Journal Inquiry

Enables you to review a specific journal or multiple journals within a ledger for a business unit and accounting period

Navigation: General Ledger > Review Financial Information > Journals

1. If you have never run a Journal Inquiry before, click the Add a New Value tab.
2. Create a unique inquiry name (with no spaces), for example JRNL_INQRY.
3. Click Add.
   Note: Once you have set up and saved an inquiry using the Add a New Value tool, you can simply click Search on the Find an Existing Value tab, select your inquiry, and skip to Step 6.
4. Input:
   a. Business Unit (for example, EMUNV)
   b. Ledger: ACTUALS
   c. Fiscal Year
   d. Accounting Period range
   e. Other search criteria (such as Journal ID) as applicable

   Note: The Max Rows defaults to 100. Enter a new value (up to 2000) to view more than 100 rows.

5. To retain this inquiry criteria, click Save.
6. Click Search.
7. Select Journal ID.
8. Review journal details.
   a. Use the All Lines option to display all the journal lines for this journal.
   b. Input line numbers in the From/To fields and click Query Journal Lines to view a range of line numbers.
Ledger Inquiry

Enables you to review ledger summary and detail ledger information based on specific ChartField combinations.

Navigation: General Ledger > Review Financial Information > Ledger

1. If you have never run a Ledger Inquiry before, click the Add a New Value tab.
2. Create a unique inquiry name (with no spaces), for example LEDG_INQRY.
3. Click .
   Note: Once you have set up and saved an inquiry using the Add a New Value tool, you can simply click Search on the Find an Existing Value tab, select your inquiry, and skip to Step 6.
4. Input:
   a. Business Unit (for example, EMUNV)
   b. Ledger: ACTUALS
   c. Fiscal Year
   d. Accounting Period range

Select Show YTD Balance to view year-to-date balances for specified Chartfields for a period.
Select Show Transaction Details to view ledger data along with the transactions that contributed to the balance.
Note: The Max Rows defaults to 100. Enter a new value (up to 2000) to view more than 100 rows.

5. To narrow the search results, input ChartField values under the Value column. Tip: Common values to search on include Department and/or Program. Also, search on the Account field to view data for a specific account.
6. To retain this inquiry criteria, click .
7. Click .
8. Click Activity to view related journal.
9. Select Journal ID to retrieve journal lines.
10. Under Drill to Source, click to drill down to the source details.
11. Click Ledger Summary to return to summary.
12. Click Ledger Detail Drill-Down Chartfield Display to view selected ChartFields.