

How to Query an Account Combination

You can use the Account Query function to look up existing account combinations to use when preparing journal entries.

Objective:

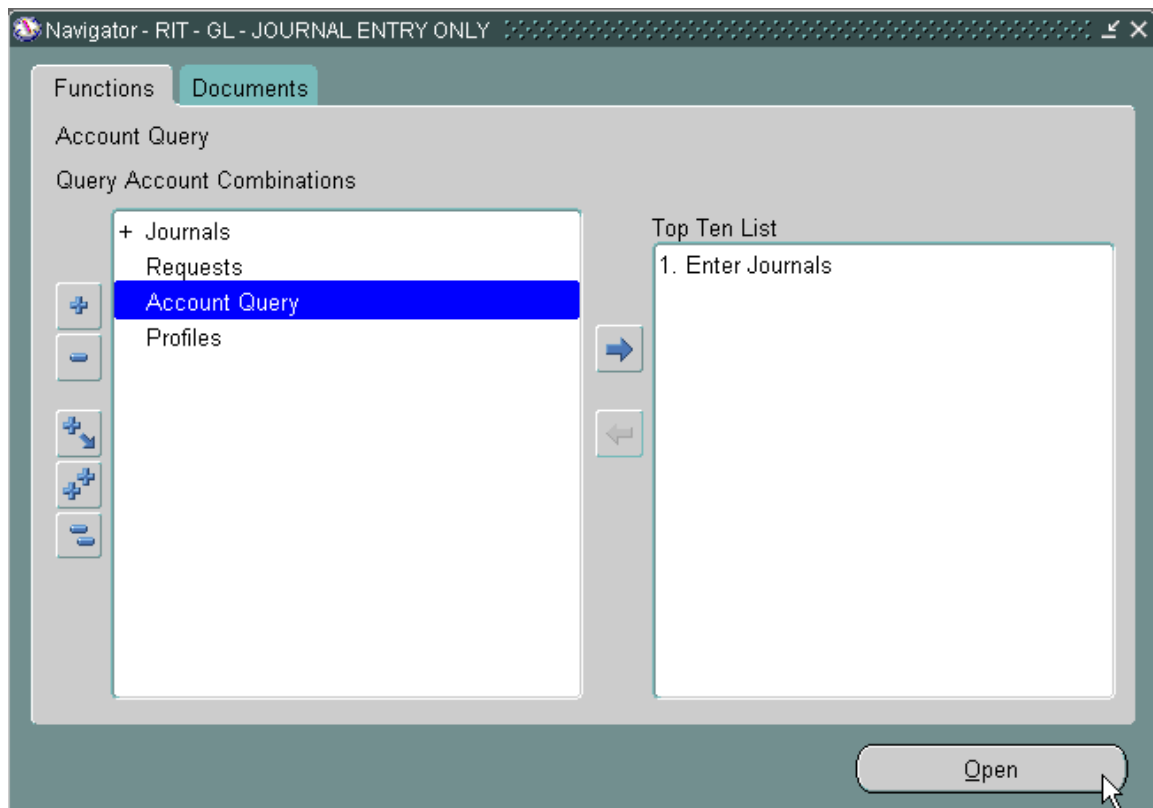
At the end of this lesson you will be able to perform a query for an existing account combination using the Account Query function.

Scenario:

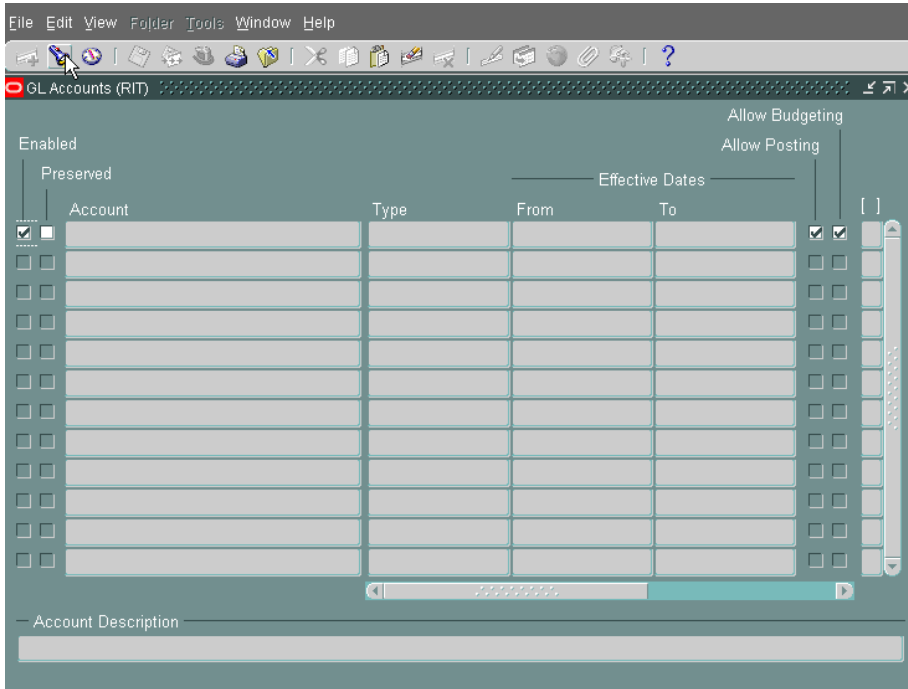
You are an employee at the Center for Campus Life. You want to prepare a journal entry to move a Procard expense to a supply line on your operating account. You want to find out if an account already exists.

Directions:

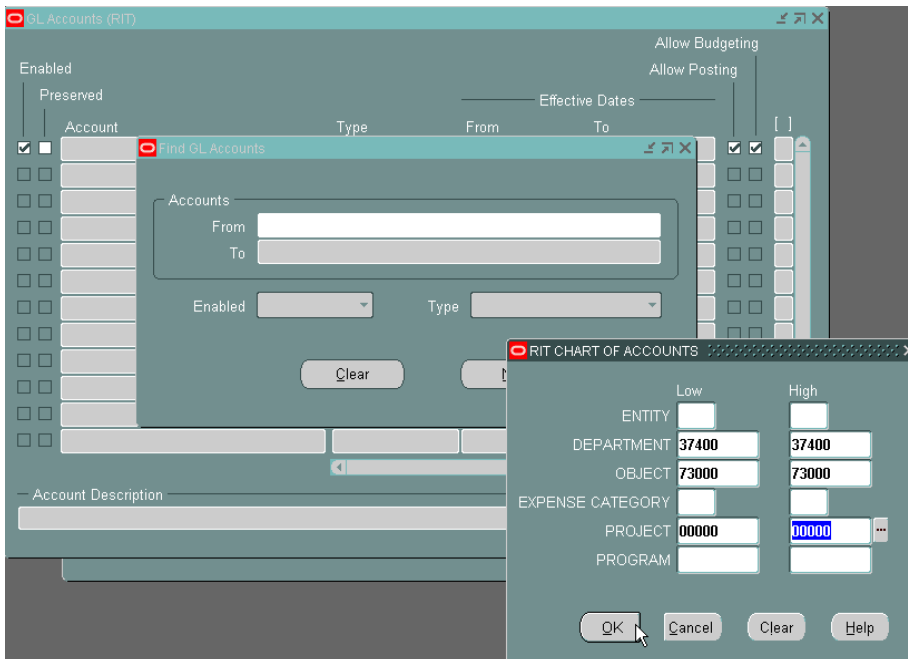
- To look up an existing account combination select the “Account Query” function in your Navigator screen of your RIT – GL – Journal Entry Only responsibility and click the “Open” button.



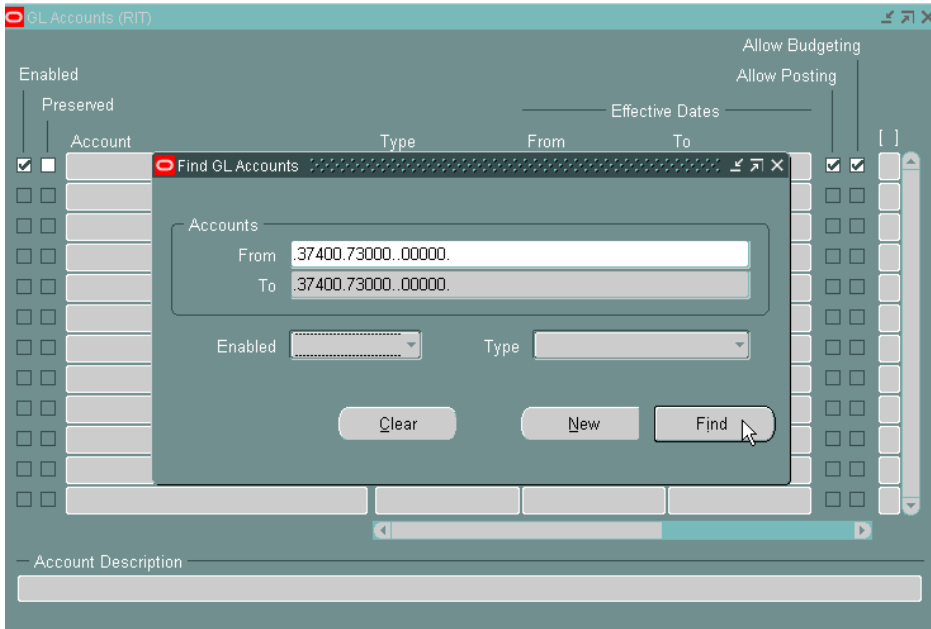
- The GL Accounts (RIT) screen will open. Click on the flashlight Find icon on your toolbar.



- Enter the department, object code and project numbers in the RIT Chart of Accounts window and click the “OK” button. For this example you want to find out if a supply account for the Center for Campus Life exists in Oracle already. Enter “37400” into the Department fields, the object code “73000” into the Object fields, and “00000” into the project fields.



- Click the “Find” button on the “Find GL Accounts” window.



- If the account combination exists it will appear in the “Account” field on the “GL Accounts (RIT) window. If the account combination doesn’t exist the following error message will appear; “FRM-40350: Query caused no records to be retrieved.” You will have to contact the Accounting Department at ext. 5-2237 to request that the account combination be set up.

