



## **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:**

<p><b>Retrieve an existing record.</b></p>	<p>Type specific data in any of the following fields to retrieve journal vouchers for that criteria:</p> <p><b>JV Number</b>  <b>JV Type</b>  <b>From Date</b>  <b>To Date</b>  <b>Acct Per</b>  <b>Reason</b></p> <p>To retrieve all journal vouchers, leave the fields blank. Click <b>Retrieve</b>. The journal vouchers are displayed.</p>
Field	Description
<b>JV Type</b>	The journal voucher type (actual or budget) is displayed.
<b>JV Number</b>	The journal voucher numbers that were retrieved.
<b>JV Number Description</b>	The reason for the journal voucher is displayed.
<b>Acc Per</b>	The accounting period for the journal voucher is displayed.
<b>Process Date</b>	The date the journal voucher went through end-of-month processing is displayed.
<b>Account Code</b>	The account code for the selected journal voucher is displayed.
<b>Description</b>	The name of the account code.
<b>Debit Amount</b>	The positive value of the journal voucher.
<b>Credit Amount</b>	The negative value of the journal voucher.
<b>User ID</b>	The name of the user who posted the transaction is displayed.

Click



to view additional information for the journal voucher in the bottom grid.



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