



QuickStart Guide

Inquiry by Account Number

October 2004

Inquiry by Account Number

ARKONA QuickStart Guide

Use this QuickStart Guide to help you inquire on general ledger detail in a certain account.

1. Use Transaction Analysis to inquire by account number.

- a. Take option **2=Transaction Analysis** on the General Ledger menu.
- b. You can **narrow the date range** you are inquiring on for income statement accounts by changing the date range in the top right. Press [ENTER] to change the balances before selecting the account.
 - Changing the date range does not eliminate transactions from the inquiry in control number sequence.
- c. Type the account number in the Position To field and press [ENTER].
- d. Take option **1=Detail** by the account to display the detail for the account.

Opt*	Date	Jrn	Document	Control	Amount	Description	
	4/01/04	PCC	5105581	5105581	2.80	HANSEN, D H	
	4/06/04	PCC	5105583	5105583	7.55-	AAMCO TRANSMISSION-ERIE BLYD	
	4/07/04	PCC	5105585	5105585	85.00	AAA ABANDON AUTOS	
	4/07/04	PCC	5105586	5105586	400.00	ALL BANK	
	4/07/04	PCC	5105587	5105587	600.00-	ALL BANK	
	4/12/04	PCC	5105588	5105588	40.00	HANSEN, D H	
	4/14/04	PCC	5105590	5105590	3.18	OWEN, DAVID S.	
	4/14/04	PCA	5105591	5105591	448.62	HANSEN, D H	
	4/15/04	PCC	5105593	5105593	141.00	CASH SALE	
	4/22/04	PCC	5105597	5105597	3.18-	OWEN, DAVID S.	
	4/22/04	PCC	5105598	5105598	3.18-	OWEN, DAVID S.	
	4/23/04	PCC	5105602	5105602	.77	HANSEN, D H	
	4/23/04	PCC	5105601	5105601	3.19	CASH SALE	
	4/23/04	PCC	5105604	5105604	4.50	CASH SALE	
	4/23/04	PCC	5105605	5105605	4.50	CASH SALE	

GL22100B ARKONA 5/04/04
JIM Date 04:19:21
Account* 4540 Total 6385.68 Position to
F5=Sequence F12=Cancel F18=Listing

This figure is the Change on I/S accounts or the Ending Balance on B/S accounts.

More...

Account Detail

- e. Use function **F5=Sequence** to change the way the detail is sorted on the screen. **The default view** for each type of account can be selected on the second screen of Preferences in the General Ledger Application Environment.
 - **Date** – Sorts the detail by transaction date.
 - **Journal Detail** – Sorts the detail by journal.
 - **Journal Summary** – Sorts and summarizes the detail by journal.

- **Document** – Sorts the detail by document number.
 - **Control Detail With Zero Balance** – Sorts the detail by *control number* and *includes* transactions that have been reconciled. **The system reconciles a transaction when the balance on the control number (or reference number in A/R or A/P accounts) goes to zero.**
 - **Control Summary With Zero Balance** – Sorts and *summarizes* the detail by *control number* and *includes* transactions that have been reconciled.
 - **Control Detail Without Zero Balance** – Sorts the detail by *control number* and *excludes* transactions that have been reconciled.
 - **Control Summary Without Zero Balance** – Sorts and summarizes the detail by *control number* and *excludes* transactions that have been reconciled.
 - **Detail Balance Forward** – Sorts the detail by date and excludes transaction outside the selected date range. The account beginning balance, change, and ending balance is displayed near the top of the screen.
- f. Position to a specific item in the detail.
- You can position to the key of the selected view's sequence. For example, you can position to date if you sorted by date in step 1e or you can position to control number if you sorted by any of the control number views.
- g. Drill down to the source document or journal entries.
- If you are in control number sequence, first take option **1=Detail** by a control number and select a specific transaction, otherwise just take option **1=Source** to display the source document for a transaction such as a check, purchase order, or deal.
 - Take option **5=Document J/E** to display all of the journal entries for the transaction as if you called it up in **31=Document Inquiry**.
- h. Print the detail on any level of the inquiry.
- Use function **F18=Listing** to print the detail on any level of your inquiry. The printout will be similar to what is on your screen.