

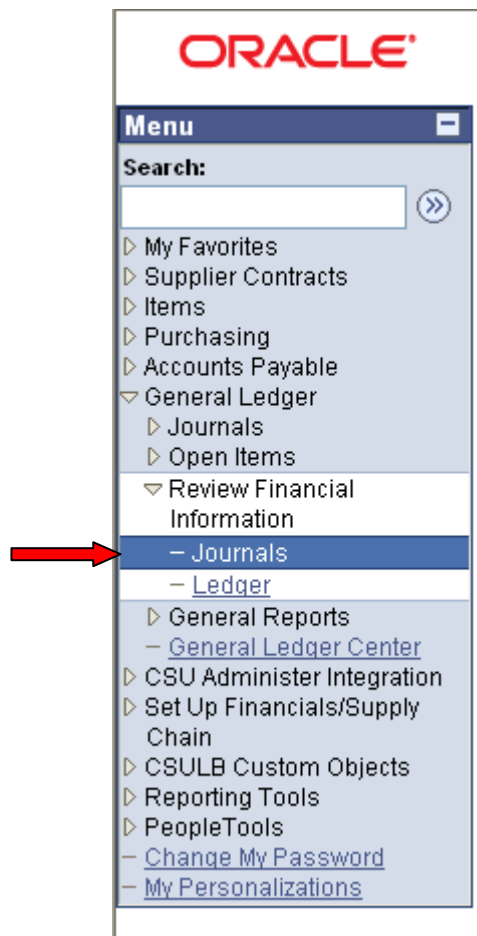
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# PeopleSoft Finance 9.0 – General Ledger Journal Information Inquiry

1. **Purpose: To inquire on a journal entry for which the journal number is known.**

Navigate to the Journal Criteria page.

General Ledger ▶ Review Financial Information ▶ [Journals](#)



2. Select Add a New Value to add a run control if this is your first time running this report.

We are using the users initials as the first part of the run control, however, the user does not need to do this when using their own log-in ID. Initials in the run control are being used for training purposes only.

Click on the [Add a New Value Tab](#)

### Journals

[Find an Existing Value](#) [Add a New Value](#)

Inquiry Name:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

#### Add your Run Control ID (Your Initials\_JRNL)

Click on [Add](#)

**OR**

Search for an **Existing run control** by clicking on the [Search](#) button.

#### Run Control ID (Your Initials\_JRNL)

### Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Inquiry Name:

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All	First	1-3 of 3	Last
Inquiry Name			
<a href="#">FINDJE</a>			
<a href="#">SN_INQ_ACT</a>			
<a href="#">SN_JRNL</a>			

[Find an Existing Value](#) | [Add a New Value](#)

**Click on the link for your run control. (SN\_JRNL)**

3. Enter the search criteria.

- **Unit (LBCMP)**
- **Ledger (ACTUALS)**
- **Year (2003)**
- **From Period (1)**
- **To Period (12)**
- **Journal ID (000015047)**
- **Currency (USD)**

**Journal Inquiry**

Ledger Criteria						
Inquiry	'Unit	'Ledger	'Year	'From Period	'To Period	Suspense Status
SN_JRNL	LBCMP	ACTUALS	2003	1	12	
Journal ID	Status	Source	Currency	Stat	Document Type	
0000015047			USD			
User	Document Sequence	Sort By	Max Rows			
		Journal Id	100			

Search Delete Clear

Click on the **Search** button

4. **Journal Inquiry**

Ledger Criteria						
Inquiry	'Unit	'Ledger	'Year	'From Period	'To Period	Suspense Status
SN_JRNL	LBCMP	ACTUALS	2003	1	12	
Journal ID	Status	Source	Currency	Stat	Document Type	
0000015047			USD			
User	Document Sequence	Sort By	Max Rows			
		Journal Id	100			

Search Delete Clear

Journals								
Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Impost Date	Descr
<a href="#">000015047</a>	01/08/2004	LBCMP	Posted	ONL	No Susp	IHUTCHIN	01/08/2004	I. Hutchison - Telephone Corre

Save Notify Add



5. Click on the Journal ID link [000015047](#) to retrieve journal headers and journal line information.

**HEADER**

**Journal Inquiry**

**Journal Inquiry Details**

Ledger Criteria									
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat	Doc Type	Suspense Status
SN_JRNL	LBCMP	ACTUALS	2003	1	12	USD			

Max Journal Rows: 100

Go To: [Journal Criteria](#)

Journal Header		
<b>Journal ID:</b>	000015047	<b>Date:</b> 01/08/2004
<b>Ledger Group:</b>	ACTUALS	<b>Original Date:</b>
<b>Source:</b>	ONL	<b>Date Posted:</b> 02/03/2004
<b>Journal Status:</b>	Posted	<b>Reversal Date:</b>
<b>Balanced:</b>	DR=CR	<b>Reversal:</b> None
<b>Doc Seq:</b>		<b>Budget Status:</b> Valid
<b>Long Description:</b> I. Hutchison - Telephone Corrections Freedom Writers		

**LINES**

Totals by Currency			
Currency:	USD	Debit Amount:	78.70
		Credit Amount:	78.70
		Net:	0.00

All Lines  
 From/To From Line:  To Line:  [Query Journal Lines](#)

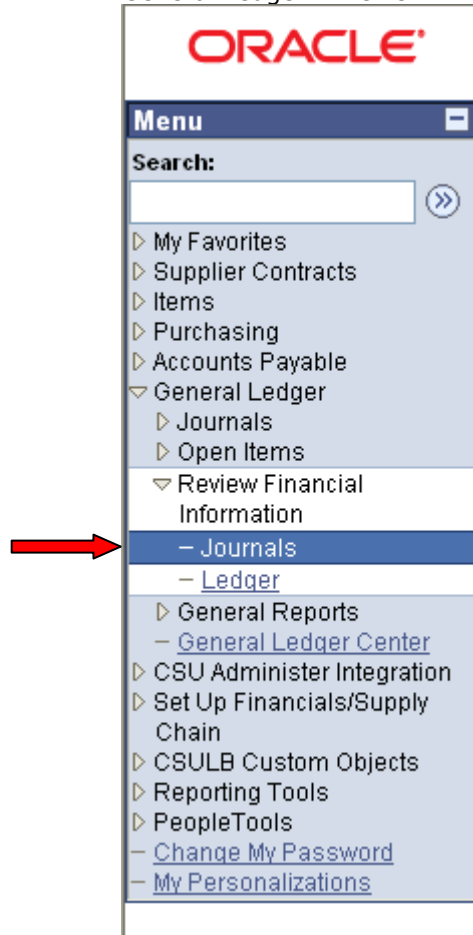
Journal Line											
Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
1	User Tele Equip & Access	36.34 USD	USD	604803		44103	00695	10236	C0174		
2	User Tele Local Calls	0.40 USD	USD	604805		44103	00695	10236	C0174		
3	User Tele Toll Calls	2.61 USD	USD	604806		44103	00695	10236	C0174		
4	General Cash	-39.35 USD	USD	101001		44103					
5	General Cash	39.35 USD	USD	101001		44101					
6	User Tele Equip & Access	-36.34 USD	USD	604803		44101	00695	10236	C0174		
7	User Tele Local Calls	-0.40 USD	USD	604805		44101	00695	10236	C0174		
8	User Tele Toll Calls	-2.61 USD	USD	604806		44101	00695	10236	C0174		

[Save](#) [Return to Search](#) [Notify](#)

1. **Purpose: To inquire on a journal entry for which the User is known.**

Navigate to the Journal Criteria page.

General Ledger ▶ Review Financial Information ▶ [Journals](#)



- Search for your existing run control by clicking on the **Search** button.

➤ **Run Control ID (Your Initials\_JRNL)**

**Journals**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Inquiry Name:

**Search** | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

**Search Results**

View All	First	1-3 of 3	Last
Inquiry Name			
<a href="#">FINDJE</a>			
<a href="#">SN_INQ_ACT</a>			
<a href="#">SN_JRNL</a>			

[Find an Existing Value](#) | [Add a New Value](#)

**Click on the link for your run control.**

- Enter the search criteria.
  - **Unit (LBCMP)**
  - **Ledgers (ACTUALS)**
  - **Year (2003)**
  - **From Period (1)**
  - **To Period (12)**
  - **Currency (USD)**
  - **User (IHUTCHIN)**

**Journal Criteria**

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Inquiry: KR\_INQUIRY   
 \*Unit: LBCMP   
 \*Ledger: ACTUALS   
 \*Year: 2003   
 \*From: 1   
 \*To Period: 12   
 Suspense Status:   
 **Search**

Journal ID:   
 Date:   
 Status:   
 Source:   
 Currency: USD   
 Stat:   
 Document Type:

User: IHUTCHIN   
 Max Rows: 100   
 Sort By: Journal Id

Click on the **Search** button.

- View a listing of journals for IHUTCHIN.

**Journal Inquiry**

**Ledger Criteria**

Inquiry: SN\_JRNL    Unit: LBCMP    Ledger: ACTUALS    Year: 2003    From Period: 1    To Period: 12    Suspense Status:   
 Journal ID: \_\_\_\_\_    Date: \_\_\_\_\_    Status: \_\_\_\_\_    Source: \_\_\_\_\_    Currency: USD    Stat: \_\_\_\_\_    Document Type: \_\_\_\_\_  
 User: IHUTCHIN    Document Sequence: \_\_\_\_\_    Sort By: Journal Id    Max Rows: 100

Search    Delete    Clear

Journal ID	Date	Unit BU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000013354	10/03/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/03/2003	I. Hutchison - July 2003 AP C
0000013482	10/10/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/10/2003	I. Hutchison - August 2003 AP
0000013513	10/13/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/13/2003	I. Hutchison - September 2003
0000013523	10/13/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/13/2003	I. Hutchison - Travel Correct
0000013523	10/13/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/13/2003	I. Hutchison - Travel Correct
0000013563	10/14/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/14/2003	I. Hutchison - Interface Corre
0000013590	10/16/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/16/2003	I. Hutchison - External Interf
0000013590	10/16/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/16/2003	I. Hutchison - External Interf
0000013830	10/27/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/27/2003	I. Hutchison - Nova Informatio
0000013851	10/28/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	10/28/2003	I. Hutchison - Telephone Corre
0000014412	11/25/2003	LBCMP	Posted	ONL	No Susp	IHUTCHIN	11/25/2003	I. Hutchison - Telephone Corre

- Click on Journal ID link [0000013354](#).

**Journal Inquiry**

**Journal Inquiry Details**

**Ledger Criteria**

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat	Doc Type	Suspense Status
SN_JRNL	LBCMP	ACTUALS	2003	1	12	USD			

Max Journal Rows: 100

Go To: [Journal Criteria](#)

**Journal Header**

Journal ID: 0000013354    Date: 10/03/2003    Schedule: \_\_\_\_\_  
 Ledger Group: ACTUALS    Original Date: \_\_\_\_\_    Process: No Request  
 Source: ONL    Date Posted: 11/03/2003    Total Lines: 11  
 Journal Status: Posted    Reversal Date: \_\_\_\_\_    User ID: IHUTCHIN  
 Balanced: DR=CR    Reversal: None    InterUnit BU: LBCMP  
 Doc Seq: \_\_\_\_\_    Budget Status: Valid

Long Description: I. Hutchison - July 2003 AP Corrections

**Totals by Currency**

Currency: USD    Debit Amount: 8,276.51    Credit Amount: 8,276.51    Net: 0.00

All Lines     From/To    From Line: \_\_\_\_\_    To Line: \_\_\_\_\_    Query Journal Lines

Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
1	Computer User Inv #LA167583	797.50	USD	860017		44101	00727	10084	C0117		
2	Assoc for Computing Machinery	3,500.00	USD	860815		44101	00727	10087			
3	LA Times Inv #032700374	2,779.00	USD	860017		44101	00727	10086	C0159		
4	Inbound Logistics Inv #A009455	575.01	USD	860017		44101	00727	10092	C0200		
5	Inbound Logistics Inv #A009455	575.00	USD	860017		44101	00727	10092	C0040		

Save    Return to Search    Notify

- Click on the [Journal Criteria](#) link to bring you back to your listing of Journal IDs. Or the "Return to Search" icon to do a new search.