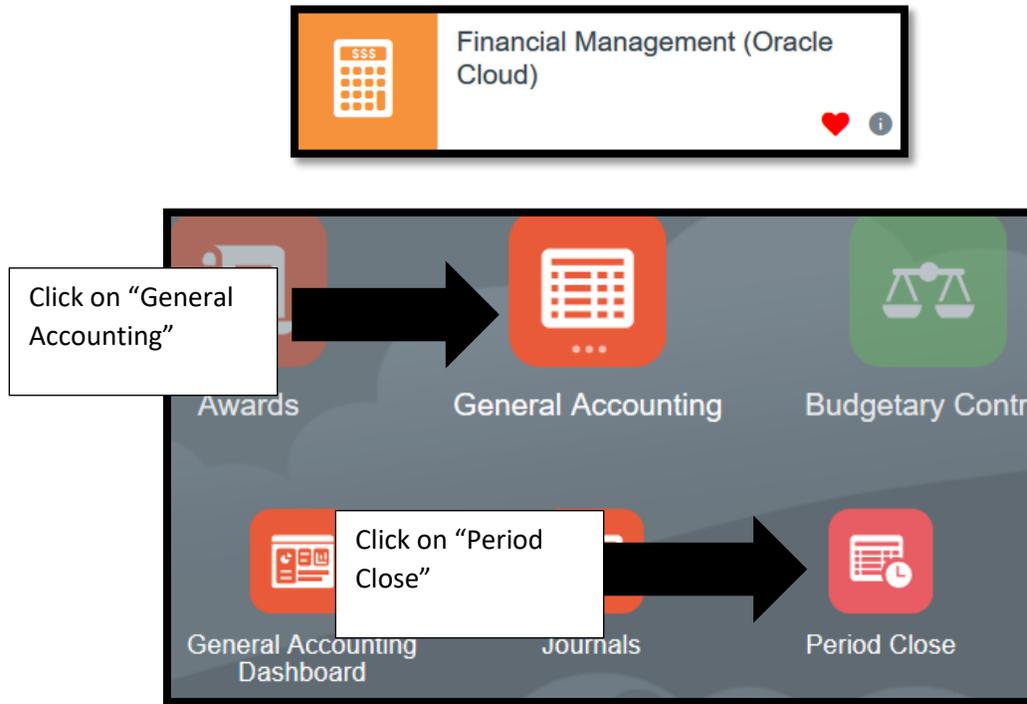


Inquire on Detail Screen-

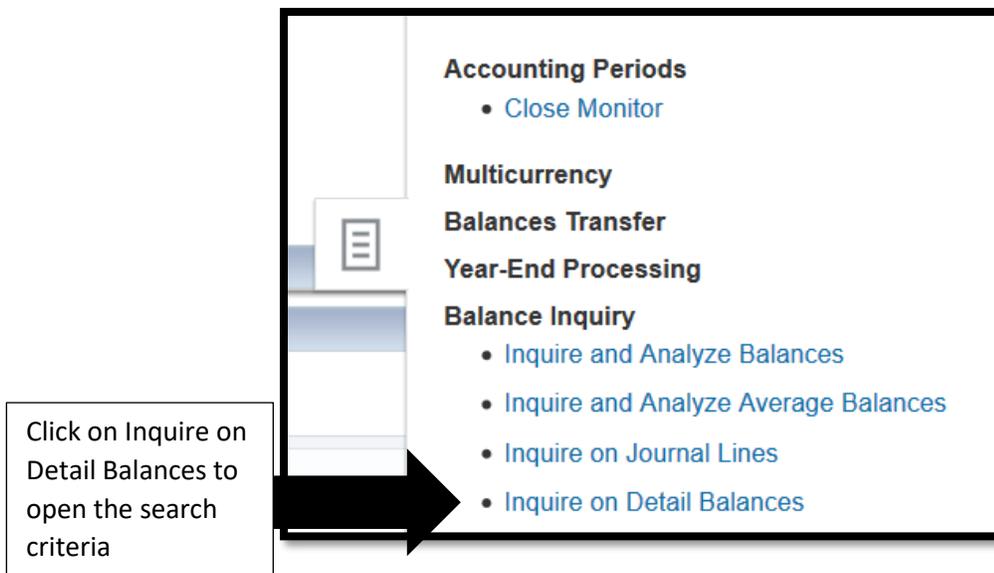
The inquire on detail screen will allow you to inquire on individual expense and revenue items within the GL string selected.

You can “drill down” to check your items.

Inquire on detail screen is located on the following-



This will bring you to the main page, from the main page, click on the task icon 



Inquire on Detail Balances

▲ Search

* Ledger or Ledger Set	Rutgers Ledger	▼	* Unit		▼	* Account		▼
* From Accounting Period		▼	* Division		▼	* Activity		▼
* To Accounting Period		▼	* Organization		▼	* IntraUnit		▼
* Currency	USD	▼	* Location		▼	* Future		▼
* Currency Type	Total	▼	* Fund Type		▼			
* Scenario	Actual	▼	* Business Line		▼			

Any item with 1 "*" is mandatory

You will need to use the "Search Function" for the "From Accounting Period", "To Accounting Period", "Location", "Account", "Activity", "IntraUnit", "Future" (IntraUnit and Future should be All)

Click search to select your period. Please be advised that this is case sensitive

MAR-20

JUL-ADJ-82

JUL-82

AUG-82

SEP-82

OCT-82

NOV-82

DEC-82

JAN-82

Search...

This will bring in every activity code for the time period selected, whether there is activity or not.

Search Results

View Detach

Accounting Period	Ledger or Ledger Set	Unit	Future	Division	Organization	Location	Fund Type	Business Line	Account	Activity	IntraUnit	Beginning Balance (USD)	Period Activi
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	30010	0000	000	-6,505,778.74	
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40100	0000	000	18,335.20	
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40110	0000	000	-99,552,808.80	
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40115	0000	000	-90,883,734.26	1
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40120	0000	000	-6,798,999.74	
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40125	0000	000	-879,211.00	
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40130	0000	000	-43,700,056.37	
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40135	0000	000	-40,532,903.32	2
MAR-20	Rutgers Ledger	450	00000	6295	6477	2110	100	1000	40140	0000	000	-2,266,272.79	



is the filter option, by clicking on that, you will be able to add a search function.

If you want to see the purchases for the month for supplies, type in the code in the box above "Activity"

In this example, we want to see the supplies for the month-

Business Line	Account	Activity
1000	30010	0000
1000	40100	0000

I enter in the activity code for supplies, and I hit "enter"

This will bring up the period activity for the month-

Account	Activity	IntraUnit	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
52950	0000	000	14,076.06	1,267.19	15,343.25

Cornerstone is a system that is based on totals, so the 1,267.19, will be the total for the month. By clicking on that dollar amount (1,267.19) you can see the breakdown and the individual transactions for that month.

Journal Lines: 450.6295.6477.2110.100.1000.52950.0000.000.00000 Done

Ledger Rutgers Ledger
 Account Description NB SAS School of Arts & Sciences Office of the Dean Office of the Executive Dean New Brunswick NonHealth Sciences Campus Unrestricted Operating General Instruction General Office Supplies General None Unit
 Default: None

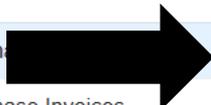
View Format Freeze Detach Wrap

Journal Batch	Journal	Line	Source	Category	Entered		Accounted (USD)	
					Debit	Credit	Debit	Credit
Payables A 47103520000...	MAR-20 Purchase Invoices 22-6001086	32	Payables	Purchase Invoices	129.46 USD		129.46	
Payables A 46413500000...	MAR-20 Purchase Invoices 22-6001086	15	Payables	Purchase Invoices	15.99 USD		15.99	
Payables A 46898200000...	MAR-20 Purchase Invoices 22-6001086	40	Payables	Purchase Invoices	55.37 USD		55.37	
Payables A 46546600000...	MAR-20 Purchase Invoices 22-6001086	18	Payables	Purchase Invoices	21.58 USD		21.58	
Payables A 46603930000...	MAR-20 Purchase Invoices 22-6001086	32	Payables	Purchase Invoices	379.20 USD		379.20	
Payables A 46696040000...	MAR-20 Purchase Invoices 22-6001086	20	Payables	Purchase Invoices	16.02 USD		16.02	
Payables A 46696040000...	MAR-20 Purchase Invoices 22-6001086	46	Payables	Purchase Invoices	70.46 USD		70.46	
Payables A 46734440000...	MAR-20 Purchase Invoices 22-6001086	15	Payables	Purchase Invoices	27.16 USD		27.16	
Payables A 46588840000...	MAR-20 Purchase Invoices 22-6001086	38	Payables	Purchase Invoices	48.17 USD		48.17	
Payables A 46634960000...	MAR-20 Purchase Invoices 22-6001086	38	Payables	Purchase Invoices	100.92 USD		100.92	
Payables A 46883780000...	MAR-20 Purchase Invoices 22-6001086	31	Payables	Purchase Invoices	180.87 USD		180.87	
Payables A 46736350000...	MAR-20 Purchase Invoices 22-6001086	11	Payables	Purchase Invoices	74.01 USD		74.01	
Payables A 46822710000...	MAR-20 Purchase Invoices 22-6001086	35	Payables	Purchase Invoices	147.98 USD		147.98	

Clicking on the dollar amount, will bring you the transaction detail.

Category	Entered	
	Debit	Credit
h	129.46 USD	
hase Invoices	15.99 USD	
hase Invoices	55.37 USD	
Purchase Invoices	21.58 USD	
Purchase Invoices	379.20 USD	

Clicking on the dollar amount will give you the transaction detail



Subledger Journal Lines Done

Ledger Rutgers Ledger
 Journal Source Payables
 Account 450.6295.6477.2110.100.1000.52950.0000.000.00000
 Account Description NB SAS School of Arts & Sciences Office of the Dean Office of the Executive Dean New Brunswick NonHealth Sciences Campus Unrestricted Operating General Instruction General Office Supplies General None Unit
 Default: None

View View Journal Entry Detach

Accounting Date	Transaction Number	Accounting Class	Accounted (USD)		Event Type	Line Description	Attachments
			Debit	Credit			
3/18/20	457001888001	Item expense	52.99		Invoice Validated	Kleenex(R) Anti-Viral(R) 3-Ply Facial Tissue White 68 Sheets Per Box Carton Of 12 Project < 202953 > Task < 200 > PO Number < 1302478 >	None
3/10/20	459738564599	Item expense	76.47		Invoice Validated	Hardcover notebooks. PO Number < 12999	None

▶ 450.6295.6477.2110.100.1000.52950.0000.000.00000: Transaction Information

If it is a purchase order or journal entry, click on View Transaction to see the details



Invoice: 457001888001

Done

Business Unit Rutgers BU
 Legal Entity Name Rutgers, The State University of New Jersey
 Supplier or Party Office Depot-p7591950
 Supplier Site p14337013
 Address PO Box 1413, CHARLOTTE, NC 28201
 Invoice Date 3/18/20

Invoice Amount 52.99 USD
 Unpaid Amount 0.00 USD
 Payment Currency USD
 Conversion Rate Type
 Conversion Rate
 Conversion Date

Invoice Type Standard
 Intercompany invoice No
 Description
 Funds Status ✔ Reserved
 Attachment None

Lines Payments

Items

Actions View **View Distributions** **View Results** Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Bu	Funds				Da	Status	Number	Line	Schedule	Number	Line	Number
1	52.99	Kleenex(R) Anti-Viral(R) 3-Ply Facial Tissue White...	3/1	Reserved	1	52.99	CT	1302478	5	1					Newark-RHS

Summary Tax Lines

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount	Line	Type	Amount	
No tax.								Shipping and Handling			
								No shipping and handling.			

Totals

Tax charges summary			Items		Amount
Inclusive Tax		0.00			52.99
Self Assessed Tax		0.00		Freight	0.00
				Miscellaneous	0.00

In the above example, the system will show you the purchase order.

To get back to your previous screen, click on "Done".