



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

**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](mailto:financecustomercare@ohio.edu) or 740.597.6446.

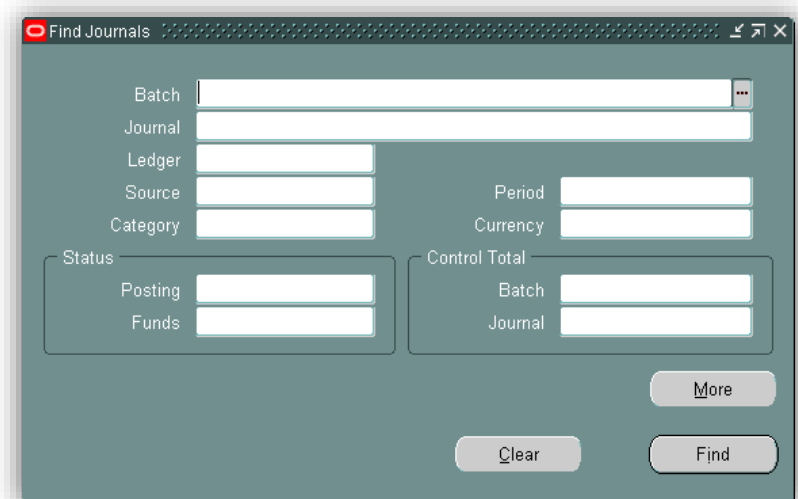
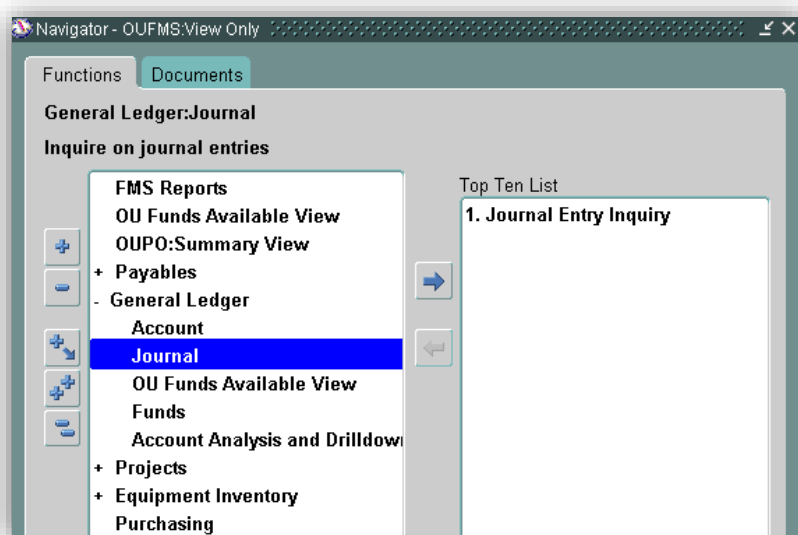
**ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.**

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

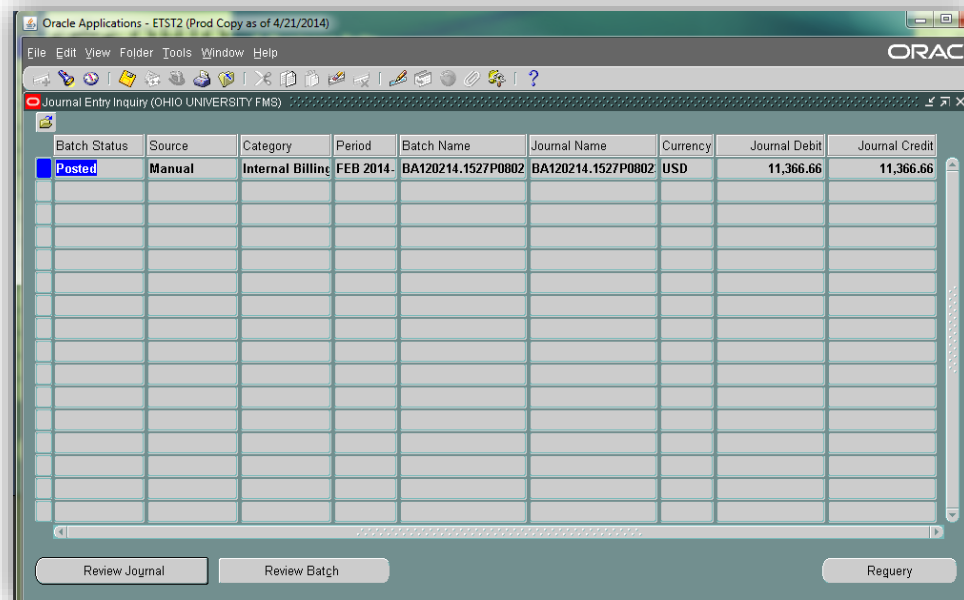
### Enter Search Criteria on Journal Entry Inquiry Window

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

- [illegible]

- Batch (OU FMS)

Batch

BA120214.1527P08023B 20-FEB-2014 11:23:54

Period

FEB 2014-14

Description

Control Total

Batch Totals

	Debit	Credit
Entered	11366.66	11366.66
Converted	11366.66	11366.66

Journals

Status

Posting

Posted

Funds

Passed

Approval

N/A

Details

Created

20-FEB-2014

Posted

20-FEB-2014

Posted By

BENNETTM

The screenshot shows the Oracle Journals window with the following details:

- Journal:** BA120214.1527P08023B
- Description:** Theresa thompson, FAc MGT, thompso@ohio.edu, Billing Fe
- Ledger:** OHIO UNIVERSITY
- Category:** Internal Billing
- Period:** FEB 2014-14
- Effective Date:** 20-FEB-2014
- Balance Type:** Actual
- Document Number:** 89021
- Clearing Company:**
- Tax:** Not Required
- Control Total:** 11,366.66
- Currency:** USD
- Date:** 20-FEB-2014
- Type:** User
- Rate:** 1
- Reverse:** Date, Period, Method (Switch Dr/Cr), Status (Not Reversed)

**Lines:**

Line	Account	Debit (USD)	Credit (USD)	Description
1	010-0000-21030-000000-000000000	11,366.66		Theresa thompson, FAc MGT, thompso@ohio.edu, Billing I
2	010-0000-20050-990128-UNP150700		11,366.66	Theresa thompson, FAc MGT, thompso@ohio.edu, Billing
		11,366.66	11,366.66	

**Acct Desc:** UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20050 DESIGN AND CONSTR-INTERNAL TRANSFER PLANNIN-OFFICI

Buttons: Line Drilldown..., T Accounts...

- 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.

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

The screenshot shows the Journal Entry Inquiry (OHIO UNIVERSITY FMS) window with the following table:

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Internal Billing	FEB 2014	BA120214.1527P0802	BA120214.1527P0802	USD	11,366.66	11,366.66

Buttons: Review Journal, Review Batch, Requary

Effective Date: 08/07/2014

Journal Entry Inquiry (OHIO UNIVERSITY FMS)

Journals (OHIO UNIVERSITY FMS) - BA120214.1527P08023B 20-FEB-2014 11:23:54

Journal: **BA120214.1527P08023B**

Description: **Theresa thompson, FAc MGT, thompso@ohio.edu, Billing Fee**

Ledger: **OHIO UNIVERSITY** Category: **Internal Billing**

Period: **FEB 2014.14** Effective Date: **20-FEB-2014**

Balance Type: **Actual** Document Number: **89021**

Clearing Company: Tax: **Not Required**

Control Total: **11,366.66**

Conversion: Currency: **USD** Date: **20-FEB-2014** Type: **User** Rate: **1**

Reverse: Date: Period: Method: **Switch Dr/Cr** Status: **Not Reversed**

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	010-0000-21030-000000-000000000	11,366.66		Theresa thompson, FAc MGT, thompso@ohio.edu, Billi
2	010-0000-20050-990128-UNP150700		11,366.66	Theresa thompson, FAc MGT, thompso@ohio.edu, Billi
		11,366.66	11,366.66	

Acct Desc: **UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-21030 FINANCE DIVISION CL-NATURAL ACCOUNT CLEARING-NUL PR**

Line Drilldown... T Accounts...

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

- Click on the **journal entry line** in the *Journals* window to review more detail.
- 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.

Journal: BA120214.1527P08023B  
 Description: Theresa thompson, FAc MGT, thompsot@ohio.edu, Billing Fee  
 Ledger: OHIO UNIVERSITY  
 Category: Internal Billing  
 Period: FEB 2014-14  
 Effective Date: 20-FEB-2014  
 Balance Type: Actual  
 Document Number: 89021  
 Tax: Not Required  
 Control Total: 11,366.66

Line	Account	Debit (USD)	Credit (USD)	Description
1	010-0000-21030-000000-000000000	11,366.66		Theresa thompson, FAc MGT, thompsot@ohio.edu, Billi
2	010-0000-20050-990128-UNP150700		11,366.66	Theresa thompson, FAc MGT, thompsot@ohio.edu, Billi
		11,366.66	11,366.66	

Acct Desc: UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-21030 FINANCE DIVISION CL NATURAL ACCOUNT CLEARING-NUL PR

Line Drilldown... **T Accounts...**

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

Account	Account Description	Entered Currency	Net Activity Entered Debit	Net Activity
010-0000-21030-000000-000000000	UNRESTRICTED EDUCATIONAL -GENE...	USD	11,366.66	
010-0000-20050-990128-UNP150700	UNRESTRICTED EDUCATIONAL -GENE...	USD		11
Total Net Activity For All Accounts				

Options **T Accounts**

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.

Account	Account Description	Entered Currency	Net Activity Entered Debit	Net Activity
010-0000-21030-000000-000000000	UNRESTRICTED EDUCATIONAL -GENE...	USD	11,366.66	
010-0000-20050-990128-LNPI50700	UNRESTRICTED EDUCATIONAL -GENE...	USD		11
<b>Total Net Activity For All Accounts</b>				

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

The screenshot shows a window titled "T Accounts (OU FMS: USD) - Journal, BA120214.1527P08023B". It displays two T-accounts side-by-side.

010-0000-21030-000000-000000000			
UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-21030 FINANCE DIVISION CL-NATU			
	USD	USD	USD
Balance Before			11,366.66
Line+ 1	11,366.66	11,366.66	
Balance After		0.00	

010-0000-20050-990128-UNPI50700			
UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20050 DESIGN AND CONSTRUC-IN			
	USD	USD	USD
Balance Before			1,071,490.84
Line+ 2		11,366.66	11,366.66
Balance After			1,082,857.50

Total Net Activity For All Account:	11,366.66		11,366.66
-------------------------------------	-----------	--	-----------

At the bottom of the window are two buttons: "Options" and "Activity Summary".

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.

Effective Date: 08/07/2014

Journals (OHIO UNIVERSITY FMS) - 171900 Payables 3569196: A 189702

Journal	Purchase Invoices USD		Conversion	Reverse
Description	Journal Import 3569196:		Currency	USD
Ledger	OHIO UNIVERSITY	Category	Purchase Invoices	Date
Period	OCT 2013-14	Effective Date	07-OCT-2013	Period
Balance Type	Actual	Document Number		Type
Clearing Company		Tax	Not Required	Rate
		Control Total		

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
55	010-0000-20010-380000-UN2006000	1,966.41		Journal Import Created
56	010-0000-20840-380000-UN2003264	449.70		Journal Import Created
57	030-1000-20620-393000-UNBP05064	83.90		Journal Import Created
58	030-1000-20620-393000-UNBP05064		83.90	Journal Import Created
59	030-1000-20620-393000-UNBP05066	83.95		Journal Import Created
60	030-1000-20620-393000-UNBP05066		83.95	Journal Import Created
61	030-1000-20620-393000-UNBP05068	83.90		Journal Import Created
62	030-1000-20620-393000-UNBP05068		83.90	Journal Import Created
		1,598,652.50	1,598,652.50	

Acct Desc UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-MOVABLE EQUIPMENT FURNIT-VPFA PMO

Line Drilldown... T Accounts...

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).

UNIVERSITY

Navigator Favorites Help Close Window

View Journal Entry Lines

Save Search

Ledger OHIO UNIVERSITY FMS GL Batch Name 171900 Payables 3569196: A  
Period OCT 2013-14 189702  
Currency USD GL Journal Entry Name Purchase Invoices USD  
Account 010-0000-20010-380000-UN2006000 Accounted DR 1966.41  
Accounted CR

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Balancing Segment is   
Natural Account Segment is   
GL Date is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction View Journal Entry Export

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-380000-UN2006000	UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-MOVABLE EQUIPMENT FURNIT-VPFA PMO	07-Oct-2013	Item Expense	1,966.41		00

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.

Journals (OHIO UNIVERSITY FMS) - 171900 Payables 3569196: E 189702

Journal	Purchase Invoices USD 1040		Conversion	Currency	USD	Reverse	Date	
Description	Journal Import 3569196:		Date	07-OCT-2013		Period		
Ledger	OHIO UNIVERSITY	Category	Purchase Invoices	Type	User	Method	Switch Dr/Cr	
Period	OCT 2013-14	Effective Date	07-OCT-2013	Rate	1	Status	Not Reversed	
Balance Type	Encumbrance	Encumbrance Type	Invoice					
Clearing Company		Tax	Not Required					
		Control Total						

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	010-0000-03050-011340-UN3500137		1,000.00	Journal Import Created
2	010-0500-30610-011348-UN3503311		20,006.88	Journal Import Created
3	010-0000-00000-022035-000000000		8,126.96	Journal Import Created
4	010-0000-00000-022045-000000000		1.84	Journal Import Created
5	010-0000-00000-022052-000000000		5,602.63	Journal Import Created
6	010-0000-00000-022053-000000000		11,550.16	Journal Import Created
7	010-0000-00000-022067-000000000		274.83	Journal Import Created
8	010-0000-00000-022068-000000000		303.33	Journal Import Created
		1,597,601.55	1,597,601.55	

Acct Desc UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-00000 OHIO UNIVERSITY-CITY TAX WITHHELD LANCAST-NULL PROJEC

Line Drilldown... T Accounts...

Payables Invoice Accounting (OU FMS) - 010-0000-00000-022053-000000000, OCT 2013-14

Invoice Type	Applied To Invo	Invoice Date	Supplier	Debit (USD)	Credit (USD)	E
Standard	10/03/13	03-OCT-2013	CITY OF LANCASTER		11,550.16	U

PO Number PO Release Num Document Seq Receipt Num

Event Type Accounting Date

Comments

Show Transaction Show Transaction Accounting

Effective Date: 08/07/2014

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   Tag 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.

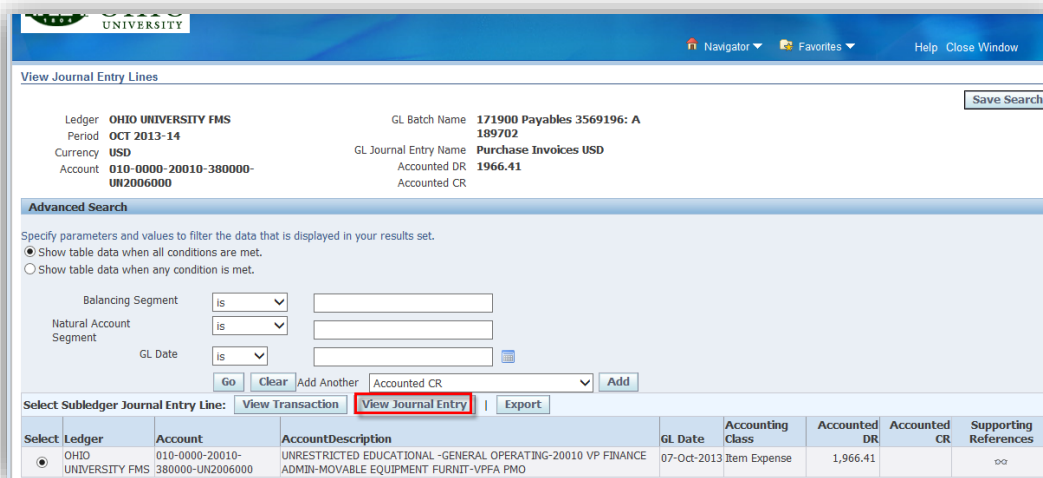
1. If more than one journal entry line is displayed, click the **radio button** , under the select column, of the journal entry line whose detail you want to review.
2. Click **View Transaction** button. The *Invoice Workbench* window displays.

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.

Effective Date: 08/07/2014

## View Journal Entry Lines Window-View Journal Entry



**View Journal Entry Lines**

Ledger: OHIO UNIVERSITY FMS  
 Period: OCT 2013-14  
 Currency: USD  
 Account: 010-0000-20010-380000-UN2006000

GL Batch Name: 171900 Payables 3569196: A  
 189702  
 GL Journal Entry Name: Purchase Invoices USD  
 Accounted DR: 1966.41  
 Accounted CR:

**Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

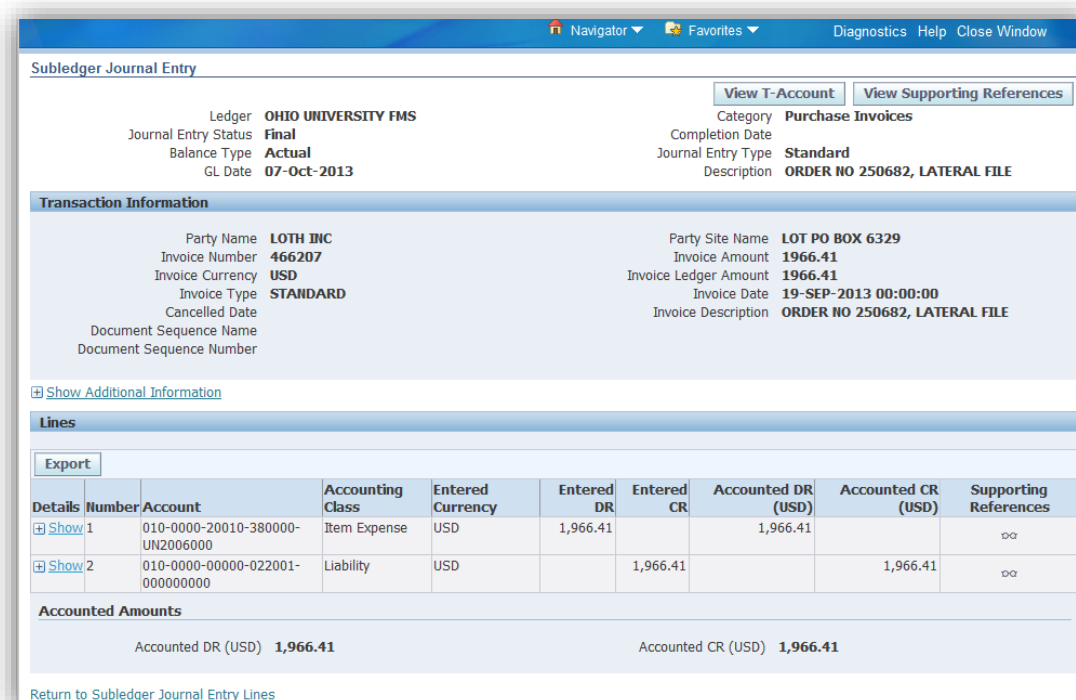
Balancing Segment: is  
 Natural Account Segment: is  
 GL Date: is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction **View Journal Entry** Export

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-380000-UN2006000	UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-MOVABLE EQUIPMENT FURNIT-VFPA PMO	07-Oct-2013	Item Expense	1,966.41		00

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.



**Subledger Journal Entry**

Ledger: OHIO UNIVERSITY FMS  
 Journal Entry Status: Final  
 Balance Type: Actual  
 GL Date: 07-Oct-2013

Category: Purchase Invoices  
 Completion Date: 19-SEP-2013 00:00:00  
 Journal Entry Type: Standard  
 Description: ORDER NO 250682, LATERAL FILE

**Transaction Information**

Party Name: LOTH INC  
 Invoice Number: 466207  
 Invoice Currency: USD  
 Invoice Type: STANDARD  
 Invoice Amount: 1966.41  
 Invoice Ledger Amount: 1966.41  
 Invoice Date: 19-SEP-2013 00:00:00  
 Invoice Description: ORDER NO 250682, LATERAL FILE

[Show Additional Information](#)

**Lines**

Export

Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (USD)	Accounted CR (USD)	Supporting References
<a href="#">Show</a>	1	010-0000-20010-380000-UN2006000	Item Expense	USD	1,966.41		1,966.41		00
<a href="#">Show</a>	2	010-0000-00000-022001-000000000	Liability	USD		1,966.41		1,966.41	00

**Accounted Amounts**

Accounted DR (USD) 1,966.41      Accounted CR (USD) 1,966.41

[Return to Subledger Journal Entry Lines](#)

## 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.

**View Journal Entry Lines**

Ledger: OHIO UNIVERSITY FMS  
Period: OCT 2013-14  
Currency: USD  
Account: 010-0000-20010-380000-UR2006000

GL Batch Name: 171900 Payables 3569196: A  
GL Journal Entry Name: 189702  
GL Journal Entry Type: Purchase Invoices USD  
Accounted DR: 1966.41  
Accounted CR:

**Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.  
☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Balancing Segment: is  
Natural Account Segment: is  
GL Date: is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction **View Journal Entry** Export

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-380000-UR2006000	UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-MOVABLE EQUIPMENT FURNIT-VFFA PMO	07-Oct-2013	Item Expense	1,966.41		00

The *Subledger Journal Entry* window displays.

**Subledger Journal Entry**

Ledger: OHIO UNIVERSITY FMS  
Journal Entry Status: Final  
Balance Type: Actual  
GL Date: 07-Oct-2013

Category: Purchase Invoices  
Completion Date:  
Journal Entry Type: Standard  
Description: ORDER NO 250682, LATERAL FILE

**Transaction Information**

Party Name: LOT 100  
Invoice Number: 466207  
Invoice Currency: USD  
Invoice Type: STANDARD  
Cancelled Date:  
Document Sequence Name:  
Document Sequence Number:

Party Site Name: LOT PO BOX 6329  
Invoice Amount: 1966.41  
Invoice Ledger Amount: 1966.41  
Invoice Date: 19-SEP-2013 00:00:00  
Invoice Description: ORDER NO 250682, LATERAL FILE

[Show Additional Information](#)

**Lines**

Export

Details Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (USD)	Accounted CR (USD)	Supporting References
<a href="#">Show 1</a>	010-0000-20010-380000-UR2006000	Item Expense	USD	1,966.41		1,966.41		00
<a href="#">Show 2</a>	010-0000-00000-022001-000000000	Liability	USD		1,966.41		1,966.41	00

**Accounted Amounts**

Accounted DR (USD): 1,966.41  
Accounted CR (USD): 1,966.41

- Click **Show Additional Information** link  to expand window and view further details. Click **Hide Additional Information** link

 to collapse window.



Effective Date: 08/07/2014

UNIVERSITY

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**Subledger Journal Entry**

Ledger: **OHIO UNIVERSITY FMS**  
 Journal Entry Status: **Final**  
 Balance Type: **Actual**  
 GL Date: **07-Oct-2013**

Category: **Purchase Invoices**  
 Completion Date:  
 Journal Entry Type: **Standard**  
 Description: **ORDER NO 250682, LATERAL FILE**

**Transaction Information**

Party Name: **LOTH INC**  
 Invoice Number: **466207**  
 Invoice Currency: **USD**  
 Invoice Type: **STANDARD**  
 Cancelled Date:  
 Document Sequence Name:  
 Document Sequence Number:

Party Site Name: **LOT PO BOX 6329**  
 Invoice Amount: **1966.41**  
 Invoice Ledger Amount: **1966.41**  
 Invoice Date: **19-SEP-2013 00:00:00**  
 Invoice Description: **ORDER NO 250682, LATERAL FILE**

[Show Additional Information](#)

**Lines**

Export

Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (USD)	Accounted CR (USD)	Supporting References
<a href="#">Show</a>		010-0000-20010-380000-UN2006000	Item Expense	USD	1,966.41		1,966.41		
<a href="#">Show</a>	2	010-0000-00000-022001-000000000	Liability	USD		1,966.41		1,966.41	

**Accounted Amounts**

Accounted DR (USD) **1,966.41** Accounted CR (USD) **1,966.41**

[Return to Subledger Journal Entry Lines](#)

- Click **Show** 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** to collapse information.
- Click **Supporting References** icon to view more transaction details. The *View Supporting References: Lines XXXXXXXX* window displays.
- Click the **Return to View Subledger Journal Entry** link to return to the *Subledger Journal Entry* window.

Subledger Journal Entry >  
View Supporting References: Line 9042656


Ledger	<b>OHIO UNIVERSITY FMS</b>	GL Date	<b>07-Oct-2013</b>
Legal Entity	<b>Ohio University Operations</b>	Journal Category	<b>Purchase Invoices</b>
Accounted CR (USD)	<b>1966.41</b>	Account	<b>010-0000-00000-022001-000000000</b>
		Description	<b>LATERAL FILE-3 DRAWER,FLUSH FRONT,18X42X40 ~ BASIC=Basic (Primary Finish),TEXT PNT=*Basic:Textured Paint,7238=Fieldstone,LOCK=Lock,POL CHR=*Lock:Polished Chrome,9201=Polished Chrome,DWR ACC=*Opt:File Dwr Accessories,RAIL=Drawers With</b>

**Supporting Reference Details**

There are no supporting reference assignments.

[Return to View Subledger Journal Entry.](#)

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

 **OHIO UNIVERSITY**

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Subledger Journal Entry

Ledger	<b>OHIO UNIVERSITY FMS</b>	<b>View T-Account</b>	<b>View Supporting References</b>
Journal Entry Status	<b>Final</b>	Category	<b>Purchase Invoices</b>
Balance Type	<b>Actual</b>	Completion Date	
GL Date	<b>07-Oct-2013</b>	Journal Entry Type	<b>Standard</b>
		Description	<b>ORDER NO 250682, LATERAL FILE</b>

**Transaction Information**

Party Name	<b>LOTH INC</b>	Party Site Name	<b>LOT PO BOX 6329</b>
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File Edit View Folder Tools Window Help

Activity Summary (OU FMS:USD) - AP - INVOICES, 466203

Account	Account Description	Entered Currency	Net Activity Entered Debit	Net Activity
010-0000-00000-022001-000000000	UNRESTRICTED EDUCATIONAL. GENE...	USD		
010-0000-20010-380000-UN2006000	UNRESTRICTED EDUCATIONAL. GENE...	USD	1,966.41	
<b>Total Net Activity For All Accounts</b>				

Options T Accounts

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

Effective Date: 08/07/2014

## View Journal Entry Lines Window-Supporting References

**View Journal Entry Lines**

Ledger: OHIO UNIVERSITY FMS  
Period: OCT 2013-14  
Currency: USD  
Account: 010-0000-20010-380000-UN2006000

GL Batch Name: 171900 Payables 3569196: A 189702  
GL Journal Entry Name: Purchase Invoices USD  
Accounted DR: 1966.41  
Accounted CR:

**Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Balancing Segment: IS  
Natural Account Segment: IS  
GL Date: IS

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction View Journal Entry Export

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-380000-UN2006000	UNRESTRICTED EDUCATIONAL -GENERAL OPERATING-20010 VP FINANCE ADMIN-MOVABLE EQUIPMENT FURNIT-VPFA PMO	07-Oct-2013	Item Expense	1,966.41		

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

**View Supporting References: Line 9042655**

Ledger: OHIO UNIVERSITY FMS  
Legal Entity: Ohio University Operations  
Accounted DR (USD): 1966.41

GL Date: 07-Oct-2013  
Journal Category: Purchase Invoices  
Account: 010-0000-20010-380000-UN2006000  
Description: LATERAL FILE-3 DRAWER,FLUSH FRONT,18X42X40 ~ BASIC=Basic (Primary Finish),TEXT PINT=\*Basic:Textured Paint,7238=Fieldstone,LOCK=Lock,POL CHR=\*Lock:Polished Chrome,9201=Polished Chrome,DWR ACC=\*Opt:File Dwr Accessories,RAIL=Drawers With

**Supporting Reference Details**

There are no supporting reference assignments.

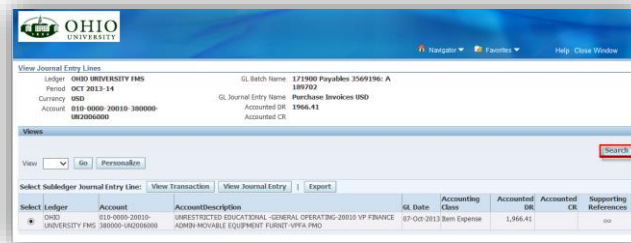
[Return to Subledger Journal Entry Lines](#)

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.

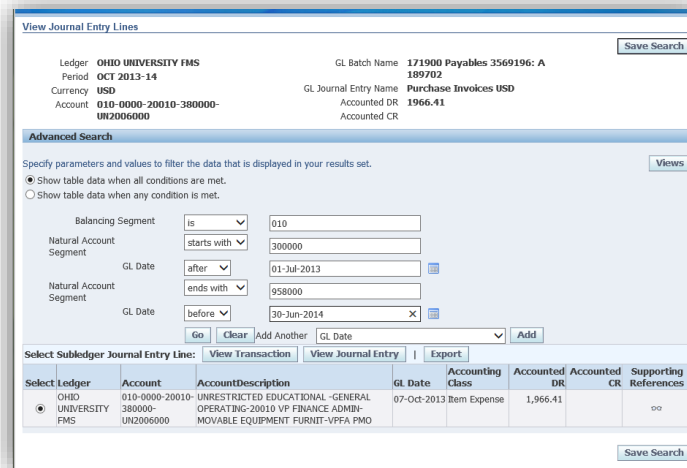
Navigator Favorites Help Personalize Page Close Window

## 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.

Effective Date: 08/07/2014

**View Journal Entry Lines**

Ledger: GL Batch Name  
Period: GL Journal Entry Name  
Currency: Accounted DR  
Account: Accounted CR

**Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Balancing Segment is 010  
Natural Account Segment starts with 300000  
GL Date after 01-Jul-2013  
Accounted CR is  
Accounted DR is

**Go** **Clear** Add Another Accounted DR **Add**

**Export**

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
No search conducted.							

**Save Search**

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;
  - o After you obtain your query results, click the **Save Search** button.

**View Journal Entry Lines**

Ledger: OHIO UNIVERSITY FMS GL Batch Name: 171900 Payables 3569196: A  
Period: OCT 2013-14 GL Journal Entry Name: 189702  
Currency: USD GL Journal Entry Name: Purchase Invoices USD  
Account: 010-0000-20010-380000- UN2006000 Accounted DR: 1966.41  
Accounted CR:

**Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.

☐ Show table data when all conditions are met.  
☒ Show table data when any condition is met.

Balancing Segment is  
Natural Account Segment is  
GL Date is


**Go** **Clear** Add Another Accounted CR **Add**

**Select Subledger Journal Entry Line:** **View Transaction** **View Journal Entry** **Export**

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	OHIO UNIVERSITY FMS	010-0000-20010-380000- UN2006000	UNRESTRICTED EDUCATIONAL - GENERAL OPERATING-20010 VP FINANCE ADMIN-MOVABLE EQUIPMENT FURNIT-VPFA PMO	07-Oct-2013	Item Expense	1,966.41		00

**Save Search**

The *Create View* window is displayed.

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

**General Properties**

\* View Name

Number of Rows Displayed 10 Rows

☐ Set as Default

Description

**Column Properties**

Update the appropriate column attributes as desired.

**Columns Shown and Column Order**

Available Columns

Columns Displayed

Move Move All Remove Remove All

**Sort Settings**

	Column Name	Sort Order
First Sort		no sort order
Second Sort		no sort order
Third Sort		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 is

Balancing Segment is

Natural Account Segment is

GL Date 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.

**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

**General Properties**

\* View Name: office supplies for PPMO

Number of Rows Displayed: 25 Rows

☐ Set as Default

Description:

## 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.

**Columns Shown and Column Order**

**Available Columns**

- LinesInquiryTable.SR8
- LinesInquiryTable.SR9
- Party Type
- Reconciliation Reference
- Reference Date
- Reporting Sequence Name
- Reporting Sequence Number
- Reporting Sequence Version
- Statistical Amount
- Supplier Name
- Supplier Number
- Supplier Site Name
- Supplier Taxpayer Id
- Transaction Number
- Transfer to GL Date
- Transfer to GL Status
- Ussgl Transaction Code
- Valuation Method
- Balance Type

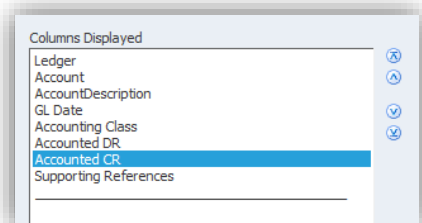
**Columns Displayed**

- Ledger
- Account
- AccountDescription
- GL Date
- Accounting Class
- Accounted DR
- Accounted CR
- Supporting References

Move, Move All, Remove, Remove All

**TIP** Columns with totaling capabilities shown can only display as the end column of the table.

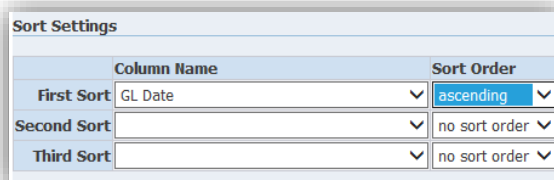
3. Move the placement of the columns in the Columns Displayed section by clicking on the column to be moved, then click on the directional arrow.



## 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.

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.

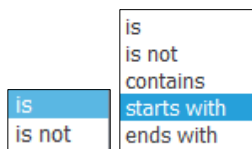
Ledger	is	OHIO UNIVERSITY FMS
Balancing Segment	is	010
Natural Account Segment	starts with	300000
GL Date	after	01-Jul-2013


Add Another: Accounted CR [Add]

[Cancel] [Revert] [Apply and View Results] [Apply]




- 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.
- Click the **dropdown arrow** for each field column name to choose a search condition. Available choices in either of two dropdown field types are;



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



- Click the **appropriate column** from the *Add Another* field list.
- Click **Add** button. The new column is now listed at the bottom of the *Search Query to Filter Data in your Table* section.
- 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.