

## Inquire on Journal Entries

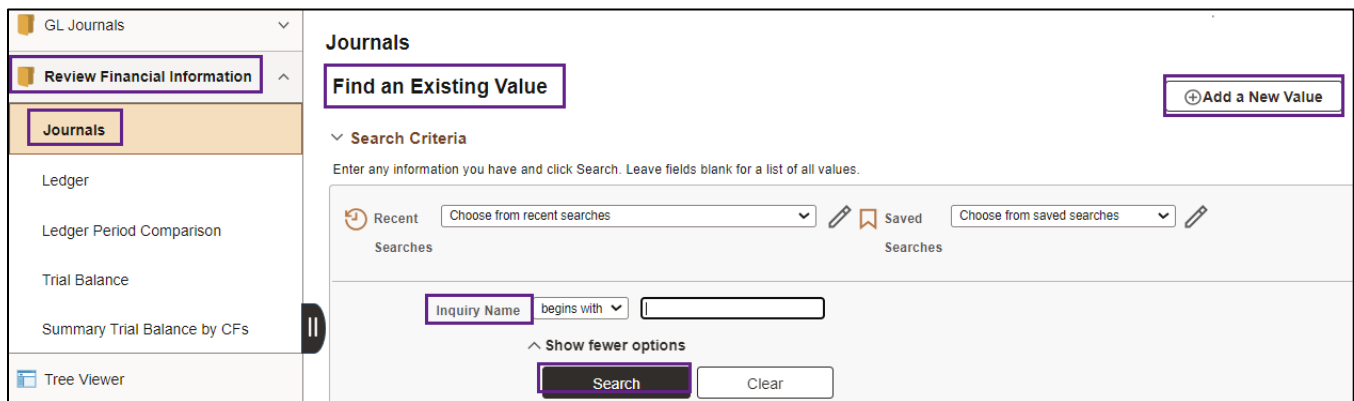
In this Quick Reference Guide, you will learn how to view the Journal Inquiry. The Journal Inquiry feature enables you to review a specific Journal or multiple Journals within a Ledger.

### Step 1: Enter Journal Inquiry Criteria and Search

1. Navigate to the Journals page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. Left-menu, Review Financial Information, Journals.

2. The Find an Existing Value page opens.
  - a. If you have used this feature before, search for and select an **Inquiry Name** and press **Search**.
  - b. If not, select the **Add a New Value** tab, enter an Inquiry Name, and select the **Add** button. In the future, you can reuse the inquiry by selecting the Find an Existing Value tab and searching for this Inquiry Name.



3. Enter your criteria on the **Journal Inquiry** page as described in the table.

Fields in the Journal Inquiry. Fields marked with an asterisk (\*) are required.

Field Name	Field Description
<b>*Unit</b>	Select the <i>Business Unit</i> "MN001," if necessary. This is the only Business Unit used for the General Ledger.
<b>*Ledger</b>	Select the <b>Lookup</b> icon and select a ledger. You will most likely select the "ACTUALS" Ledger.
<b>*Year</b>	Select the <b>Lookup</b> icon and select a fiscal year.
<b>*From Period</b>	Select the <b>Lookup</b> icon and select the accounting From Period.
<b>*To Period</b>	Select the <b>Lookup</b> icon and select the accounting To Period.
<b>Journal ID</b>	To limit the report to a specific journal, select the <b>Lookup</b> and select a Journal ID or enter the Journal ID.
<b>Date</b>	To limit the report to include transactions for a specific date, select the <b>Calendar</b> icon and select a Date.
<b>Status</b>	To limit the report to a specific journal Status, select the <b>Lookup</b> icon and make a selection. Options include: <ul style="list-style-type: none"> <li>• D – Deleted</li> <li>• E – Journal Has Errors</li> <li>• I – Posting</li> <li>• M – Valid SJE Model – Do Not Post</li> <li>• N – No Status – Needs to be Edited</li> <li>• P – Posted to Ledger(s)</li> <li>• T – Journal Entry Incomplete</li> <li>• U – Unposted</li> <li>• V – Valid Journal – Edits Complete</li> <li>• Z – Upgrade Journal – Can't Unpost</li> </ul>
<b>Source</b>	To limit your report to a specific Source such as a specific module or agency, select the <b>Lookup</b> and select a Source.
<b>Currency</b>	Leave this field blank.
<b>User</b>	To limit your report to a specific user, select the <b>Lookup</b> and select a User.
<b>Sort By:</b>	Optionally, select to sort the results of your inquiry by "Journal ID" or "Journal Date."
<b>Max Rows</b>	The Max Rows field will determine how many rows will be displayed in the Inquiry results. The default is 100 rows but you can change this number.

- After entering all your criteria, select the **Search** button. In this example, we have selected to view journals from the Accounts Receivable module for 2024, From Period 3.

**Journal Inquiry**  
Journal Criteria

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
JOURNAL	MN001	ACTUALS	2024	3	3	
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
		Journal Id	100			

Search Delete Clear

5. View the search results in the Journals section.
  - a. Fields displayed include: Journal ID, Date, Unit, Status, Source, User, Unpost Date, and Descr (Description).
  - b. In the print screen below, fields that are unused in Minnesota have been “hidden” using the Personalize link from the Action Grid Menu icon.

**Journals**

Journals

1-100 of 100

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0007476535	09/11/2023	MN001	Posted	E26	No Susp	PTNODEADMIN	09/11/2023	
0007507976	09/30/2023	MN001	Posted	G38	No Susp	PTNODEADMIN	09/30/2023	ITC ACCRUED
AP07466115	09/07/2023	MN001	Posted	AP	No Susp	FIOPR01	09/07/2023	AP Cash Clearing

## Step 2: View Journal Inquiry Details

1. If you’d like to view more information about a journal, select the **Journal ID** link.
2. The Journal Inquiry Details page displays showing additional information about the journal.
3. Review the information on the Journal Inquiry Details page described in the table.

Section	Information Displayed
<b>Ledger Criteria</b>	You will use the <b>Go To: Journal Criteria</b> link to return to the Journal Inquiry criteria page.
<b>Journal Header</b>	This section includes additional fields about the journal than can be viewed from the Journal Inquiry page, such as Date, Original Date, Date Posted, Balanced, and the Total Lines.
<b>All Lines (Default) From/To Lines</b>	You can use the radio buttons located just below the Journal Header section to toggle between viewing all the lines or only the lines you want to see. <ul style="list-style-type: none"> <li>• Select All Lines (default)</li> <li>• Select the From/To Lines radio button and enter the From Line and To Line</li> </ul>

Section	Information Displayed
	<ul style="list-style-type: none"> <li>Select the Query Journal Lines button to refresh the view after changing the option.</li> </ul>
<b>Totals by Currency</b>	This section lists the Debit Amount, Credit Amount, and Net.
<b>Journal Line</b>	This section lists information for each line, including Line #, Line Descr (Description), Amount, and the ChartFields that were entered for the line such as Fund, Fin DeptID, Approp ID, Account, and other chartfields.

**Journal Inquiry Details**

> Ledger Criteria

Go To Journal Criteria

**Journal Header**

Journal ID	AP07476881	Date	09/11/2023	Schedule	No Request
Ledger Group	ACTUALS	Original Date	09/11/2023	Process	6
Source	AP	Date Posted	09/11/2023	Total Lines	6
Journal Status	Posted	Reversal Date		User ID	
Balanced	DR=CR	Reversal	None	InterUnit BU	MN001
Doc Seq		Budget Status	Valid	Date Code Adjustment	N

Long Description: AP Vouchers



All Lines  From/To

From Line:  To Line:  Query Journal Lines

**Totals by Currency**

Currency	USD	Debit Amount	5,526.53	Credit Amount	5,526.53	Net	0.00
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**Journal Line**

Drill to Source	Line #	Line Descr	SpeedType	Amount (In Transaction Currency)	Currency	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Un
	1	AP Vouchers		720.00	USD	2370	B4334610	B43TCAS	411104					
	2	AP Vouchers		2,500.00	USD	2370	B4334610	B43TCAS	430001					

### Step 3: Drill Down to Journal Line Source Information

- Depending on the type of journal you are viewing, you can view more detail by select the **Drill to Source** icon for the Journal Line.
  - You will access the source of journal lines in the General Ledger, such as Accounts Receivable or Accounts Payable modules.
  - This icon is not available for a journal originating from the General Ledger module. In this example, we are drilling down to see more information about an AR Payment.
  - When you select the **Drill to Source** icon for the Journal Line, the Journal Drill Down page displays in a new window with more detail. The information displayed will be different depending on the type of journal being viewed. Generally, there will be a ChartFields section on the top of the page, and a detail section on the bottom of the page.

**Journal ID**

Business Unit	MN001	Journal	AP07478881	Date	09/11/2023
Ledger	ACTUALS	Line	1	Line Descr	AP Vouchers

**Chartfields**

Account	Fund Code	Financial Department ID	SW Cost	Sub Acct	PC Business Unit	Project	Activity	Analysis Type	Source Type
411104	2370	B4334610							

Base Currency USD      Base Amount 720.00  
 Currency USD      Transaction Amount 720.00  
 Statistics Code      Statistic Amount

**Details**

Unit	Acctg Date	Fund Code	Financial Department ID	Appropriation ID (CF3)	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit
B4301	09/11/2023	2370	B4334610	B43TCAS					

2. When you're done viewing the source document information, close the new window(s) that were generated and select Journals window, if necessary.
3. At the Journal Inquiry Details page, you can view more journal line details, or select the Journal Criteria link in the Ledger Criteria section to return to the Journal Inquiry page where you can select a different Journal ID to view or enter different search criteria.