

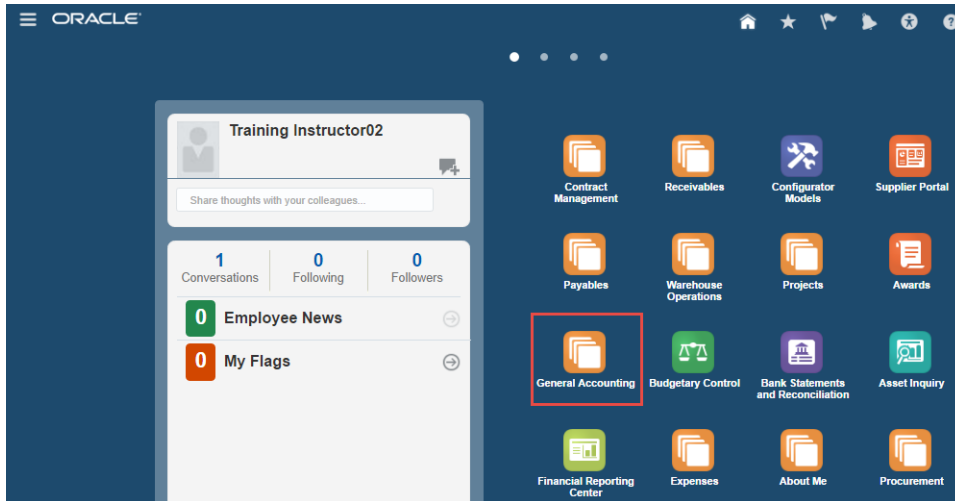
## OVERVIEW

This job aid details the process for reviewing GL Balances with the *Account Inspector*.

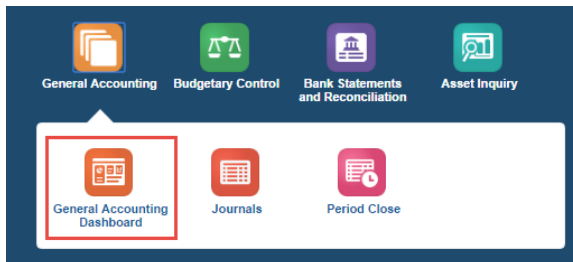
## NAVIGATING TO THE ACCOUNT INSPECTOR

Use the following process to navigate to the *Account Inspector (Inquire and Analyze Balances)*:

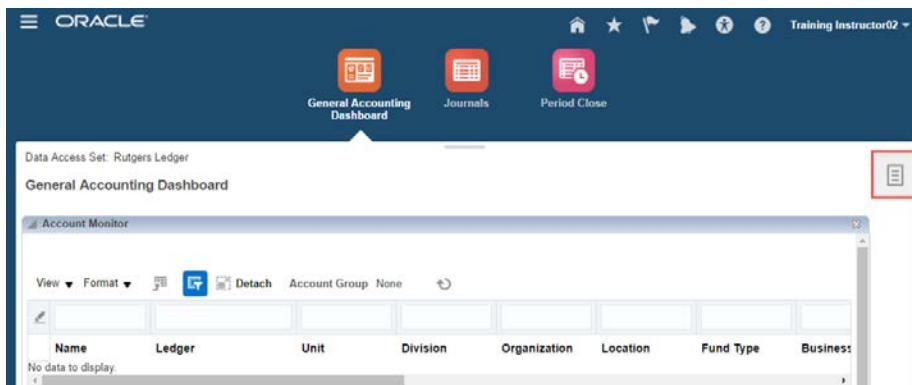
1. Click the **General Accounting** icon



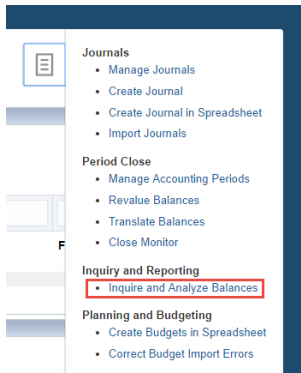
2. Click the **General Accounting Dashboard** icon



3. Click the **Tasks** (  ) icon



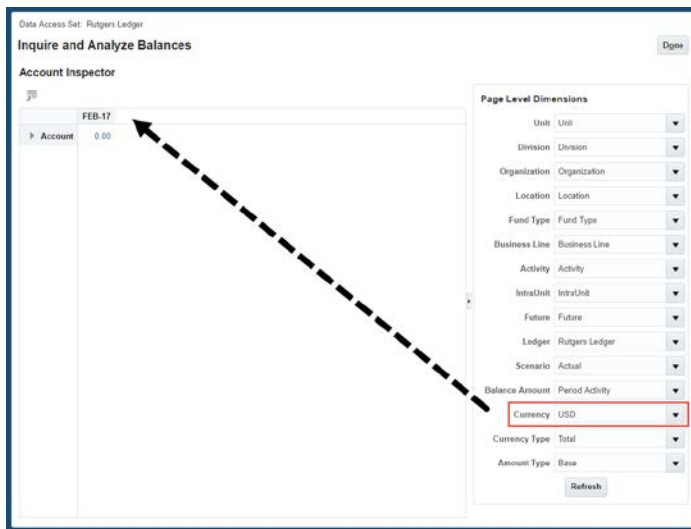
4. Click the **Inquire and Analyze Balances** hyperlink



**UPDATE THE COLUMN HEADER (X AXIS)**

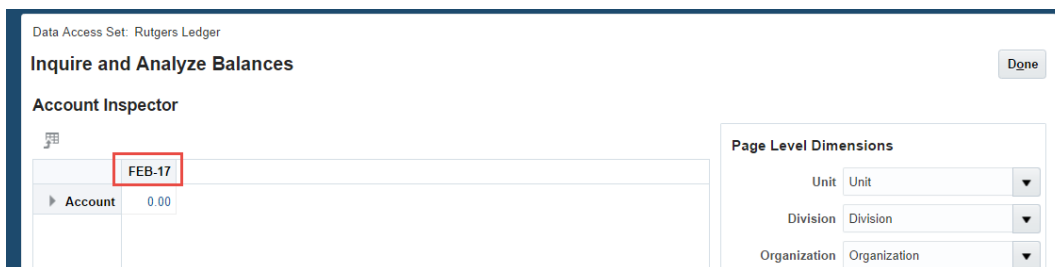
Use the following process to update the *Accounting Period* header in the pivot table.

1. Click on the **Currency** field in the *Page Level Dimensions* region and 'drag & drop' the field to the *Pivot Table Column Header (X axis)* region

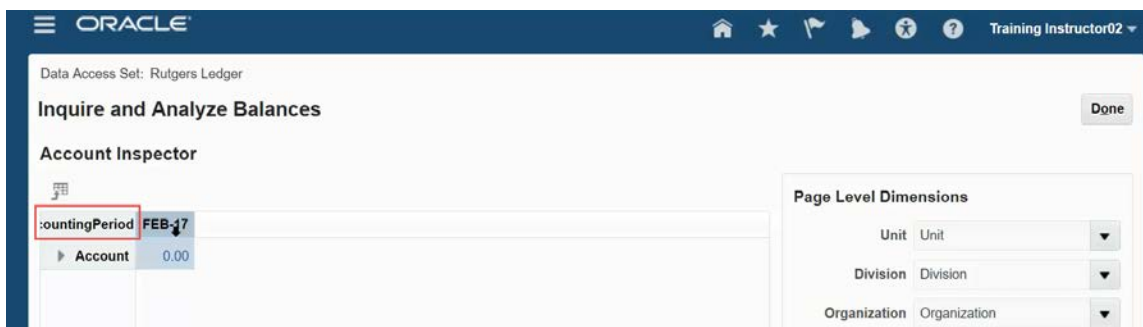


**Note:** When the *Page Level Dimension* region is highlighted blue you have successfully 'dragged' the field and when the *Pivot Table Column Header* is highlighted blue you have successfully 'dropped' the field.

2. Hover over the **MMM-YY** field in the *Pivot Table* to populate the *Accounting Period* field

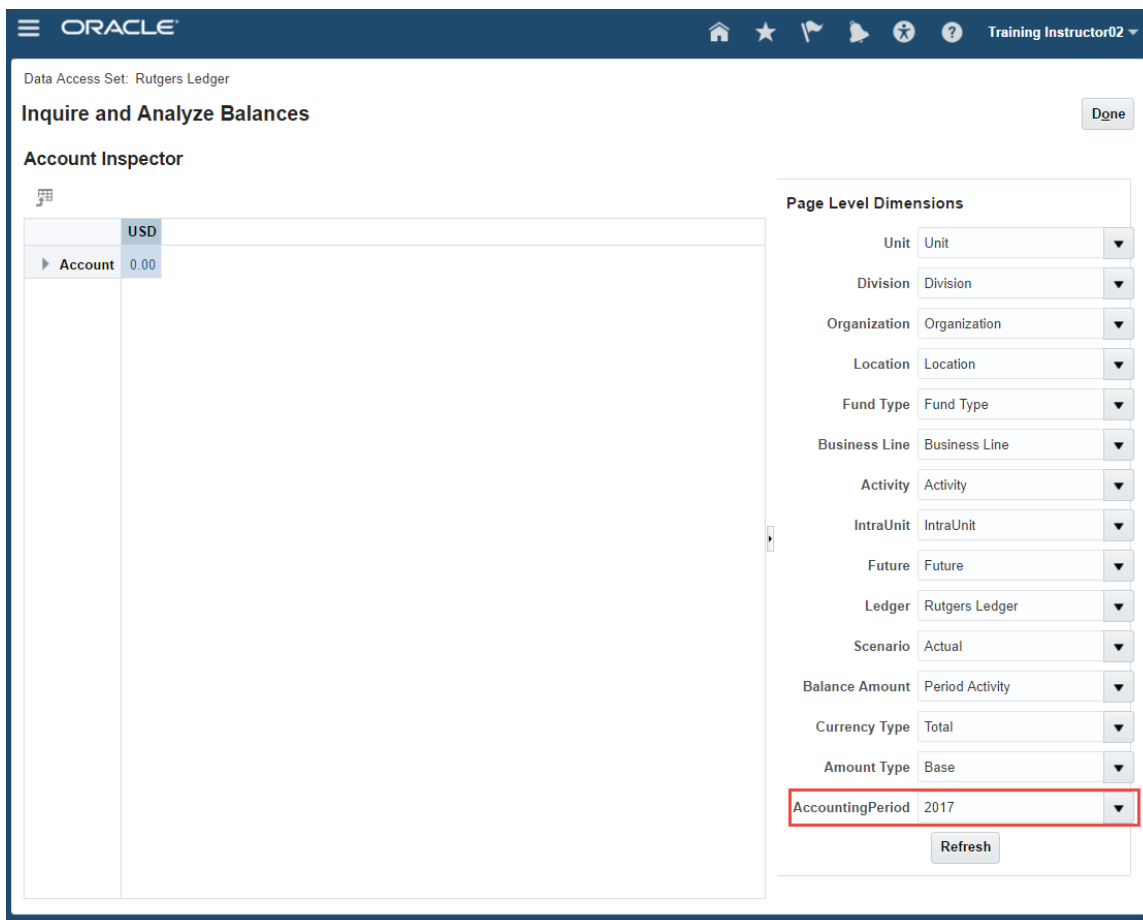


- Click on the **Accounting Period** field in the *Pivot Table* region and 'drag & drop' to the *Page Level Dimensions* region



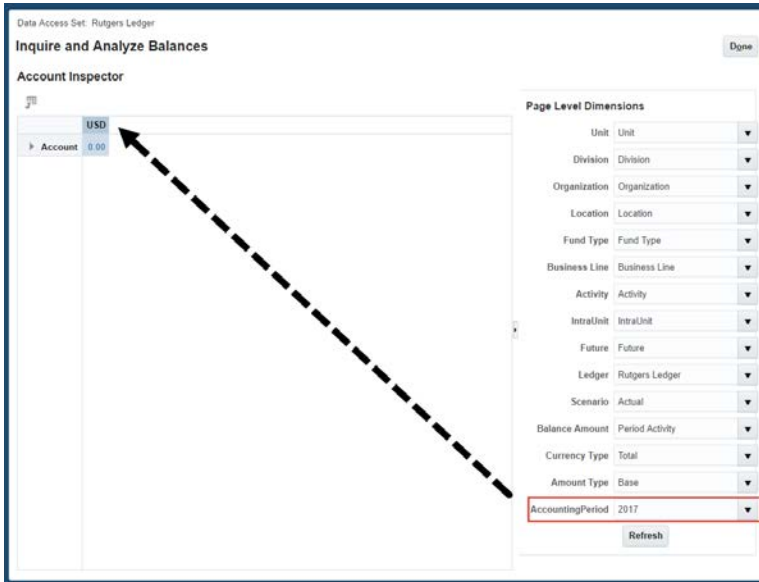
**Note:** When the *Pivot Table Column Header* is highlighted blue you have successfully 'dragged' the field and when the *Page Level Dimension* region is highlighted blue you have successfully 'dropped' the field.

- In the **Accounting Period** field, select the month/quarter/year to view

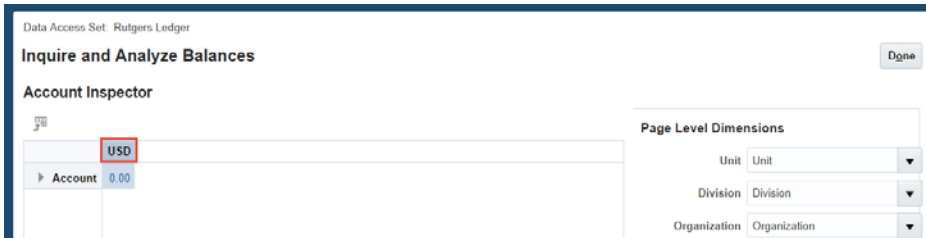


**Note:** Month should be entered as MMM-YY (i.e. OCT-17), Year should be entered as YYYY (i.e. 2017), and Quarter should be entered as Qtr#-YY (i.e. Qtr2-17). When typing in your parameters be sure to delete the entire original value, enter the new value, and then press the **Tab** key on your keyboard to refresh the field.

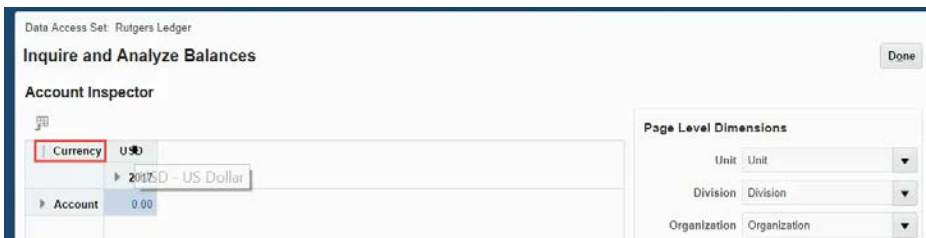
- Click on the **Accounting Period** field in the *Page Level Dimensions* region and 'drag & drop' the field to the *Pivot Table Column Header (X axis)* region



- Hover over the **USD** field in the *Pivot Table* to populate the **Currency** field



- Click on the **Currency** field in the *Pivot Table* region and 'drag and drop' to the *Page Level Dimensions* region

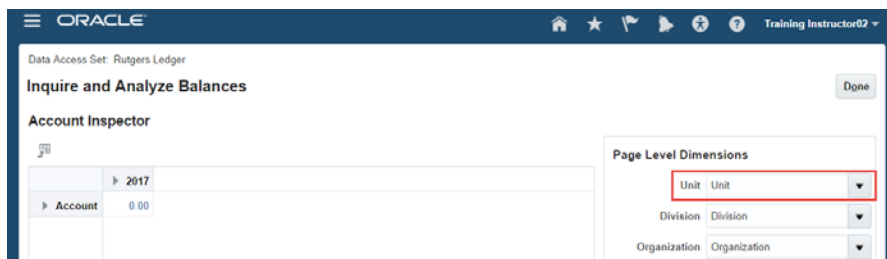


**Note:** You can use the same process to update the *Row Header (Y Axis)* fields in the pivot table.

## UPDATE THE PAGE LEVEL DIMENSIONS

Use the following process to update the *Page Level Dimensions* in the Account Inspector.

1. Click in the **Unit** field in the *Page Level Dimensions* region



2. Delete the word *Unit* from the **Unit** field, type the unit number you would like to report on, and then press the **Tab** key on your keyboard to refresh the field

The screenshot shows the 'Page Level Dimensions' panel with various dropdown menus. The 'Unit' field is set to '120'. Other fields include Division, Organization, Location, Fund Type, Business Line, Activity, IntraUnit, Future, Ledger, Scenario, Balance Amount, Currency Type, Amount Type, and Currency. A 'Refresh' button is located at the bottom of the panel.

3. Repeat the process, as needed

**Note:** The more *Chart of Account* segments entered, the more narrow the results will be.

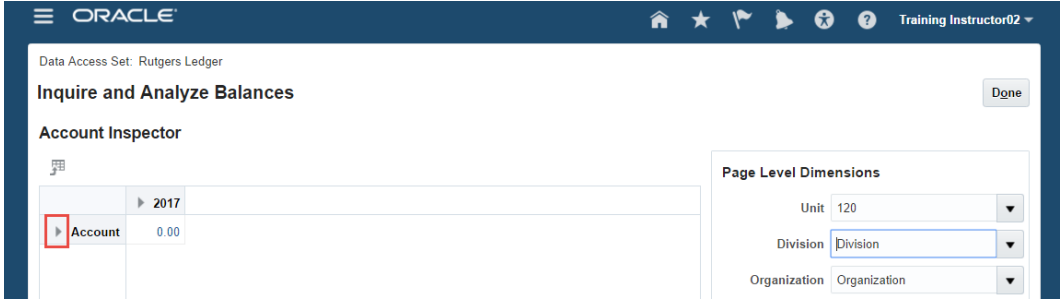
4. Click the **Refresh** button

The screenshot shows a close-up of the 'Page Level Dimensions' panel. The 'Refresh' button is highlighted with a red box, indicating the step to click on it.

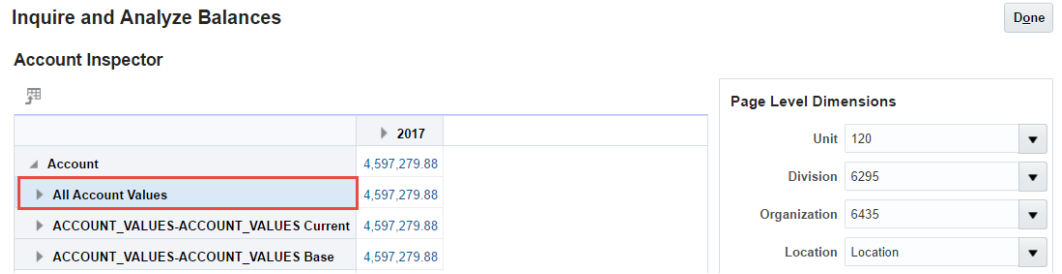
## REVIEW GENERAL LEDGER BALANCES

You can review the results of your query in the pivot table by drilling down to the child values. From there, you will be able to click on blue hyperlinked to navigate to *Inquire on Detail Balances*.

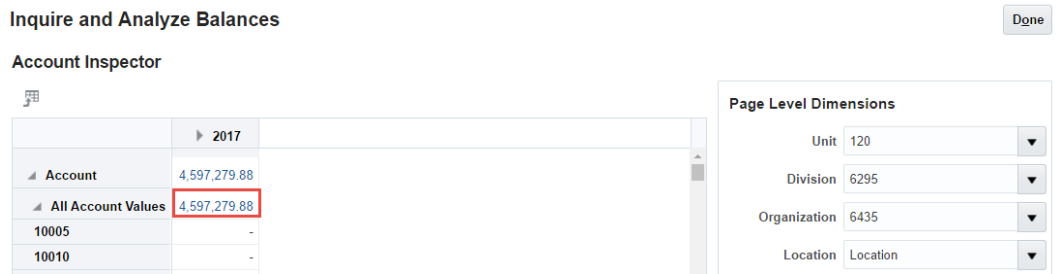
1. Click the triangle (▶) in the **Account** field in the *Pivot Table* region



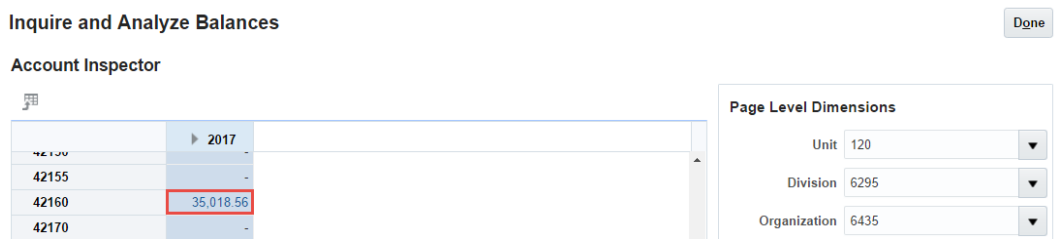
2. Click the triangle (▶) in the **All Account Values** field



3. Click any hyperlinked value in the **Accounting Period** column you would like to review



**Note:** You can either click the **All Account Values** hyperlink to see a list of all natural accounts or you may scroll down the page to view an individual account (*see below*).



**Note:** If you select to view the information by quarter or year, you can expand the columns and drill down to the individual month by clicking the triangle (▶) icon.

4. Review *Inquire on Detail Balances* results in the *Search Results* region

The screenshot shows the Oracle 'Inquire on Detail Balances' interface. The search parameters are set as follows:

- Ledger or Ledger Set: Rutgers Ledger
- From Accounting Period: JUL-ADJ-17
- To Accounting Period: JUN-ADJ-17
- Currency: USD
- Currency Type: Total
- Scenario: Actual
- Unit: 120
- Division: 6295
- Organization: 6435
- Location: Location
- Fund Type: Fund Type
- Business Line: Business Line
- Account: 42160
- Activity: Activity
- IntraUnit: IntraUnit
- Future: Future

The Search Results table is as follows:

Accounting Period	Ledger or Ledger Set	Unit	Future	Division	Organization	Location	Fund_Type	Business_L
JUL-ADJ-17	Rutgers Ledger	120	00000	6295	6435	1000	560	3110
JUL-17	Rutgers Ledger	120	00000	6295	6435	1000	560	3110
AUG-17	Rutgers Ledger	120	00000	6295	6435	1000	560	3110
SEP-17	Rutgers Ledger	120	00000	6295	6435	1000	560	3110
OCT-17	Rutgers Ledger	120	00000	6295	6435	1000	560	3110
NOV-17	Rutgers Ledger	120	00000	6295	6435	1000	560	3110

**Note:** You can change the results of this query by updating the search parameters in the *Inquire on Detail Balances* region of the screen and clicking the **Search** button.

This screenshot shows the search parameters section of the 'Inquire on Detail Balances' screen. The 'Search' button is highlighted with a red box.

In addition, you can manipulate the data on this screen:

Use the **Query by Example** (🔍) button to filter the data

This screenshot shows the 'Search Results' table with the 'Query by Example' button highlighted in red.

Use the **Ascending/Descending** (▲▼) buttons to sort the data

This screenshot shows the 'Search Results' table with the 'Ascending/Descending' button highlighted in red.

Use the **Export to Excel** (📄) button to populate the results in a spreadsheet

This screenshot shows the 'Search Results' table with the 'Export to Excel' button highlighted in red.