



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.

8. The Account Code field displays the account code for the selected journal voucher.

9. The Description field displays the name of the account code.


10. The Debit Amount field displays the positive value of the journal voucher.

11. 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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