

Journal Drill Back Process

Journal Details:

PeopleSoft Financial subsystem journals are summarized at the chartfield level (fund, department, project, program, account). The subsystems journals (e.g. payroll, accounts payable, etc) contain additional accounting line detail that users can drill back to from the Budget Overview or "Local" Ledger inquiry screens, or if a transaction journal id and line number are known, directly through the General Ledger >Review Financial Information inquiry pages below:

- **Payroll Journals:** General Ledger >Review Financial Information>Payroll Accounting Entries
- **Student Financial Journals:** General Ledger >Review Financial Information>Student Fin Accounting Entries
- **Departmental Interfaces (P-Card, E-Business, Staples, Post Office, Telecom, Campus Supply, Facilities):** General Ledger >Review Financial Information>NAU Department Acctg Entries>NAU Department Entries Review. A screenshot of how to use the Departmental Interface drill back page is shown below in step #5.

Drill-Back through the Budget Overview inquiry screen:

See details of Budget Overview inquiry process at: [Budgets Overview Inquiry Documentation Final](#)

- 1) From your Budget Overview results page click on the expense link to review journal activity:

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Overview Results												
	Ledger Group	Fund	Dept	Account▲	Prog	Fiscal Year	Period	Budget	Expense▼	Encumbrance	Pre-Encumbrance	Available Budget*
1	KK_DEP_EXP	2500	4030070	711	F002	2013	3	0.000	64,457.010	-59,617.590	0.000	-4,839.420
2	KK_DEP_EXP	2500	4030070	712	F002	2013	3	0.000	79.080	0.000	0.000	-79.080
3	KK_DEP_EXP	2500	4030070	713	F002	2013	3	0.000	2,652.500	0.000	0.000	-2,652.500
4	KK_DEP_EXP	2500	4030070	714	F002	2013	3	0.000	637.270	0.000	0.000	-637.270
5	KK_DEP_EXP	2500	4030070	720	F002	2013	3	0.000	28,346.470	0.000	0.000	-28,346.470
6	KK_DEP_EXP	2500	4030070	730	F002	2013	3	0.000	1,172.700	-1,175.000	0.000	2.300
7	KK_DEP_EXP	2500	4030070	739	F002	2013	3	0.000	37,273.660	0.000	0.000	-37,273.660
8	KK_DEP_EXP	2500	4030070	750	F002	2013	3	0.000	85,419.600	-85,105.440	-49,500.000	49,185.840

Click on Expense hyperlink to view details

- 2) The Budget Activity Log will show the documents that make up the expense total from the Budget Overview results page. With the Trans Line # (journal line) and Journal ID, you can go directly to step # 3 using the Journal Inquiry page, step #5 using the appropriate subsystem drill back pages, or simply click on the magnifying glass to step through the 3 pages below to get to the Journal Inquiry page:

Activity Log

Ledger: KK_DEX_EXP

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Dept	Account	Prog	Budget Period	Year	Period	Foreign Amount
1	Voucher ID:	00005126	N	2500	4030070	730	F002	2013	2013	3	1,175.00
21	Journal ID:	0000	N	2500	30070	730	F002	2013	2013	3	-42.30
28	Journal ID:	0000019	N	2500	4030070	730	F002	2013	2013	3	40.00
135	Journal ID:	STP0001784	N	2500	4030070	730	F002	2013	2013	3	0.00

Use the journal ID and tran line # to inquire directly through the Journal Inquiry page

General Ledger Journal Line Drill Down

Click Link

Transaction Line Identifiers

Business Unit: NAUBU Journal ID: STP0001784 Date: 09/28/2012
 Line: 135 Ledger: LOCAL

Additional Source Information

Journal Line Description: STAPLES Interface

Transaction Line Details

Fund	Department	Account	Program
2500	4030070	730190	F002

Line Status: Warning
 Budget Date: 09/28/2012
 Line Amount: 0.00 USD

Favorites Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Please select one of the following links:

[Go to Source Entry](#)
[Go to Source Inquiry](#)

Cancel

- 3) Enter the Journal ID from the Activity Log page, select "Search", and then click the Journal ID link. Note: make sure your "Year" and "From and To Periods" contain the period the journal was posted in.

Journal Inquiry

Journal Criteria

Inquiry: CJP

Unit: NAUBU | Ledger: LOCAL | Year: 2013 | From Period: 1 | To Period: 3

Journal ID: STP0001784 | Status: | Source: STP | Currency: | Stat: | Document Ty: | Attachment E: |

User: | Document Sequence: | Sort By: Journal Id | Max Rows: 100

Buttons: Search, Delete, Clear

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
STP0001784	09/28/2012	NAUBU	Posted	STP	No Susp	bh	09/28/2012	STAPLES Interface

- 4) Scroll through the accounting lines to find the accounting line (Tran Line) from the Activity Log in step #2, or search for the accounting line using the From/to search boxes, then click "Query Journal Lines". Click on the "Drill to Source" link to view detail:

Go To: [Journal Criteria](#)

Journal Header

Journal ID: STP0001784 | Date: 09/28/2012 | Schedule: |
 Ledger Group: RECORDING | Original Date: 09/28/2012 | Process: No Request
 Source: STP | Date Posted: 09/28/2012 | Total Lines: 168
 Journal Status: Posted | Reversal Date: | User ID: bh
 Balanced: DR=CR | Reversal: None | InterUnit BU: NAUBU
 Doc Seq: | Budget Status: Valid | [View Attachment \(0\)](#)
 Long Description: STAPLES Interface

All Lines
 From/To From Line: 135 To Line: 135 [Query Journal Lines](#)

Totals by Currency

Currency: USD Debit Amount: 183,611.09 Credit Amount: 183,611.09 Net: 0.00

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Fund	Dept	Account	Prog	PC Bus Unit	Project
	135	STAPLES Interface	0.00	USD	2500	4030070	730190	F002		

- 5) The “Drill to Source” link will take you to one of the appropriate subsystem drill back page referenced at the top of this document. Below is the “**Advanced Search**” drill-back page for the departmental interfaces. If you are navigating to this page directly, you will need to click the “Advanced Search” link as the page defaults to the basic search, then enter the Journal ID and Journal Line Number:

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

GL Business Unit: begins with

Journal ID: begins with **STP0001784**

Journal Date: = 09/28/2012

GL Journal Line Number: = **135**

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

- 6) View additional subsystem detail by clicking on the different detail tabs or select the expand and view all detail tabs:

Journal ID

Business Unit	NAUBU	Journal	STP0001784	Date	09/28/2012
Ledger	LOCAL	Line	135	Line Descr	STAPLES Interface

Chartfields | Currency Details | Misc

Business Unit	Ledger	Report ID	Foreign Amount	Foreign Currency Code	Accounting Date
NAUBU	LOCAL	STP0000023	378.04	USD	09/28/2012
NAUBU	LOCAL	STP0000023	-378.04	USD	09/28/2012

Drill-Back through the “Local” Ledger inquiry screen:

Users can search on the “Local” (or actual revenue/expense) through the General Ledger > Review Financial Information > Ledger inquiry. Below is an example of a search on Scholarship Expense for a particular department.

- 1) Enter search criteria on Ledger Inquiry criteria page:

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: APC

*Unit: NAUBU

*Ledger: LOCAL

*Fiscal Year: 2013

*From Period: 3

*To Period: 3

Currency: []

Show YTD Balance

Show Transaction Details

Include Closing Adjustments

Only in Base Currency

Max Ledg: 100

Search Clear Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	770120		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2
Department	2779400		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Fund			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

Fiscal Year – Required Field

From and To Period – Select range of periods or single from and to period

Show YTD Balance – click this checkbox to include a YTD column (you must select a range of periods to use this functionality).

Chartfield Selection – select single chartfield value or use % wildcard. Select Chartfield Value Set for predefined set of values (e.g., Expense only for Account chartfield).

Sum By – Select fields to include in inquiry results.

2) Click the Activity link to see Journal level details

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary Find | View All

Ledger Amount by Currency Customize | Find | First

Period	Activity	Detail	Fund	Dept	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)
3	Activity	Detail	3100	2779400	770120	UGRD Student Support	16,360.00	USD	16,360.00

Currency Totals

Amount (in Transaction Currency): 16,360.00 USD Amount (in Base Currency):

3) Click the Journal ID link to drill to source (in this case the Student Financial accounting line detail):

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger by Period and Chartfields

Period	Fund	Dept	Account	Prog	Project	SubDept	Affiliate	Fund Affil	Account Description
3	3100	2779400	770120	A001	1001376				UGRD Student Support

Amount (in Transaction Currency): 16,360.00 USD Amount (in Base Currency):

Journals Customize | Find |

Journal ID	Line Descr	Date▲	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency
SF00001260	Student Financial Interface	09/01/2012		0.00	N	14,724.00	USD
SF00001269	Student Financial Interface	09/04/2012		0.00	N	0.00	USD
SF00001456	Student Financial Interface	09/12/2012		0.00	N	1,636.00	USD
SF00001750	Student Financial Interface	09/25/2012		0.00	N	0.00	USD

4) Click "Drill to Source" link:


Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

All Lines
 From/To From Line: To Line:

Totals by Currency Fin

Currency: USD Debit Amount: 2,704,714.57 Credit Amount: 2,704,714.57 Net:

Journal Line Customize | Find | View All

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Fund	Dept	Account	Prog	PC Bus Un
	102	Student Financial Interface	1,636.00	USD	3100	2779400	770120	A001	GRT01

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5) Click different detail tables to view accounting line detail:

Favorites | Main Menu > General Ledger > Review Financial Information > Student Fin Accounting Entries

Ledger LOCAL **Line** 102 **Line Descr** Student Financial Interface

Chartfields Customize | Find | View All

Fund	Dept	Account	Prog	PC Bus Unit	Project	Activity	Analysis Type	SubDept
3100	2779400	770120	A001	GRT01	1001376	1	GLE	

Base Currency USD **Base Amount** 1,636.00
Currency USD **Transaction Amount** 1,636.00
Statistics Code **Statistic Amount**

Student Financial Accounting Entries Customize | Find

Run Date	Line Descr
09/12/2012	NSF Climate Science & Solution