

Inquire on Journal Entries

The Journal Entry Inquiry form retrieves journal heading information as follows:

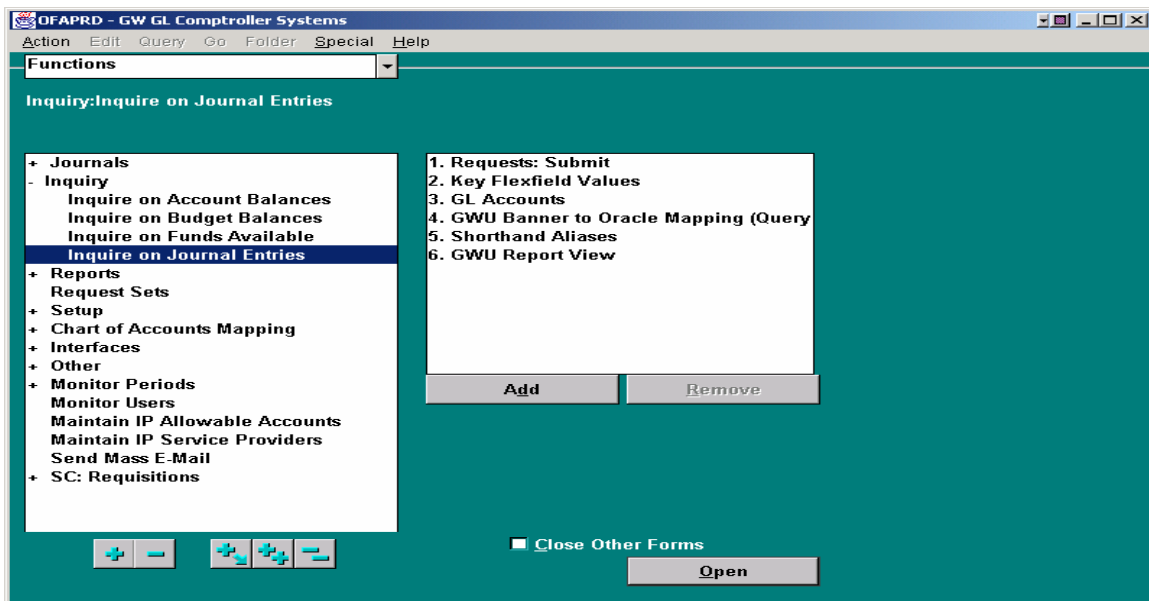
- Retrieves all journals, not just posted journals (like the Account Inquiry form), and not just reserved journal information (like the Funds Available Inquiry form), but also retrieves saved journals that have neither been reserved or posted.
- By using the Find Journals form preceding the Journals Entry Inquiry form, users can retrieve journals by:
 - Batch name
 - Journals name
 - Source
 - Category
 - Period
 - Currency
 - USD
 - Stat
 - Posting Status
 - Funds Status
 - Balance Type
 - ALL
 - Actual
 - Budget
 - Encumbrance
 - Range by Date Created
- Once the user is at the Journal Entry Inquiry form, you can add additional columns to the form and find journals additionally by:
 - Approval Status
 - Batch Description
 - Journal Description
 - Budget Name
 - Encumbrance Type
 - Journal Effective Date
 - Journal Type
 - Posted Date
 - Reversal information
- By combining more than one of these factors to retrieve journals, you can filter the matches even more, but without using a “Where Clause”, your connection operand is an AND connector.
- By opening a “Where Clause”, these additional retrieving mechanisms are available:
 - OR connector between fields
 - Can use an INCLUDE statement which performs as a list where you provide a list of values to match against instead of just a single value or a single value using wildcards
 - Can use a BETWEEN statement which enables a range capability for the field

Inquire on Journal Entries

- Can retrieve by “Created by”, enabling retrieval off journals created by a particular user
- Can retrieve by journal descriptive flexfield data such as “Approved by” since we now identify the departmental approvers for journals
- Can retrieve by “who in the Comptroller’s Office approved the journal” since this is also now stored for journals
- Can retrieve by any combination of all of the above criteria with compound retrieval criteria

Example 1

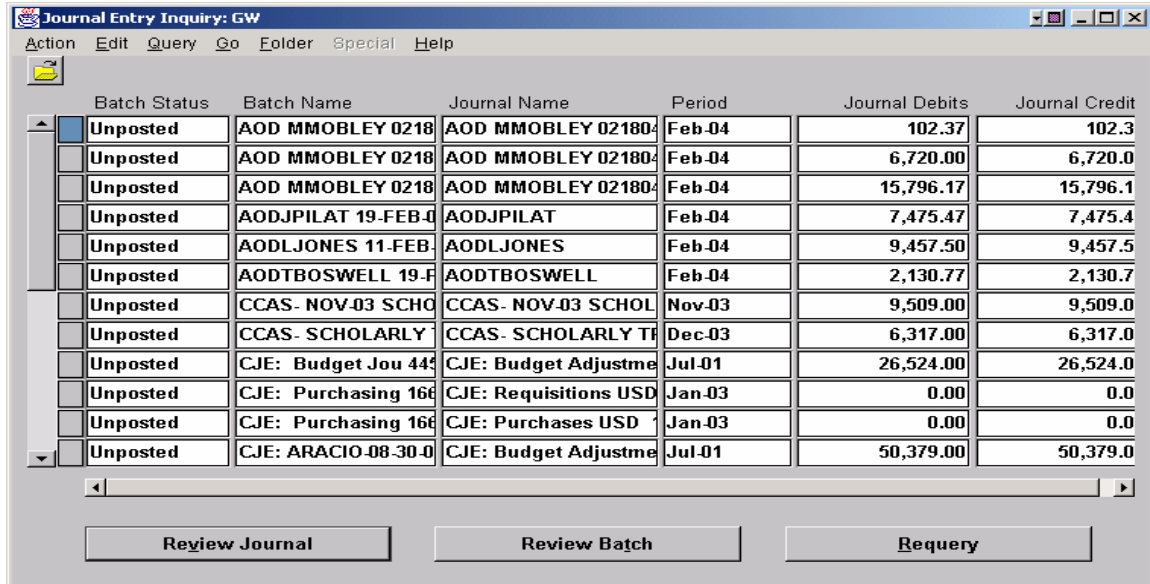
Find all reserved but unposted journals. (These are the journals causing discrepancies between the Account Inquiry form and the Funds Available Inquiry form.)



The screenshot shows a window titled "Find Journals" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help). The form contains several input fields for search criteria: Batch, Journal, Source, Category, Period, Currency, Status (Posting: Unposted, Funds: Passed), and Control Total (Batch, Journal). There are "More", "Clear", and "Find" buttons at the bottom.

Inquire on Journal Entries

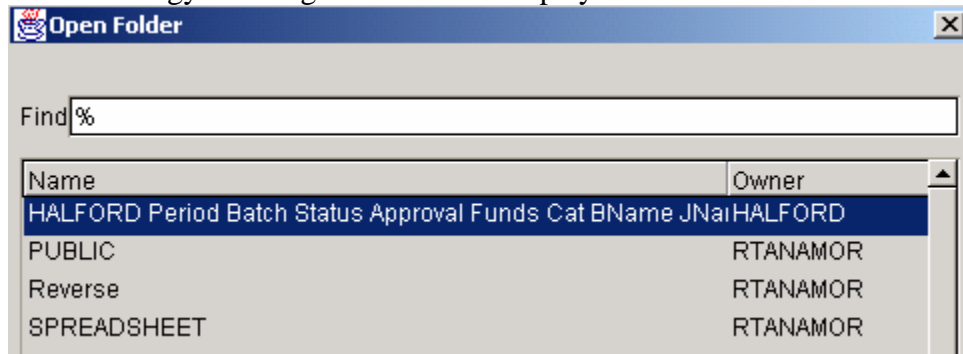
Click the Find button.



The screenshot shows a window titled "Journal Entry Inquiry: GW" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help) and a toolbar. Below is a table with columns: Batch Status, Batch Name, Journal Name, Period, Journal Debits, and Journal Credit. The table contains 14 rows of data, all with a status of "Unposted". At the bottom of the window are three buttons: "Review Journal", "Review Batch", and "Requery".

Batch Status	Batch Name	Journal Name	Period	Journal Debits	Journal Credit
Unposted	AOD MMOBLEY 0218	AOD MMOBLEY 021804	Feb-04	102.37	102.3
Unposted	AOD MMOBLEY 0218	AOD MMOBLEY 021804	Feb-04	6,720.00	6,720.0
Unposted	AOD MMOBLEY 0218	AOD MMOBLEY 021804	Feb-04	15,796.17	15,796.1
Unposted	AODJPILAT 19-FEB-04	AODJPILAT	Feb-04	7,475.47	7,475.4
Unposted	AODLJONES 11-FEB-04	AODLJONES	Feb-04	9,457.50	9,457.5
Unposted	AODTBOSWELL 19-FEB-04	AODTBOSWELL	Feb-04	2,130.77	2,130.7
Unposted	CCAS- NOV-03 SCHOLARLY	CCAS- NOV-03 SCHOLARLY	Nov-03	9,509.00	9,509.0
Unposted	CCAS- SCHOLARLY	CCAS- SCHOLARLY	Dec-03	6,317.00	6,317.0
Unposted	CJE: Budget Jou 44	CJE: Budget Adjustme	Jul-01	26,524.00	26,524.0
Unposted	CJE: Purchasing 16	CJE: Requisitions USD	Jan-03	0.00	0.0
Unposted	CJE: Purchasing 16	CJE: Purchases USD	Jan-03	0.00	0.0
Unposted	CJE: ARACIO-08-30-0	CJE: Budget Adjustme	Jul-01	50,379.00	50,379.0

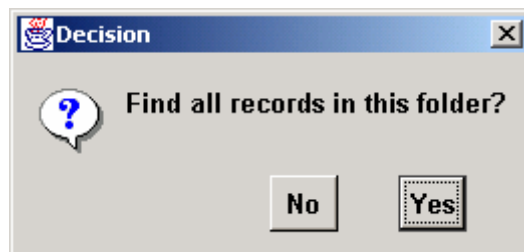
Use folder technology to change the columns displayed.



The screenshot shows an "Open Folder" dialog box with a "Find" field containing a percent sign (%). Below the field is a list of folders with columns for "Name" and "Owner". The folder "HALFORD Period Batch Status Approval Funds Cat BName JNaiHALFORD" is selected.

Name	Owner
HALFORD Period Batch Status Approval Funds Cat BName JNaiHALFORD	HALFORD
PUBLIC	RTANAMOR
Reverse	RTANAMOR
SPREADSHEET	RTANAMOR

Since I've previously built a folder using my desired layout, select it. Note, that a Decision window appears asking if you want to "Find all records in this folder?" This occurs because some forms' folders remember the data you extracted when building the folder along with the columnar information. Since you only want to use the columnar layout for the folder and not the data, choose no.



Inquire on Journal Entries

Period	Batch	Statu	Approval	Sts	Funds	St	Balance	Type	Category	Batch	Name	Journal	Name	Journal	Debits	Journal	Credits
Feb-04	Unposted	In Process	Passed	Actual	Adjustment	AOD	MMOBLEY 01	AOD	MMOBLEY	102.37	102.37						
Feb-04	Unposted	In Process	Passed	Actual	Adjustment	AOD	MMOBLEY 01	AOD	MMOBLEY	6,720.00	6,720.00						
Feb-04	Unposted	In Process	Passed	Actual	Adjustment	AOD	MMOBLEY 01	AOD	MMOBLEY	15,796.17	15,796.17						
Feb-04	Unposted	In Process	Passed	Actual	ZComptroller	AOD	JPILOT 19-FE	AOD	JPILOT	7,475.47	7,475.47						
Feb-04	Unposted	In Process	Passed	Actual	Adjustment	AOD	LJONES 11-F	AOD	LJONES	9,457.50	9,457.50						
Feb-04	Unposted	In Process	Passed	Actual	Adjustment	AOD	TBOSWELL 1	AOD	TBOSWELL	2,130.77	2,130.77						
Nov-03	Unposted	In Process	Passed	Budget	Budget One-Ti	CCAS	NOV-03 SC	CCAS	NOV-03 S	9,509.00	9,509.00						
Dec-03	Unposted	In Process	Passed	Budget	Budget One-Ti	CCAS	SCHOLAR	CCAS	SCHOLA	6,317.00	6,317.00						
Jul-01	Unposted	Required	Passed	Budget	Budget Adjust	CJE	Budget Jou	CJE	Budget Adj	26,524.00	26,524.00						
Jan-03	Unposted	N/A	Passed	Encumbrance	Requisitions	CJE	Purchasing	CJE	Requisition	0.00	0.00						
Jan-03	Unposted	N/A	Passed	Encumbrance	Purchases	CJE	Purchasing	CJE	Purchases	0.00	0.00						
Jul-01	Unposted	Rejected	Passed	Budget	Budget Adjust	CJE	ARACIO-08-3	CJE	Budget Adj	50,379.00	50,379.00						

Example 2

Find all journals posted by Diosdado Liongson, Hank Kirschenmann, or Raymond Ouellette. (Since these three GCAS personnel have been authorized to post journals with the stipulation to only post journals that fed from Grants to the general ledger or were created in the general ledger to adjust Grants related accounts and because the posting capability cannot be limited to certain journal, their posting activity is monitored.)

(To do this, you need to know their User ID. They are 6997 for DL, 5279 for HK, and 4734 for RO.)

The screenshot shows the 'Find Journals' dialog box overlaid on the 'Journal Entry Inquiry: GW' window. The dialog box contains the following fields and controls:

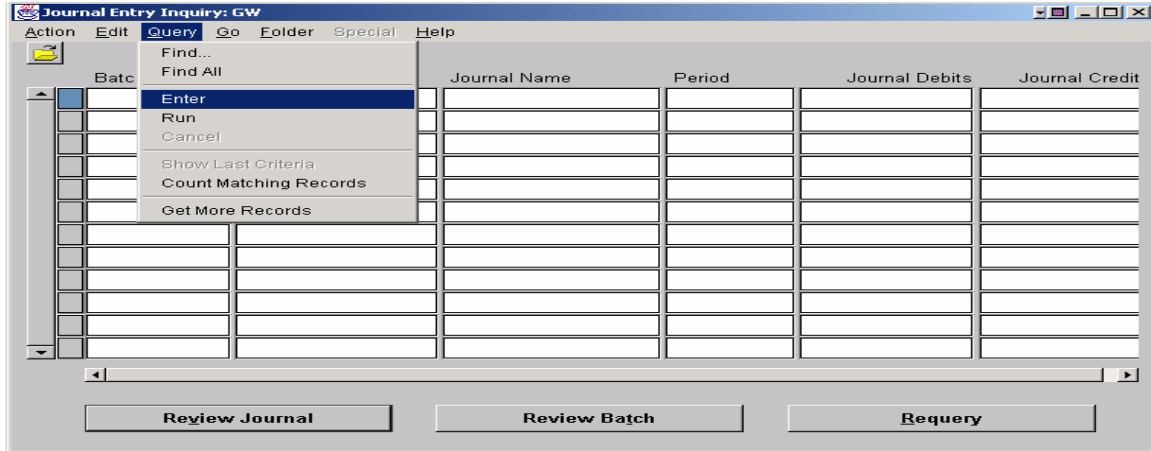
- Batch**: [Text Field]
- Journal**: [Text Field]
- Source**: [Text Field]
- Category**: [Text Field]
- Period**: [Text Field]
- Currency**: [Text Field]
- Status**:
 - Posting: [Text Field]
 - Funds: [Text Field]
- Control Total**:
 - Batch: [Text Field]
 - Journal: [Text Field]
- Buttons**: More, Clear, Find

At the bottom of the main window, there are three buttons: Review Journal, Review Batch, and Requery.

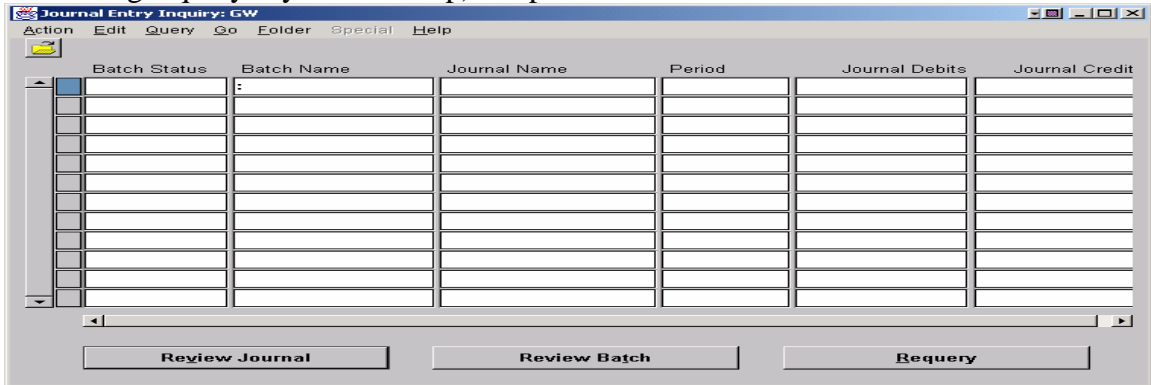
When the Find Journals form opens, close the form so you can get to the Journal Entry Inquiry form behind it.

Inquire on Journal Entries

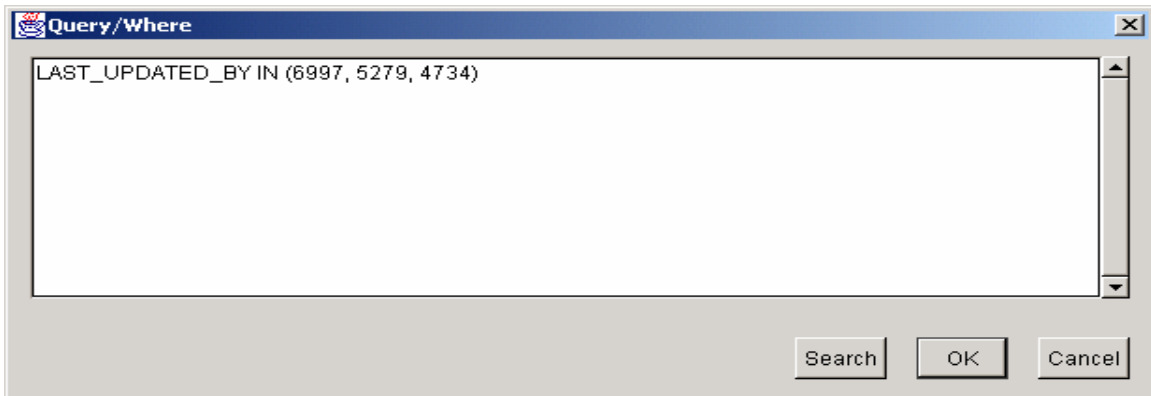
Enter Query mode by selecting Enter under Query on the menu.



Next, type a colon in the Batch Name field and run the query (see previous instructions on running a query if you need help) to open a "Where Clause" window.



Type the command shown below in the "Where Clause" window.



Inquire on Journal Entries

The results of the query are shown below (folder replaced using folder technology).
 Click [here](#) to view instructions on using previously created folders to view the data rather than using the defaulted folder for a form (see pages 11 through 12).

Period	Posted Date	Batch Status	Category	Batch Name	Journal Name	Journal Debits	Journal Credits
Nov-03	01-DEC-2003	Posted	Trade Receipts	AR 11336 Receivable	Trade Receipts US	14,000.00	14,000.00
Nov-03	01-DEC-2003	Posted	Labor Cost	Projects 1500562: A.4	Labor Cost USD	2,542,162.31	2,542,162.31
Nov-03	01-DEC-2003	Posted	Usage Cost	Projects 1500565: A.4	Usage Cost USD	26,817.22	26,817.22
Nov-03	01-DEC-2003	Posted	Burden Cost	Projects 1500565: A.4	Burden Cost USD	1,152,329.88	1,152,329.88
Nov-03	01-DEC-2003	Posted	Revenue	Projects 1500660: A.4	Revenue USD	2,730,979.43	2,730,979.43
Dec-03	31-DEC-2003	Posted	Miscellaneous	Projects 1583784: A.4	Miscellaneous Trar	<665.00>	<665.00>
Dec-03	31-DEC-2003	Posted	Usage Cost	Projects 1583784: A.4	Usage Cost USD	31,985.24	31,985.24
Dec-03	31-DEC-2003	Posted	Burden Cost	Projects 1583784: A.4	Burden Cost USD	127,387.89	127,387.89
Dec-03	05-JAN-2004	Posted	Miscellaneous	Projects 1584865: A.4	Miscellaneous Trar	<3,554.00>	<3,554.00>
Dec-03	05-JAN-2004	Posted	Usage Cost	Projects 1584865: A.4	Usage Cost USD	24,254.42	24,254.42
Dec-03	05-JAN-2004	Posted	Burden Cost	Projects 1584865: A.4	Burden Cost USD	72,690.85	72,690.85
Dec-03	05-JAN-2004	Posted	Labor Cost	Projects 1588188: A.4	Labor Cost USD	2,505,122.09	2,505,122.09

Period	Posted Date	Batch Status	Category	Batch Name	Journal Name	Journal Debits	Journal Credits
Dec-03	05-JAN-2004	Posted	Burden Cost	Projects 1584865: A.4	Burden Cost USD	72,690.85	72,690.85
Dec-03	05-JAN-2004	Posted	Labor Cost	Projects 1588188: A.4	Labor Cost USD	2,505,122.09	2,505,122.09
Dec-03	05-JAN-2004	Posted	Usage Cost	Projects 1588191: A.4	Usage Cost USD	26,878.52	26,878.52
Dec-03	05-JAN-2004	Posted	Burden Cost	Projects 1588191: A.4	Burden Cost USD	1,157,117.12	1,157,117.12
Dec-03	05-JAN-2004	Posted	Revenue	Projects 1588305: A.4	Revenue USD	2,659,945.43	2,659,945.43
Jan-04	20-JAN-2004	Posted	Usage Cost	Projects 1617098: A.4	Usage Cost USD	110,130.50	110,130.50
Jan-04	20-JAN-2004	Posted	Burden Cost	Projects 1617098: A.4	Burden Cost USD	9,544.09	9,544.09
Jan-04	20-JAN-2004	Posted	Usage Cost	Projects 1618291: A.4	Usage Cost USD	23,982.40	23,982.40
Jan-04	20-JAN-2004	Posted	Burden Cost	Projects 1618291: A.4	Burden Cost USD	87,307.05	87,307.05
Jan-04	02-FEB-2004	Posted	Usage Cost	Projects 1641178: A.4	Usage Cost USD	41,472.56	41,472.56
Jan-04	02-FEB-2004	Posted	Burden Cost	Projects 1641178: A.4	Burden Cost USD	3,077.21	3,077.21
Jan-04	02-FEB-2004	Posted	Revenue	Projects 1641301: A.4	Revenue USD	80,163.27	80,163.27