



ADDY NOTES



Journal Inquiry

Defining Inquiry Parameters

Step	Action
1.	Navigate to General Ledger > Review Financial Information > Journals .
2.	<p>If this is the first time you are performing this function, click the Add a New Value tab and create a Run Control in the Inquiry Name field. Enter a name for the run control without using spaces (ex: Journal_Inq), then click the Add button.</p> <p>The next time you access the Journal, click the Find an Existing Value tab and, click the Search button to display a list of the run controls you have created and then select the one that is appropriate (ex: Journal_Inq).</p>
3.	<p>Enter values in every field that has an asterisk.</p> <ul style="list-style-type: none"> • Enter UCF01 in the Unit field, or accept it as the default value. • Enter the value of Actuals (or Budget) in the Ledger field. • Enter the appropriate fiscal year for the journal inquiry in the Year field. • Enter values in both the From and To Period fields. <p>Note: The Max Rows field defaults to 100; it is advisable to change this value because the page often contains more than 100 lines. Simply delete the 100 and enter a larger value; 300 will give an appropriate balance between speed and sufficient data.</p>
4.	Click the Search button.
5.	From the list that displays, click a Journal ID link.
6.	Review the Journal Line information at the bottom of the page, or, to change search criteria, click the Journal Criteria link near the top of the page.



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Viewing Journal Line Detail

Step	Action
1.	To drill-down for greater detail, select the lines to drill-down on (All Lines or From/To) and click the adjacent Query Journal Lines button. At this level, you will see ChartFields , Voucher Information , and, (if available), Document Information .
2.	Click the Voucher Information tab to see voucher information (if the journal originated from Accounts Payable). For additional voucher information, click the Voucher ID link to open a new window. Toggle back to the Journal Drill Down page by clicking Journal Drill Down on the Windows taskbar.

For further details, refer to the **FGL120: Budget and Journal Inquiry** Webcourse and training guide.