

## Advanced Inquiry (Subledger)

### Overview

- When you drilldown to view additional information about a chosen account line or an expenditure, the detailed information is viewed from a web-based application.
- You can view details for Account Inquiries using Subledger Journal Entries. The subledger shows detail for part of the accounting records, such as property and equipment, prepaid expenses, etc. The detail includes such items as the date an item was purchased or an expense incurred, a description of the item, the original balance, etc. Using the Subledger Journal Entry option for account inquiries can be cumbersome and time consuming.

### Access Journals Window

- Go to the AIS web-site: <http://oit.siu.edu/ais>
  - From the list of links on the left side of the page, click the Tab: **Production**
  - The Production web page opens; click: **CONNECT TO: AIS PRODUCTION SYSTEM**
- The Login window opens; LOGIN to your Personal Home Page.
- From your **Main Menu** select: **SIU NNNNN FO (Department/Unit)**
  - **Reports**
  - **Inquiry**
  - **Account**
- Accept the default or select **Accounting Periods** for the query and enter any other search criteria needed.
- Select a **Summary Template** and enter Parameters; populates the **Account** region.
- Now, select the **Show Journal Details** button at the bottom of the window to open the Journals window.

### Drilldown to Subledger

- Select the **Drilldown** button at the bottom of the Journals window.
  - It appears as if nothing has happened, but a web-based application has opened.
- To view the web-based application, locate your browser icon at the bottom of your screen on the Taskbar.
- Select the thumbnail for **View Journal Entry Lines**.
  - This is the web-based application that opened when the Drilldown button was clicked.
- A web-based application appears on your screen entitled **View Journal Entry Lines**.
  - At the top of this page, you'll find the **Accounting Period**, **Accounting Flexfield** and **GL Batch Name**, etc.
  - The middle section offers an **Advanced Search** utility.
  - At the bottom of this screen is the **Subledger Journal Entry Line**.
- In this instance, only one Journal Entry Line exists and is selected by default.
- After selecting a Journal Entry Line, you can use the buttons at the top of this section to view more information.
  - View Transaction
  - View Journal Entry
  - Or, select Export

### View Transaction

- Selecting the **View Transaction** button, switches from Oracle's web-based application back to the forms-based application; switching between the two may be a little confusing at first.
  - To begin, click the View Transaction button.
  - The form that opens will vary depending on the type of inquiry. For instance, if you were viewing the transaction for an OTS Expenditure Line Item, the Invoice Workbench could open.

REMEMBER: If you did not uncheck the CLOSE OTHER FORMS option on the Navigator window and you choose to close the form at this time, that action will also close all the Account Inquiry forms and return you to the Application Navigator. You will then have to start the query process over.

- Locate your web browser icon on the Taskbar and select that icon to return to the web-based application.
- Then select View Journal Entry Lines.
- The web-based application reappears on our screen.

### View Journal Entry

- The next available button is **View Journal Entry**.  
NOTE: The subledger Journal Entry does not restrict transactions to just your accounts; which can make finding information more difficult.
- This time a web-based application opens, entitled Subledger Journal Entry.
  - Notice the Warning at the top of this page. It warns us that the query has exceeded 200 rows. Potentially more rows exist, please restrict the query.  
If you receive this warning, you can return to the Journal Entry Lines web-page and perform an Advanced Search to restrict the records retrieved.
- You can view a lot of information from the web-based application, but it may be hard to find the particular transaction you need.
- Besides the **Subledger Journal Entry** and **Transaction Information**, more viewing options are available when the **Show Additional Information** link is selected.
- That action allows you to view **Event**, **General Ledger** and **Sequences** information.
- To view the Lines section, scroll to the bottom of the page.
  - When the Additional Information appears on the web page, the Lines section is pushed to the bottom.
- If necessary, use one of the **Next 10** Navigation links to display the next group.
- When you've found the record you need, you can select the "**Show**" link to view more Details, such as Third Party information, Description, Journal Line Type, etc.
- The **Export** option is also available.
- When viewing is complete, select the link **Return to Subledger Journal Entry Lines**.

### Export

- The last button available for the Subledger Journal Entry Line is **Export**.
- Clicking the Export button opens **export.tsv** decision window.
- You can choose to **Open** the exported file, or **Save File**.
  - Refer to Learning Cycle 4: Exporting Data to a Spreadsheet for more information on the exporting process.
- Click Cancel or Close to continue.
- When your review is complete, click the **Close Window** link in the top, right corner of the window.
  - A message displays: "The web page you are viewing is trying to close the window. Do you want to close this window?"
  - Click OK to continue.
- An Oracle page used to access the forms based application will appear; HOWEVER, you are still logged in to the forms-based application.
- To return to Oracle's forms-based application, click the minimized form (Coffee Cup) icon on the Taskbar.
  - The last form viewed will appear on your screen.
- You can close just this form to continue the Account Inquiry or use the Close Forms icon on the Toolbar to return to the Application Navigator.

## Line Drilldown

- When performing an Account Inquiry, you have a couple of options to drilldown and view journal entry lines using Oracle's subledger, web-based application.
- As shown above, you can select the "Drilldown" button from the Journals window; or, you can select the **Show Full Journal** button from the Journals window and then from the Journal line window, use the **Line Drilldown** button to access Oracle's subledger.
  - Regardless the point of access, the same information for **Journal Entry Lines** is retrieved for review in the web-based application.
- To begin the Line Drilldown, complete the steps in the **Access Journals Window** section above.
- Then select the **Show Full Journal** button.
  - BE PATIENT...it will take several seconds for this window to populate.
- When the entries are retrieved, you can view the Journal Line entry for your specific account, as previously noted.
- At the bottom of this window is the **Line Drilldown...** button.
  - The Line Drilldown... button is inactive until you select a line.
- Select a Line and the Line Drilldown... button becomes active.
- Click the **Line Drilldown** button to open the **View Journal Lines** web page application for the selected line.
  - This is the SAME web application that we accessed previously by clicking the Drilldown button.
  - To review the information, refer to the above instructions in the View Journal Lines section.
- To continue, close the Journal line window.
  - From the Journals window, you can click the **Detail Balances** button to return to that window and select other balances specific to your account; or, select the Close Forms icon to exit and return to the Applications Navigator.

## Journal Inquiry

- Another inquiry function that appears on your Main Menu and Applications Navigator is **Journal** inquiry. Although available, this option may not be that useful.
- The Journal function gives access to big batches of entries coming over from Payables, Purchasing and other GL Journals. These entries are not specific to your account.
- If you wish to access it, click the Journal function from your Main Menu or the Applications Navigator.
- The **Find Journals** window opens.
  - Notice the search fields available, **Batch**, **Journal**, and **Source**.

*IMPORTANT: You can use the fields on the Find Journals window to query a Journal created by Payables, Purchasing, General Ledger or by Period. However, the Journal Inquiry will contain multiple account numbers for a source like Payables or Purchasing that YOU may not have access to; as a result, some of these journals may not show any entries.*

*This happens because the Fiscal Officer security limits account viewing to only those associated with your specific Fiscal Officer responsibility.*

- If you choose to use the Find Journal window to query, you would enter search criteria and click the Find button to proceed.

**REMEMBER:** For quicker and easier viewing of Journal Entries for your accounts, use the Account Inquiry form and the Show Full Journal option demonstrated earlier in this Module.

- When finished, select the Close Forms icon on the Toolbar to return to the Navigator and then close all open tabs and Logout of AIS Production.
- This concludes our demonstration for Advanced Journal Inquiry.