How do I inquire on a Journal?

Navigation:
> General Ledger
> Review Financial Information
> Journals

You can use the menu on the left or you can use the folders on the main screen to navigate to the Journal Inquiry.

Following the above path leads to the following screen:

The first time this inquiry is run, it will be necessary to create an inquiry name. To do this, select the Add a New Value Tab. Follow instructions in Step 2 to create an inquiry name.
Journal Inquiry

Step 2: Create an Inquiry Name

On the Add a New Value tab, click in the Inquiry Name box and type a name for your inquiry. In this example, JRNL_INQRY is used as an Inquiry Name. Click Add.

Note: This step is only necessary once. On subsequent journal inquiries, you can use the search feature on the “Find an Existing Value” to locate the inquiry name created in this step.
Step 3: Journal Inquiry Parameters Screen

The Journal Inquiry parameters screen looks like this.

![Journal Inquiry Parameters Screen]

The required parameters for a basic Journal Inquiry search with the Journal ID include:

- **Unit** will always be UND01.
- If **Ledger** does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.
- Select the **Fiscal Year** in which the Journal posted (ex: FY 2009 begins July 1, 2008 and ends June 30, 2009).
- In the **From Period/To Period** boxes, enter the period in which the Journal posted. You can enter a range of Periods.
  (July = Period 1; August = Period 2; September = Period 3; etc.)
- Enter the **Journal ID** you are searching for. You can use the “%” as a wild card.

There is another parameter which is not required but may be useful for your Journal Inquiry if you do not know the Journal ID #. If you select the Source field, you can narrow down the search results to the specific source associated with your Journal.

Click on the magnifying glass next to the Source input field to select a Source for the Journal ID in question.

The most common sources for a Journal are:

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALO</td>
<td>Allocations</td>
</tr>
<tr>
<td>AM</td>
<td>Asset Management</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>BI</td>
<td>Billing</td>
</tr>
<tr>
<td>CA</td>
<td>Contracts</td>
</tr>
<tr>
<td>DPT</td>
<td>Cash Balance Entry (IDB &amp; Oth)</td>
</tr>
<tr>
<td>GM</td>
<td>Grants Management</td>
</tr>
<tr>
<td>MKP</td>
<td>Marketplace Journals</td>
</tr>
<tr>
<td>ONL</td>
<td>On-Line Journal Processing</td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll</td>
</tr>
<tr>
<td>PC</td>
<td>Project Cost</td>
</tr>
<tr>
<td>PCN</td>
<td>Project Cost – Not Integrated</td>
</tr>
<tr>
<td>SF</td>
<td>Student Financials</td>
</tr>
<tr>
<td>SSI</td>
<td>Spreadsheet Journal Import</td>
</tr>
</tbody>
</table>

*Used Prior to the Upgrade to 9.0*

*Used Since the Upgrade to 9.0*
Step 4: Journal Inquiry Results

Now that we’ve entered our parameters:

Click **Search** and let’s view our Results:

Two Journals beginning with “55373” were returned in our results. The *Date* of the Journals is 8/21/08, with a *Status* of “Posted.” Notice the *Source* is “DPT,” which identifies that this Journal was submitted on a Journal Entry form.

More information is available by clicking on the hyperlink for each Journal ID. Click on the first hyperlink, “553730.”

The Criteria entered is restated.

The Journal header provides details on the Journal including: Date, Ledger Group, Source, Total Lines, Budget Status and Description.

Let’s review the Journal Lines in more detail below.
Journal Inquiry Results – Journal Lines

The Journal Line column headers were *Customized* to only show the above columns. You can customize your columns by clicking on the *Customize* link on the Journal Line:

The Journal Entry form does not require a cash line entry; however, as you can see in the Journal lines, the Cash Account (#105251) is posted automatically for each Fund.

The amount that was transferred from one fund to the other on this Journal was $23,543.97 as illustrated on Lines 1 and 2. The Funds affected were 22018 and 22246.

Some Journals are imported from various departments on campus (Mailing Services, Duplicating Services, etc.). Their Journals have multiple lines affecting multiple Funds across campus. Let’s review a Journal from Mailing Services and locate the Journal applicable to Fund 22290.

Since we are not sure of the Journal number, we’ll perform a Journal search using the Source DPT in our search criteria as well as “MAIL%” in the Journal number box. In addition, let’s change our Max Rows to 99999 so our results will include all rows in the journal.
Click Search and let's view our results

Looks like there have been four journals for from Mailing so far in FY09.

Let’s find one with charges for Fund 22290. Since it looks like the first two Journals are for Grants & Contracts (GC), let’s try the MAILJULY08 Journal. Click the hyperlink.

The criterion for the Journal selected is restated.

There are 532 lines in this Journal totaling $85,243.74.

The Journal lines are listed with the amount posting against each fund.

We still need to find the Journal Lines posting against Fund 22290. Click Find to search for Fund 22290.
Journal Inquiry

The Explorer User Prompt box will pop-up. Note: you may have to allow the pop-up. Enter 22290 in the dialog box and click ok.

The search will locate the text string 22290 and display the results at the top of the list. Line 143 contains the text string 22290. This is the Fund we’re looking for. It looks like $12.87 was charged to this fund on this mailing journal.

Sometimes you might already have the line number in the journal for your transaction. Ever notice on your General Ledger Activity reports that the Journals indicate a line number?

Let’s review this Journal using the Journal Inquiry.
Journal Inquiry

We know the Journal ID from the General Ledger Activity report.

Click Search to pull up the Journal.

Search Results - Journal DUP0708

Click on the Journal hyperlink DUP0708 to view the Journal.

If you recall, the transaction for Fund 22290 was on Line 101. Let’s look at just Line 101.

In this portion of the Inquiry Results, enter 101 in the From/To fields.

Click Query Journal Lines for your specific line.
The Inquiry will only display Line 101.

Fund 22290 was debited $158.84 for Journal DUP0708, which correlates to the General Ledger Activity Report.