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-

Click on “General Accounting”

Click on “General Accounting”

Click on “Period Close”

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

Click on Inquire on Detail Balances to open the search criteria
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
This will bring in every activity code for the time period selected, whether there is activity or not.

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—

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

If it is a purchase order or journal entry, click on View Transaction to see the details.
In the above example, the system will show you the purchase order.

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

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<table>
<thead>
<tr>
<th>Line</th>
<th>Amount</th>
<th>Description</th>
<th>Budgetary Control</th>
<th>Quantity</th>
<th>UOM Name</th>
<th>Purchase Order</th>
<th>Receipt</th>
<th>Conception Advice</th>
<th>Tax Determinants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2.88</td>
<td>Reserved(2) Anti-Viral(3) 2-Ply Facial Tissue White</td>
<td>31</td>
<td>1</td>
<td>52.00</td>
<td>5303418</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Summary Tax Lines**

<table>
<thead>
<tr>
<th>Line</th>
<th>Tax Regime Name</th>
<th>Tax Name</th>
<th>Tax Status Name</th>
<th>Tax Jurisdiction Name</th>
<th>Tax Rate</th>
<th>Rate</th>
<th>Amount</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No tax</td>
</tr>
</tbody>
</table>

**Shipping and Handling**

<table>
<thead>
<tr>
<th>Line</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No shipping and handling</td>
<td></td>
</tr>
</tbody>
</table>