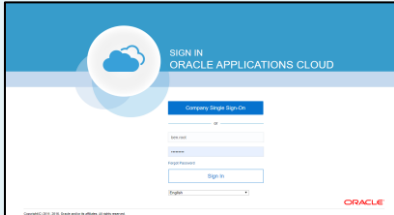


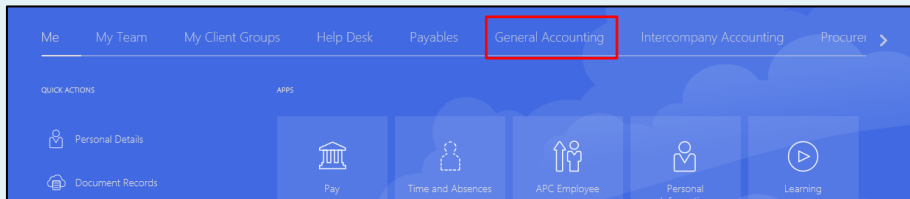
QRG – Account Inquiry and Drill Down

1. Launch One Source

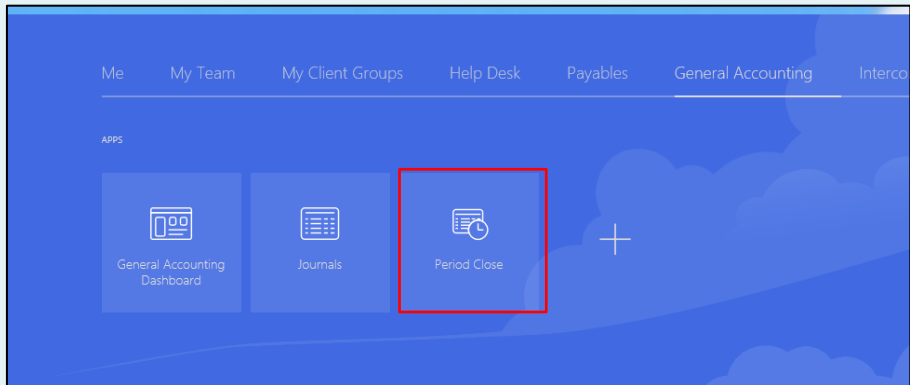
Step 1. Sign in to One Source (Oracle Cloud Application) and click on the **Home** button  at the top right corner.



Step 2. Select **General Accounting** on home page.

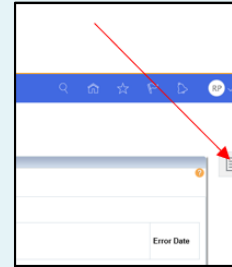


Step 3. Select **Period Close**.

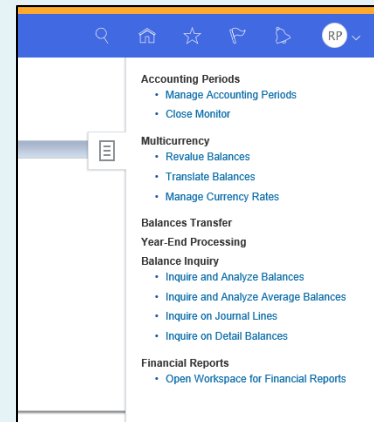


2. Account Inquiry

Step 4. Select tasks tab on right hand side of screen



Step 5. Click on **Inquire on Detail Balances**.



Step 6. Enter the account details that you want to do an inquiry on. All fields marked with an * must be filled in.

Inquire on Detail Balances

Search

* Ledger or Ledger Set	WMBC Ledger	* Currency Type	Total	* Subjective	
* From Accounting Period		* Scenario	Actual	* Additional Data	
* To Accounting Period		* Service Type		* Spare 2	
* Currency	GBP	* Cost Centre		* Organisation	

Search Save

QRG – Account Inquiry and Drill Down

3. Account Inquiry & Drill Down

Step 7. You can search on single codes or find out all codes and just select an individual subjective/cost centre or service type as shown in example below.

Search

* Ledger or Ledger Set

WMBC Ledger

* From Accounting Period

Dec-2019-20

* To Accounting Period

Jan-2019-20

* Currency

GBP

* Currency Type

Total

* Scenario

Actual

* Service Type

6670

* Cost Centre

All Cost Centre Values

* Subjective

All Subjective Values

* Additional Data

0000

* Spare 2

0000

* Organisation

01

Search

Save

Step 8. If it is a search that you anticipate doing regularly you can save it by clicking on the save button. You then just have to name the search and whether you want this to be your default search when you come back to the inquiry page. If you save the search this can be accessed from the saved searches field in the upper right hand corner of this page.

RP

Saved Search

Done

Step 9. To execute the search click on the search button. This will then bring up the balances for the periods selected. Balances will be shown by period and code as shown below. So, if you have more than one period selected (in this case two) then you will get that number of balance lines for each account code.

Search Results										
View <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>										
Accounting Period	Ledger or Ledger Set	Service Type	Cost Centre	Subjective	Additional Data	Spare 2	Organisation	Beginning Balance (GBP)	Period Activity (GBP)	Ending Balance (GBP)
Dec-2019-20	WMBC Ledger	6670	6701001	82018	0000	0000	01	111,353.00	13,919.00	125,272.00
Jan-2019-20	WMBC Ledger	6670	6701001	82018	0000	0000	01	125,272.00	13,919.00	139,191.00
Dec-2019-20	WMBC Ledger	6670	6701001	86007	0000	0000	01	6,885,421.65	860,677.53	7,746,099.18
Jan-2019-20	WMBC Ledger	6670	6701001	86007	0000	0000	01	7,746,099.18	860,752.79	8,606,851.97
Dec-2019-20	WMBC Ledger	6670	6701001	86011	0000	0000	01	77,259.86	9,657.96	86,917.82
Jan-2019-20	WMBC Ledger	6670	6701001	86011	0000	0000	01	86,917.82	9,657.64	96,575.46
Dec-2019-20	WMBC Ledger	6670	6701001	89201	0000	0000	01	27,013.00	3,377.00	30,390.00

4. Account Inquiry & Drill Down

Step 10. To see transactions, make up the period activity click on the relevant period activity you wish to drill down on. This will then open up the journal lines page. From here you can further drill down to see the journal, accounts revenue or accounts payable information associated with that journal line. To go back a stage, click either cancel or done which should be in the upper right-hand corner of the screen.

Journal Lines: 6670.6701001.86007.0000.0000.01										
Ledger: WMBC Ledger										
Account Description: Capital Financing Borrowing costs CLF-Interest Default Default Waived										
View <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>										
Journal Batch	Journal	Line	Source	Category	Entered		Accounted (GBP)		Debit	Credit
					Debit	Credit	Debit	Credit		
Trial Balance_FTD_Feb...	Trial Balance_FTD_Feb_2019-20_DMS_JOURNAL WMBC MIGRATION	9.741	WMBC MIGRATION	WMBC MIGRATION	860,685.13	GBP	860,685.13			
Columns Hidden: 2										

Further Support

If you have any further queries, please contact the One Source helpdesk on **01922 654320**.