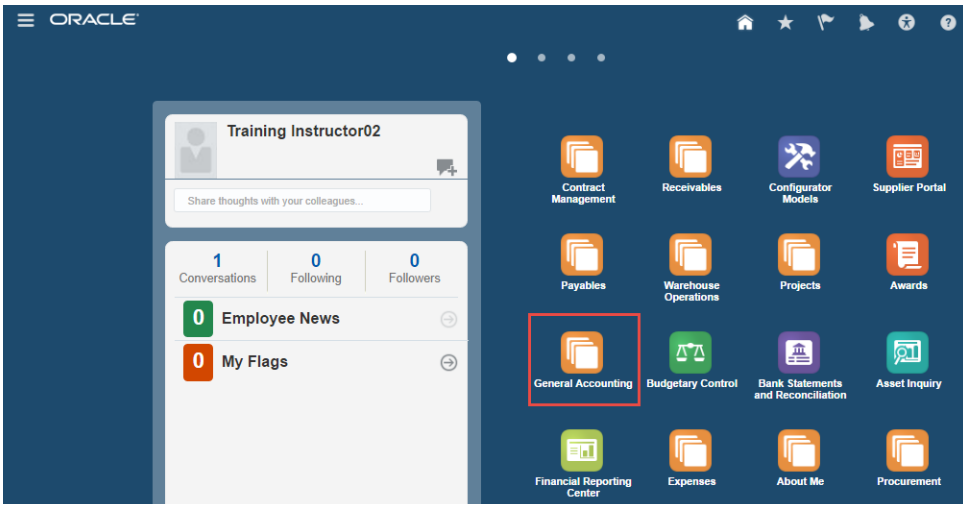
OVERVIEW

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

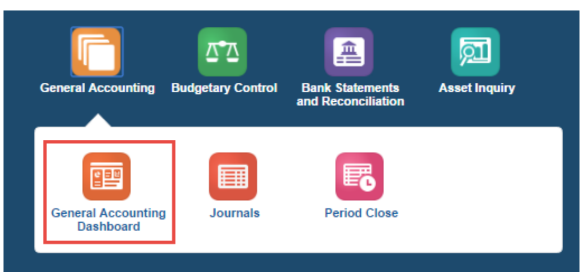
NAVIGATING TO THE ACCOUNT INSPECTOR

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

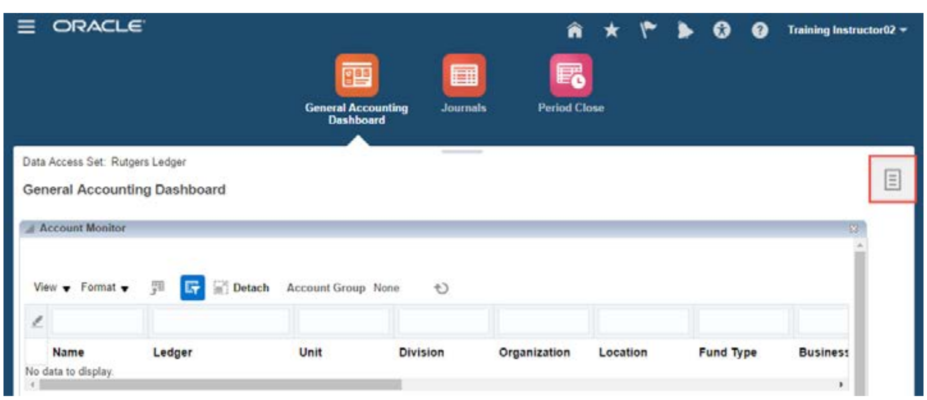
1. Click the **General Accounting** icon



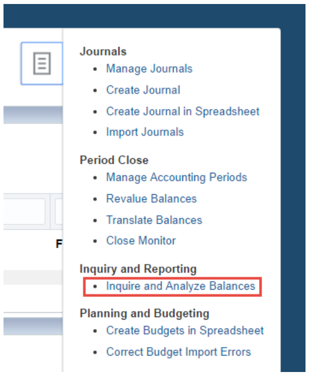
2. Click the **General Accounting Dashboard** icon



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



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



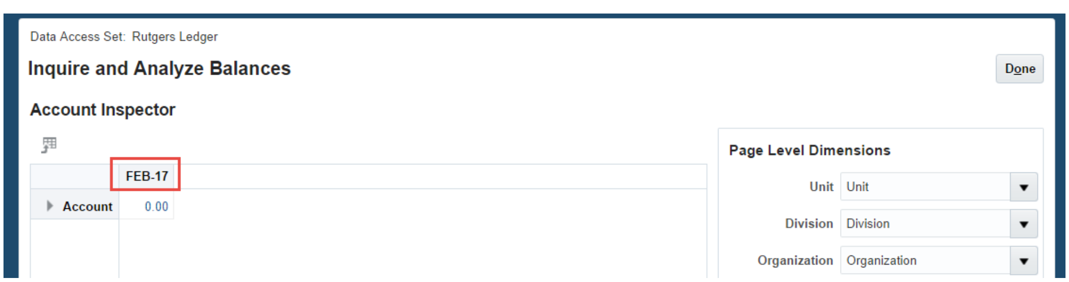
UPDATE THE COLUMN HEADER (X AXIS)

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

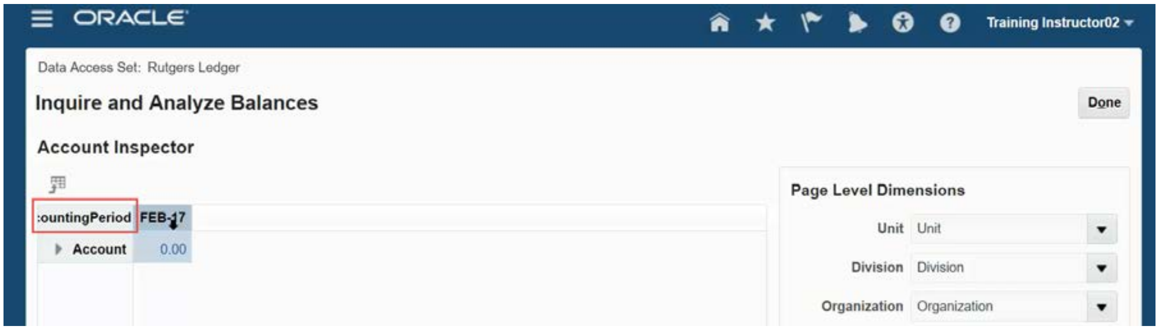
1. Click on the **Currency** field in the *Page Level Dimensions* region and 'drag & drop' the field to the *Pivot Table Column Header (X axis)* region

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 sucessfully 'dropped' the field.

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

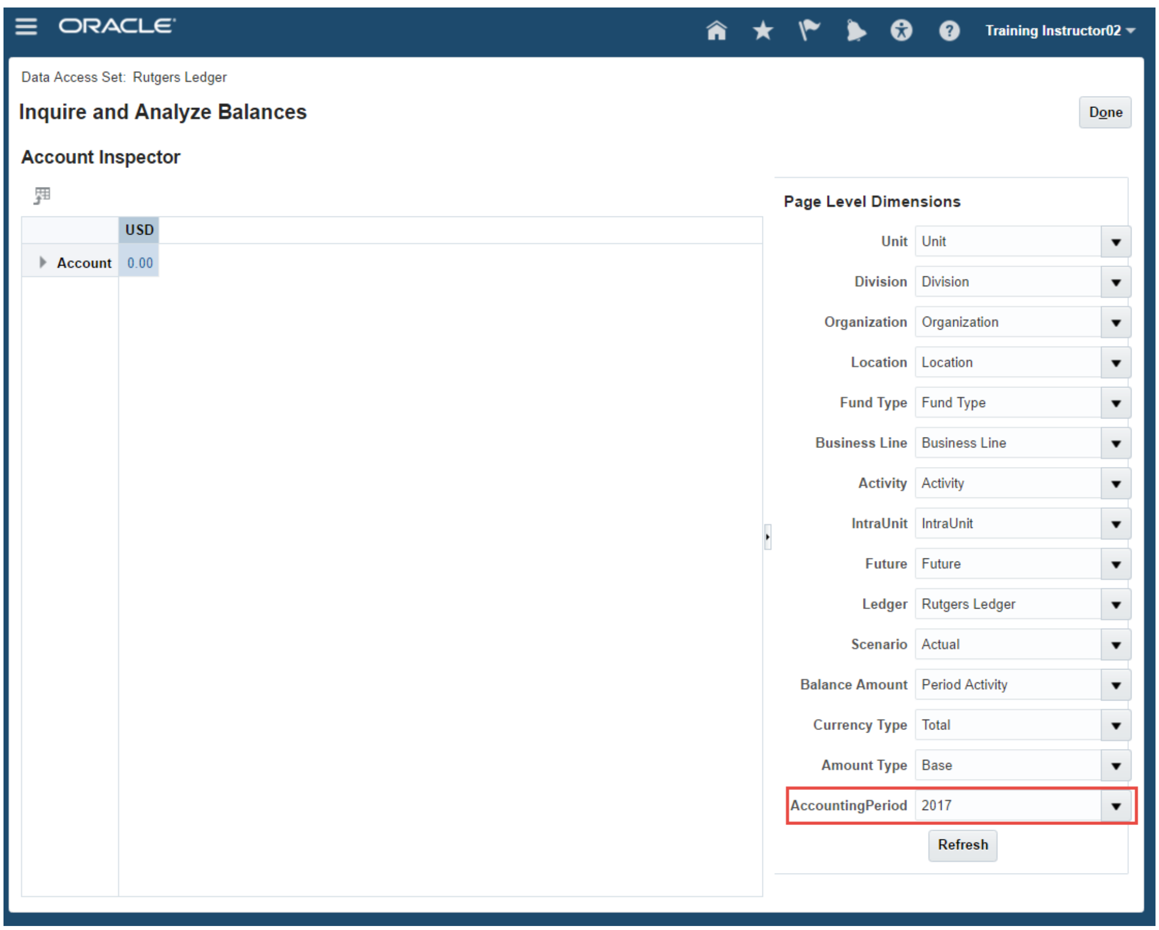


3. Click on the **Accounting Period** field in the *Pivot Table* region and 'drag & drop' to the *Page Level Dimensions* region



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 sucessfully 'dropped' the field.

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

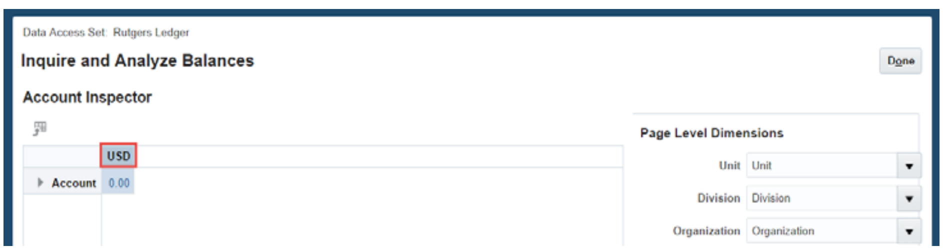


Note: Month should be entered as MMM-YY (i.e. OCT-17), Year should be entered as YYYY (i.e. 2017), and Quarter should be entered as Qtr#-YY (i.e. Qtr2-17). When typing in your parameters be sure to delete the entire original value, enter the new value, and then press the **Tab** key on your keyboard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

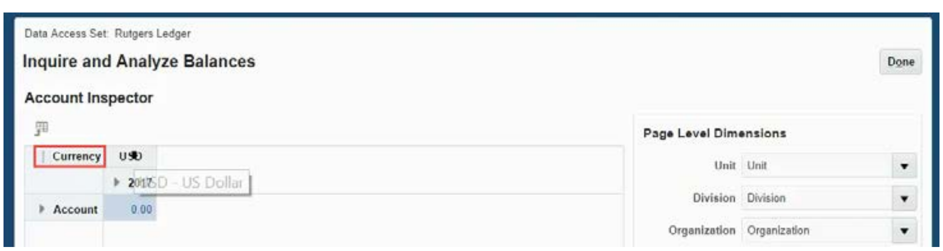
RUTGERS

5. 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

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



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

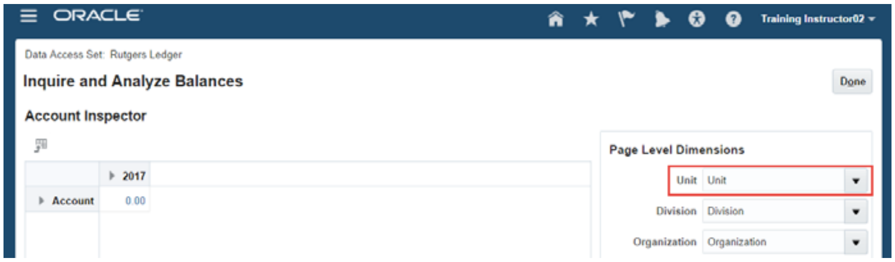


Note: You can use the same process to update the *Row Header (Y Axis)* fields in the pivot table.

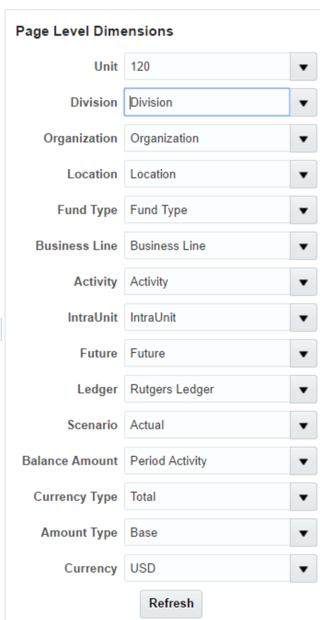
UPDATE THE PAGE LEVEL DIMENSIONS

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



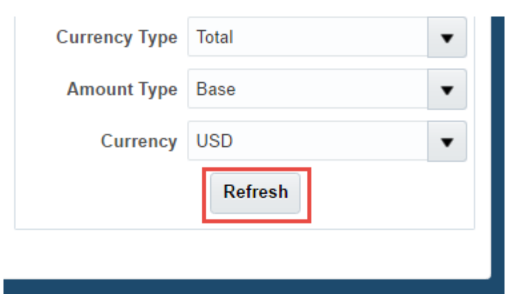
2. Delete the word *Unit* from the **Unit** field, type the unit number you would like to report on, and then press the **Tab** key on your keyboard to refresh the field



3. Repeat the process, as needed

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

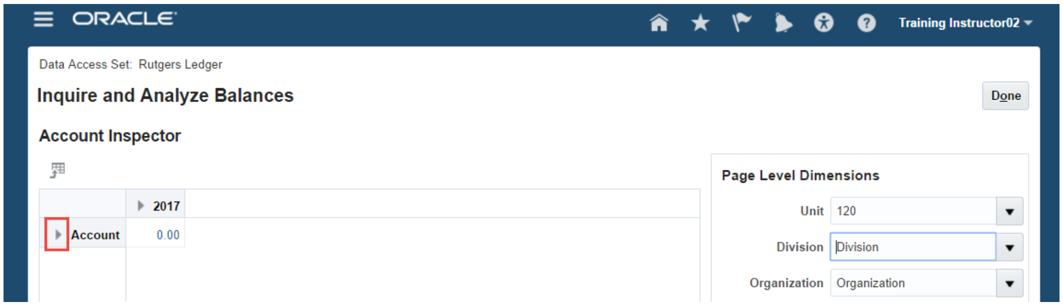
4. Click the **Refresh** button



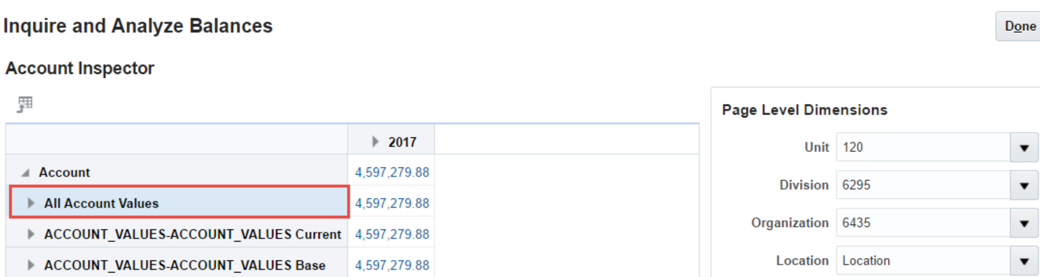
REVIEW GENERAL LEDGER BALANCES

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

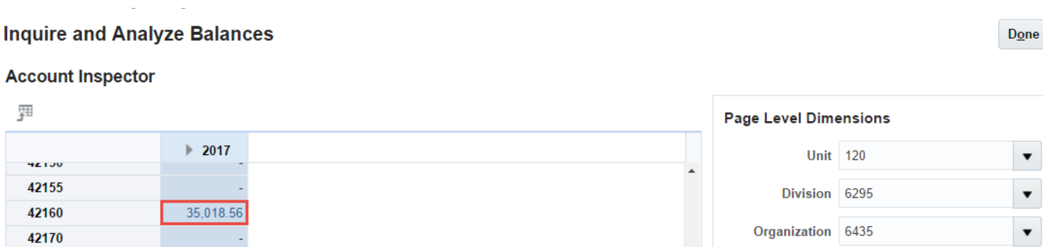


2. Click the triangle (▶) in the **All Account Values** field



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

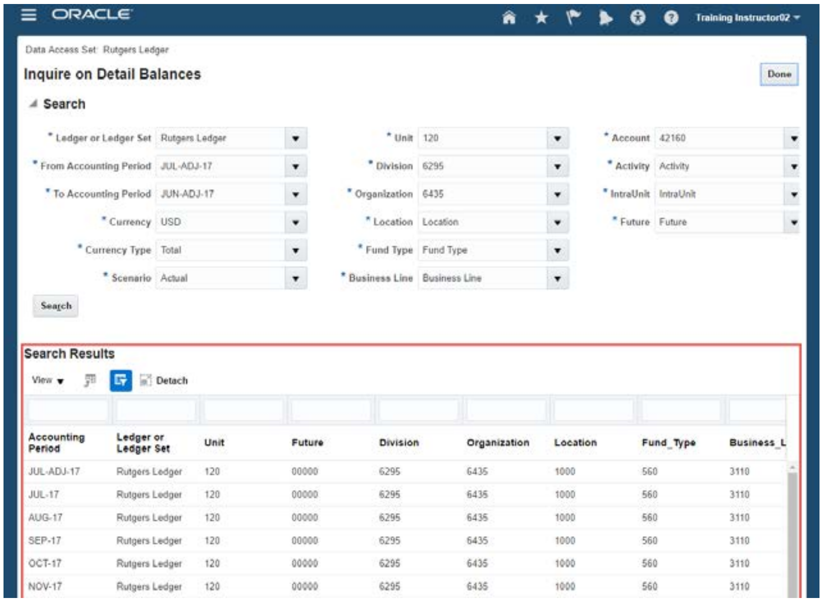
Note: You can either click the **All Account Values** hyperlink to see a list of all natural accounts or you may scroll down the page to view an individual account *(see below)*.



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

RUTGERS

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



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.

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

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

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

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