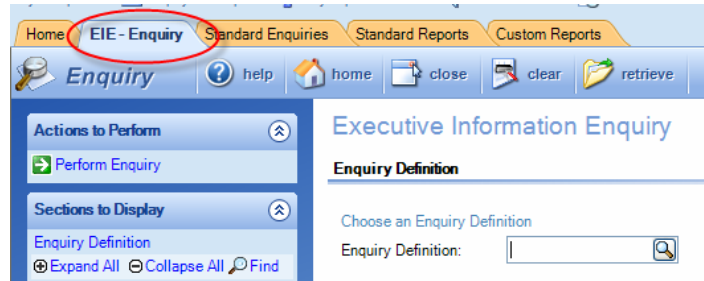


# ENQUIRIES: Performing Enquiries

## General

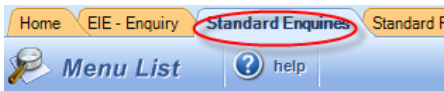
Two types of Enquiries are available in Finance One:

### Standard Enquiries and Executive Information Enquiries (EIE)



## Standard Enquiry

**Example #01:** Run a Transaction Listing Enquiry to retrieve all transactions in a financial year to date for enquiry within the specified parameters



Select the Standard Enquiries tab from the Workplace Tabs to display Standard Enquiries available within the relevant Role.

Click on General Ledger Enquiry.

In the Task Pane to the left of the screen, click on Transaction Listing



**ENQUIRIES: Performing Enquiries**

Specify the criteria for the transaction listing

Transaction Listing

1 Ledger Name:\*  2006 Actual Ledger

2 Account Number:\*    
A consolidated account can also be entered eg 1-Q-@@@

3 Search:  [Retrieve](#) Status:   All Periods

Period  Between

- 1 Select the ledger to be used. In the example above, the selected ledger is 2006GLAT, being the Actual General Ledger transactions for the 2006 financial year.
- 2 Specify the account number to be used. In the example above E-100400-@ will return all transactions under the Account Number (Cost Centre number) for Civil Engineering.
- 3 Specify the period for which data is to be retrieved. In the example above the drop-down list boxes have been used to specify periods between 0 and 6, which will retrieve all data up to an including the end of Period 06.



Select Retrieve to perform the enquiry

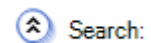
The ledger transactions retrieved can be sorted, printed, published or exported to Excel.

Drag a column header here to group by that column

Date	Reference	Type	Period	Amount (AUD)	Balance Amt (AUD)	Narrative	Account Number
7/03/2006	10683	APINV	3	912.84	-835,490.90	IPC GLOBAL - STEVE KING SUNDRY ITEMS	E-100400-0010-7...
8/03/2006	81289	APINVPO	3	600.00	-786,286.89	TOOLMART HITACHI IMPACT HAMMER DRIL...	E-100400-0010-7...
8/03/2006	81289	APINVPO	3	477.27	-785,809.62	TOOLMART HITACHI IMPACT HAMMER DRIL...	E-100400-0010-7...

**Other Search Criteria**

Many other Search criteria are available within Enquiry Screens. Additional Search Criteria can be activated by selecting the 'Search' chevron to display additional Search criteria to limit or extract data.



Transaction Listing

Ledger Name:\*  2007 GL Actual

Account Number:\*

A consolidated account can also be entered eg 1-Q-@@@

**Search:**  [Retrieve](#) Status:   All Periods

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Apply to Grid](#)

# ENQUIRIES: Performing Enquiries

## Executive Information Enquiry

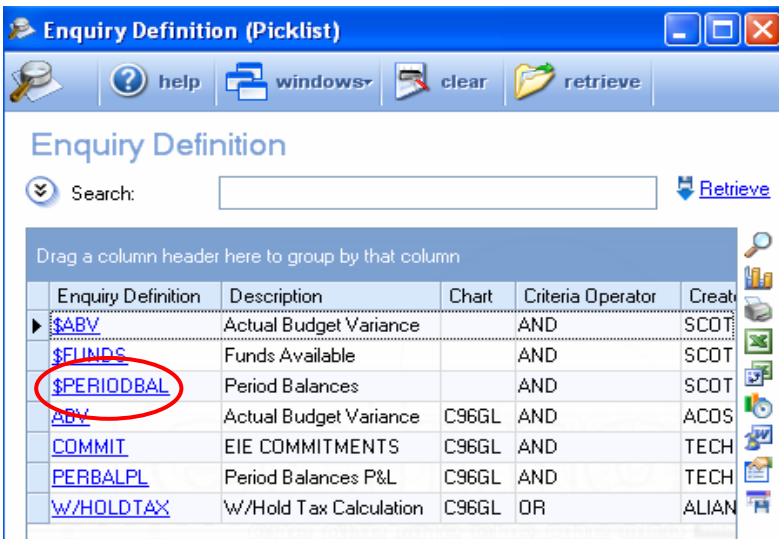
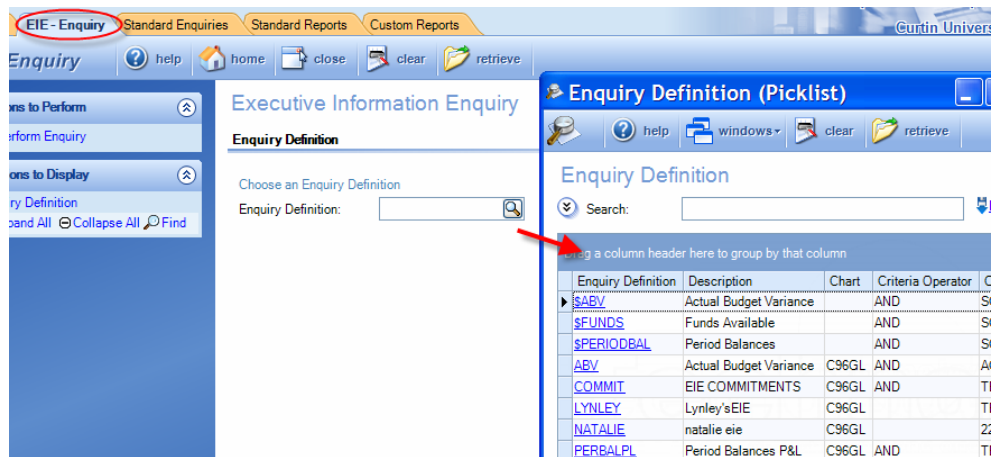
Executive Information Enquiry (EIE) is a powerful enquiry tool.

**Example #2:** Using EIE to obtain transaction records for Repairs & Maintenance expenses in selected financial periods, where the amount of the expense is \$100,000 or more.

Select the EIE tab from the Workplaces Tabs to activate the EIE

The first step is to define the enquiry.

Activate the drop-down picklist



Select the type of data to be retrieved. In this example, the data type being retrieved is \$PERIODBAL - Period Balances.

## ENQUIRIES: Performing Enquiries

### Specify the enquiry

#### Enquiry Definition

Choose an Enquiry Definition

Enquiry Definition:  Period Balances

Parameters for this Definition

Please select a Ledger:

Select the ledger from which the transactions are to be retrieved



#### Ledgers

Search:  Retrieve

Status  Active

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Criteria](#) [Load Criteria](#)

Drag a column header here to group by that column

Ledger Name	Description	Narration
2005GLAT	2005 Actual Ledger	2005 Actual Ledger
2006GLAT	2006 Actual Ledger	2006 Actual Ledger

Click on the required ledger



#### Consolidation and Drilldown

Nominate below the entities that you wish to enquire upon in order. If you wish to perform a simple consolidation without drilldown, select entity.

Select the drilldown pathway to retrieve the data

Reporting Entities

- Acct\_comp\_1-Division
- Acct\_comp\_2-Detya Co
- Acct\_comp\_3-Bus Area
- Acct\_comp\_4-Departmt
- Grouped Cost Centres
- Cost Centre
- 1st Char Line Item
- 1,2 Char Line Item
- All Char Line Item
- Manager
- Fund Type
- CAMPUS

Default Drilldown Path

- 1,2,3 Char Line Item
- Transactions



Highlight & select

## ENQUIRIES: Performing Enquiries

Specify search criteria.  
In this example, to select all line items within the Repairs & Maintenance, specify the first three characters of the line item as '714'

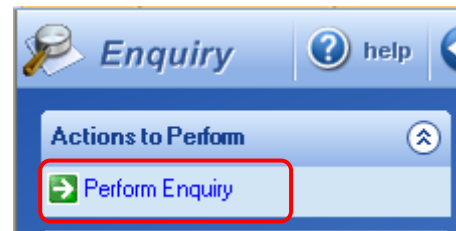
### Criteria

Criteria

1,2,3 Char Line Item  714

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#)

Navigate to the task pane and click 'Perform Enquiry'.



Click on the hyperlink on the line item group to drill down to transaction detail

**Drilldown Path**

1

Drilldown to:

Sub Category Fund

Organisational Area

Organisational Unit

---

SUB-DEPT / PORTFOLIO

Account Number

Transactions

Commitments

### Period Balances

1,2,3 Char Line Item Listing

where: 1,2,3 Char Line Item like Maintenance Minor New Works (714)

1,2,3 Char Line Item	Total Prds	Period 0	Period 1	Period 2
<a href="#">714 - Maintenance &amp; M</a>	9,656,833	0	338,641	1,937,137

All transactions for line item series '714' for the selected financial year and financial periods are displayed.

### Transaction Listing

where: 1,2,3 Char Line Item like Maintenance Minor New Works (714)  
and 1,2,3 Char Line Item = Maintenance Minor New Works (714)  
Ledger Name = 2006GLAT and Period between 0 and 13

Search:

Date	Reference	Type	Period	Amount	Exchange Rate	Amount (AUD)	Balance Amt (AUD)	Narrative	Attach
<a href="#">13/06/2006</a>	EJ00461	JNL	6	0.00	0.000000	21.40	21.40	MNW/82199 - BLD 4...	
<a href="#">23/03/2006</a>	JY56068	JNL	3	0.00	0.000000	11.00		32.40 SECURED SHRED...	
<a href="#">19/06/2006</a>	JY59648	JNL	6	0.00	0.000000	11.00		43.40 SECURED SHRED...	
<a href="#">10/08/2006</a>	EJ01010	JNL	8	0.00	0.000000	11.00		54.40 Management K.Bod...	
<a href="#">10/08/2006</a>	EJ01010	JNL	8	0.00	0.000000	11.00		65.40 Management K.Bod...	
<a href="#">4/09/2006</a>	EJ01185	JNL	9	0.00	0.000000	11.00		76.40 Management K.Bo...	
<a href="#">4/09/2006</a>	FJ01185	JNI	9	0.00	0.000000	11.00		87.40 Management K.Rn	

ENQUIRIES: Performing Enquiries

Transaction Listing

where: 1,2,3 Char Line Item like Maintenance Minor New Works (714)  
and 1,2,3 Char Line Item = Maintenance Minor New Works (714)  
Ledger Name = 2006GLAT and Period between 0 and 13

Search:  Retrieve

Amount (AUD) >= 100,000.00

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Apply to Grid](#)

Date	Reference	Type	Period	Amount	Exchange Rate	Amount (AUD)	Balance Amt (AUD)	Narrative	Accou
27/06/2006	JY59549	JNL	6	0.00	0.000000	169,470.49	169,470.49	UTECH PORTION M...	F-1316
15/11/2006	564356	APINV	11	0.00	0.000000	147,180.00	316,650.49	EXTERNAL PAINTI...	F-1371
28/11/2006	EJ02089	JNL	11	0.00	0.000000	145,800.00	462,450.49	SUR15 DJS Bld 309...	P-5130
27/06/2006	11535	APINV	7	0.00	0.000000	129,653.18	592,103.67	R MASSIE	P-5130
3/01/2006	000044731	APINVPO	2	0.00	0.000000	133,000.00	725,103.67	BLDGS 402 & 407...	R-5201

Click 'Search' to activate criteria selection boxes

Select **Amount (AUD)**; where the amounts are ">=" (greater than or equal to); **\$100,000**

The transaction list is refreshed to only display transactions where the amounts are greater than or equal to \$100,000.

Enquiry Using Selection Codes

Selection Codes

Selection Codes can be used to retrieve data based on specific characteristics of the data. For example, Selection Codes can be used to retrieve all transactions related to stationery expenses across different departments. Rather than retrieving the data for each department and then selecting only the stationery transactions, the Selection Code for stationery expenses can be utilised to extract the required data in one enquiry, across specified or selected departments.

Selection Codes provide a powerful way to group data. When used in conjunction with Executive Information Enquiries, Selection Codes enable extraction of specific groups of transactions or data.

Refer to the QRS – Selection Codes for the current list of Selection Codes used in Finance One.

Enquiry Example Using Selection Codes

Retrieve data on postal, courier and freight charges for the Vice Chancellor.

Executive Information Enquiry

Enquiry Definition

Define the enquiry by selecting Period Balances

Choose an Enquiry Definition

Enquiry Definition:  Period Balances

Parameters for this Definition

Please select a Ledger:

Specify the source of data by selecting the ledger. In the example above, the 2006GLAT ledger was selected.

**ENQUIRIES: Performing Enquiries**

**Consolidation and Drilldown**

Nominate the entities to enquire upon, in order of drill down.

Nominate below the entities that you wish to enquire upon in order of drilldown. If you wish to perform a simple consolidation without drilldown, select only one entity.

Reporting Entities

- Acct\_comp\_1-Division
- Acct\_comp\_2-Delya Co
- Acct\_comp\_3-Bus Area
- Acct\_comp\_4-Departmt
- Grouped Cost Centres
- Cost Centre
- 1st Char Line Item
- 1,2 Char Line Item
- 1,2,3 Char Line Item
- All Char Line Item
- Manager
- Fund Type

Default Drilldown Path

- Organisational Area
- Transactions

Move Up

Move Down

Specify the criteria by which to enquire. In this example, Organisational Area is being used in the EIE criteria.

Clicking the magnifying glass above activates the drop-down box. Click to select the required Selection Code.

**Criteria**

Criteria

Organisational Area =

Clear Values

- Organisational Area
- ABS SEO Code
- Field of Research
- Sub Category Fund
- Organisational Area

In this example, VCH is criteria selected for enquiry.

<a href="#">SEC</a>	Office of Univ Secre	Office of University Secretary
<a href="#">SWK</a>	Curtin Sarawak	Curtin Sarawak
<a href="#">THL</a>	Off Dep V/C T&L	Office of the Deputy Vice Chancellor T&L
<a href="#">VCH</a>	Vice Chancellory	Vice Chancellory

**ENQUIRIES: Performing Enquiries**

One or more additional Search criteria can be added, by clicking 'Add Criteria'. In this example, an additional search criteria of 'Line Item' has been added. The 'Between' criteria have been used to search for transactions within line items 71801 and 71803 (Postage).

**Criteria**

---

Criteria

Organisational Area = VCH

Line Item Between 71801 71803

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#)

Perform the Enquiry



The enquiry result is displayed.

**Drilldown Path**

- Organisational Area
- Drilldown to:
  - Transactions
  - Total Prds

**Period Balances**

Organisational Area Listing  
 where: Organisational Area = Vice Chancellory (VCH) and Line Item between Postal Charges (71801) and Freight Costs (71803)

Drag a column header here to group by that column

Organisational Area	Total Prds	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5
VCH - Vice Chancellory	29,584	0	324	355	1,438	3,855	3,704

In this example, the drill-down path to 'Transactions' has been selected.

Clicking on the hyperlink under the Organisational Area displays a list of all transactions for the search criteria specified in the EIE. In this example, 'Postage' line items for the Organisational Area of VCH for all periods were selected.

Drag a column header here to group by that column

Date	Reference	Type	Period	Amount	Exchange Rate	Amount (AUD)	Balance Amt (AUD)	Narrative
<a href="#">6/03/2006</a>	JP20549	JNL	3	0.00	0.000000	0.46	0.46	Courier Charges January 2006
<a href="#">6/03/2006</a>	JP20548	JNL	3	0.00	0.000000	20.01	20.47	Postage Charges January 2006
<a href="#">28/03/2006</a>	JP20849	JNL	4	0.00	0.000000	9.41	29.88	Postage Charges February 2006
<a href="#">30/04/2006</a>	EJ00138	JNL	4	0.00	0.000000	14.86	44.74	Postage Charges March 2006