Inquire on Journal Entries

The Journal Entry Inquiry form retrieves journal heading information as follows:

- Retrieves all journals, not just posted journals (like the Account Inquiry form), and not just reserved journal information (like the Funds Available Inquiry form), but also retrieves saved journals that have neither been reserved or posted.
- By using the Find Journals form preceding the Journals Entry Inquiry form, users can retrieve journals by:
  - Batch name
  - Journals name
  - Source
  - Category
  - Period
  - Currency
  - USD
  - Stat
  - Posting Status
  - Funds Status
  - Balance Type
  - ALL
  - Actual
  - Budget
  - Encumbrance
  - Range by Date Created
- Once the user is at the Journal Entry Inquiry form, you can add additional columns to the form and find journals additionally by:
  - Approval Status
  - Batch Description
  - Journal Description
  - Budget Name
  - Encumbrance Type
  - Journal Effective Date
  - Journal Type
  - Posted Date
  - Reversal information
- By combining more than one of these factors to retrieve journals, you can filter the matches even more, but without using a “Where Clause”, your connection operand is an AND connector.
- By opening a “Where Clause”, these additional retrieving mechanisms are available:
  - OR connector between fields
  - Can use an INCLUDE statement which performs as a list where you provide a list of values to match against instead of just a single value or a single value using wildcards
  - Can use a BETWEEN statement which enables a range capability for the field
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- Can retrieve by “Created by”, enabling retrieval of journals created by a particular user
- Can retrieve by journal descriptive flexfield data such as “Approved by” since we now identify the departmental approvers for journals
- Can retrieve by “who in the Comptroller’s Office approved the journal” since this is also now stored for journals
- Can retrieve by any combination of all of the above criteria with compound retrieval criteria

Example 1

Find all reserved but unposted journals. (These are the journals causing discrepancies between the Account Inquiry form and the Funds Available Inquiry form.)
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Click the Find button.

Use folder technology to change the columns displayed.

Since I’ve previously built a folder using my desired layout, select it. Note, that a Decision window appears asking if you want to “Find all records in this folder?” This occurs because some forms’ folders remember the data you extracted when building the folder along with the columnar information. Since you only want to use the columnar layout for the folder and not the data, choose no.
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Example 2

Find all journals posted by Diosdado Liongson, Hank Kirschenmann, or Raymond Ouellette. (Since these three GCAS personnel have been authorized to post journals with the stipulation to only post journals that fed from Grants to the general ledger or were created in the general ledger to adjust Grants related accounts and because the posting capability cannot be limited to certain journal, their posting activity is monitored.)

(To do this, you need to know their User ID. They are 6997 for DL, 5279 for HK, and 4734 for RO.)

When the Find Journals form opens, close the form so you can get to the Journal Entry Inquiry form behind it.
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Enter Query mode by selecting Enter under Query on the menu.

Next, type a colon in the Batch Name field and run the query (see previous instructions on running a query if you need help) to open a “Where Clause” window.

Type the command shown below in the “Where Clause” window.
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The results of the query are shown below (folder replaced using folder technology). Click [here](#) to view instructions on using previously created folders to view the data rather than using the defaulted folder for a form (see pages 11 through 12).