

## GL END User Inquiry Functions- Journals

Actual, encumbrance, or budget OGL batch can be viewed through the Administrative System's Journal Entry Inquiry window.

### UAB GL End User→Inquiry→Journals

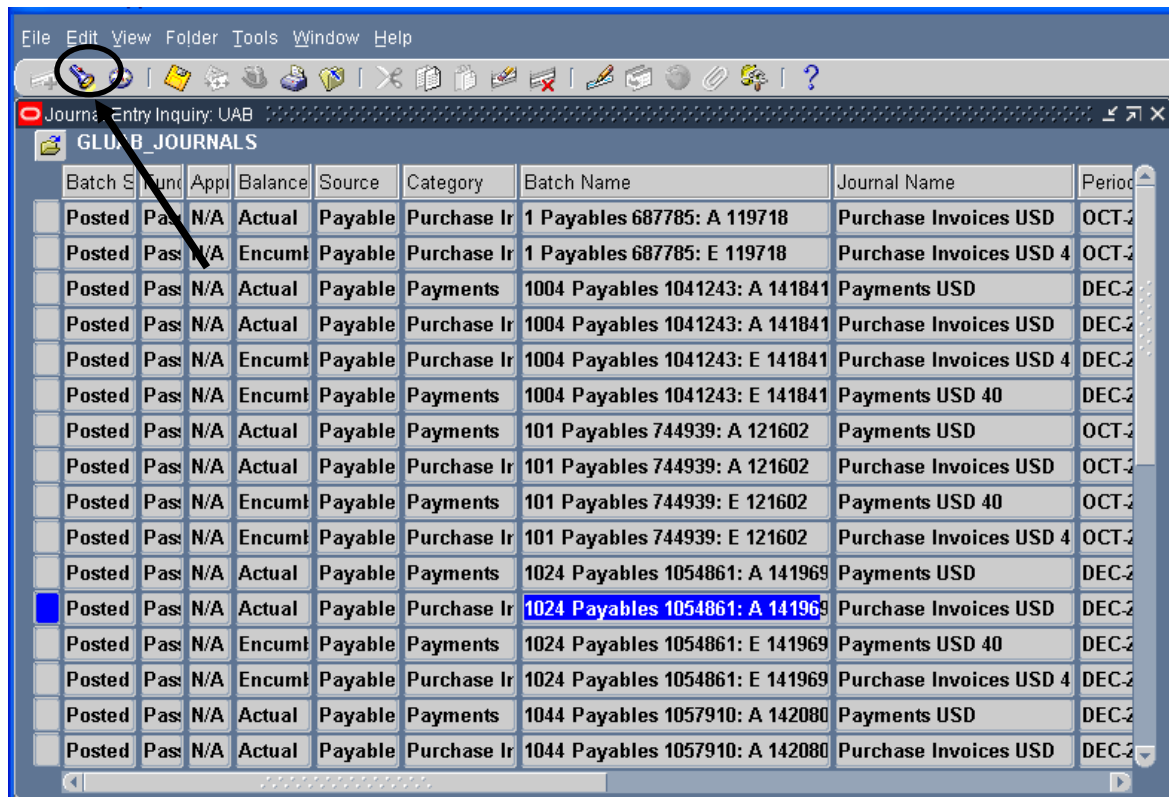
The **JOURNAL ENTRY INQUIRY** window will resemble the one shown below. This window displays OGL journals of all Balance Types (actual, encumbrance, or budget). It also displays journals of all statuses (posted, unposted, etc.).

Scroll through this list to find a specific journal entry, or subset the list by:

- Clicking on the Find icon (the **FLASHLIGHT**). This will trigger the Find Journals window, which can be used to locate existing Journals using multiple search parameters.
- Selecting **View** and then **Find** from the menu bar. This will trigger the Find Journals window, which can be used to locate existing Journals using multiple search parameters.
- Conducting a (**F11**) query directly on this window.

### Scenario 1: Using the Find Icon

- Click on the **FLASHLIGHT** icon in the icon tool bar.



Batch	Status	Func	Appr	Balance	Source	Category	Batch Name	Journal Name	Period
Posted	Pass	N/A	Actual	Payable	Purchase Ir	1 Payables 687785: A 119718	Purchase Invoices USD	OCT-2	
Posted	Pass	N/A	Encumbr	Payable	Purchase Ir	1 Payables 687785: E 119718	Purchase Invoices USD 4	OCT-2	
Posted	Pass	N/A	Actual	Payable	Payments	1004 Payables 1041243: A 141841	Payments USD	DEC-2	
Posted	Pass	N/A	Actual	Payable	Purchase Ir	1004 Payables 1041243: A 141841	Purchase Invoices USD	DEC-2	
Posted	Pass	N/A	Encumbr	Payable	Purchase Ir	1004 Payables 1041243: E 141841	Purchase Invoices USD 4	DEC-2	
Posted	Pass	N/A	Encumbr	Payable	Payments	1004 Payables 1041243: E 141841	Payments USD 40	DEC-2	
Posted	Pass	N/A	Actual	Payable	Payments	101 Payables 744939: A 121602	Payments USD	OCT-2	
Posted	Pass	N/A	Actual	Payable	Purchase Ir	101 Payables 744939: A 121602	Purchase Invoices USD	OCT-2	
Posted	Pass	N/A	Encumbr	Payable	Payments	101 Payables 744939: E 121602	Payments USD 40	OCT-2	
Posted	Pass	N/A	Encumbr	Payable	Purchase Ir	101 Payables 744939: E 121602	Purchase Invoices USD 4	OCT-2	
Posted	Pass	N/A	Actual	Payable	Payments	1024 Payables 1054861: A 141969	Payments USD	DEC-2	
Posted	Pass	N/A	Actual	Payable	Purchase Ir	1024 Payables 1054861: A 141969	Purchase Invoices USD	DEC-2	
Posted	Pass	N/A	Encumbr	Payable	Payments	1024 Payables 1054861: E 141969	Payments USD 40	DEC-2	
Posted	Pass	N/A	Encumbr	Payable	Purchase Ir	1024 Payables 1054861: E 141969	Purchase Invoices USD 4	DEC-2	
Posted	Pass	N/A	Actual	Payable	Payments	1044 Payables 1057910: A 142080	Payments USD	DEC-2	
Posted	Pass	N/A	Actual	Payable	Purchase Ir	1044 Payables 1057910: A 142080	Purchase Invoices USD	DEC-2	

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2. The **FIND JOURNALS** window will appear, which displays the parameters used to search for a specific journal. Use these parameters in any combination to return an even more specific list of journals.

The screenshot shows the 'Find Journals' window with the following fields and buttons:

- Batch:
- Journal:
- Source:  ...
- Period:
- Category:
- Currency:
- Status: Posting , Funds
- Control Total: Batch , Journal
- Buttons: More, Clear, Find (circled with an arrow)

3. Once desired parameters have been entered, click **FIND** to view the search results.

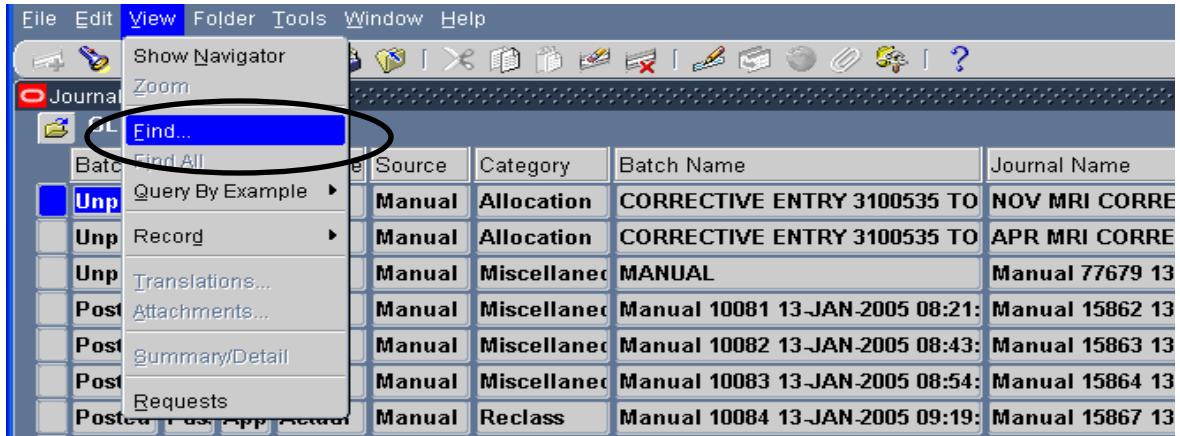
The screenshot shows the 'Journal Entry Inquiry: UAB' window with a table of journal entries. The table has the following columns: Batch, Func, Appr, Balance, Source, Category, Batch Name, Journal Name, and Period. The first row is highlighted in blue.

Batch	Func	Appr	Balance	Source	Category	Batch Name	Journal Name	Period
Unpost	Req	Req	Actual	Manual	Allocation	CORRECTIVE ENTRY 3100535 TO	NOV MRI CORRECTION	SEP-2
Unpost	Pas	Reje	Actual	Manual	Allocation	CORRECTIVE ENTRY 3100535 TO	APR MRI CORRECTION	SEP-2
Unpost	Req	Reje	Actual	Manual	Miscellaneous	MANUAL	Manual 77679 13-SEP-200	SEP-2
Posted	Pas	App	Actual	Manual	Miscellaneous	Manual 10081 13-JAN-2005 08:21:	Manual 15862 13-JAN-200	JAN-2
Posted	Pas	App	Actual	Manual	Miscellaneous	Manual 10082 13-JAN-2005 08:43:	Manual 15863 13-JAN-200	JAN-2
Posted	Pas	App	Actual	Manual	Miscellaneous	Manual 10083 13-JAN-2005 08:54:	Manual 15864 13-JAN-200	JAN-2
Posted	Pas	App	Actual	Manual	Declass	Manual 10084 13-JAN-2005 09:19:	Manual 15867 13-JAN-200	JAN-2

### Scenario 2: Using the Menu Bar

1. On the menu bar, click **VIEW**, and then click **FIND**.

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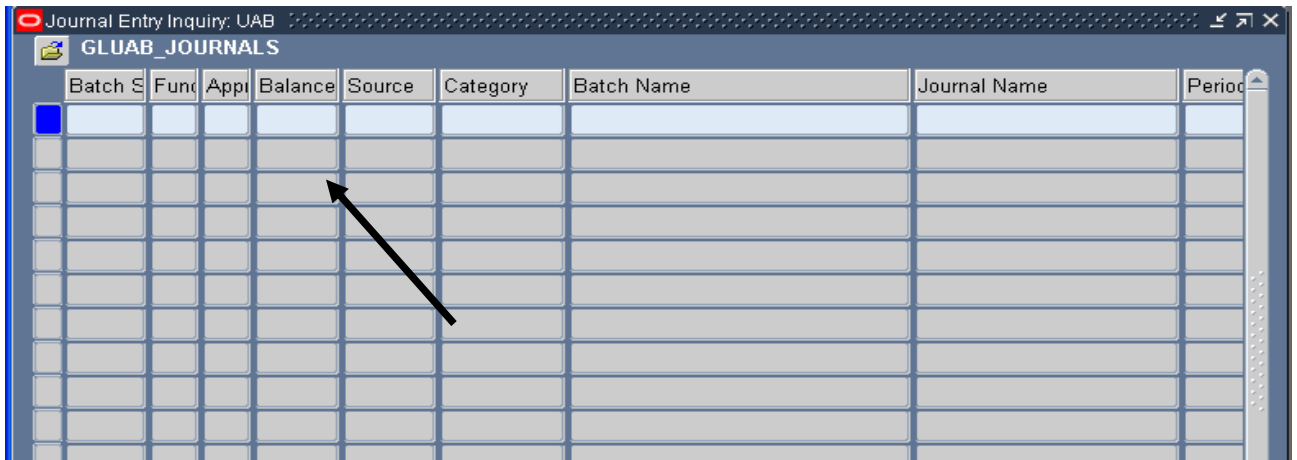


2. The **FIND JOURNALS** window will appear, which displays the parameter used to search for a specific journal. Use these parameters in any combination to return an even more specific list of journals.
3. Once your parameters have been entered, click **FIND** to view the search results.

### Scenario 3: Using the Query Function

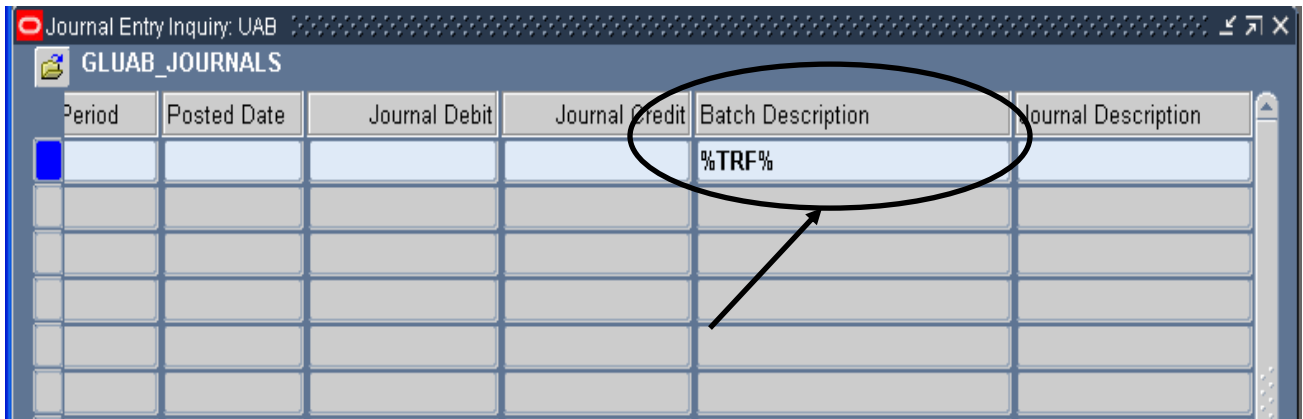
Using the **F11** key on the keyboard to search for a batch using all available parameters.

1. Press the **F11** key on the keyboard. The fields will change to a different color, indicating the query mode.



2. Type in any known parameter and press **CTRL + F11** on the computer keyboard to run the query. If only a portion of a parameter is known, use the % symbol to search for results that include the known data. **NOTE: The query is case-sensitive!**

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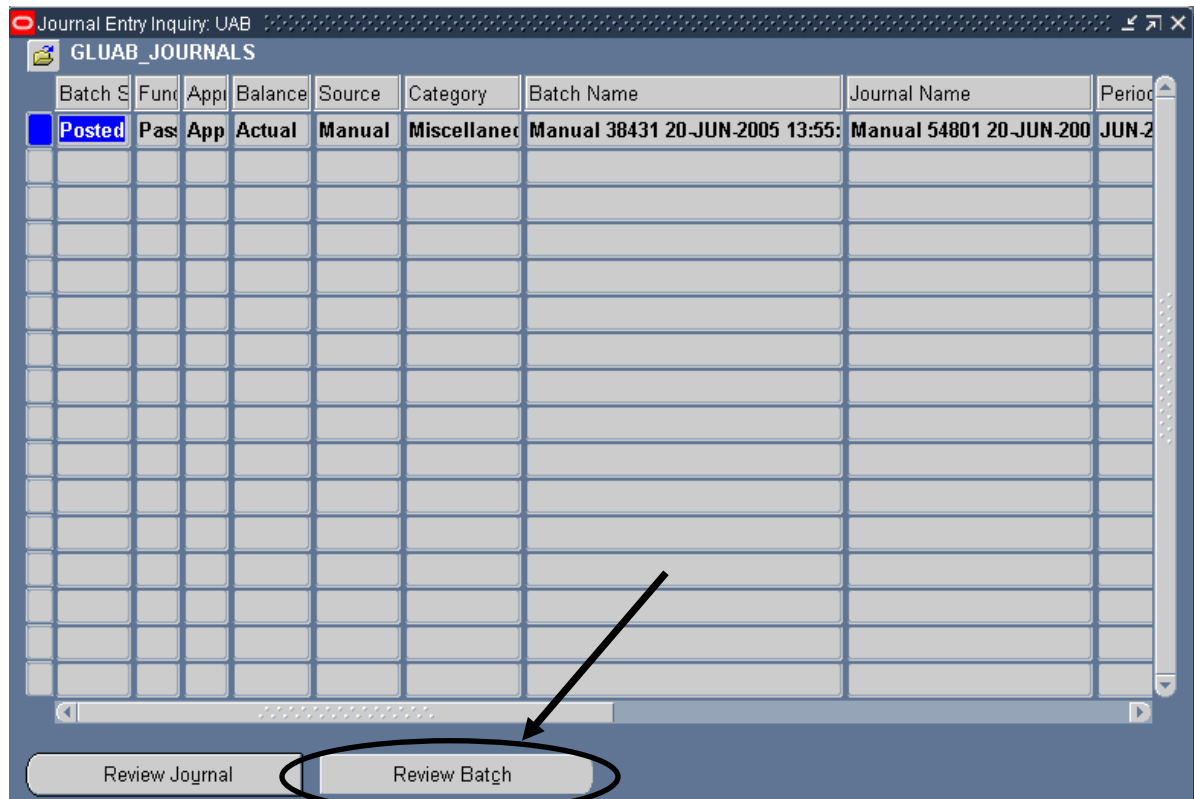


Period	Posted Date	Journal Debit	Journal Credit	Batch Description	Journal Description
				%TRF%	

3. If there is a match, search results will appear. If no match is found, a message will be displayed at the bottom of the window: "FRM-40301: query caused no records to be retrieved. Re-enter."
4. To cancel a query, press the **F4** key.

### Reviewing a Journal Batch

1. Once the journal for review has been located using one of the above three options, click once on that row/record (so that it is highlighted in blue).
2. Click on the **REVIEW BATCH** button.



Batch S	Func	App	Balance	Source	Category	Batch Name	Journal Name	Period
Posted	Pas	App	Actual	Manual	Miscellaneous	Manual 38431 20-JUN-2005 13:55	Manual 54801 20-JUN-200	JUN-2

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3. The **BATCH** window will appear, which displays the batch header of the journal selected.
4. Verify that this is the correct batch. Then click on the **JOURNALS** button at the bottom of the window.

Batch Totals		
	Debit	Credit
Entered	257.4	257.4
Converted	257.4	257.4

5. The Journals window will be displayed with the first journal contained in the selected batch. If there is more than one journal within this batch, use the down arrow key on your computer keyboard to scroll down to the next journal.

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
10	3101779.000.213101779.392300000.000	21.45				Cobalt Machine Usage- Patho...
20	3101779.000.213101779.392300000.000	107.25				Cobalt Machine Usage- Patho...
30	3106183.000.213106183.311750000.000		128.70			Cobalt Machine Usage- Patho...
31	0000000.000.213101779.392300000.000		21.45			Offset - Indirect Update
32	0000000.000.213101779.392300000.000		107.25			Offset - Indirect Update
33	0000000.000.213106183.311750000.000	128.70				Offset - Indirect Update
		257.40	257.40			

**Important:** If the accounts involved in the journal do not fall within your organization, then only the total of debits and credits will be viewable, not the journal line detail.

For instructions on entering journals, click [here](#).

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