

GL.060.001 – INQUIRING ON JOURNALS

Purpose	Inquire on a journal.
Description	After generating the journal request, use the journal inquiry page to verify journals were created. The journal inquiry page allows users to verify a journal was created and review its summary and detail information.
Security Role	BOR_GL_INQUIRE
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to inquire on journals.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the General Ledger link.
4.	Click the Review Financial Information link.
5.	Click the Review Journals link.
6.	Click the Add a New Value tab.
7.	Enter a Name in the Inquiry Name field.
8.	Click the Add button. The system navigates to the Journal Inquiry page. Use the Journal Inquiry page to review summary and detail journal information for a specific business unit, ledger and period.
9.	Enter all or some of the information at the top of this page to narrow search results.
10.	Click the Search button to display Journal IDs based on selected criteria. The Journal Inquiry returns information according to criteria specified on this page.
11.	Click an entry in the Journal ID column. The system navigates to the Journal Inquiry page.
12.	Review the status of the journal entry. If the journal originated from a PeopleSoft Financials subsystem the budget status will be valid even though the edit status may not be valid. Note: <i>If users want to see Detail Journal Lines, scroll to the bottom of the page. In many instances, users can drill into the Financials subsystem to view source document details.</i>
13.	Click the vertical scrollbar to view additional details.
14.	To view journal details from a submodule, click on the Drill to Source icon. The system navigates to the Drill to Source page. From this page, users can view accounting entries for the Voucher via the Voucher ID link and review amounts. Note: <i>this Drill to Source icon only appears if the journal originated from a submodule such as Accounts Payable.</i>