GL.060.001 – INQUIRING ON JOURNALS

Purpose	Inquire on a journal.
Description	After generating the journal request, use the journal inquiry page to verify journals were created. The journal inquiry page allows users to verify a journal was created and review its summary and detail information.
Security Role	BOR_GL_INQUIRE
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to inquire on journals.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **General Ledger** link.
4.	Click the **Review Financial Information** link.
5.	Click the **Journals** link.
6.	Click the **Add a New Value** tab.
7.	Enter a Name in the **Inquiry Name** field.
8.	Click the **Add** button. The system navigates to the Journal Inquiry page. Use the Journal Inquiry page to review summary and detail journal information for a specific business unit, ledger and period.
9.	Enter all or some of the information at the top of this page to narrow search results.
10.	Click the **Search** button to display Journal IDs based on selected criteria. The Journal Inquiry returns information according to criteria specified on this page.
11.	Click an entry in the **Journal ID** column. The system navigates to the Journal Inquiry page.
12.	Review the status of the journal entry. If the journal originated from a PeopleSoft Financials subsystem the budget status will be valid even though the edit status may not be valid. ***Note:*** *If users want to see Detail Journal Lines, scroll to the bottom of the page. In many instances, users can drill into the Financials subsystem to view source document details.*
13.	Click the vertical scrollbar to view additional details.
14.	To view journal details from a submodule, click on the **Drill to Source** icon. The system navigates to the Drill to Source page. From this page, users can view accounting entries for the Voucher via the Voucher ID link and review amounts. ***Note:*** *this Drill to Source icon only appears if the journal originated from a submodule such as Accounts Payable.*