



## Journal Inquiry - FIN3200



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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>	<p><a href="#">Search for a record.</a></p> <p>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.</p> <p>If the vendor number is not known, click <b>Directory</b>. The Vendors directory is displayed.</p> <p>Type data in one or more of the search fields.</p> <p>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>.</p>
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Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

\*\*NOTE:

### Other functions and features:

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