

FIN1150 - General Journal

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The report displays a list of all journal entry transactions grouped by fund number and journal voucher number. The report is used to verify all journal entries. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Description
Accounting Period Current (C), Next (N), 01-12	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Include soft encumbrances from the Requisition System? (Y/N)	Y - Include soft encumbrances on the report. N - Do not include soft encumbrances on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Journal Voucher Nbr(s), or blank for ALL	Type the journal voucher number separating multiple journal voucher numbers with a comma (e.g., A 233, #30, 000303). Or, click ⋮ to search for journal voucher numbers. Otherwise, leave blank to use all journal voucher numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.