

## Journal Inquiry

### Business Process: Searching Journal Entries

The following navigation options exist for searching for Journal Entries. If you know the journal number and line number from an ERS report, etc., options #2 & #3 are most useful. Otherwise, Option #1, researching through the budget or ledger inquiry using specific chartfield criteria and drilling back into the detail is the best option.

1. **Drill back to journal from Budget Overview or Ledger Inquiry** - See [Journal Detail Drillback](#)
2. **Journal Entry>Create/Update Journal Entry page** – Same capabilities as option #3, except you can't search by period. Some values will default based on user preferences (see screen shot below).
3. **Review Financial Information>Journals** – Same capabilities as option #2, but this page also allows you to inquire by FY and period (see screen shot below).

### Option #1 – “Find an Existing Journal” through Create/Update Journal Entries

- General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Select Find Existing Value – several search fields are available. The default search is for your user id, default journal source and unedited journals:

The screenshot shows a web-based search interface for journal entries. At the top, there are two tabs: "Find an Existing Value" (which is selected and highlighted with a red box) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The search criteria are organized into several rows, each with a label, a dropdown menu, and a text input field. The fields are: Business Unit (dropdown: =, text: NAUBU), Journal ID (dropdown: begins with, text: ), Journal Date (dropdown: =, text: ), Document Sequence Number (dropdown: begins with, text: ), Line Business Unit (dropdown: =, text: ), Journal Header Status (dropdown: =, text: No Status - Needs to be Edited), Budget Checking Header Status (dropdown: =, text: ), Source (dropdown: =, text: IDT), Entered By (dropdown: begins with, text: cjp), and Attachment Exist (dropdown: =, text: ). There is also a checkbox for "Case Sensitive". At the bottom of the form, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A callout bubble with a blue border and a pointer to the search criteria section contains the text "Change search criteria based on desired results".

**Business Unit:** Default based on user preferences (only one GL Business unit)

**Journal ID:** enter actual number or use wild card STP% or %1235.

**Journal Date:** Search by journal date

**Document Sequence Number:** Not being used

**Line Business Unit:** N/A – Only one GL Business Unit

**Journal Header Status:** Select status or blank out.

**Budget Checking Header Status:** Select based on budget status

**Source:** Select values from lookup or enter if known.

**Entered by:** Select user id of user who created journal if known.

### Option #2 – Review Journals

- General Ledger > Review Financial Information > Journals

Similar search options as Option #1, however, this journal search allows you to drill down to subsystem level detail.

Journal Inquiry

Journal Criteria

Inquiry: CJP

\*Unit: NAUBU

\*Ledger: LOCAL

\*Year: 2016

\*From Period: 1

\*To Period: 8

Suspense Status: [ ]

Journal ID: STP0072783

Status: [ ]

Source: STP

Currency: USD

Stat: [ ]

Document Type: [ ]

User: [ ]

Document Sequence: [ ]

Sort By: Journal Id

Max Rows: 100

Attachment Exist: [ ]

Search Delete Clear

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
STP0072783	02/02/2016	NAUBU	Posted	STP	No Susp	OPER	02/02/2016	STAPLES Interface

Click to drill to detail

Save Return to Search Notify Add Update/Display

**Same selection criteria as option #1 plus:**

**Year:** Fiscal Year

**From Period:** Period 1 to 12 (0 for begin balances and 998 for adjustment period)

**To Period:** Period greater than or equal to From Period.

**Source:** Similar to Doc Dept in Advantage. See current listing below:

Source	Description
ALO	Allocation (Admin OH fee)
AP	Accounts Payable
EBZ	E-Business Interface
ECP	Energy Cap Journal
EX	Expense Journal
FAC	Facilities Interface Journal
FLT	Fleet Services Interface
GMJ	Grant Management Journal
IDT	Inter Departmental Transfer
IPT	Internal Payroll Transfer

Source	Description
IST	Service Center Journal
ONL	Online Journal
PAY	Payroll
SF	Student Financials
SFC	Student Financials Cashiering
SSJ	Spreadsheet Journal Import
STP	STAPLES Interface Journal
SUP	Camplus Supply Interface
TEL	Telecom Interface
UPS	University Postal Services Bottom of Form

Search results by line numbers or scroll to view specific lines. Click "Drill to Source" to see additional details:

**Journal Header**

Journal ID:	STP0072783	Date:	02/02/2016	Schedule:	
Ledger Group:	RECORDING	Original Date:	02/02/2016	Process:	No Re
Source:	STP	Date Posted:	02/02/2016	Total Lines:	38
Journal Status:	Posted	Reversal Date:		User ID:	OPER
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	NAUB
Doc Seq:		Budget Status:	Valid	<a href="#">View Attachment (0)</a>	
Long Description:	STAPLES Interface				

All Lines  
 From/To
 

From Line:  To Line:

**Totals by Currency** Find | View

Currency:	USD	Debit Amount:	9,748.66	Credit Amount:	9,748.66	Net:	
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**Journal Line** Personalize | Find | View All |

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept▲	Program	PC Bus
	20	STAPLES Interface	173.30	USD	730190	4700	5230010	I008	