



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:

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

- The Account Code field displays the account code for the selected journal voucher.
- The Description field displays the name of the account code.
- The Debit Amount field displays the positive value of the journal voucher.
- The Credit Amount field displays the negative value of the journal voucher.

Click **Save**.

****NOTE:**

Other functions and features:

 Delete a row. 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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