Review Entries by Journal

This guide shows how to view GL journals generated from billing using the Review Entries by Journal page. You will see 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 are able to drill down to the corresponding invoices. Information is for viewing only.

Steps to access and view entries by Journal:

- Step 1: Locate an Existing Journal to Review Accounting Entries
- Step 2: View Accounting Entries Information and Drill Down to Locate Invoice ID
- Step 3: Use GL Journal link to View Additional Journal Information
- Step 4: View Journal Lines
- Step 5: View Journal Header

Step 1: Locate an Existing Journal to Review Accounting Entries

Navigate to the Accounting Entries by Journal search page to locate a GL journal to view accounting entries.

1. Navigate to the Accounting Entries by Journal page using the instructions below.
2. Select the GL Business Unit “MN001”.
3. Enter the Journal ID.

Note: You can also use additional search criteria including Journal Date, GL Journal Line Number or Ledger.
4. Click on the **Search** button. The search results display all the GL journal line numbers for the journal.

**Step 2: View Accounting Entries Information and Drill Down to Locate Invoice ID**

1. Click on a **GL Journal Line Number** link in the **Accounting Entries by Journal** page **Search Results**. The **Review Entries by Journal** page displays.
On the Review Entries by Journal page, you can review Journal ID information including:

The Journal Header displays:
- MN001 Business Unit for the GL
- Journal ID
- Journal Date
- Ledger
- Line number
- Line Description

The ChartFields section displays:
- ChartFields for the Journal Line. (Use the scroll bar to view all entries.)

The Accounting Journal Entries section displays:
- Accounting Entries for the Journal, Transaction Amts, and Reference Information. Refer to the “View Accounting Entries by Invoice” guide for more information.
- View additional journal lines by clicking on the Next in List or Previous in List button
Step 3: Use GL Journal link to drill down to view Journal Lines and Header

1. Click on the GL Journal link at the top-right of the page to go to the Journal Header and Line data.


3. Click on the Journal Header tab and the Journal Header page displays.

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- Accounting Period
- Description
- Status
- Budget Status
- Journal Line Totals