**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
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.

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

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 Entry 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).

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

o 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.

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**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.
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 drill down 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 to expand window and view further details. Click Hide Additional Information link 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.
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:
   - is
   - is not
   - contains
   - starts with
   - ends with
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.