



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. 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> |
| 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 **Save**.

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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