



# ADDY NOTE



FINANCIALS  
REFERENCE  
DATABASE

## ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

## Journal Inquiry

### Defining Inquiry Parameters

Step	Action
1.	Navigate to <b>General Ledger &gt; Review Financial Information &gt; Journals.</b>
2.	<p>If this is the first time you are performing this function, click the <b>Add a New Value</b> tab and create a <b>Run Control</b> in the <b>Inquiry Name</b> field. Enter a name for the run control without using spaces (ex: <b>Journal_Inq</b>), then click the <b>Add</b> button.</p> <p>The next time you access the Journal, click the <b>Find an Existing Value</b> tab and, click the <b>Search</b> button to display a list of the run controls you have created and then select the one that is appropriate (ex: <b>Journal_Inq</b>).</p>
3.	<p>Enter values in every field that has an asterisk.</p> <ul style="list-style-type: none"><li>• Enter <b>UCF01</b> in the <b>Unit</b> field, or accept it as the default value.</li><li>• Enter the value of <b>Actuals</b> (or <b>Budget</b>) in the <b>Ledger</b> field.</li><li>• Enter the appropriate fiscal year for the journal inquiry in the <b>Year</b> field.</li><li>• Enter values in both the <b>From</b> and <b>To Period</b> fields.</li></ul> <p><b>Note:</b> 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 <b>Search</b> button.
5.	From the list that displays, click a <a href="#">Journal ID</a> link.
6.	Review the Journal Line information at the bottom of the page, or, to change search criteria, click the <a href="#">Journal Criteria</a> 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 ( <b>All Lines</b> or <b>From/To</b> ) and click the adjacent <b>Query Journal Lines</b> button. At this level, you will see <b>ChartFields</b> , <b>Voucher Information</b> , and, (if available), <b>Document Information</b> .
2.	Click the <b>Voucher Information</b> tab to see voucher information (if the journal originated from Accounts Payable). For additional voucher information, click the <a href="#">Voucher ID</a> link to open a new window. Toggle back to the <b>Journal Drill Down</b> page by clicking <b>Journal Drill Down</b> on the Windows taskbar.

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