

## Review Entries by Journal

This guide shows how to view GL journals generated from billing using the Review Entries by Journal page. We demonstrate how to drill down to locate the Invoice ID.

The entries have gone through the Journal Generator process and have posted to the GL. You can drill down to the corresponding invoices. Information is for viewing only.

### Step 1: Locate an Existing Journal to Review Accounting Entries

1. Navigate to the Accounting Entries by Journal page as directed below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left menu, Review Entries by Journal.

2. Select "MN001" for the GL Business Unit.
3. Enter the Journal ID or other search criteria to locate the journal.
4. Select the **Search** button.

The screenshot shows the 'Review Billing Information' page. On the left is a navigation menu with options: Summary, Details, Adjustment History, AR Pending Items, Recurring Bill Schedule, Review Entries by Invoice, and **Review Entries by Journal**. The main content area has a search form with the following fields:
 

- \*Business Unit**: dropdown menu set to 'MN001'.
- Journal ID**: dropdown menu set to 'begins with' and text input containing 'BI07663440'.
- Journal Date**: dropdown menu set to '=' and a date picker.
- GL Journal Line Number**: dropdown menu set to '=' and a text input.
- Ledger**: dropdown menu set to 'begins with' and a text input.

 A purple box highlights the Business Unit and Journal ID fields. At the bottom of the search form are 'Search' and 'Clear' buttons.

5. The search results display all the GL journal line numbers for the journal. Select a GL Journal Line Number link.

Search Results

29 rows - Business Unit "MN001" Journal ID "BI07663440"

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	
MN001	BI07663440	01/01/2024	1	ACTUALS	>
MN001	BI07663440	01/01/2024	2	ACTUALS	>

## Step 2: View ChartFields and Accounting Journal Entries sections

- The Review Entries by Journal page displays. Review Journal information, including:
  - MN001 Business Unit for the GL
  - Journal ID
  - Journal Date
  - Ledger
  - Line number
  - Line Description
- The **ChartFields** section displays the ChartFields for the Journal Line. Use the scroll bar to view all entries.

Review Entries by Journal

Journal ID

Business Unit MN001 Journal BI07663440 Date 01/01/2024 GL Journal

Ledger ACTUALS Line 1 Line Descr BI Billing

Chartfields

Account	Fund Code	Financial Department ID	SW Cost	Sub Acct	PC Business Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Agenc Cost (CF1)
120001	5400	G0234100			G0201	G02PMB105	1		STATE			

- The **Accounting Journal Entries** section displays:
  - Accounting Entries for the Journal, Transaction Amts, and Reference Information, for example, Invoice ID. Refer to the "View Accounting Entries by Invoice" guide for more information.
  - View additional journal lines by selecting on the **Next in List** or **Previous in List** button.

Accounting Journal Entries

Jnl Information Transaction Amts Reference Information ID

BI Unit	Invoice	Sequence	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
G0209	00000749586		1 5400	G0234100	G021801	120001					G02PMB105

Return to Search Previous in List Next in List Notify

## Step 3: Use GL Journal Link View Journal Lines and Header

1. Select the **GL Journal** link in the header area of the Review Entries by Journal page.

**Review Entries by Journal**

Journal ID

Business Unit MN001      Journal BI07663440      Date 01/01/2024

Ledger ACTUALS      Line 1      Line Descr BI Billing

**GL Journal**

2. The Journal Lines page displays. You can view details, such as, line, amount, and accounting entries in the Journal Line Data section.

Journal Header      **Journal Lines**

Unit MN001      Journal ID BI07663440      Journal Date 01/01/2024

Template List      Line 100

**Journal Line Data**

1-10 of 29 | View All

Line #	Foreign Amount	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project	Activity	An Type	Source Type	Category
1	1,388,525.73	120001	5400	G0234100			G0201	G02PMB105	1		STATE	
2	27,661.56	120001	5400	G0234100			G0201	G02PMB104	1		STATE	

3. If you select the Journal Header page, you can view summary information about the Journal ID.
  - Fiscal Year
  - Accounting Period
  - Description
  - Status
  - Budget Status
  - Journal Line Totals

**Journal Header**      Journal Lines

Unit MN001      Journal ID BI07663440      Journal Date 01/01/2024

Fiscal Year 2024      Source BI      Process Instance

Accounting Period 7      Reference Number      Status: Posted

Ledger Group ACTUALS      Ledger      Budget Status: Valid

Long Description BI Billing

**Journal Line Totals**

Lines	29	Debits	7,710,675.36 USD	Credits	7,710,675.36 USD
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Commitment Control Amount Type

Amount Type Actuals and Recognized      Override N