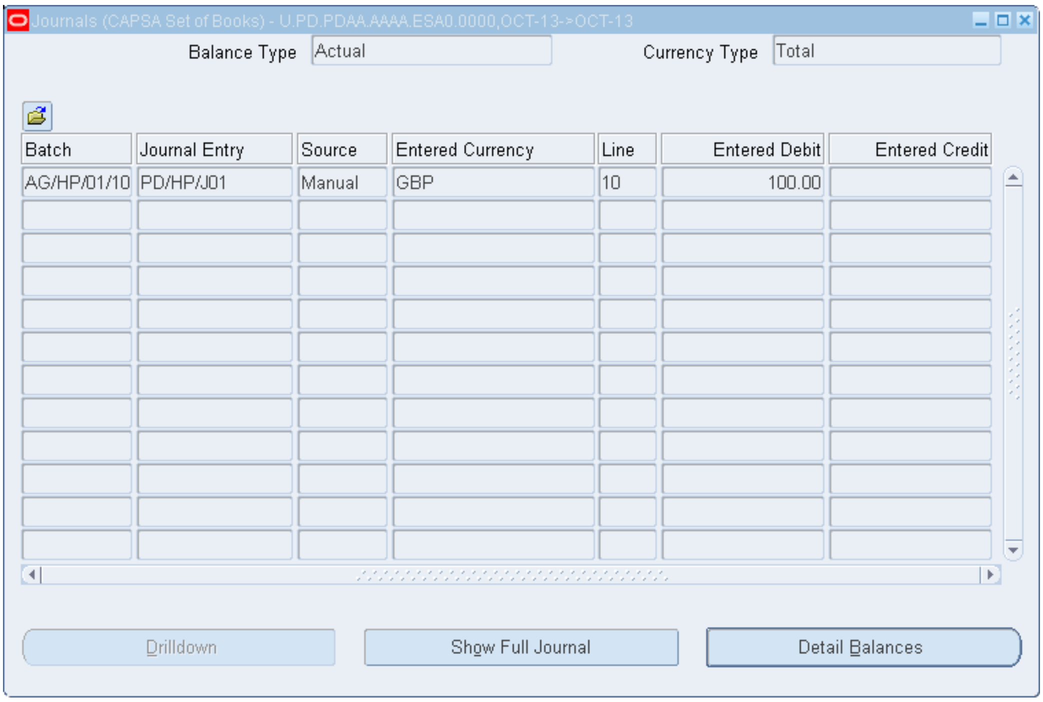
Individual Accounts

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.

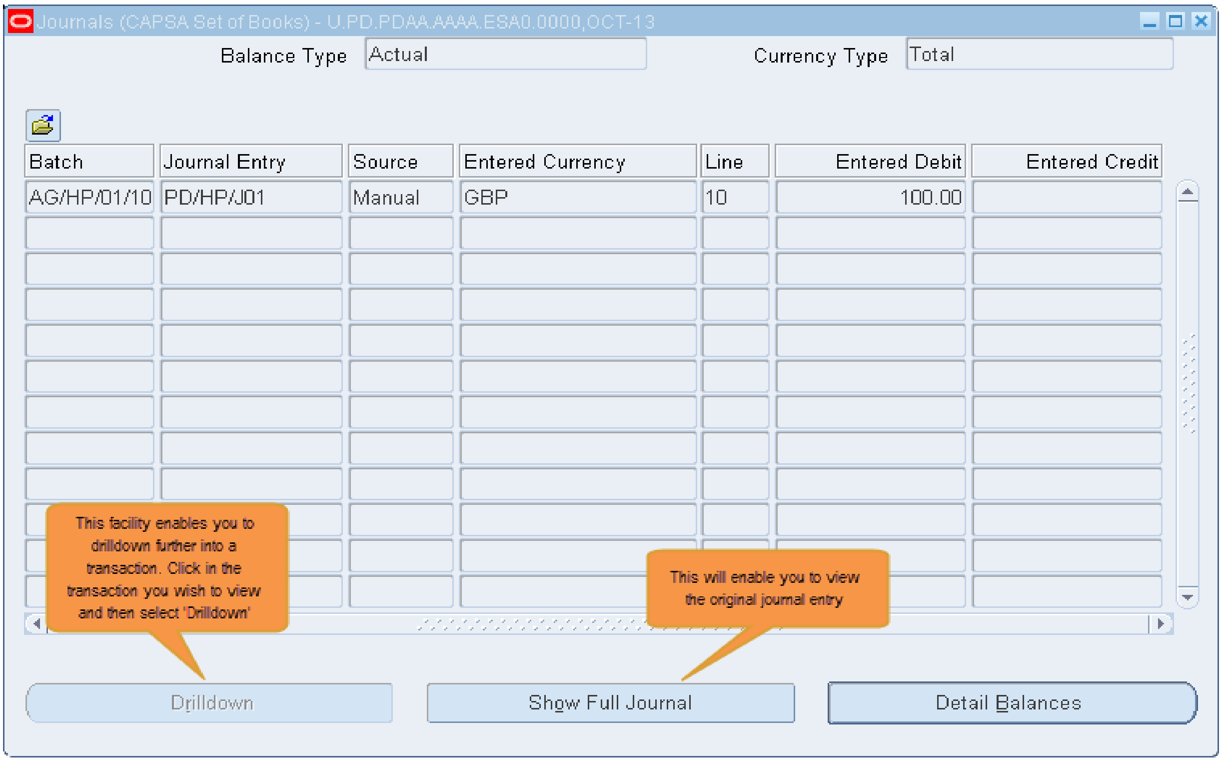


You can then obtain further information by clicking on **Journal Details**.



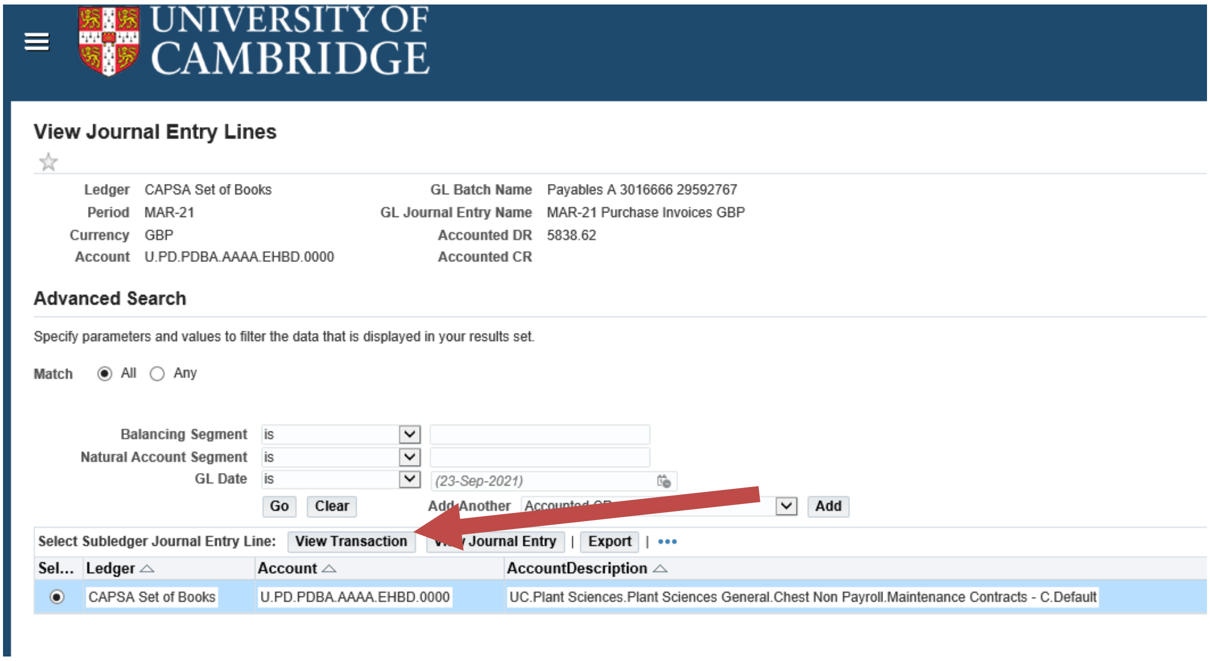
Drilling Down

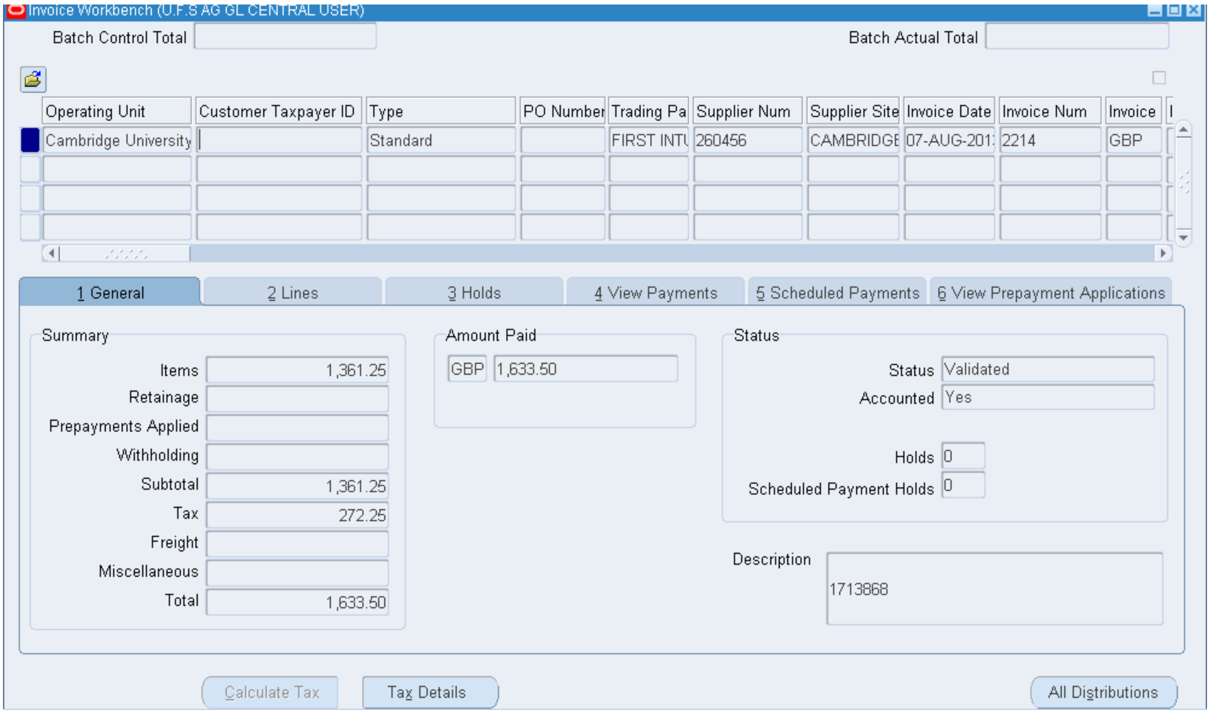
The on line enquiry facility will show amounts posted to this account, e.g., paid supplier invoices, amounts credited to the department, payroll and petty cash journals.



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**.


UNIVERSITY OF CAMBRIDGE
View Journal Entry Lines
Ledger CAPSA Set of Books
Period MAR-21
Currency GBP
Account U.PD.PDBA.AAAA.EHBD.0000
GL Batch Name Payables A 3016666 29592767
GL Journal Entry Name MAR-21 Purchase Invoices GBP
Accounted DR 5838.62
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)
Go Clear
Add Another
Add
Select Subledger Journal Entry Line: View Transaction
Journal Entry
Export
Sel... Ledger Account AccountDescription
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.S 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
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
1713868
Calculate Tax
Tax Details
All Distributions