

Inquire on Account Balances

Click the OK button to save your folder. This folder will now be used for all journals viewed by this form automatically until you close your Account Inquiry form.

Period	Account	Batch	Journal Entry	Source	Line Description	Line	Entered De	Entered Cr
Jul-03	UN.51401.617013.C100001.G.TE1.FB	Reverse "MCATB	Reverse "MCATB	Spreadshe	June 2003 Payro	399		17,024.00
Jul-03	UN.51802.617013.C100001.G.TE1.FB	Reverse "MCATB	Reverse "MCATB	Spreadshe	June 2003 Payro	846		3,325.00
Jul-03	UN.51211.617013.C100001.G.TE1.FB	Payroll-BW-15	Payroll-15-Jul-200	GW Payrol	Journal Import C	499	20,301.60	0.00
Jul-03	UN.51226.617013.C100001.G.TE1.FB	Payroll-BW-15	Payroll-15-Jul-200	GW Payrol	Journal Import C	722	6,222.75	0.00
Jul-03	UN.51891.617013.C100001.G.TE1.FB	Payroll(Fringe	Payroll(Fringe)-1	GW Payrol	Journal Import C	411	5,388.89	0.00
Jul-03	UN.55531.617013.C100001.G.TE1.FB	Payables 1224	Purchase Invoice	Payables	Journal Import C	332	14,526.66	
Jul-03	UN.59509.617013.C100001.G.TE1.FB	TELCO:23-JUL	Subsystem-NonG	GW TELEC	Journal Import C	393	323.42	
Jul-03	UN.51211.617013.C100001.G.TE1.FB	Payroll-MO-7/	Payroll-30-Jul-200	GW Payrol	Journal Import C	591	10,292.00	0.00
Jul-03	UN.51891.617013.C100001.G.TE1.FB	Payroll(Fringe	Payroll(Fringe)-3	GW Payrol	Journal Import C	325	2,470.08	0.00
Aug-03	UN.51211.617013.C100001.G.TE1.FB	Payroll-BW-16	Payroll-04-Aug-21	GW Payrol	Journal Import C	502	20,301.60	0.00
Aug-03	UN.51226.617013.C100001.G.TE1.FB	Payroll-BW-16	Payroll-04-Aug-21	GW Payrol	Journal Import C	722	6,752.90	0.00
Aug-03	UN.51891.617013.C100001.G.TE1.FB	Payroll(Fringe	Payroll(Fringe)-0	GW Payrol	Journal Import C	416	5,432.87	0.00

NOTE: Do not change the Autoquery selection from Never ; Do not select Open as Default or Public . If you accidentally change the Autoquery selection from Never to Always and check "Open as Default", every time you go to the Journals form from the Account Inquiry form, this folder would open. If the folder only remembered the columns and not the data selected, it would be okay. But, instead the folder remembers the data selected. That means, if you saved your folder by looking at Org=617013 and the range of periods Jul-03 through Feb-04, and later used the Account Inquiry form to look at Org=617001 for Feb-04 only, instead of retrieving the journals for 617001, the auto-queried journals would be retrieved for the original selection when the form was saved.

If you select Public, this form becomes available to all users. EAS prefers to control the forms that are available for Public use, and not have user-created folders fill the available folders list of other users.

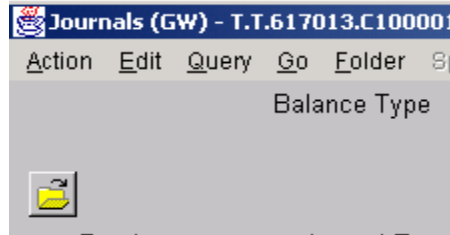
Close the Journals form.
Close the Account Inquiry form.

Inquire on Account Balances

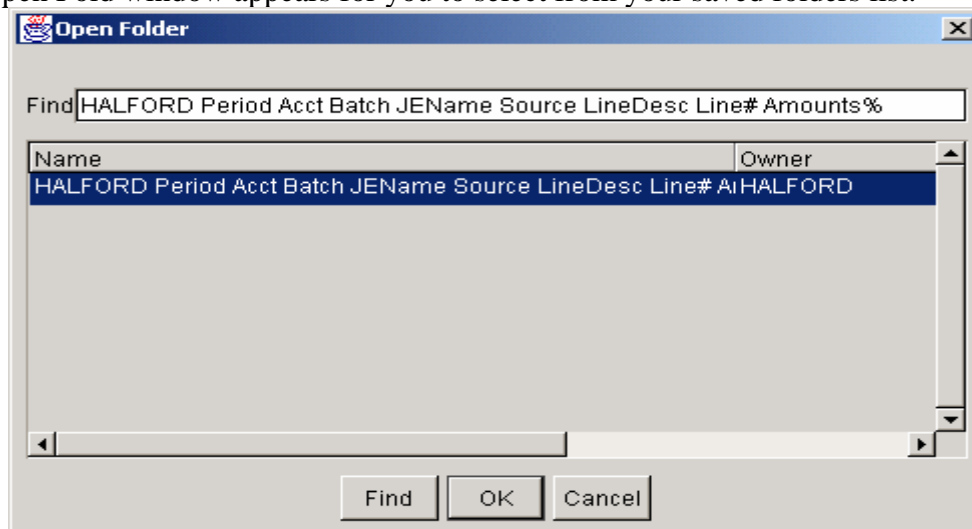
Repeat these steps to open the Account Inquiry form and retrieve all journals for the same criteria as before (Accounting Periods of Jul-03 through Feb-04 for Actuals using the summary template of Total by Org/Fund Source for Org=617013, Funding Source = C100001). Note that the default Journals form is used.

Batch	Journal Entry	Source	Currency	Line	Entered Debits	Entered Credits
Reverse "MCATB	Reverse "MCATBUR	Spreadsheet	USD	399		17,024.00
Reverse "MCATB	Reverse "MCATBUR	Spreadsheet	USD	846		3,325.00
Payroll-BW-15/15	Payroll-15-Jul-2003 0	GW Payroll	USD	499	20,301.60	0.00
Payroll-BW-15/15	Payroll-15-Jul-2003 0	GW Payroll	USD	722	6,222.75	0.00
Payroll(Fringe)-E	Payroll(Fringe)-15 ju	GW Payroll	USD	411	5,388.89	0.00
Payables 122554	Purchase Invoices L	Payables	USD	332	14,526.66	
TELCO:23-JUL-03	Subsystem-NonOrad	GW TELECOM	USD	393	323.42	
Payroll-MO-7/30-j	Payroll-30-Jul-2003 0	GW Payroll	USD	591	10,292.00	0.00
Payroll(Fringe)-M	Payroll(Fringe)-30 ju	GW Payroll	USD	325	2,470.08	0.00
Payroll-BW-16/04	Payroll-04-Aug-2003	GW Payroll	USD	502	20,301.60	0.00
Payroll-BW-16/04	Payroll-04-Aug-2003	GW Payroll	USD	722	6,752.90	0.00
Payroll(Fringe)-E	Payroll(Fringe)-04-a	GW Payroll	USD	416	5,432.87	0.00

To use a previously saved folder, click the folder icon within the Journals form



The Open Folder window appears for you to select from your saved folders list.



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Click the OK button to enact your selection. Your retrieved journals will now display using your stored folder's layout.

Period	Account	Batch	Journal Entry	Source	Line Description	Line	Entered De	Entered Cr
Jul-03	UN.51401.617013.C100001.G.TE1.FB	Reverse "MCA	Reverse "MCATB	Spreadshe	June 2003 Payro	399		17,024.00
Jul-03	UN.51802.617013.C100001.G.TE1.FB	Reverse "MCA	Reverse "MCATB	Spreadshe	June 2003 Payro	846		3,325.00
Jul-03	UN.51211.617013.C100001.G.TE1.FB	Payroll-BW-15	Payroll-15-Jul-20	GW Payrol	Journal Import C	499	20,301.60	0.00
Jul-03	UN.51226.617013.C100001.G.TE1.FB	Payroll-BW-15	Payroll-15-Jul-20	GW Payrol	Journal Import C	722	6,222.75	0.00
Jul-03	UN.51891.617013.C100001.G.TE1.FB	Payroll(Fringe	Payroll(Fringe)-1	GW Payrol	Journal Import C	411	5,388.89	0.00
Jul-03	UN.55531.617013.C100001.G.TE1.FB	Payables 1225	Purchase Invoice	Payables	Journal Import C	332	14,526.66	
Jul-03	UN.59509.617013.C100001.G.TE1.FB	TELECO:23-JUL	Subsystem-NonC	GW TELEC	Journal Import C	393	323.42	
Jul-03	UN.51211.617013.C100001.G.TE1.FB	Payroll-MO-7/	Payroll-30-Jul-20	GW Payrol	Journal Import C	591	10,292.00	0.00
Jul-03	UN.51891.617013.C100001.G.TE1.FB	Payroll(Fringe	Payroll(Fringe)-3	GW Payrol	Journal Import C	325	2,470.00	0.00
Aug-03	UN.51211.617013.C100001.G.TE1.FB	Payroll-BW-16	Payroll-04-Aug-21	GW Payrol	Journal Import C	502	20,301.60	0.00
Aug-03	UN.51226.617013.C100001.G.TE1.FB	Payroll-BW-16	Payroll-04-Aug-21	GW Payrol	Journal Import C	722	6,752.90	0.00
Aug-03	UN.51891.617013.C100001.G.TE1.FB	Payroll(Fringe	Payroll(Fringe)-0	GW Payrol	Journal Import C	416	5,432.87	0.00

Exercise 2.

Find where Judith Umberger paid by credit card for a ski trip deposited to an unknown AFF. Amount should have been \$499.00

Use the Summary Template 40000 Revenue Rollup to search all revenues with Entity = UN.

Account Inquiry (GW)

Action Edit Query Go Folder Special Help

Selection Criteria

Accounting Periods: From **Jan-04** To **Jan-04**

Currency: Single Currency Currency **USD** All Currencies

Currency Type: Entered Translated

Primary Balance Type: Actual Budget Encumbrance Budget: Budget Encumbrance Type: Encumbrance Type

Factor: Units Thousands Millions Billions

Summary Template: **40000-Revenue Rollup**

Accounts: **UN.40000.T.T.T.T.T.T**

Description: **UNIVERSITY.REVENUES AND DEDUCTIONS FROM R.TOTAL ORGANIZATION.TOTAL FUNDING SOURCE.TOTAL NE**

Show Balances Show Journal Details Show Variance

Inquire on Account Balances

Click the Show Journal Details

Batch	Journal Entry	Source	Currency	Line	Entered Debits	Entered Credits
LAMKARVER 03	LAMKARVER 06 JAN	Manual	USD	1	1,778.00	
LAMKARVER 03	LAMKARVER 06 JAN	Manual	USD	2		250.00
LAMKARVER 03	LAMKARVER 06 JAN	Manual	USD	3		650.00
LAMKARVER 03	LAMKARVER 06 JAN	Manual	USD	4		878.00
PKEGRAY 41044	PKEGRAY 41044	Manual	USD	2		5,002.23
PKEGRAY 41044	PKEGRAY 41044	Manual	USD	3		17,189.73
PKEGRAY 41045	PKEGRAY 41045	Manual	USD	2		85.71
PKEGRAY 41046	PKEGRAY 41046	Manual	USD	2		11,468.97
PKEGRAY 41046	PKEGRAY 41046	Manual	USD	3		683.93
PKEGRAY 41046	PKEGRAY 41046	Manual	USD	5		12.05
Student Recs 01	Student Recs 01-Jan	GW StuAcct	USD	4	50.00	0.00
Manual 223190 0	Manual 156651 05-J	Manual	USD	3		1,570.00

Open a folder that shows line description.

Period	Account	Batch	Journal Entry	Source	Line Description	Line	Entered De	Entered Cre
Jan-04	UN.47359.441001.C100001.G.AUX.FE	LAMKARVER	LAMKARVER 06	Manual	11/18/03 Robert I	1	1,778.00	
Jan-04	UN.47359.441001.C100001.G.AUX.FE	LAMKARVER	LAMKARVER 06	Manual	11/18/03 Robert I	2		250.00
Jan-04	UN.47359.441001.C100001.G.AUX.FE	LAMKARVER	LAMKARVER 06	Manual	11/18/03 Robert I	3		650.00
Jan-04	UN.47359.441001.C100001.G.AUX.FE	LAMKARVER	LAMKARVER 06	Manual	11/18/03 Robert I	4		878.00
Jan-04	UN.47423.625201.C100001.G.AUX.FE	PKEGRAY 410	PKEGRAY 41044	Manual	41044 UHS Empl	2		5,002.23
Jan-04	UN.49418.625202.C100001.G.AUX.FE	PKEGRAY 410	PKEGRAY 41044	Manual	41044 UHS Empl	3		17,189.73
Jan-04	UN.47423.625202.C100001.G.AUX.FE	PKEGRAY 410	PKEGRAY 41045	Manual	41045 UHS Outp	2		85.71
Jan-04	UN.47423.625202.C100001.G.AUX.FE	PKEGRAY 410	PKEGRAY 41046	Manual	41046 UHS Admi	2		11,468.97
Jan-04	UN.47423.625207.C100001.G.AUX.FE	PKEGRAY 410	PKEGRAY 41046	Manual	41046 UHS Admi	3		683.93
Jan-04	UN.47423.625203.C100001.G.AUX.FE	PKEGRAY 410	PKEGRAY 41046	Manual	41046 UHS Admi	5		12.05
Jan-04	UN.44211.103101.RL00023.D.LIB.FB	Student Recs	Student Recs 01	GW StuAcct	Student Recs 01	4	50.00	0.00
Jan-04	UN.47571.543101.RG00323.D.INS.FB	Manual 22319	Manual 156651 0	Manual	Financial Servic	3		1,570.00

Inquire on Account Balances

Enter query mode.

Journals (GW) - UN-40000.T.T.T.T.T.T.Jan-04->Jan-04
Balance Type: Actual Currency Type: Entered

Period	Account	Batch	Journal Entry	Source	Line Description	Line	Entered De	Entered Cr
					%Umberger%			

Buttons: Drilldown, Show Full Journal, Detail Balances

Run your query and the answer is found.

Journals (GW) - UN-40000.T.T.T.T.T.T.Jan-04->Jan-04
Balance Type: Actual Currency Type: Entered

Period	Account	Batch	Journal Entry	Source	Line Description	Line	Entered De	Entered Cr
Jan-04	UN.47571.541302.C100001.G.OSA.FE	Manual 22456	Manual 157694 1	Manual	ski trip/Judith Un	2		499.00

Buttons: Drilldown, Show Full Journal, Detail Balances

Inquire on Account Balances

Example #3.

Find all journals posted to accounts = 44xxxx (gifts) for this fiscal year that did not feed from Development, Banner Student Accounts, or Banner Payroll Payroll (potential deposit or other data that may not be known by Advancement).

Batch	Journal Entry	Source	Currency	Line	Entered Debits	Entered Credits
Development - 01	Subsystem-NonOrac	GW DEV	USD	50		2,500.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	51		250.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	52	20.03	
Development - 01	Subsystem-NonOrac	GW DEV	USD	53		25.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	54		100.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	55		100.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	56		500.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	57		1,000.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	58		1,500.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	59		200.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	60		100.00
Development - 01	Subsystem-NonOrac	GW DEV	USD	61		100.00

At the bottom of the window are buttons for 'Drilldown', 'Show Full Journal', and 'Detail Balances'.

Inquire on Account Balances

WHERE Clause

At this point, the “where clause” functionality is handy because the field size of Source is too small to handle the statement “!= GW DEV and != GW StuAcct) and is too small to handle the same statement written as # NOT IN (GW DEV, GW StuAcct).

To open a “where clause” window, enter query mode. Type a colon in the key field for the form. For this form, the key field is Batch.

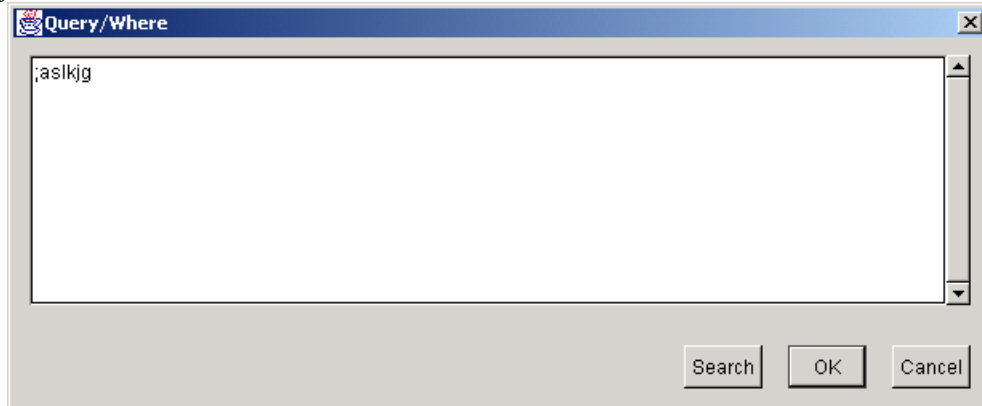
The screenshot shows a window titled "Journals (GW) - UN.44000.T.T.T.T.T.T,Jul-03->Feb-04". The menu bar includes Action, Edit, Query, Go, Folder, Special, and Help. Below the menu, there are two input fields: "Balance Type" with the value "Actual" and "Currency Type" with the value "Entered". The main area contains a table with the following headers: Batch, Journal Entry, Source, Currency, Line, Entered Debits, and Entered Credits. The table has 12 empty rows. At the bottom of the window, there are three buttons: "Drilldown", "Show Full Journal", and "Detail Balances".

Run your query either by selecting Run found under Query on the action line or by pressing the <F11> key while holding down the <Ctrl> key. A Where Clause window will open.

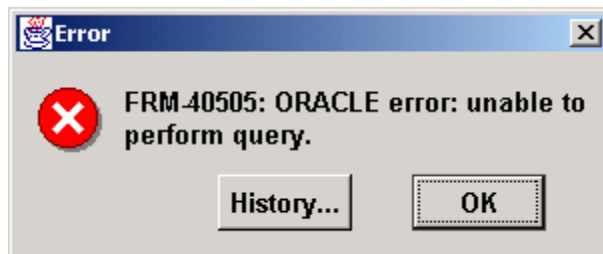
The screenshot shows a dialog box titled "Query/Where". It has a large empty text area for entering a query. At the bottom right, there are three buttons: "Search", "OK", and "Cancel".

Inquire on Account Balances

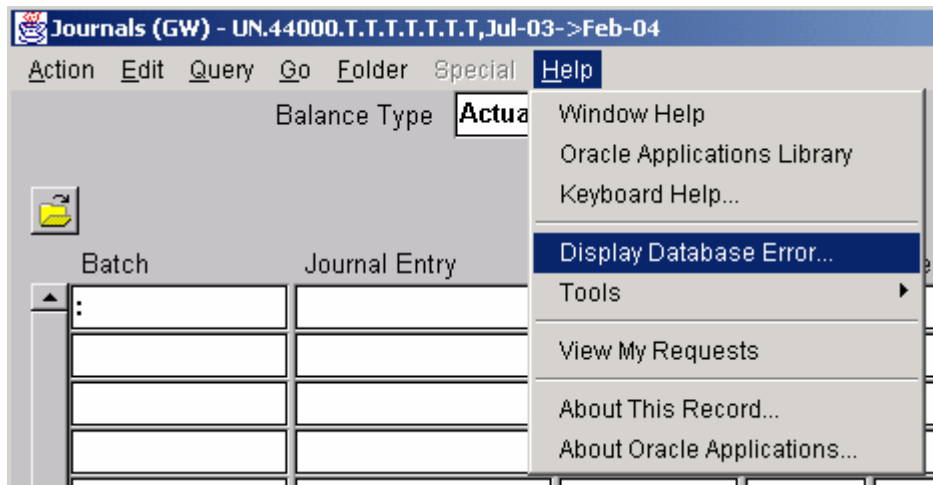
To use the Where Clause, you must know the names of the fields. To get them, type some junk in the Where Clause window and click the OK button.



The following message appears.

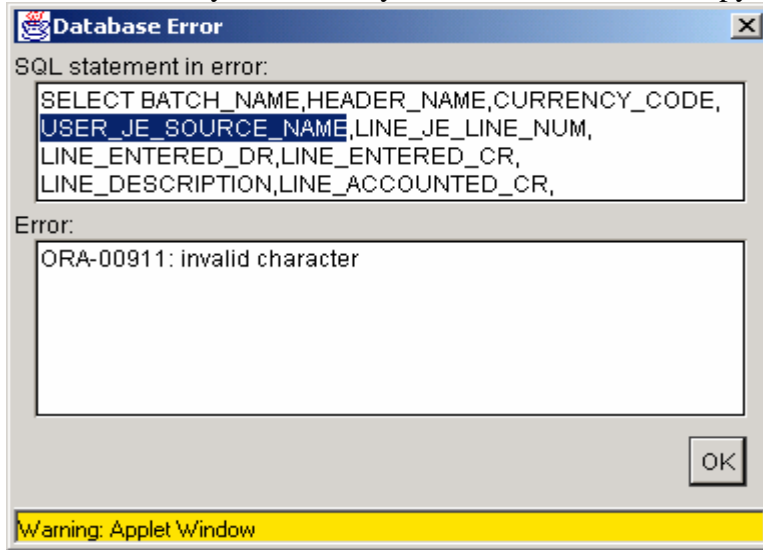


Click the OK button to close this Error window. Select Display Database Error from the Help menu.

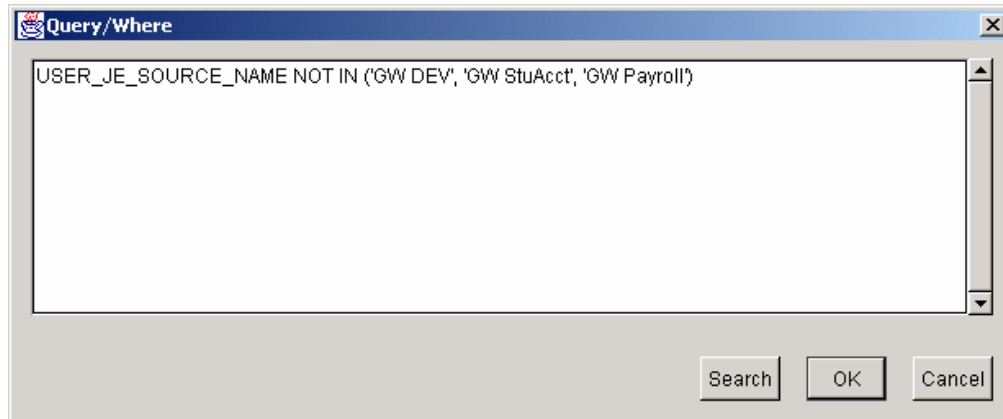


Inquire on Account Balances

Find the name of the field that you need for your Where Clause and copy the field name.



Close the Database Error window. Run your query again for the Journals form (or press the <F11> to run the query). The Where Clause window will report showing the junk. Exchange the junk as shown below.



Click the OK button to run the query. The results are shown below.

Batch	Journal Entry	Source	Currency	Line	Entered Debits	Entered Credits
FRSZALI 28-JUL	FRSZALI	Manual	USD	2		50,508.08
FRSZALI 28-JUL	FRSZALI	Manual	USD	3		25,000.00
FRSZALI 28-JUL	FRSZALI	Manual	USD	4		53,248.98
FRSCSEVERINO	FRSCSEVERINO	Manual	USD	6	1,549.32	
FRSCSEVERINO	FRSCSEVERINO	Manual	USD	2		4,341.00
FRSCSEVERINO	FRSCSEVERINO	Manual	USD	4		1,920.00
FRSCSEVERINO	FRSCSEVERINO	Manual	USD	2		28,335.00
FRSCSEVERINO	FRSCSEVERINO	Manual	USD	4		4,500.00
FRSCSEVERINO	FRSCSEVERINO	Manual	USD	5	1,913.96	
FRSZALI 05-SEP	FRSZALI	Manual	USD	1		82,286.00
FRSZALI 05-SEP	FRSZALI	Manual	USD	1		3,125.00
FRSZALI 05-SEP	FRSZALI	Manual	USD	2		5,200.00

Drilldown Show Full Journal Detail Balances

Inquire on Account Balances

Use the stored journal folder to re-display this information showing line description and the other fields added to the stored folder.

Period	Account	Batch	JName	Source	Line Description	Line	Entered De	Entered Cr
Jul-03	UN.44211.180101.RG00346.D.INS.FB	FRSZALI 28-J	FRSZALI	Manual	To record july gi	2		50,508.08
Jul-03	UN.44211.190101.RS00035.D.STA.FE	FRSZALI 28-J	FRSZALI	Manual	To record july gi	3		25,000.00
Jul-03	UN.44211.900636.PF02126.R.UBF.FB	FRSZALI 28-J	FRSZALI	Manual	To record july gi	4		53,248.98
Aug-03	UN.44111.900001.C100001.G.ADM.FE	FRSCSEVERII	FRSCSEVERINO	Manual	To move Jul-03 f	6	1,549.32	
Aug-03	UN.44611.561101.RG00297.D.OSA.F	FRSCSEVERII	FRSCSEVERINO	Manual	Gift in Kind - ten	2		4,341.00
Aug-03	UN.44611.191301.RL00013.D.LIB.FB	FRSCSEVERII	FRSCSEVERINO	Manual	Gift in Kind - 62	4		1,920.00
Aug-03	UN.44611.103101.RL00003.D.LIB.FB	FRSCSEVERII	FRSCSEVERINO	Manual	Gift in Kind - bod	2		28,335.00
Aug-03	UN.44611.191301.RL00013.D.LIB.FB	FRSCSEVERII	FRSCSEVERINO	Manual	Gift in Kind - 3 b	4		4,500.00
Aug-03	UN.44111.900001.C100001.G.ADM.FE	FRSCSEVERII	FRSCSEVERINO	Manual	To move Aug-03	5	1,913.96	
Sep-03	UN.44211.900004.C100001.G.ADM.FE	FRSZALI 05-S	FRSZALI	Manual	To reclass to nev	1		82,286.00
Sep-03	UN.44211.180101.ET10864.P.ADM.FE	FRSZALI 05-S	FRSZALI	Manual	To record FY02 C	1		3,125.00
Sep-03	UN.44211.180101.ET10864.P.ADM.FE	FRSZALI 05-S	FRSZALI	Manual	To record FY02 C	2		5,200.00

If you scroll down the list of retrieved journals, you'll note that some of the retrieved journals are fed from Payables.

Period	Account	Batch	JName	Source	Line Description	Line	Entered De	Entered Cr
Sep-03	UN.44211.180101.ET10864.P.ADM.FE	FRSZALI 05-S	FRSZALI	Manual	To record FY02 C	2		5,200.00
Sep-03	UN.44211.900004.C100001.G.ADM.FE	FRSZALI 05-S	FRSZALI	Manual	To record FY02 C	3	8,325.00	
Sep-03	UN.44211.541101.RG00320.D.OSA.F	Payables 133	Purchase Invoice	Payables	Journal Import C	211	1,000.00	
Sep-03	UN.44411.900004.EW00006.R.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	CONTRA REVENI	37	25.00	
Sep-03	UN.44411.900004.EW00006.R.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	CONTRA REVENI	38	100.00	
Sep-03	UN.44411.900004.EW00007.P.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	Toccin Family F	39		50,000.00
Sep-03	UN.44411.900004.PA00012.R.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	CONTRA REVENI	40	5,052.38	
Sep-03	UN.44411.900004.PA00012.R.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	Ames Building E	41	11,830.00	
Sep-03	UN.44411.900004.PA00012.R.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	Ames Building E	42	60,000.00	
Sep-03	UN.44411.900004.PA00012.R.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	Ames Building E	43		28,170.00
Sep-03	UN.44411.900004.PA00012.R.ADM.F	Spreadsheet	FRSZALI ZCompt	Spreadshe	Ames Building E	44		40,000.00
Sep-03	UN.44211.161801.C100001.G.INS.FB	GSEHD.gnae	GSEHD.gnaegel	Manual	Reallocate Denn	10	125.00	

Inquire on Account Balances

Example 4.

Knowing an account balance, find where the balance originated and the transactions causing the balance.

Click the Show Balances button to determine when the transactions occurred.

Period	Currency	PTD	QTD	YTD	PJT
Jul-96					
Aug-96					
Sep-96					
Oct-96					
Nov-96					
Dec-96					
Jan-97					
Feb-97					
Mar-97					
Apr-97					
May-97					
Jun-97					

Inquire on Account Balances

Use the scroll bar to find the first occurrence of the amount.

Period	Currency	PTD	QTD	YTD	PJT
Jun-02					
Adj-02	USD	<1,698.50>	<1,698.50>	<1,698.50>	<1,698.50>
Jul-02	USD	0.00	0.00	<1,698.50>	<1,698.50>
Aug-02	USD	0.00	0.00	<1,698.50>	<1,698.50>
Sep-02	USD	0.00	0.00	<1,698.50>	<1,698.50>
Oct-02	USD	0.00	0.00	<1,698.50>	<1,698.50>
Nov-02	USD	0.00	0.00	<1,698.50>	<1,698.50>
Dec-02	USD	0.00	0.00	<1,698.50>	<1,698.50>
Jan-03	USD	0.00	0.00	<1,698.50>	<1,698.50>
Feb-03	USD	0.00	0.00	<1,698.50>	<1,698.50>
Mar-03	USD	0.00	0.00	<1,698.50>	<1,698.50>
Apr-03	USD	0.00	0.00	<1,698.50>	<1,698.50>

Period	Currency	PTD	QTD	YTD	PJT
Apr-03	USD	0.00	0.00	<1,698.50>	<1,698.50>
May-03	USD	0.00	0.00	<1,698.50>	<1,698.50>
Jun-03	USD	0.00	0.00	<1,698.50>	<1,698.50>
Adj-03	USD	<5,046.34>	<5,046.34>	<6,744.84>	<6,744.84>
Jul-03	USD	0.00	0.00	<6,744.84>	<6,744.84>
Aug-03	USD	0.00	0.00	<6,744.84>	<6,744.84>
Sep-03	USD	0.00	0.00	<6,744.84>	<6,744.84>
Oct-03	USD	0.00	0.00	<6,744.84>	<6,744.84>
Nov-03	USD	0.00	0.00	<6,744.84>	<6,744.84>
Dec-03	USD	0.00	0.00	<6,744.84>	<6,744.84>
Jan-04	USD	0.00	0.00	<6,744.84>	<6,744.84>
Feb-04	USD	0.00	0.00	<6,744.84>	<6,744.84>

Now knowing when the transactions occurred, seeing that they occurred in the Adjusting periods, and knowing that only the collapse of revenues and expenses to fund balances should occur in the Adjusting periods, we can now analyze the appropriateness of why these transactions collapsed to the fund balance to which they collapsed. (NOTE: What this appears to be in balances left in clearing Awards at fiscal year end.)

Inquire on Account Balances

Example 5.

Show the effects of encumbrances across fiscal years and view detail encumbrance journals. (NOTE: GL BPRs do not show detail encumbrance journals. Detail BPRs net all encumbrance journals into a one line summary journal and only show the net change in encumbrance balances between the beginning encumbrance balance for an Accounting Period and the ending encumbrance balance for an Accounting Period.)

Account Inquiry (GW)

Selection Criteria

Accounting Periods: From Jul-95 To Feb-04

Currency: Single Currency USD

Currency Type: Entered

Primary Balance Type: Encumbrance

Budget: Encumbrance Type: Commitment

Factor: Units

Accounts: T.T.617013.C100001.T.T.T.T.T

Description: TOTAL ENTITY.TOTAL ACCOUNT.FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.TOTAL NET ASSET C

Show Balances Show Journal Details Show Variance

Because encumbrance cross fiscal years, to monitor the encumbrance activity you must always look at all periods from Jul-96 to current to retrieve all journals that affect the balances of encumbrances. Also, note that you can only view each Encumbrance Type individually. After retrieving the AFFs, click the show balances to see if the encumbrance balances across periods.

Summary Balances (GW) - T.T.617013.C100001.T.T.T.T.T

Balance Type: Encumbrance Currency Type: Entered

Encumbrance Type: Commitment Factor: Units

HALFORD Period Account PTD YTD PJTD

Period	Account	PTD	YTD	PJTD
Jul-95				
Aug-95				
Sep-95				
Oct-95				
Nov-95				
Dec-95				
Jan-96				
Feb-96				
Mar-96				
Apr-96				
May-96				
Jun-96				

Detail Balances

Inquire on Account Balances

Use the scroll bar to find the activity.

Summary Balances (GW) - T.T.617013.C100001.T.T.T.T.T

Action Edit Query Go Folder Special Help

Balance Type **Encumbrance** Currency Type **Entered**

Encumbrance Type **Commitment** Factor **Units**

HALFORD Period Account PTD YTD PJTD

Period	Account	PTD	YTD	PJTD
Mar-01	T.T.617013.C100001.T.T.T.T.T			
Apr-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
May-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jun-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Adj-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jul-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Aug-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Sep-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Oct-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Nov-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Dec-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jan-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00

Detail Balances

Summary Balances (GW) - T.T.617013.C100001.T.T.T.T.T

Action Edit Query Go Folder Special Help

Balance Type **Encumbrance** Currency Type **Entered**

Encumbrance Type **Commitment** Factor **Units**

HALFORD Period Account PTD YTD PJTD

Period	Account	PTD	YTD	PJTD
Feb-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Mar-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Apr-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
May-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jun-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Adj-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jul-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Aug-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Sep-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Oct-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Nov-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Dec-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00

Detail Balances

Summary Balances (GW) - T.T.617013.C100001.T.T.T.T.T

Action Edit Query Go Folder Special Help

Balance Type **Encumbrance** Currency Type **Entered**

Encumbrance Type **Commitment** Factor **Units**

HALFORD Period Account PTD YTD PJTD

Period	Account	PTD	YTD	PJTD
Apr-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
May-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jun-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Adj-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jul-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Aug-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Sep-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Oct-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Nov-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Dec-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jan-04	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Feb-04	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00

Detail Balances

Note that there is no Commitment (requisition) encumbrance balances.

Inquire on Account Balances

Next, retrieve the Obligation (purchase order) encumbrances.

Account Inquiry (GW)

Action Edit Query Go Folder Special Help

Selection Criteria

Accounting Periods
 From Jul-95
 To Feb-04

Currency
 Single Currency Currency USD
 All Currencies

Currency Type
 Entered
 Translated

Primary Balance Type
 Actual
 Budget
 Encumbrance

Budget
 Encumbrance Type **Obligation**

Summary Template

Accounts
 T.T.617013.C100001.T.T.T.T.T

Description
 TOTAL ENTITY.TOTAL ACCOUNT.FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.TOTAL NET ASSET C

Show Balances Show Journal Details Show Variance

Summary Balances (GW) - T.T.617013.C100001.T.T.T.T.T

Action Edit Query Go Folder Special Help

Balance Type **Encumbrance** Currency Type **Entered**
 Encumbrance Type **Obligation** Factor **Units**

HALFORD Period Account PTD YTD PJTD

Period	Account	PTD	YTD	PJTD
Adj-01	T.T.617013.C100001.T.T.T.T.T			
Jul-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Aug-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Sep-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Oct-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Nov-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Dec-01	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jan-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Feb-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Mar-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Apr-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
May-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00

Detail Balances

Summary Balances (GW) - T.T.617013.C100001.T.T.T.T.T

Action Edit Query Go Folder Special Help

Balance Type **Encumbrance** Currency Type **Entered**
 Encumbrance Type **Obligation** Factor **Units**

HALFORD Period Account PTD YTD PJTD

Period	Account	PTD	YTD	PJTD
Dec-02	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jan-03	T.T.617013.C100001.T.T.T.T.T	31,191.40	31,191.40	31,191.40
Feb-03	T.T.617013.C100001.T.T.T.T.T	36,850.00	68,041.40	68,041.40
Mar-03	T.T.617013.C100001.T.T.T.T.T	<4,805.00>	63,236.40	63,236.40
Apr-03	T.T.617013.C100001.T.T.T.T.T	22,046.00	85,282.40	85,282.40
May-03	T.T.617013.C100001.T.T.T.T.T	<13,915.82>	71,366.58	71,366.58
Jun-03	T.T.617013.C100001.T.T.T.T.T	<71,366.58>	0.00	0.00
Adj-03	T.T.617013.C100001.T.T.T.T.T	0.00	0.00	0.00
Jul-03	T.T.617013.C100001.T.T.T.T.T	<14,526.66>	66,683.34	<14,526.66>
Aug-03	T.T.617013.C100001.T.T.T.T.T	<11,505.04>	55,178.30	<26,031.70>
Sep-03	T.T.617013.C100001.T.T.T.T.T	<6,963.84>	48,214.46	<32,995.54>
Oct-03	T.T.617013.C100001.T.T.T.T.T	<3,010.41>	45,204.05	<36,005.95>

Detail Balances

Inquire on Account Balances

Note that the YTD balance as it crosses the fiscal year doesn't appear to calculate properly (71,366.58 for May-03 minus 71,366.58 for Jun-03 minus 14,526.66 for Jul-03 = -14,526.66, not 66,683.34). To see what happened in Jun-03, click the field for Jun-03 and click the Detail Balances button.

The screenshot shows the 'Detail Balances (GW)' window with the following settings: Balance Type: Encumbrance, Encumbrance Type: Obligation, Currency Type: Entered, Factor: Units. The table below displays the data for Jun-03:

Period	Account	Currency	PTD	PTD Converted
Jun-03	UN.54111.617013.C100001.G.TE1.FB.00000	USD	0.00	
Jun-03	UN.53311.617013.C100001.G.TE1.FB.00000	USD	0.00	
Jun-03	UN.55111.617013.C100001.G.TE1.FB.00000	USD	<23,210.00>	
Jun-03	UN.55531.617013.C100001.G.TE1.FB.00000	USD	<48,156.58>	

Buttons at the bottom: Journal Details, Summary Balances

Note that there are two detail AFFs making up the amount, so we must either look at each separately, or go back to the Inquiry Accounts form and retrieve the journals just for Jun-03. I'll demonstrate the latter. Therefore, close this window and return to the Account Inquiry form.

The screenshot shows the 'Account Inquiry (GW)' window with the following settings:

- Selection Criteria:**
 - Accounting Periods: From Jun-03, To Jun-03
 - Currency: Single Currency, Currency: USD
 - Currency Type: Entered
 - Primary Balance Type: Encumbrance
 - Budget: Budget, Encumbrance Type: Obligation
 - Factor: Units
- Accounts:** T.T.617013.C100001.T.T.T.T.T
- Description:** TOTAL ENTITY.TOTAL ACCOUNT.FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.TOTAL NET ASSET C


Buttons at the bottom: Show Balances, Show Journal Details, Show Variance

Inquire on Account Balances

Change the Accounting period as shown above and click the Show Journals button to retrieve all journals posted to the Jun-03 Accounting Period only.

Batch	Journal Entry	Source	Currency	Line	Entered Debits	Entered Credits
CJE: Purchasing	CJE: Purchases USD	Purchasing	USD	2480	<40,000.00>	0.00
CJE: Payables 1	CJE: Purchase Invoi	Payables	USD	120		2,321.28
CJE: Payables 1	CJE: Purchase Invoi	Payables	USD	130		4,366.00
CJE: Payables 1	CJE: Purchase Invoi	Payables	USD	1690		3,959.00
CJE: Payables 1	CJE: Purchase Invoi	Payables	USD	1900		1,469.30
CJE: Payables 1	CJE: Purchase Invoi	Payables	USD	1910		4,027.83
CJE: Purchasing	CJE: Purchases USD	Purchasing	USD	220	7,986.83	0.00
CJE: Purchasing	CJE: Purchases USD	Purchasing	USD	5150	58,000.00	0.00
CJE: Purchasing	CJE: Purchases USD	Purchasing	USD	120	0.00	0.00
CJE: Purchasing	CJE: Purchases USD	Purchasing	USD	130	0.00	0.00
Spreadsheet 122	FSS MALFORD To z	Spreadsheet	USD	1157		23,210.00
Spreadsheet 122	FSS MALFORD To z	Spreadsheet	USD	1592		58,000.00

Note that during the Accounting Period of Jun-03 that there was several transactions of normal Supply Chain activity (Source = Purchasing and Payables) and two transactions at year end to zero out or remove the encumbrance from the final BPRS. To emphasize this, shown below is a editor window showing the complete contents of the Journal Entry

column (this is performed by clicking the Show Field icon  while the cursor is located in the field that you want to see).

Therefore, to understand the calculation recognizing that the amount shown in the Account Inquiry form is the net of all transactions for the month, here is what happened.

		Jun-03 activity
Obligation balance at month end of May-03	71,366.58	
Cancellation of PO in Jun-03	-40,000.00	-40,000.00
New PO lines added in Jun-03	65,986.83	65,986.83
Payments on Pos in Jun-03	-16,143.41	-16,143.41
Total Jun-03 SC activity	<u>9,843.42</u>	
Balance of Jun-03 carried forward into Jul-03	81,210.00	
Zeroing out journal activity for Jul-03	<u>-81,210.00</u>	<u>-81,210.00</u>
Balance at end of Jun-03	0.00	
Net activity in PTD column for Jun-03		-71,366.58
Balance at beginning of Jul-03	81,210.00	
Jul-03 activity	<u>-14,526.66</u>	
Balance at end of Jul-03	66,683.34	