Title:	**General Ledger-Journal Entry Inquiry**	**Document ID: GL0020**
Replaces:	**On-line Journal Inquiry, GL610**	**Date Modified: 08/07/2014**

Purpose: This procedure details how to perform journal entry inquiries. The *Find Journals* window allows you to query for the details of a journal entry displaying the full transaction. The search results will display actual, budget, or encumbrance journal entry batches for a ledger. The search results will be displayed in the *Journal Entry Inquiry* window and provides the following information:

- A particular journal entry or batch of entries, and the detail lines within that entry
- Drilldown from a journal entry to view subledger transactions
- View journal and subledger transactions as balanced accounting entries or in the form of T-accounts

For Questions Contact: Finance Customer Care at financecustomercare@ohio.edu or 740.597.6446.

ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.

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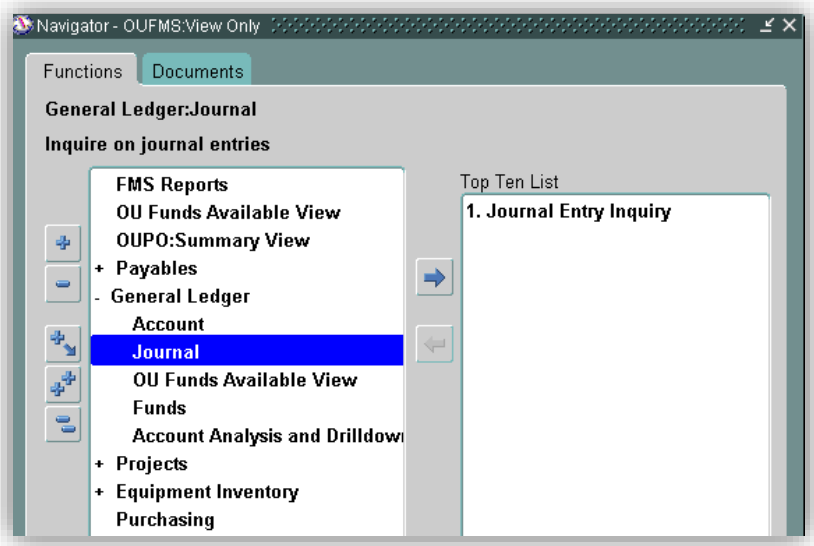
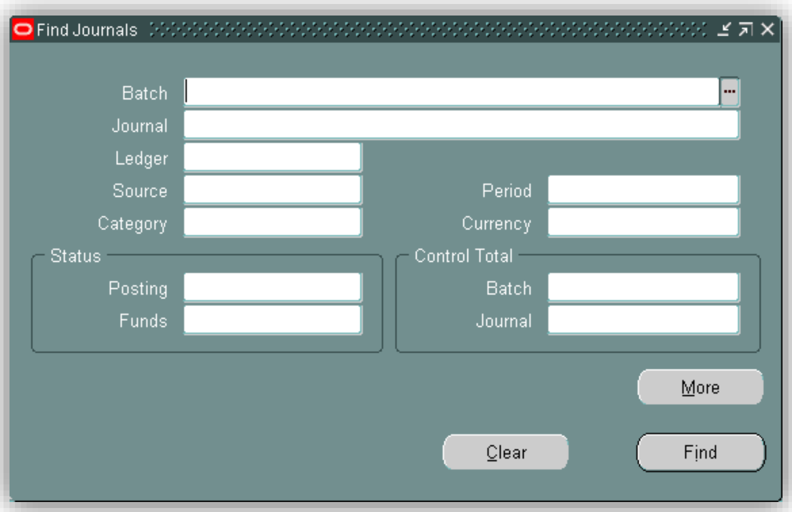
NAVIGATE TO JOURNAL WINDOW

1. Click **General Ledger** link. Next, click **Journal** link.
2. The *Navigator* window, *Journal Entry Inquiry* window, and *Find Journals* window are displayed. To add the *Journal Entry Inquiry* window to the Top Ten List, verify the General Ledger>Journal is highlighted in blue, then click the **Add to List** button. Next time you want to access the *Journal Entry Inquiry* window, click on the *Journal Entry Inquiry* link in the Top Ten List.





Field / Buttons	Description
Batch	Name of a group of journal entries
Journal	Name of the journal entry
Source	Indicates where the journal entry originated
Category	Indicates the type of journal entry for the source
Period	Accounting period in which the transaction was processed
Currency	"USD" which means United States Dollars
Status / Posting	Posting status of the journal entry
Status / Funds	Status of the funds for the journal entry (if it is a budget entry)
Control Total / Batch	Not used
Control Total / Journal	Not used
More Button	Opens more fields on *Find Journals* window
More>Balance Type	Choose from Any, Actual, Budget, or Encumbrance
More>Reference	Leave blank
More>Document Numbers From/To	Enter applicable document numbers
More>Dates Created From/To	Enter the applicable date range
More>Less Button	Closes the additional fields opened with the More button
Clear Button	Clear search criteria on window
Find Button	Initiates the query

JOURNAL SEARCH

You can search from the *Find Journals* window or the *Journal Entry Inquiry* window. Enter search criteria in one of more fields to initiate your search depending on available information.

Enter Search Criteria on Find Journals Window

Path: General Ledger>Journal>Find Journals window
If you use the *Find Journals* window to conduct a search, you can search from any of the available fields. Use the *Period* and *Category* fields, if the Batch or Journal name is unknown.

1. Click in any of the fields (detailed in the table above) on the Find Invoices window (either key or use the LOV).
2. Click **Find** button. The results display in the *Journal Entry Inquiry* window.

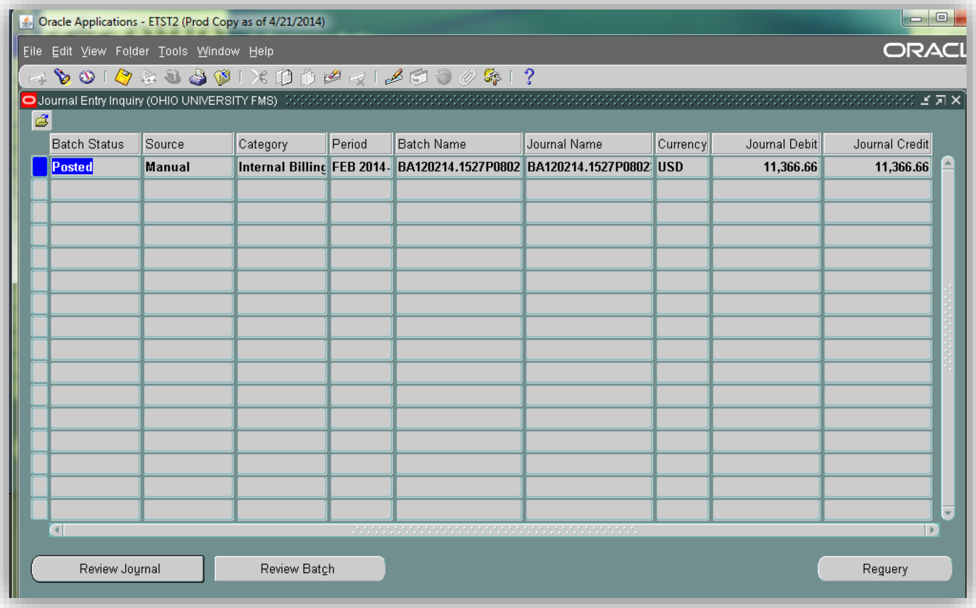
Enter Search Criteria on Journal Entry Inquiry Window

Path: General Ledger>Journal>Find Journals window

1. Close the *Find Journals* window. The *Journal Entry Inquiry* window is open.
2. Press the **F11** key. The fields become searchable and turn a light green color (color may vary depending on your computer display settings).
3. Enter your search criteria from any field. You may enter criteria in more than one field.
4. Press **Ctrl** key plus **F11** key at the same time to initiate the search. The results display in the *Journal Entry Inquiry* window.
5. Press **F4** key to cancel the search.

JOURNAL ENTRY INQUIRY WINDOW

The *Journal Entry Inquiry* window displays the data from the query.

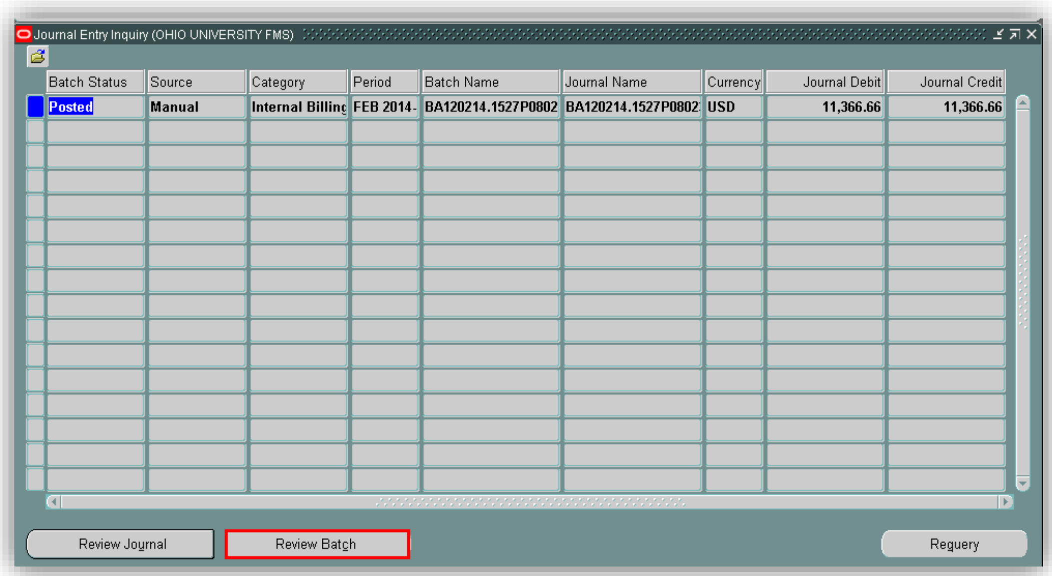


Field / Buttons	Description
Batch Status	Posting status of the journal entry
Source	Indicates where the journal entry originated
Category	Indicates the type of journal entry for the source
Period	Accounting period in which the transaction was processed
Batch Name	Name of a group of journal entries
Journal Name	Name of the journal entry
Currency	"USD" which means United States Dollars
Journal Debit	Total debits for the journal entry
Journal Credit	Total credits for the journal entry
Review Journal button	View information about the selected journal in the *Journal Entry Inquiry* window.
Review Batch button	View information about the selected journal batch in the Batches window. Drilldown into the Journals window to review the journals associated with the Batch.
Requery button	Clear the query to enter new search criteria

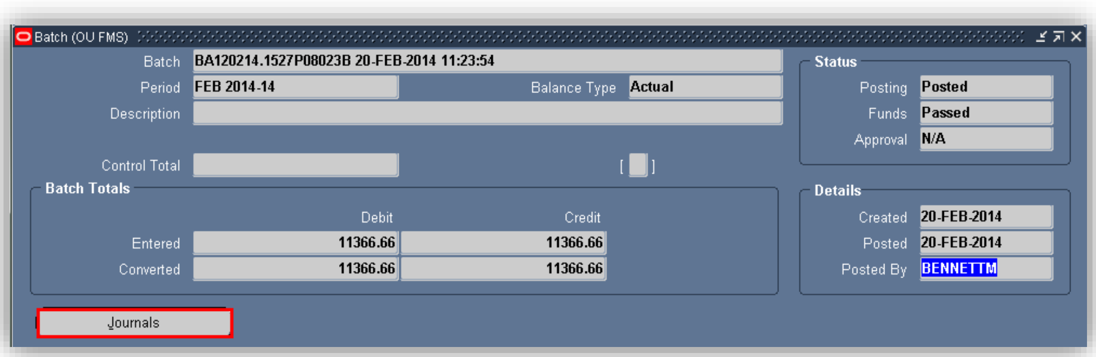
1. View the information displayed in the Journal Entry Inquiry window.
2. Click in the **desired journal line** to view more detail.
3. Click **Review Journal** button or **Review Batch** button to drill down to more detail. Click **Requery** button to begin query again.

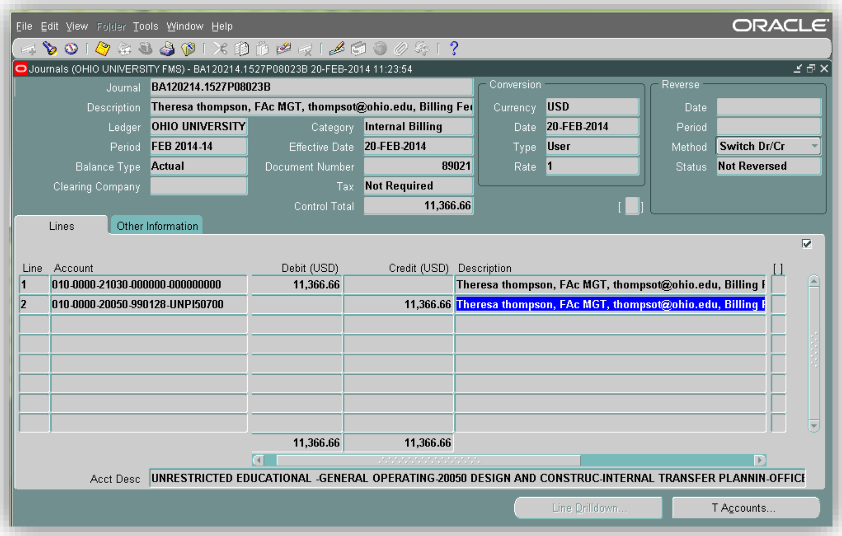
Review Batch from the Journal Entry Inquiry Window

1. Click in the **desired journal line** to view more detail.
2. Click **Review Batch** button on the *Journal Entry Inquiry* window. *Batch* window displays.



3. Click **Journals** button to review the full journal entry. *Journals* window is displayed. View detailed information about the selected journal in the *Journals* window.



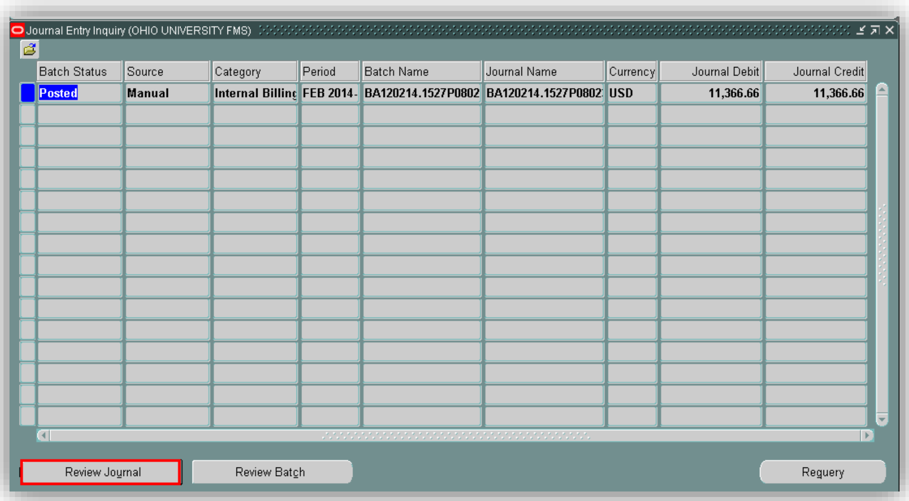


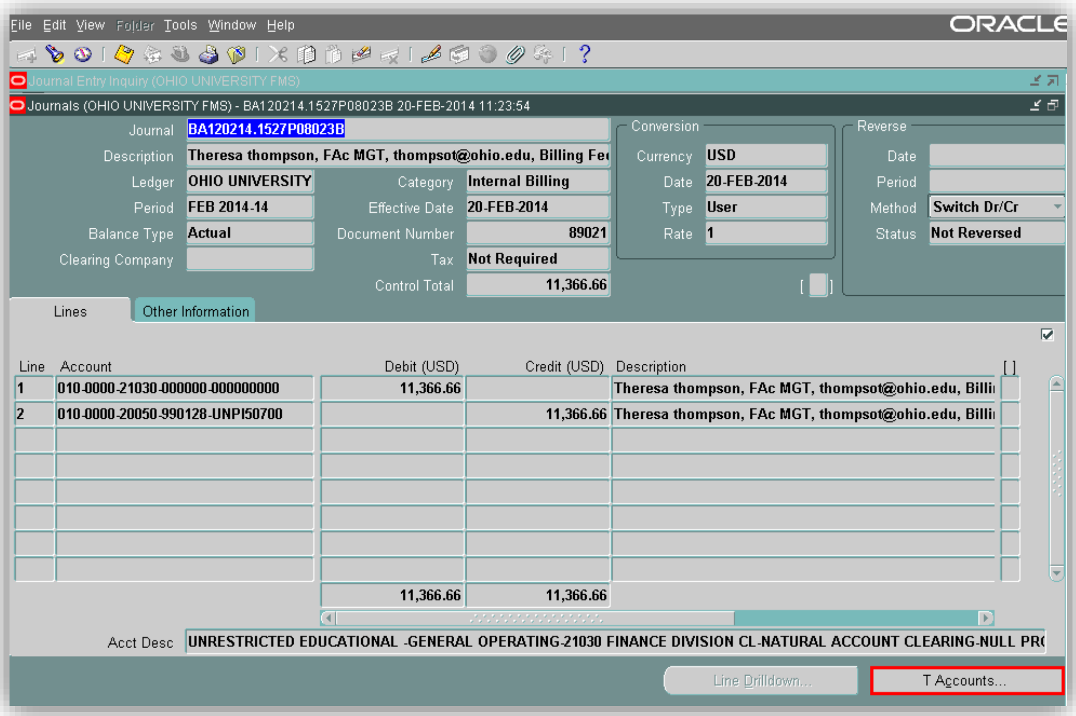
4. There are two options from the Journals window. You can click the **Line Drilldown** button or the **T Accounts** button to view more details. Refer to the *Review Journal from the Journal Inquiry Window* section for further instructions.

Review Journal from the Journal Entry Inquiry Window

View detailed information about the selected journal in the Journals window. You can also drilldown from the Journals window to view transaction-level detail if the transactions originated in an Oracle subledger application that supports drilldown. Displays the *Journals* window.

1. Click in the **desired journal line** to view more detail.
2. Click the **Review Journal** button in the *Journal Entry Inquiry* window. *Journals* window is displayed.





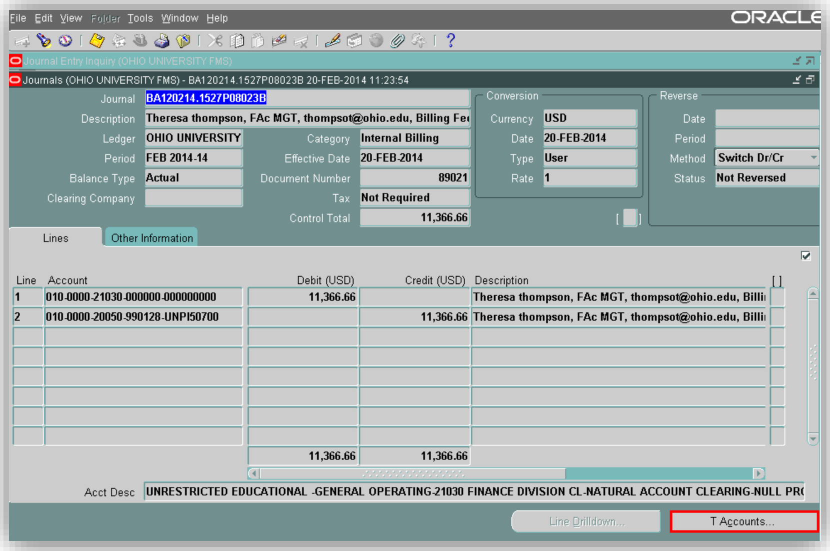
Field	**Description**
Journal	The name of the journal entry.
Line	The line number within the journal entry.
Account	The account code combination to which the journal entry line is posted.
Debit (USD)	The total debit for the journal line.
Credit (USD)	The total credit for the journal line.
Description	The description of the journal line.
Acct Desc	The alpha description of each segment of the account number on the highlighted line/account

3. Click on the **journal entry line** in the *Journals* window to review more detail.
4. Click either **Line Drilldown** button or **T Accounts** button (see next two sections).

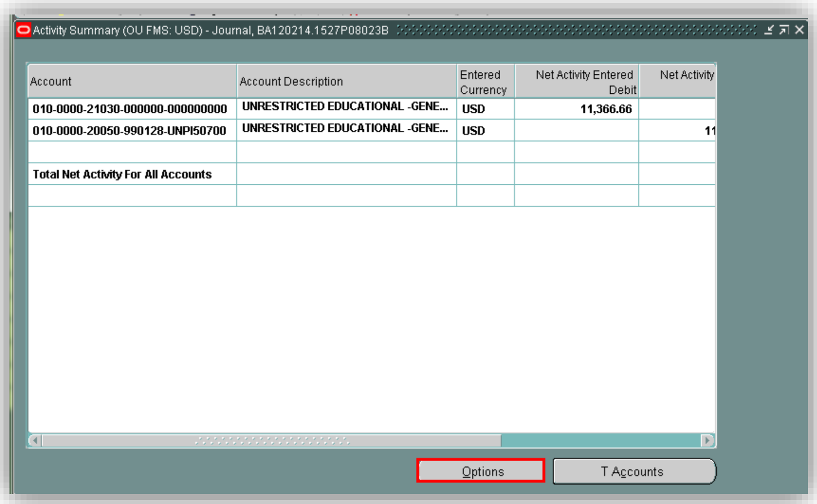
	REMINDER: You may only drilldown from the Journals window to view transaction-level detail if the transactions originated in an Oracle subledger application that supports drilldown.

Access T Accounts from the Journals Window

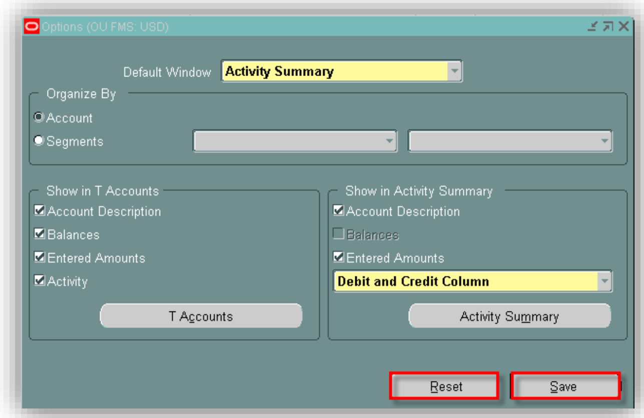
Drilldown to Oracle subledger applications. For subledger applications you can review transactions that summarize the journal balances.



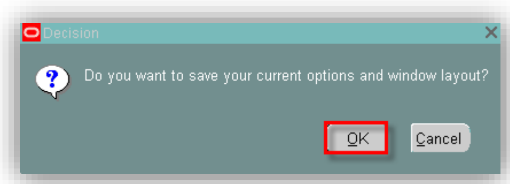
1. Click **T Accounts** button. Displays the *Activity Summary* window.



2. Click **Options** button to view the layout options of the *T Accounts* window.
   - Edit option parameters.
   - Click **Reset** button to revert back to default settings.
   - Click **Save** button, after editing *Options* window.

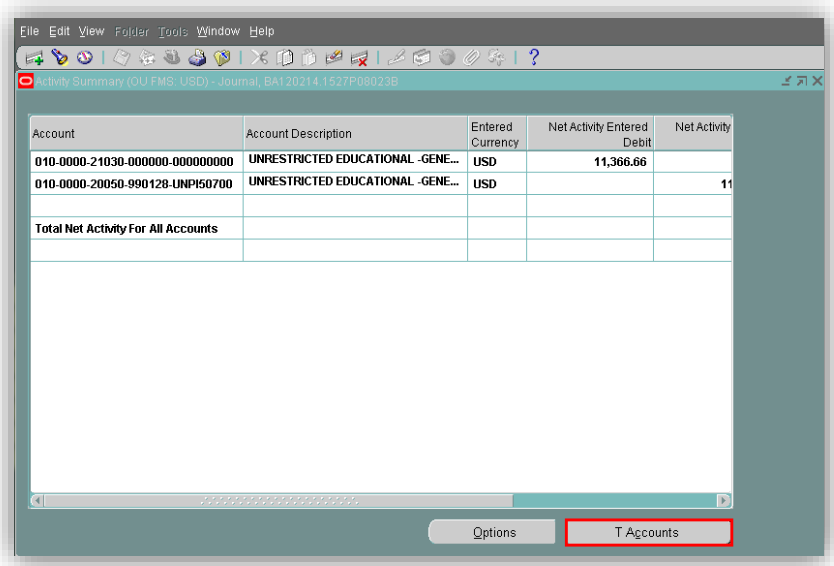


- A *Decision* window pops up, asking if you want to save your current options and window layout. Click **OK** button.

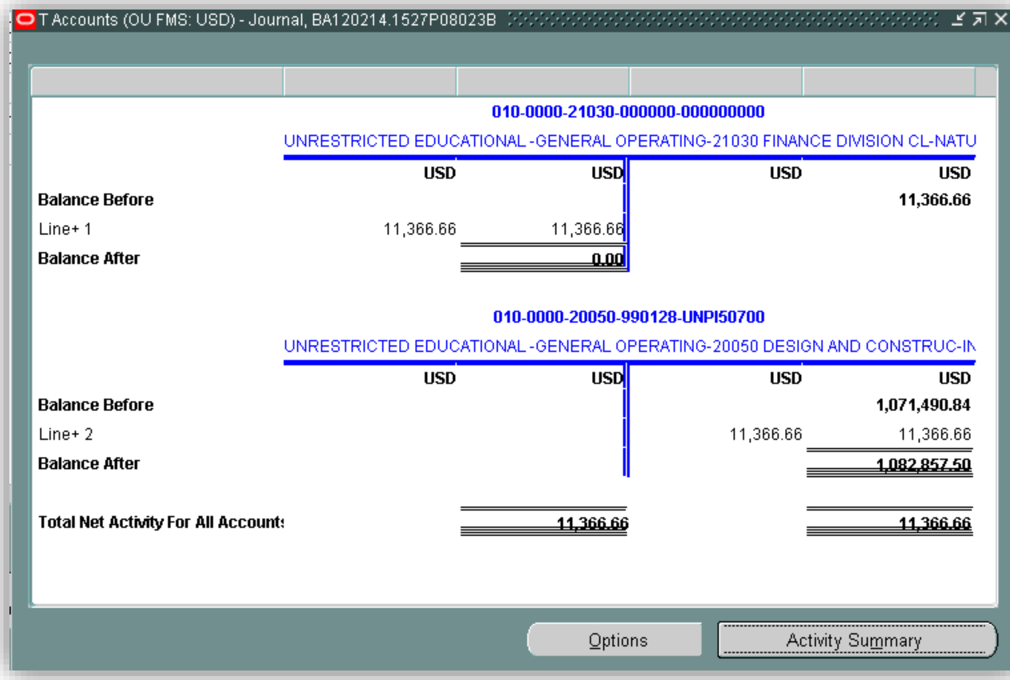


- Click **X** in upper, right-hand window to return to Activity Summary window.

3. Click **T Accounts** button on the *Activity Summary* window.



4. *T Accounts* window is displayed. You can return to the Options window, the Activity Summary window or close the *T Accounts* window.



5. To close this window, click the **X** in the upper, right-hand side of window. Continue to close windows to return to the *Journal Entry Inquiry* window.

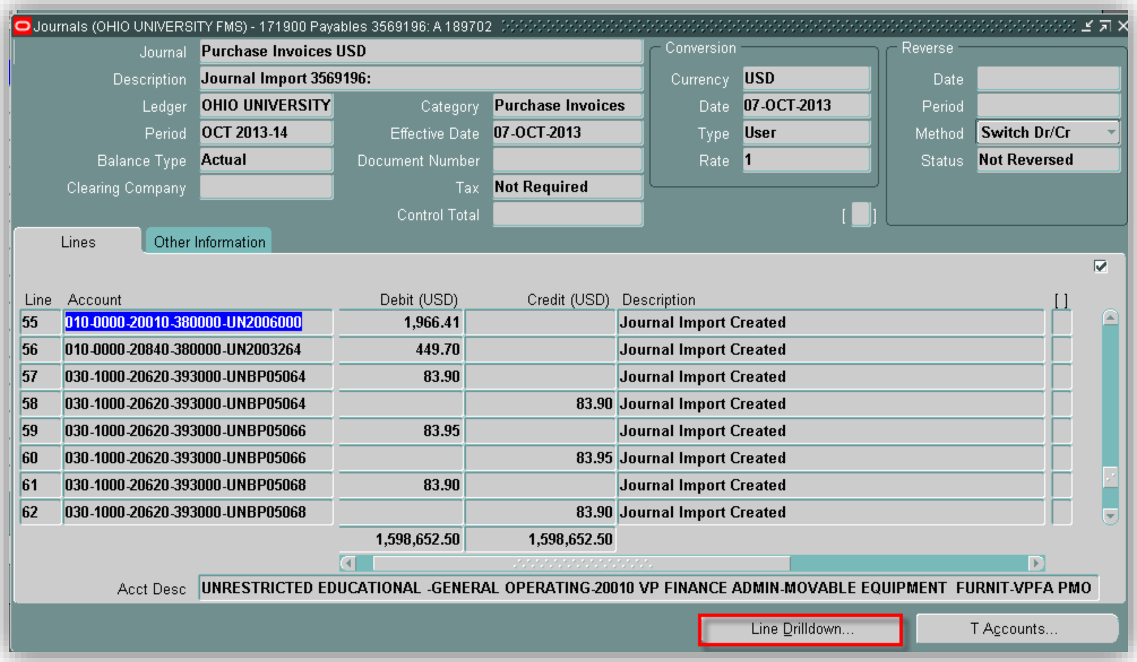
Line Drilldown from the Journals Window

Path: General Ledger>Journal>Find Journals>Journal Entry Inquiry>Journals

After using the *Find Journals* window to search for a specific journal, the *Journal Entry Inquiry* window displays the journal. When the user clicks on the journal line and then clicks on the **Review Journal** button, the *Journals* window is displayed. You can drilldown to Oracle subledger applications from the *Journals* window. For subledger applications you can review transactions that summarize the journal balances.

	**REMINDER:** You may only drilldown from the Journals window to view transaction-level detail only if the transactions originated in an Oracle subledger application that supports drilldown.

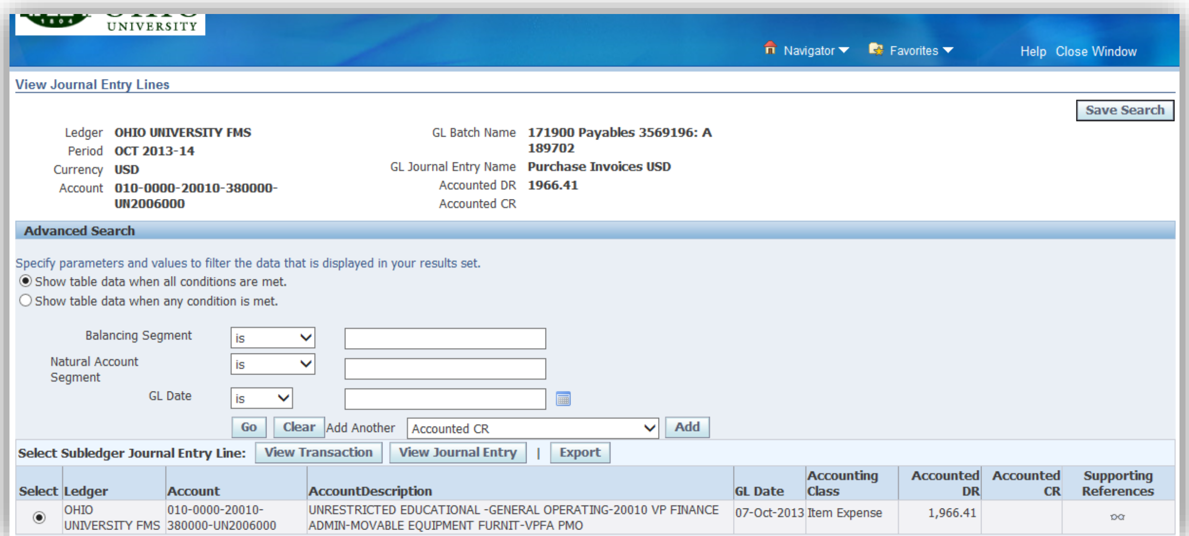
Shown next is an example that displays the functionality to drilldown into the subledger windows.



1. If more than one journal entry line is displayed, click on the journal entry line whose journal details you want to review. A highlight will display.
2. Click the **Line Drilldown** button (see screenshot above). Different windows will open depending on the transaction you accessed.

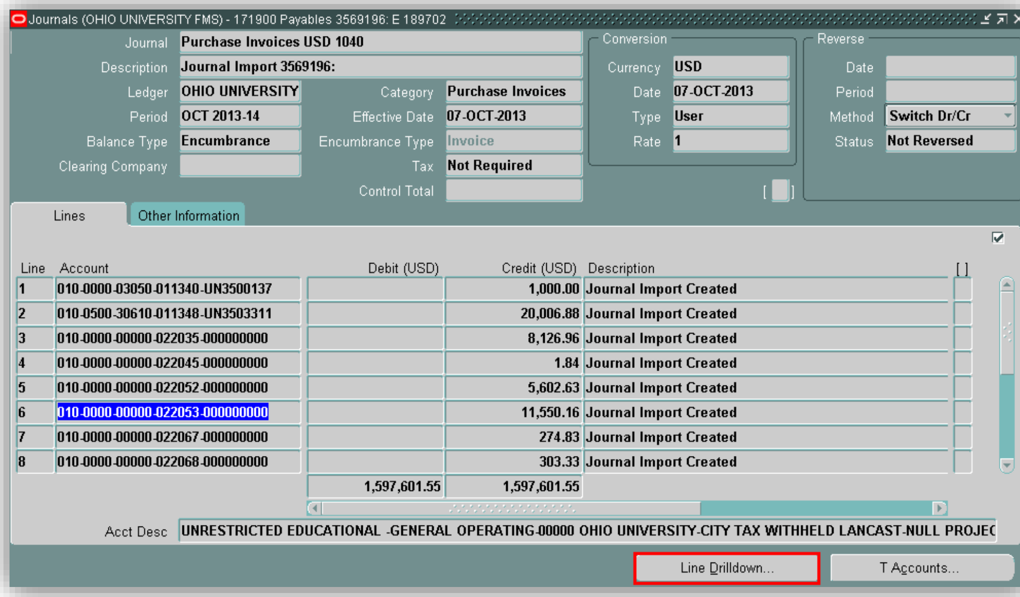
   Example #1 Line Drilldown from Journals window above.

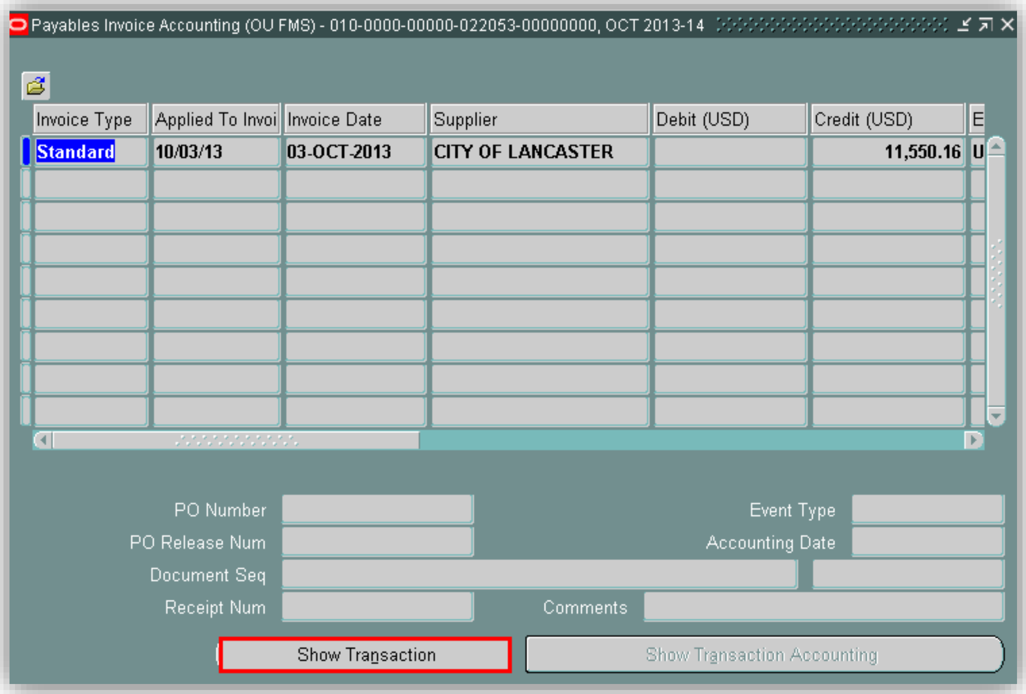
   - The *View Journal Entry Lines* window displays (see next section for details).

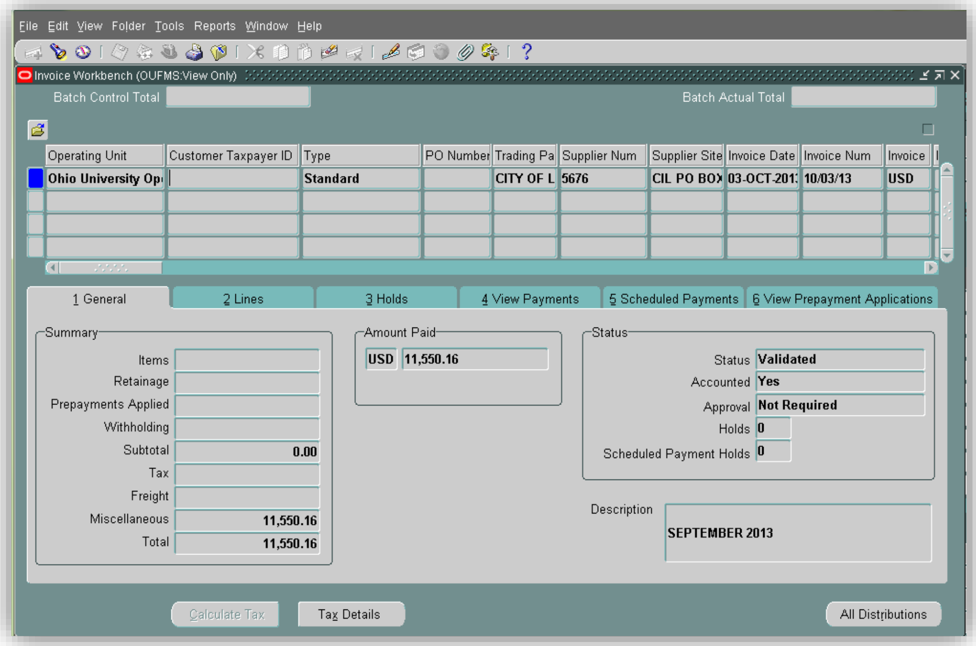


Example #2 Line Drilldown from Journals window (screenshot below);

- Click **Line Drilldown** button. The *Payables Invoice Accounting* window displays.
- Click **Show Transaction** button. The *Invoice Workbench* window displays.

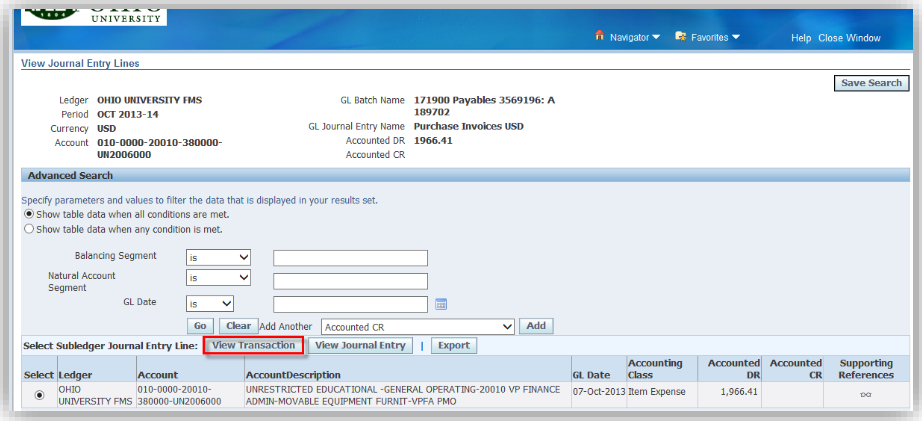




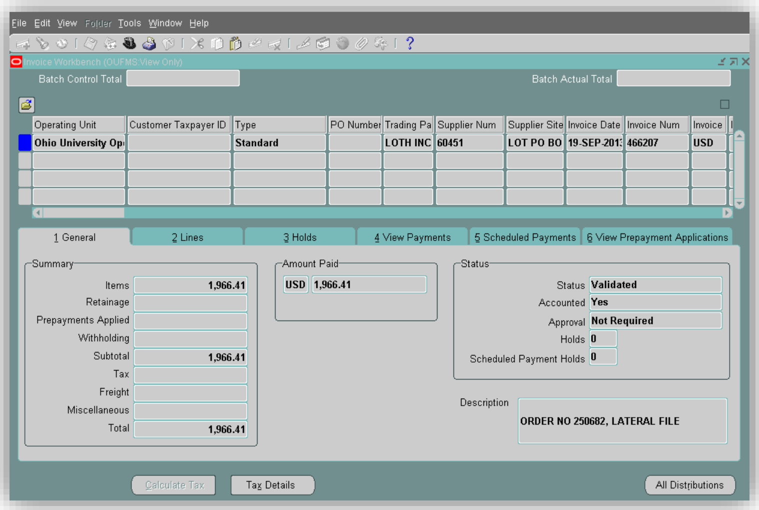

File Edit View Folder Tools Reports Window Help
Invoice Workbench (OUFMS:View Only)
Batch Control Total
Batch Actual Total
Operating Unit
Customer Taxpayer ID
Type
PO Number
Trading Pa
Supplier Num
Supplier Site
Invoice Date
Invoice Num
Invoice
Ohio University Op
Standard
CITY OF L
5676
CIL PO BOX
03-OCT-201
10/03/13
USD
1 General
2 Lines
3 Holds
4 View Payments
5 Scheduled Payments
6 View Prepayment Applications
Summary
Items
Retainage
Prepayments Applied
Withholding
Subtotal
0.00
Tax
Freight
Miscellaneous
11,550.16
Total
11,550.16
Amount Paid
USD
11,550.16
Status
Status
Validated
Accounted
Yes
Approval
Not Required
Holds
0
Scheduled Payment Holds
0
Description
SEPTEMBER 2013
Calculate Tax
Tax Details
All Distributions

View Journal Entry Lines Window-View Transaction

The View Journal Entry Lines window enables the user to view more detailed information about the transactions. It also enables you to drill down to other windows depending on the source. For instance, in this example the transaction is a Payables source so the transaction will drilldown into the *Invoice Workbench* window. This window also enables you to view the full journal entry, conduct and save a search, and run an export of the data.



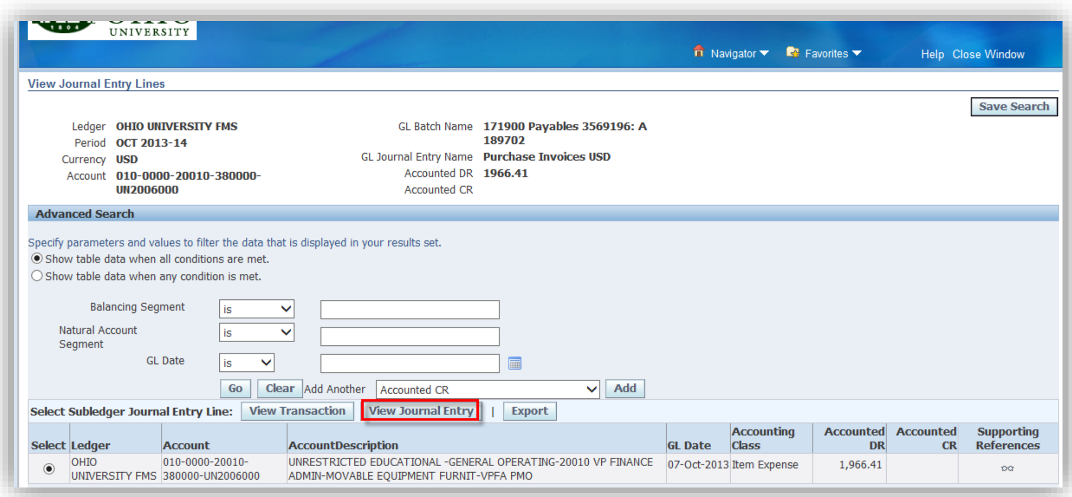
1. If more than one journal entry line is displayed, click the **radio button**, under the select column, of the journal entry line whose detail you want to review.
2. Click **View Transaction** button. The *Invoice Workbench* window displays.



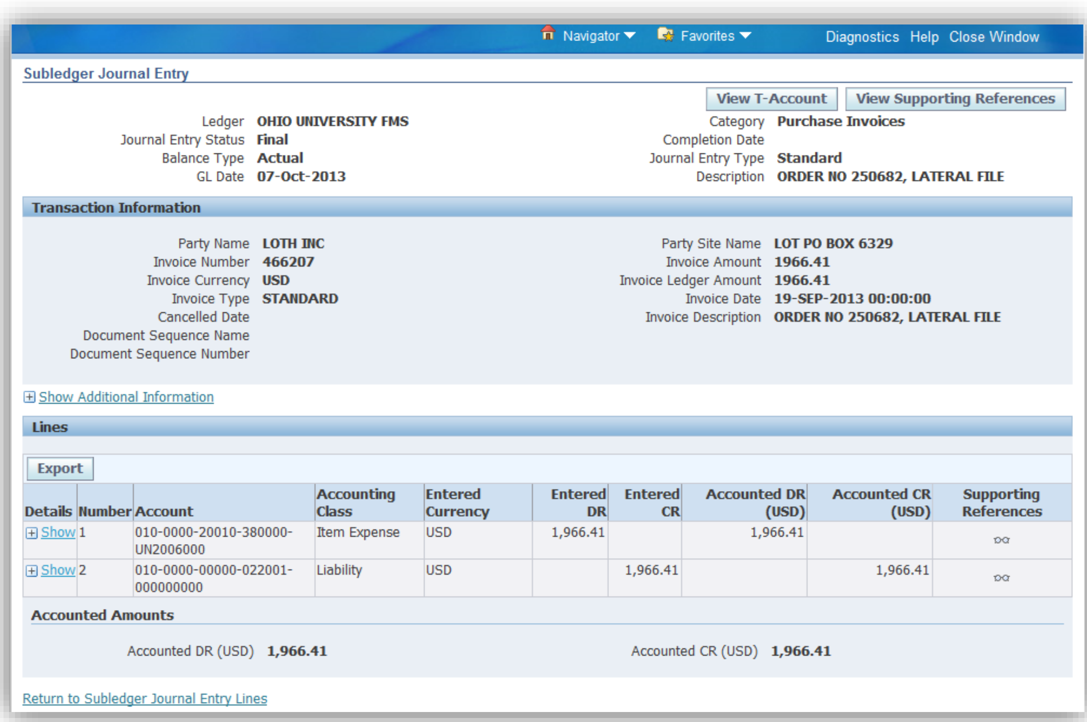
3. To close the *Invoice Workbench* window, click on the **X** in the upper, right-hand side of window. The *Journals* window and the *View Journal Entry Lines* window remains open.

NOTE: Refer to the *Invoice Inquiry* document for details on the *Invoice Workbench* window.

View Journal Entry Lines Window-View Journal Entry

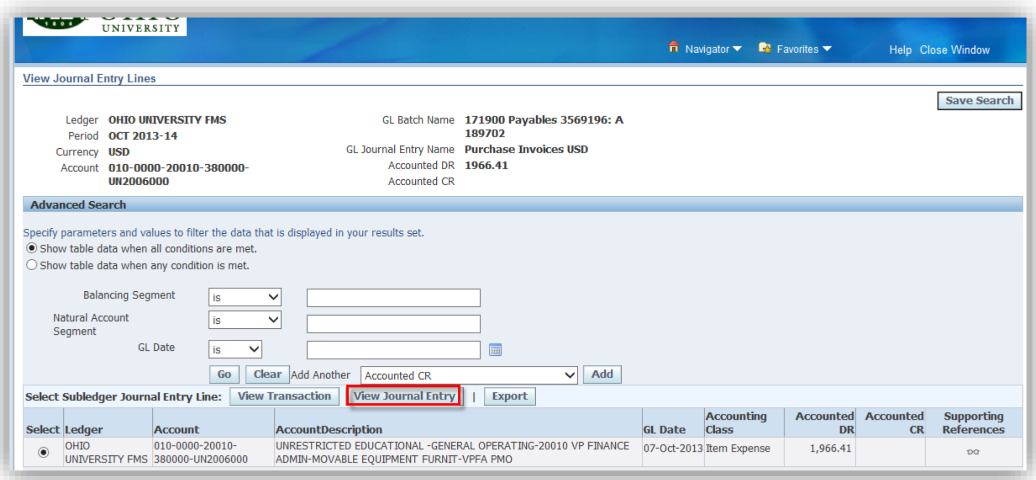


1. Click **View Journal Entry** button. The *Subledger Journal Entry* window displays. For further instruction refer to the *Subledger Journal Entry* section in this document.
2. Click **Close Window** link (located at top-right of page) to close window.

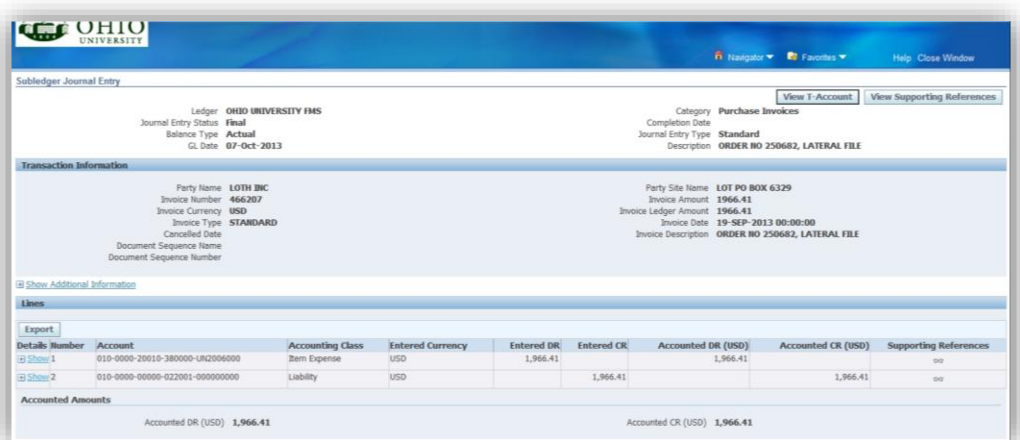


View Journal Entry Lines Window-Subledger Journal Entry

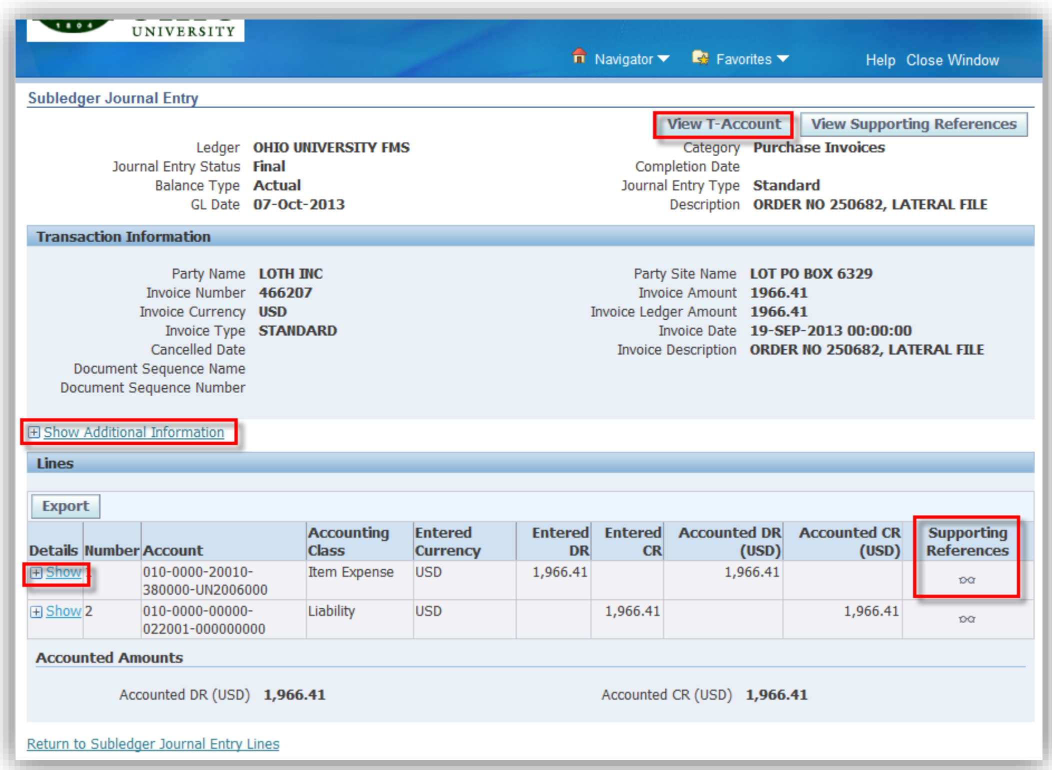
From the *View Journal Entry Lines* window the user can click the **View Journal Entry** button to access the *Subledger Journal Entry* window. It also enables you to drill down to obtain invoice details.



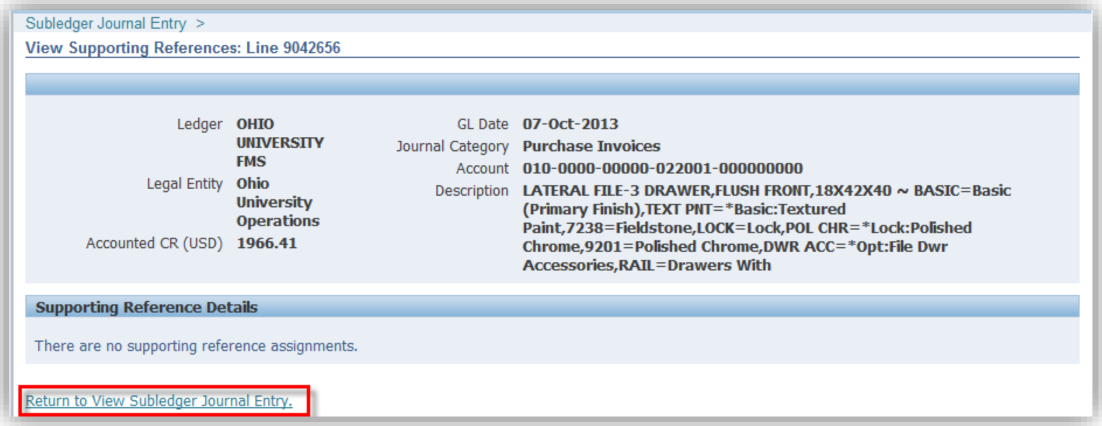
The *Subledger Journal Entry* window displays.



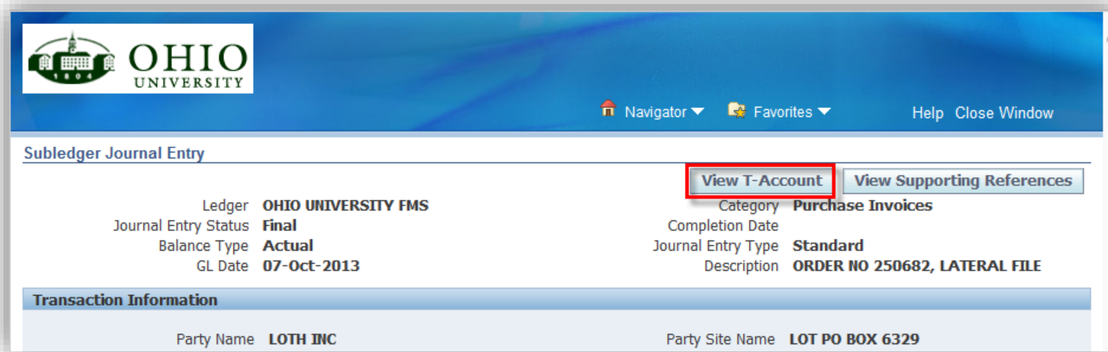
1. Click **Show Additional Information** link ⊞ Show Additional Information to expand window and view further details. Click **Hide Additional Information** link ⊟ Hide Additional Information to collapse window.

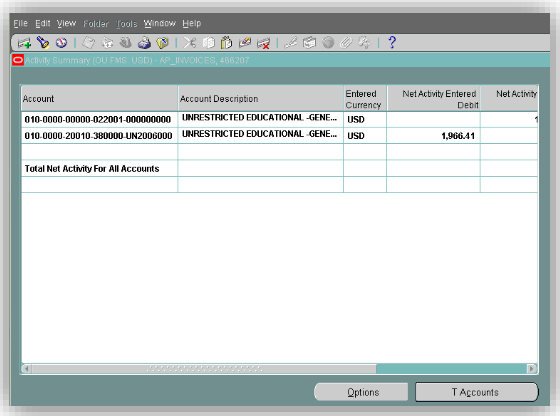


2. Click **Show** link  to expand the window. Displays details including; Third Party information, Line Description of the item or service ordered, Currency, General ledger Batch name and Journal Entry name, etc. Click **Hide** link  to collapse information.
3. Click **Supporting References** icon  to view more transaction details. The *View Supporting References: Lines XXXXXXX* window displays.
4. Click the **Return to View Subledger Journal Entry** link to return to the *Subledger Journal Entry* window.



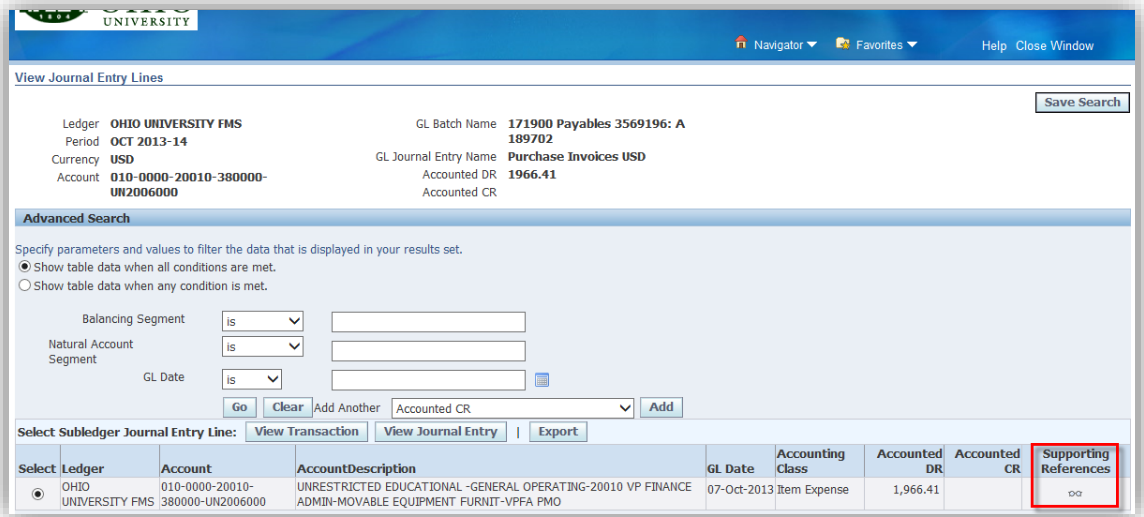
5. Click **View T Account** button. Displays the *Activity Summary* window.



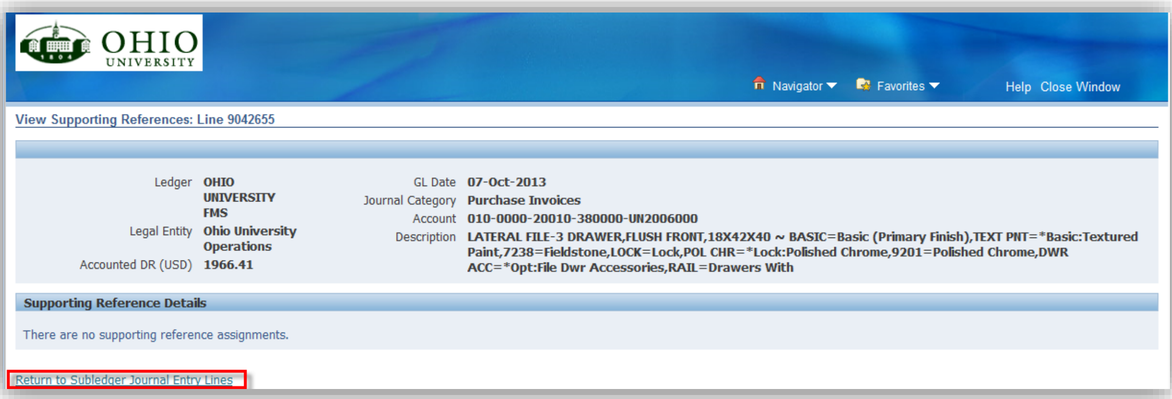


6. For further instructions on Options and T Accounts refer to the *Access T Accounts from the Journals Window* section of this document.

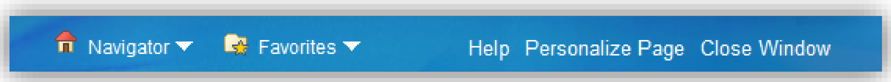
View Journal Entry Lines Window-Supporting References



1. Click **Supporting References** icon  to view more transaction details.

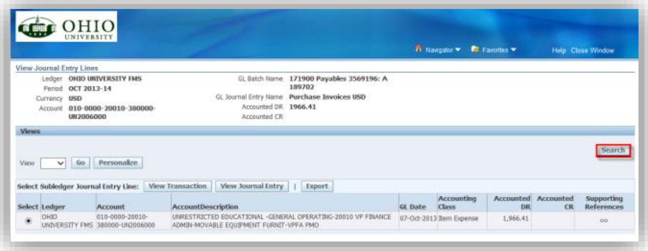


2. Click the *Return to Subledger Journal Entry Lines* link to return to the previous window.
3. Click **Close Window** link (located at top-right of page) to close window.

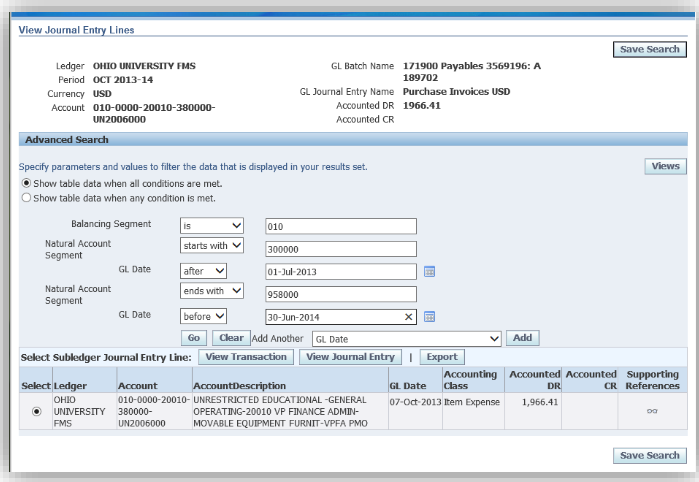


View Journal Entry Lines Window-Advanced Search Feature

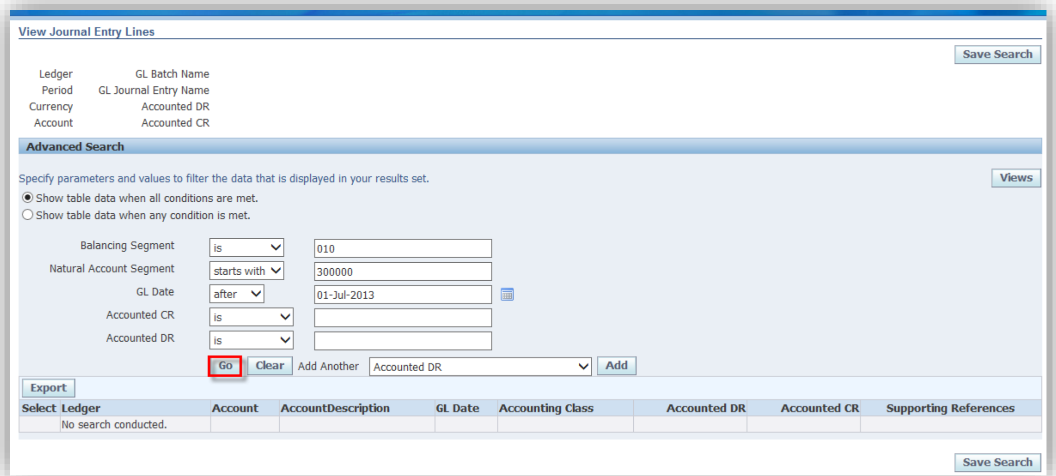
From the *View Journal Entry Lines* window, initiate an advanced search to retrieve specific or custom data, then export the data to Excel.



1. Click **Search** button. The Views section switches to an Advanced Search section



2. Click on either **radio button**; *Show Table data when all conditions are met* or *Show table data when any condition is met*.
3. Click the **Balancing Segment** dropdown arrow to choose; is, is not, contains, starts with, or ends with.
4. Enter the **Balancing Segment** in the blank field (e.g. Fund Type: **010**)
5. Click the **Natural Account Segment** dropdown arrow to choose: is, is not, contains, starts with, or ends with.
6. Enter the **Natural Account Segment** in the blank field.
7. Click the **GL Date** dropdown arrow to choose; is, is not, after, or before.
8. Click the **calendar icon** to choose the GL date.
9. To add another parameter through which to filter data. Click the **dropdown arrow** in the *Add Another* field. Click a **specific parameter** (i.e. Supplier Name), then click **Add** button.
10. Click **Go** button to initiate query. Click the **Clear** button to start over or clear information.

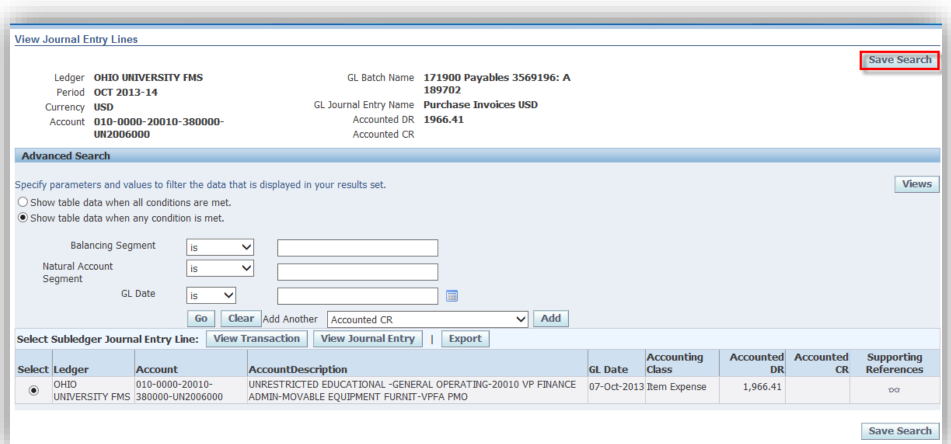


11. Click the **Save Search** button to save the search for later recall. The *Create View* window displays.

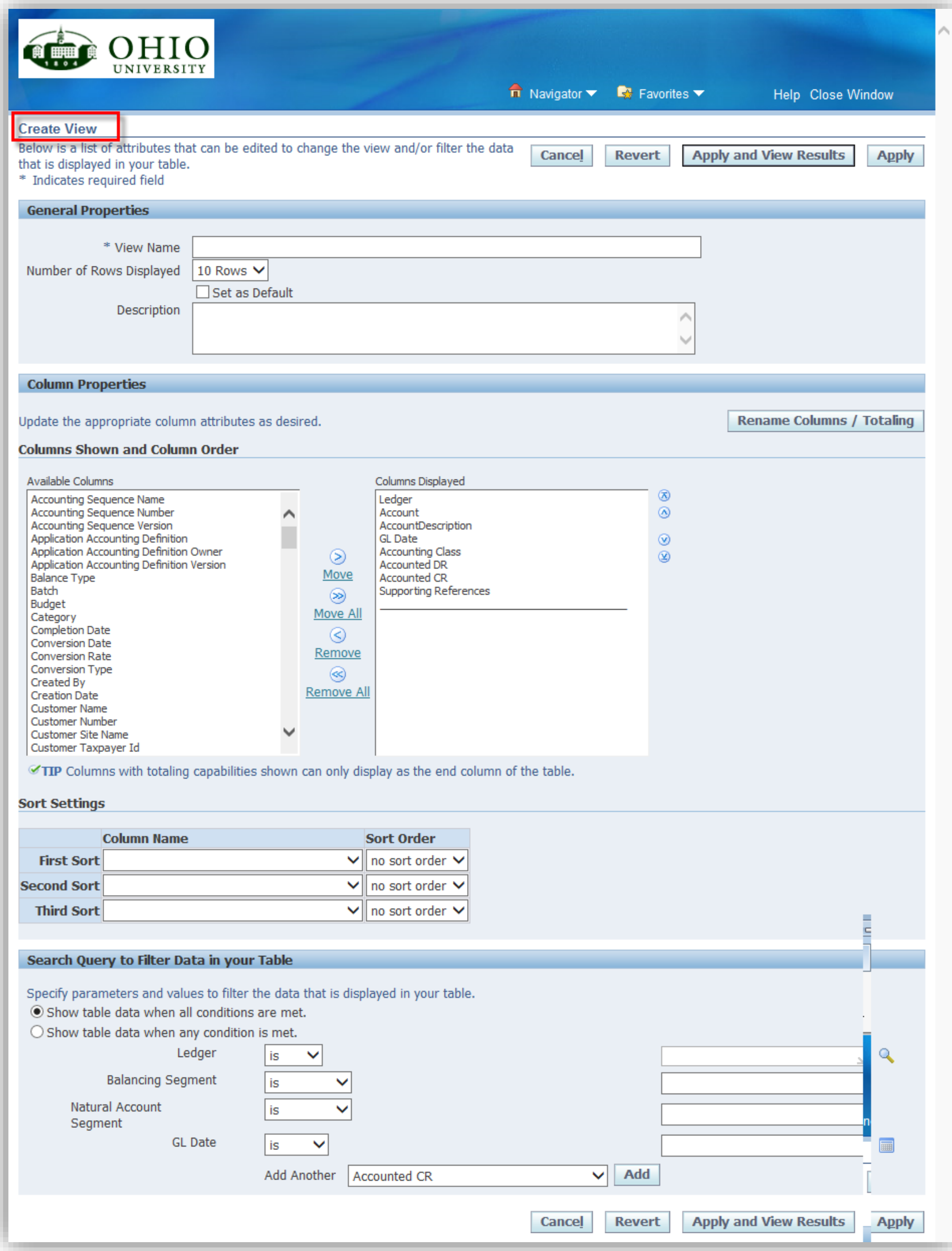
CREATE VIEW (SEARCH)

The Create View functionality saves your search criteria and layout to form a template to be saved and accessed for future use. Once a view has been saved with the Create View functionality, it can be accessed from the View drop-down list as described in a later section. The search results are not part of the saved view/template. There are options to display, edit, and personalize the views created.

1. To Access the *Create View* window;
   - After you obtain your query results, click the **Save Search** button.

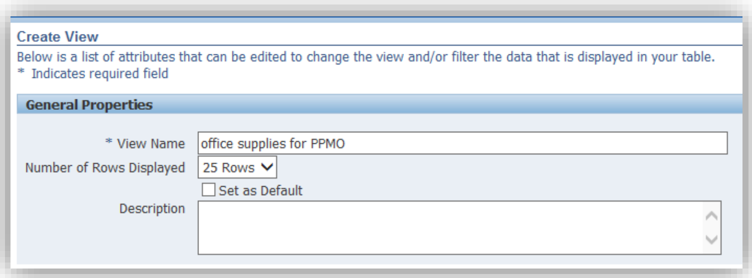


The *Create View* window is displayed.


OHIO UNIVERSITY
Navigator
Favorites
Help
Close Window
Create View
Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your table.
* Indicates required field
Cancel
Revert
Apply and View Results
Apply
General Properties
* View Name
Number of Rows Displayed
10 Rows
Set as Default
Description
Column Properties
Update the appropriate column attributes as desired.
Rename Columns / Totaling
Columns Shown and Column Order
Available Columns
Accounting Sequence Name
Accounting Sequence Number
Accounting Sequence Version
Application Accounting Definition
Application Accounting Definition Owner
Application Accounting Definition Version
Balance Type
Batch
Budget
Category
Completion Date
Conversion Date
Conversion Rate
Conversion Type
Created By
Creation Date
Customer Name
Customer Number
Customer Site Name
Customer Taxpayer Id
Move
Move All
Remove
Remove All
Columns Displayed
Ledger
Account
AccountDescription
GL Date
Accounting Class
Accounted DR
Accounted CR
Supporting References
TIP Columns with totaling capabilities shown can only display as the end column of the table.
Sort Settings
Column Name
Sort Order
First Sort
Second Sort
Third Sort
no sort order
no sort order
no sort order
Search Query to Filter Data in your Table
Specify parameters and values to filter the data that is displayed in your table.
Show table data when all conditions are met.
Show table data when any condition is met.
Ledger
Balancing Segment
Natural Account Segment
GL Date
is
is
is
is
Add Another
Accounted CR
Add
Cancel
Revert
Apply and View Results
Apply

General Properties

1. Enter a **name** for your search in the *View Name* field.
2. Click the **dropdown arrow** in the *Number of Rows Displayed* field.
3. Click on the **number of rows** to display.
4. Click in the **Set as Default** checkbox **only** if you want this view to be the default view. There can only be one default view at any time.
5. Enter an **optional description** in the *Description* field to describe the search criteria.



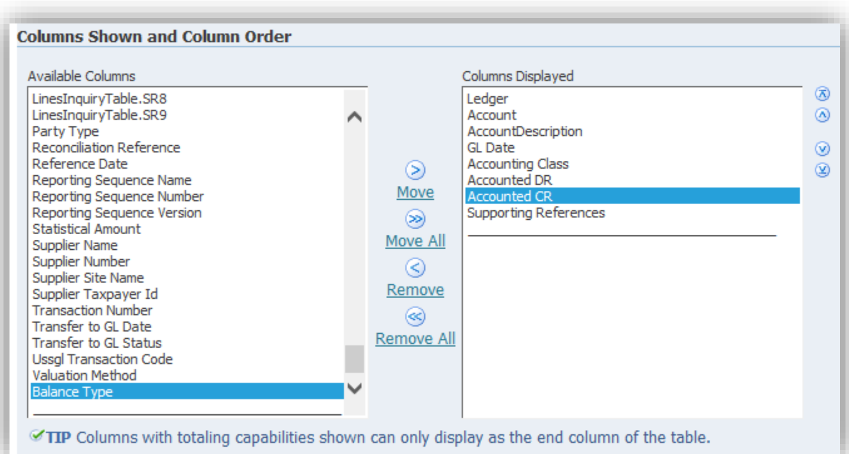
Attribute Properties

Attribute properties allow the user to customize the view with their personalized preferences.

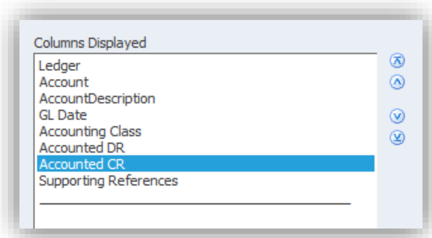
Columns Shown and Column Order

Use the *Columns Shown and Column Order* shuttle to choose the desired columns to display and the order in which the columns will display. Use the *Move, Move All, Remove,* or *Remove All* arrows/links between the two tables to build the view. The *Columns Displayed* list will be all the columns displayed in your resulting view.

1. Click on **a selection** from the *Available Columns* list and use the appropriate arrow to move the selected item to the *Columns Displayed* list.
2. Click on **a selection** from the Columns Displayed list and use the appropriate arrow to move the selected item to the Available Columns list.



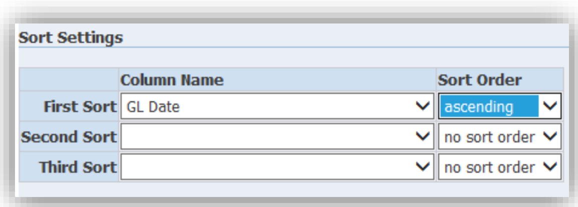
3. Move the placement of the columns in the Columns Displayed section by clicking on the column to be moved, then click on the directional arrow.



Sort Settings

The created search view can include up to three levels of sorting for your data. In the Sort Settings section identify each of the three sorts and sort orders.

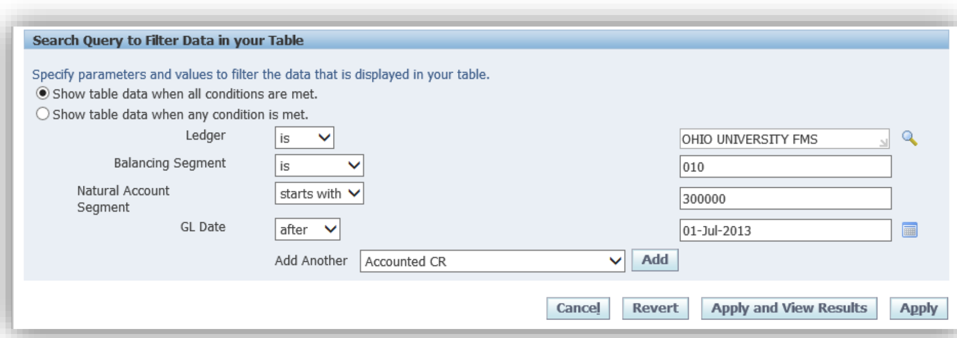
1. Click the **dropdown arrow** in the *Column Name>First Sort* field.
2. Select the **appropriate option** to display in the Column Name>First Sort.
3. Click the **dropdown arrow** in the *Sort Order* field.
4. Select the **appropriate option** to display (ascending, descending, or no sort order) in the Sort Order>First Sort field. You are determining the sort order for each sort column.
5. Continue this process for the *Column Name >Second Sort* field and *Sort Order>Second Sort* field and the *Column Name >Third Sort* field and *Sort Order >Third Sort* field.



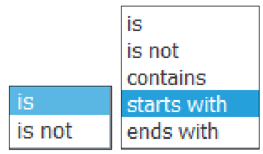
Search Query to Filter Data in your Table

Filter the data results displayed in the table dependent upon criteria that you specify in this section.

NOTE: If you leave the search criteria blank for a column, the filter will not search on that column.

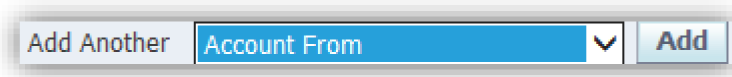


1. Click on **one of the two radio buttons** to determine how you want the filter to match your search conditions:
   - Show Table data when all conditions are met (default).
   - Show Table data when any condition is met.
2. Click the **dropdown arrow** for each field column name to choose a search condition. Available choices in either of two dropdown field types are;



3. Enter **a value** to search for in the column to the right of the column header name and dropdown search conditions list. Use the search feature for each field, if needed.
   - Ledger = use the default OHIO UNIVERSITY FMS
   - Balancing Segment = FUND TYPE, e.g., 010
   - Natural Account Segment=any natural account code, e.g., 300000.
   - GL Date= pick desired date

4. Click the **dropdown arrow** in the *Add Another* field.



5. Click the **appropriate column** from the *Add Another* field list.
6. Click **Add** button. The new column is now listed at the bottom of the *Search Query to Filter Data in your Table* section.
7. Enter **a value** to search for in the column to the right of the column header name and dropdown search conditions list. Use the search feature for each field, if needed.

REMINDER: If you leave the search criteria blank for a column, the filter will not search on that column.

SAVE, ACCESS, UPDATE, DELETE, OR DUPLICATE A VIEW

Access saved views that were previously created in order to update an existing view, duplicate a view (then rename it and edit it), or delete a view. You can also create a new view from *the Personalize Views* window by selecting the *Create View* button. Refer to the Oracle Navigation document.

Create a New View (Search) from the Personalize Views Window

Refer to the Oracle Navigation document.