



College Financial System User Procedure

Title:

Inquiring on Account Balances

Description:

Account Inquiry shows actual and budget account balances for summary and detailed accounts. Variance calculations can also be performed for detail accounts. Drilldowns can be performed to see Accounts Payable system detail. Also, it is possible to drill down and view Manual Journal Entries and see the entire JE that was entered from the Account Inquiry drilldown. Accounting and fiscal staff find this especially helpful when determining the source of the expenses or revenues that make up the Period-to-Date (PTD) and Year-to-Date (YTD) balances in a selected account. In this procedure guide, you will see how to review posted account balances for detail object codes (for example, a single object code 54100 = Supply Expense.

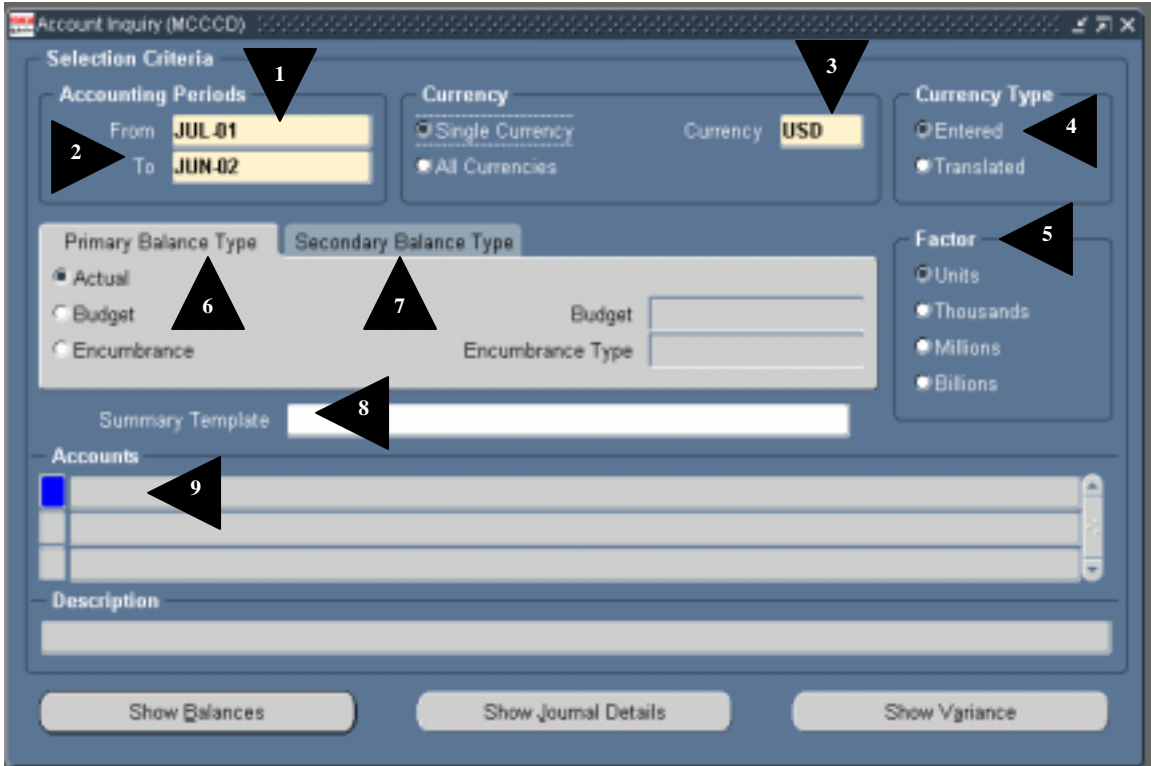
College Financial System (CFS) Prerequisites:

- *System Navigation skills are required*
- *Requires “MCCCD INQUIRY” responsibility to access this form (the Account form can also be accessed through other GL responsibilities such as “MCCCD GL Business Officer”, and “MCCCD GL Accounting Staff”)*


Menu Path
GL Inquiry ➤ Account

Window Name:

Account Inquiry (MCCCD)



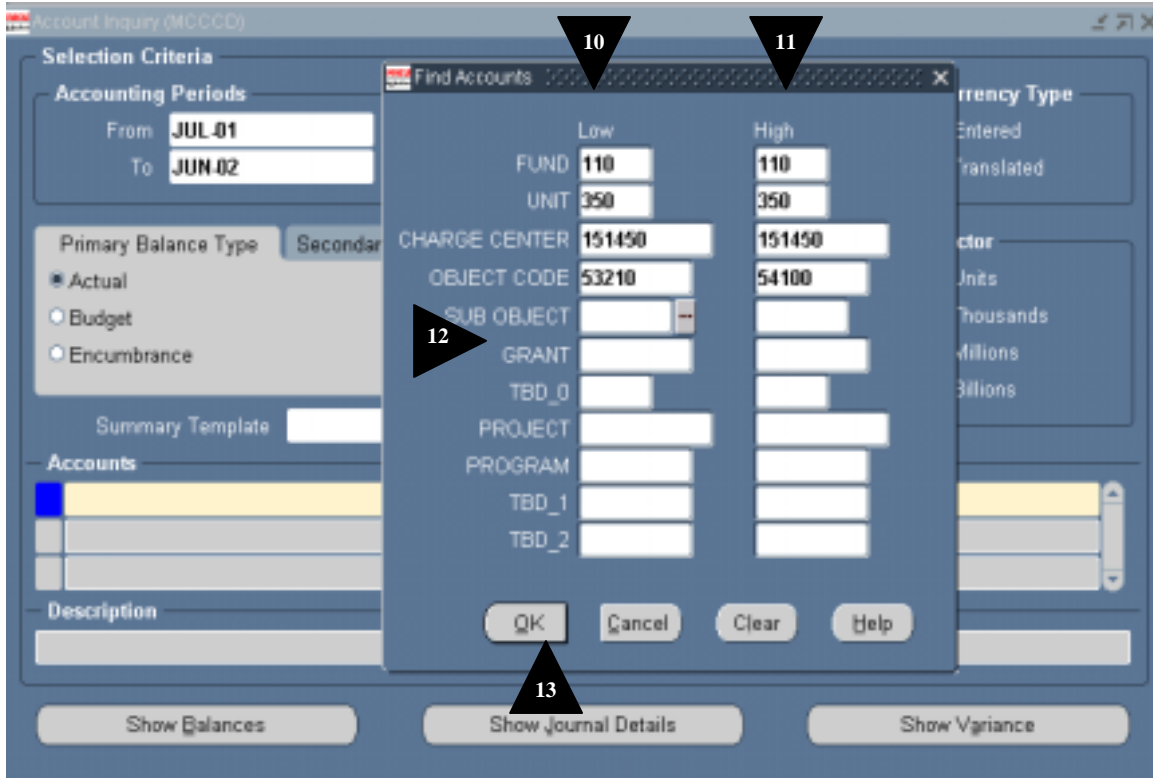
First, you'll need to specify the details for your account inquiry:

Field Name	Description/Action
1. From	Defaults to the current period open. Change it if you wish to see account balances and activity for another period.
2. To	Enter the same period as above, or enter a later period if you wish to see account balances and activity for a range of periods.
 Note:	GL users can view multiple accounting periods in order to see the PTD balances as well as the YTD balances at a glance
3. Currency	Defaults = Single Currency USD ..do not enter any values other than this default of USD . (No other currency in use)
4. Currency Type	Defaults to Entered . do not enter any other values
5. Factor	Defaults to Units . Change it if you wish see the balances and activity in Thousands, Millions, or Billions.
6. Primary Balance Type	Defaults to Actual . You can also select from the other balance type options such as Budget or Encumbrances .
7. Secondary Balance Type	This field is optional. Typically, it would be used if comparing Budget vs. Actual, using the SHOW VARIANCES button.

Field Name	Description/Action
8. Summary Template	Leave Blank. Skip this field and move on to Account field
9. Click in the ACCOUNTS field	

Window Name:


Account Inquiry (MCCCD) - Find Accounts



Here, you have the option of inquiring on a single account or a range of accounts:

Field Name Description/Action

- 10. Low** Enter the low amount for your search.
- 11. High** Enter the high amount for your search.
- 12. Sub_Object >** Leave blank
- TBD_2**

 **Note:** Most searches in Maricopa’s account code structure revolve primarily around Fund/Unit/Charge Center/Object Code. Only those accounting and fiscal staff who review Grants and Capital Projects would use some of the additional segments below the Object Code level

- 13.** Click on the **OK** button.


Window Name:

Account Inquiry

Now, you're ready to look at the account balance records that match your inquiry settings:

Field Name Description/Action

14. Click on the **SHOW BALANCES** button. This is a summary listing of account balances for the period and year-to-date.

 **Note:** The **“SHOW VARIANCE”** button is used for the comparison of Actual versus Budget on a Period to Date, Quarter to Date, or Year to Date level. It can only be accessed from the Account Inquiry screen, when the Secondary Balance Type tab is used. Select Actuals on one tab, and Operating Budget on the other.

Window Name:

Detail Balances

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
JUL-01	USD	0.00		0.00	
AUG-01	USD	183.08		183.08	
SEP-01	USD	0.00		183.08	
OCT-01	USD	219.67		402.75	
NOV-01	USD	0.00		402.75	
DEC-01	USD	0.00		402.75	
JAN-02	USD	0.00		402.75	
FEB-02	USD	0.00		402.75	
MAR-02	USD	0.00		402.75	
APR-02	USD	0.00		402.75	
MAY-02	USD	0.00		402.75	
JUN-02	USD	0.00		402.75	

Buttons: Journal Details, Summary Balances

Detailed account balance records are displayed for each period selected. For the 12-month period, to date, this supply expense balance began with 0 dollars at the beginning of the year, then the earliest activity occurred in AUG-01 where the expenses for that period totaled \$183. Then, in OCT-01, additional expenses of \$219 occurred, resulting in a cumulative YTD (Year-to-Date) balance of \$402. It is also possible to view more detailed information on a specific record in this listing:

Field Name Description/Action

15. Period Click on the appropriate period record (to select that record for viewing purposes). In this example, the selected period of **OCT-01** has activity as evident by the \$219.67 in the PTD (period-to-date) balance

16. Click on the **JOURNAL DETAILS** button. This is a detail listing of posted journals that make up the monthly balance.

Window Name:

Payables Invoice Accounting

The screenshot shows a window titled "Payables Invoice Accounting (MCCCD) - 110-350-151450-54100-0000-0000, OCT-01". It contains a table with the following data:


Invoice Type	Applied To Invoi	Invoice Date	Supplier	Debit (USD)	Credit (USD)	E
Standard	139431163.001	08-OCT-2001	OFFICE DEPOT BUSINES	219.67		U

Below the table is a form with the following fields:

- PO Number: 155878
- PO Release Num: [empty]
- Document Seq: [empty]
- Receipt Num: [empty]
- Event Type: Invoice
- Accounting Date: 08-OCT-2001
- Comments: R11.5 Upgrade

At the bottom are two buttons: "Show Transaction" and "Show Transaction Accounting".

In this example, the details of a specific payment document are displayed:

 **Note:** This *Payables Invoice Accounting* window is actually in the Accounts Payable sub-system. Initially, the inquiry started in the GL, and then drilled down to a window/ form in AP where the expense activity originated. There are many other queries that can be done while in Account Inquiry. Move around through the screens to see the other choices.



End of procedure