



## Journal Inquiry - FIN3200



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# Journal Inquiry - FIN3200

## **Finance > Maintenance > Postings > Journal Inquiry**

Journal Inquiry is a display-only tab, and no information can be updated. You can select a specific journal voucher (JV) number and view a summary by account code for that JV entry. You can also use the filter feature to select the JV type to view. If viewing a budget journal voucher, entries for the following accounts are displayed:

- Estimated revenue
- Appropriations amount
- Budgetary fund balance

If viewing an actual journal voucher, the selected journal voucher displays the entries to the following accounts:

- Realized revenue
- Expenditures
- Balance sheet

## **Perform an inquiry:**


<b>Retrieve an existing record.</b>	<a href="#">Search for a record.</a> In the <b>Vendor</b> field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. Click <b>Retrieve</b> . The vendor information is displayed.  If the vendor number is not known, click <b>Directory</b> . The Vendors directory is displayed. Type data in one or more of the search fields. Click <b>Search</b> . A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click <b>Cancel</b> .
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Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

## **Other functions and features:**

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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