

## QUICK REFERENCE GUIDE

November 1, 2019

### 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.

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

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.

**Accounting Entries by Journal**

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit =

Journal ID begins with

Journal Date =

GL Journal Line Number =

Ledger begins with

[Basic Search](#)

Search Results

View All 1-2 of 2

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger
MN001	BI01810049	07/31/2014	1	<a href="#">ACTUALS</a>
MN001	BI01810049	07/31/2014	2	<a href="#">ACTUALS</a>

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.

**Review Entries by Journal**

**Journal ID**

Business Unit MN001      Journal BI01810049      Date 07/31/2014 GL Journal

Ledger ACTUALS      Line 1      Line Descr BI Billing

**ChartFields**

1-1 of 1 | View All

Account	Fund Code	Financial Department ID	Appropriation ID (CF3)	PC Business Unit	Project	Activity	SW Cost	Analysis Type	Source Type	Sub Acct	Category	Subcategory
120001	5200	G1031500	G100085									

Base Currency USD      Base Amount 74,125.00  
 Currency USD      Transaction Amount 74,125.00  
 Statistics Code      Statistic Amount

**Accounting Journal Entries**

1-1 of 19 | View All

Jrnl Information | Transaction Amts | Reference Information

BI Unit	Invoice	Sequence	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
G1001	2015-042-07-11 <span style="border: 1px solid red; padding: 2px;">11</span>		5200	G1031500	G100085	120001					

Return to Search   Previous in List   Next in List   Notify

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.

**Review Entries by Journal**

Journal ID

Business Unit	MN001	Journal	BI01810049	Date	07/31/2014	<a href="#">GL Journal</a>
Ledger	ACTUALS	Line	1	Line Descr	BI Billing	

2. Review the *GL Journal* link and the *Journal Lines* page appears, displaying Journal Line data including Line Numbers and corresponding accounting entries information.

**Review Journal Status**

Journal Header | **Journal Lines**

Unit MN001      Journal ID BI01810049      Journal Date 07/31/2014

Template List      Line 100

**Journal Line Data**

Line #	Foreign Amount	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Line Descr	Budget Date	Project
1	74,125.00	120001	5200	G1031500	G100085	BI Billing		
2	-74,125.00	670011	5200	G1031500	G100085	BI Billing		

Save   Return to Search   Notify

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

**Review Journal Status**

**Journal Header** | Journal Lines

Unit MN001      Journal ID BI01810049      Journal Date 07/31/2014

Fiscal Year	2015	Source	BI	Process Instance	
Accounting Period	1	Reference Number		Status:	Posted
Ledger Group	ACTUALS	Ledger		Budget Status:	Valid
Long Description	BI Billing				

**Journal Line Totals**

Lines	2	Debits	74,125.00 USD	Credits	74,125.00 USD
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Commitment Control Amount Type

Amount Type: Actuals and Recognized      Override: N

User

Save   Return to Search   Notify

- Fiscal Year

# **SWIFT** STATEWIDE INTEGRATED FINANCIAL TOOLS

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