

QUICK REFERENCE GUIDE

November 1, 2019

Inquire on Journal Entries

In this 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.

Steps to complete:

- Step 1: Enter Journal Inquiry Criteria and Search
- Step 2: View Journal Inquiry Details
- Step 3: Drill Down to Journal Line Source Information

Step 1: Enter Journal Inquiry Criteria and Search

1. Navigate to the *Journals* page using the instructions below.

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

- If you have used this feature before, search for and select an *Inquiry Name* on the **Find an Existing Value** tab.
- If not, select the **Add a New Value** tab, enter an *Inquiry Name*, and click on 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*.

Journals

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

Find an Existing Value | **Add a New Value**

▼ **Search Criteria**

Inquiry Name begins with

Search | Clear | Basic Search | Save Search Criteria

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

2. Enter your criteria on the *Journal Inquiry* page as described below. (The fields preceded by an * (asterisk) are required.)

Field Name	Field Description
*Unit	Select the <i>Business Unit</i> "MN001", if necessary. This is the only <i>Business Unit</i> used for the General Ledger.
*Ledger	Click on the Lookup icon and select a ledger. You will most likely select the "ACTUALS" Ledger.
*Year	Click on the Lookup icon and select a fiscal year.
*From Period	Click on the Lookup icon and select the accounting <i>From Period</i> .
*To Period	Click on the Lookup icon and select the accounting <i>To Period</i> .
Suspense Status	State of Minnesota does not use.
Journal ID	To limit the report to a specific journal, click on the Lookup and select a <i>Journal ID</i> or enter the <i>Journal ID</i> .
Date	To limit the report to include transactions for a specific date, click on the Calendar icon and select a <i>Date</i> .
Status	To limit the report to a specific journal <i>Status</i> , click on the Lookup icon and make a selection. Options include: D – Deleted E – Journal Has Errors I – Posting M – Valid SJE Model – Do Not Post N – No Status – Needs to be Edited P – Posted to Ledger(s) T – Journal Entry Incomplete U – Unposted V – Valid Journal – Edits Complete Z – Upgrade Journal – Can't Unpost
Source	To limit your report to a specific <i>Source</i> such as a specific module or agency, click on the Lookup and select a <i>Source</i> .

Field Name	Field Description
Currency	Leave this field blank.
Stat	State of Minnesota does not use.
Document Type	State of Minnesota does not use for General Ledger purposes.
User	To limit your report to a specific user, click on the Lookup and select a User.
Document Sequence	State of Minnesota does not use.
Sort By:	Optionally, select to sort the results of your inquiry by "Journal ID" or "Journal Date".
Max Rows	The <i>Max Rows</i> field will determine how many rows will be displayed in the Inquiry results. The default is 100 rows but you can change this number.
Attachment Exist	State of Minnesota does not use.


- After entering all your criteria, click on the **Search** button. In this example, we have selected to view journals from the Accounts Receivable module for 2019, From Period 3.

Journal Inquiry

Journal Criteria

Inquiry	*Unit MN001	*Ledger ACTUALS	*Year 2019	*From Period 3	*To Period 3	Suspense Status
JOURNAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Journal ID	Date	Status	Source	Currency	Stat	Document Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	AR	<input type="text"/>	<input type="text"/>	<input type="text"/>
User	Document Sequence	Sort By	Max Rows	Attachment Exist	<input type="checkbox"/> Date Code Adj	
<input type="text"/>	<input type="text"/>	Journal Id	100	<input type="text"/>		

4. View the search results in the **Journals** section.

- Fields displayed include: Journal ID, Date, Unit, Status, Source, User, Unpost Date, and Descr (Description). (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

1-5 of 5

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AR04258787	09/11/2018	MN001	Posted	AR	No Susp	FIOPR01	09/11/2018	AR Payments
AR04258995	09/06/2018	MN001	Posted	AR	No Susp	FIOPR01	09/06/2018	AR Direct Journal
AR04259207	09/14/2018	MN001	Posted	AR	No Susp	FIOPR01	09/14/2018	AR Billing
AR04259211	09/18/2018	MN001	Posted	AR	No Susp	FIOPR01	09/18/2018	AR Payments
AR04259292	09/26/2018	MN001	Posted	AR	No Susp	FIOPR01	09/26/2018	AR Payments

Step 2: View Journal Inquiry Details

- If you'd like to view more information about a journal, click on the *Journal ID* link.

Journal Inquiry

Journal Criteria

Inquiry: JOURNAL
 *Unit: MN001
 *Ledger: ACTUALS
 *Year: 2019
 *From Period: 3
 *To Period: 3
 Suspense Status:
 Journal ID:
 Date:
 Status:
 Source: AR
 Currency:
 Stat:
 Document Type:
 User:
 Document Sequence:
 Sort By: Journal Id
 Max Rows: 5
 Attachment Exist:
 Date Code Adj

Search Delete Clear

Journals

Journals

1-5 of 5

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AR04258787	09/11/2018	MN001	Posted	AR	No Susp	FIOPR01	09/11/2018	AR Payments
AR04258995	09/06/2018	MN001	Posted	AR	No Susp	FIOPR01	09/06/2018	AR Direct Journal
AR04259207	09/14/2018	MN001	Posted	AR	No Susp	FIOPR01	09/14/2018	AR Billing
AR04259211	09/18/2018	MN001	Posted	AR	No Susp	FIOPR01	09/18/2018	AR Payments
AR04259292	09/26/2018	MN001	Posted	AR	No Susp	FIOPR01	09/26/2018	AR Payments

2. The *Journal Inquiry Details* page displays showing additional information about the journal.

Go To [Journal Criteria](#)

Journal Header

Journal ID	AR04259211	Date	09/18/2018	Schedule	
Ledger Group	ACTUALS	Original Date	09/18/2018	Process	No Request
Source	AR	Date Posted	09/21/2018	Total Lines	2
Journal Status	Posted	Reversal Date		User ID	FIOPR01
Balanced	DR=CR	Reversal	None	InterUnit BU	MN001
Doc. Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	AR Payments				

[View Attachment \(0\)](#)

All Lines

From Line To Line

Query Journal Lines

Totals by Currency

Currency	Debit Amount	Credit Amount	Net
USD	250.00	250.00	0.00

Journal Line

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Fin DeptID	SW Cost
	1	AR Payments		-250.00	USD	120001	5200	G1037610	
	2	AR Payments		250.00	USD	100001	5200	G1037610	

Save **Notify**

3. Review the information on the *Journal Inquiry Details* page described below.





Section	Information Displayed
Ledger Criteria	You will use the Go To: Journal Criteria link to return to the <i>Journal Inquiry</i> criteria page.
Journal Header	The Journal Header section includes additional fields about the journal than can be viewed from the <i>Journal Inquiry</i> page, such as Date, Original Date, Date Posted, Balanced, and the Total Lines.
All Lines (Default) From/To Lines	<p>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.</p> <ul style="list-style-type: none"> -- Select All Lines (default) -- Select the From/To Lines radio button and enter the From Line and To Line -- You'll need to click on the Query Journal Lines button to refresh the view after changing the option.
Totals by Currency	The Totals by Currency section lists the Debit Amount, Credit Amount, and Net.

Section	Information Displayed
Journal Line	The Journal Line section lists information for each line, including Line #, Line Descr (Description), Amount, and the ChartFields that were entered for the line (Fund, Fin DeptID, Approp ID, Account, etc.).

Step 3: Drill Down to Journal Line Source Information

You can drill down to see more detail from the *Journal Inquiry Details* page.

1. Depending on the type of journal you are viewing, you can view more detail by clicking on the **Drill to Source** icon for the Journal Line.

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project
	1	AR Payments		-375.00	USD	120001	5200	G1037610				
	2	AR Payments		-375.00	USD	120001	6000					
	3	AR Payments		375.00	USD	100001	5200	G1037610				
	4	AR Payments		375.00	USD	100001	6000					

- 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 click on 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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Journal ID

Business Unit MN001 Journal AR04259211 Date 09/18/2018 GL Journal
 Ledger ACTUALS Line 1 Line Descr AR Payments

Chartfields

Q

Account	Fund Code	Financial Department ID	Appropriation ID (CF3)	SW Cost	Sub Acct	PC Business Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory
120001	5200	G1037610	G100086									

Base Currency USD Base Amount -250.00
 Currency USD Transaction Amount -250.00
 Statistics Code Statistic Amount

Item Distributions

Q

Unit	Customer	Item ID	Item Line	Account	Fund Code	Financial Department ID	Statewide Cost (Prog)	Sub Account (Class)	PC Business Unit	Project
G1001	0000000006	00000491266	1	120001	5200	G1037610				

Save Return to Search Notify

2. When you're done viewing the source document information, close the New Window(s) that were generated and click on the Journals window, if necessary.
3. At the *Journal Inquiry Details* page, you can view more journal line details, or click on 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.