Journal Inquiry - FIN3200

Table of Contents

Journal Inquiry - FIN3200 i
Journal Inquiry - FIN3200 1

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:

Retrieve an existing record.	Search for a record. Type specific data in any of the following fields to retrieve journal vouchers for that criteria: **JV Number** **JV Type** **From Date** **To Date** **Acct Per** **Reason** To retrieve all journal vouchers, leave the fields blank. Click **Retrieve**. The journal vouchers are displayed.

Field	Description
JV Type	The journal voucher type (actual or budget) is displayed.
JV Number	The journal voucher numbers that were retrieved.
JV Number Description	The reason for the journal voucher is displayed.
Acc Per	The accounting period for the journal voucher is displayed.
Process Date	The date the journal voucher went through end-of-month processing is displayed.
Account Code	The account code for the selected journal voucher is displayed.
Description	The name of the account code.
Debit Amount	The positive value of the journal voucher.
Credit Amount	The negative value of the journal voucher.

Click to view additional information for the journal voucher in the bottom grid.