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**GL210 Creating and Managing Journal Entries  
(Non-DBF)**

**June 2013**

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## **GL210 Creating and Managing Journal Entries (Non-DBF)**

### **Course Overview**

Journal entries are created in GEARS one of three ways. First, many journals will be created when financial information is interfaced from modules within GEARS, such as Payables, Billing and Accounts Receivable, using the **Journal Generator** process. Second, corrections, reclassifications, and accruals are entered manually on an ad hoc basis. Lastly, spreadsheet journal uploads are another way to create journal entries, but are typically used when entering a large number of journal entries at once.

The *GL210 Creating and Managing Journal Entries (Non-DBF)* course discusses how to create journal entries for reclassifications, post them to the ledger and view ledger balances in the General Ledger.

### **Course Outline**

The following sections and lessons provide information and step-by-step instructions on creating and posting reclassification journal entries and reviewing ledger balances in the General Ledger:

- Course Audiences and Prerequisites
- Lesson 1: Understanding the Journal Entry Process
- Lesson 2: Creating Journals Online
- Lesson 3: Reviewing General Ledger Journal Information
- Course Summary

## **Course Audiences and Prerequisites**

### **Audience(s)**

The Judiciary audiences for this course are:

- District Court - HQ and Courts
- Circuit Court
- Court of Appeals
- Court of Special Appeals
- Court Related Agencies
- AOC - Non-DBF Offices
- State Law Library

### **GEARS Role(s)**

This course is intended for Judiciary employees with the following GEARS role(s):

- GL Journal Creator Field

### **Prerequisites**

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- GL100 Understanding GEARS General Ledger Processes

## **Lesson 1: Understanding the Journal Entry Process**

### **Lesson Overview**

A journal is an accounting entry entered online or input from a GEARS module (e.g., Payables, Receivables) as a Journal to the General Ledger. A journal entry is used to record accounting entries for transactions that are recorded in GEARS. Journal entries are created in GEARS one of three ways. First, many journals will be created when financial information is interfaced from modules within GEARS, such as Payables, Purchasing, eProcurement, Billing, and Receivables, using the **Journal Generator** process. Second, corrections, reclassifications, and accruals are entered manually on an ad hoc basis. Lastly, spreadsheet journal uploads are another way to create journal entries, but are typically used when entering a large number of journal entries at once.

Journal entries are recorded by Judicairy courts and departments, including the Department of Budget and Finance (DBF). When journals are created or edited by non-DBF Judicairy departments or courts, they are initially approved by assigned GEARS users in the associated courts and departments. Final approval and posting of journal entries are made by Department of Budget and Finance (DBF).

### **General Ledger – Journal Entry Process**

The process flow and table below highlights the process for journal entry process.



Process	Description
1. <i>Record Journal Entries</i>	<p>The <b>GL Journal Creator (DBF and Field)</b> records and edits journal entries into GEARS General Ledger.</p> <p>Methods for recording (creating) journal entries:</p> <ol style="list-style-type: none"> <li>1. <i>Interface</i> – interfaced from modules within GEARS, such as Payables, Purchasing, eProcurement, Billing, Commitment Control, and Receivables, by running the <b>Journal Generator</b> process (batch process)</li> <li>2. <i>Manual</i> - corrections, reclassifications, and accruals on an adhoc basis</li> <li>3. <i>Spreadsheet Uploads</i> - typically used when entering a large number of journal entries at once.</li> </ol> <p>All errors must be corrected prior to saving the journal.</p>
2. <i>Edit Journals</i>	<p>Before a journal can be posted to the General Ledger, a series of edits must be performed. These edits verify that:</p> <ul style="list-style-type: none"> <li>• Chartfield values are valid</li> <li>• Debits equal credits</li> <li>• Journal entries are flagged for posting to the target ledger</li> </ul>
3. <i>Budget Journal Entries</i>	<p>The Budget Check Journals process checks the journal lines for the control budget and reserves the funds.</p> <p>NOTE: This process is only run for journals created in the General Ledger.</p>
4. <i>Approve Journal Entries</i>	<p>There are two levels of approval for journal entries, (1) the non-DBF court approval (<b>GL Field Journal Approver</b>) and (2) DBF approval (<b>GL DBF Journal Approver</b>).</p>
5. <i>Post Journal Entries</i>	<p>Journal entries have to be posted to the Actuals. The <b>Post Journal Entries Journals</b> process is run by authorized GEARS users to post the journals. Posting can be done online or through a batch process.</p>

### Lesson Objectives

After completing this lesson, you will be familiar with:

- How journal entries are created in General Ledger
- The process for creating journal entries in General Ledger
- The process for adjusting/correcting journal entry errors

## 1.1 Reviewing a GL Journal

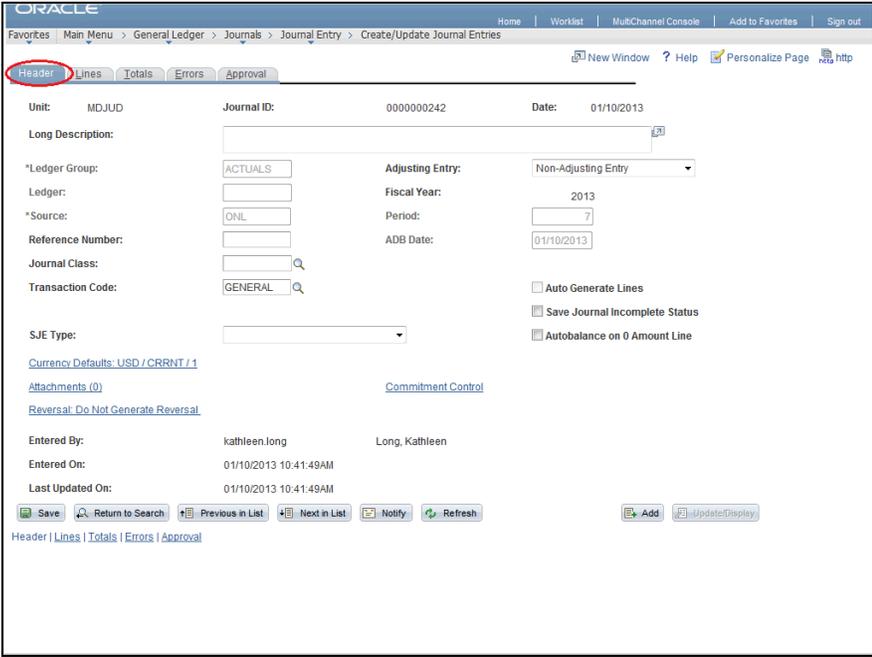
When journal entries are established, accounting information is recorded on the journal header and journal line(s). The journal header stores high-level information about the journal, including journal ID, accounting date, fiscal year, journal source, etc. The journal lines contain accounting information to be posted to the General Ledger (e.g., Unit, Ledger, Batch Agency, PCA, Fund, Account, Program, Appropriation Number, Appropriation Year).

After completing this topic you will be familiar with:

- The components of a journal entry

### Procedure

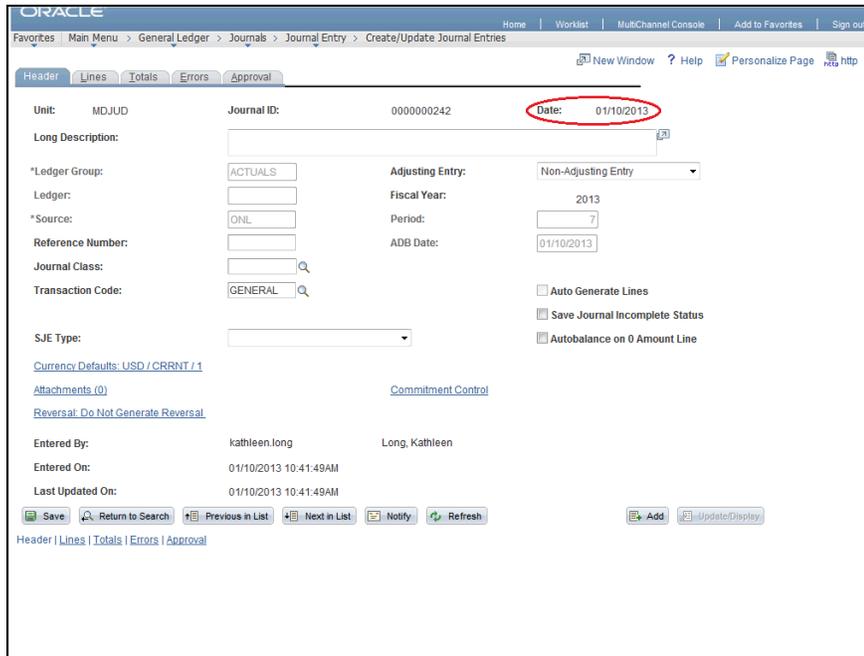
In this topic, you will review a journal entry that has been created in the system.



Step	Action
1.	<p>The Journal <b>Header</b> page displays the journal header information for the journal entry.</p> <p>In this example, we are displaying a journal entry for MDJUD Business Unit for Fiscal Year 2013.</p>

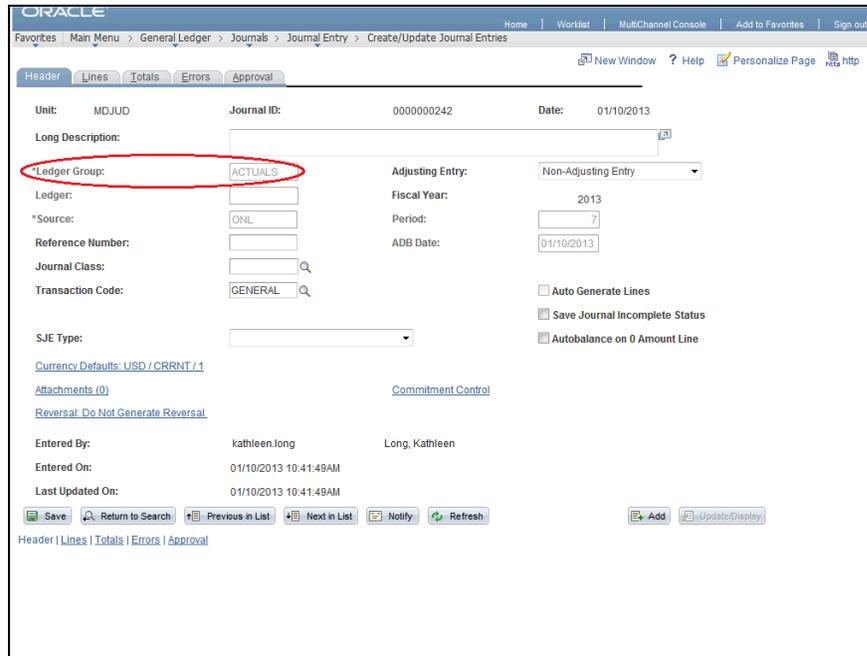
The screenshot shows the Oracle General Ledger interface for creating or updating a journal entry. The 'Journal ID' field is highlighted with a red circle and contains the value '0000000242'. The page includes various input fields for ledger information, dates, and transaction details, along with navigation and action buttons at the bottom.

Step	Action
2.	<p>Let's take a look at some of the key fields included on the <b>Journal Entries Header</b> page.</p> <p>Once a new journal entry is saved, the system will auto-assign a <b>Journal ID</b>. You can use the Journal ID when searching for journals created in General Ledger.</p> <p>In this example, the Journal ID is 0000000242.</p>



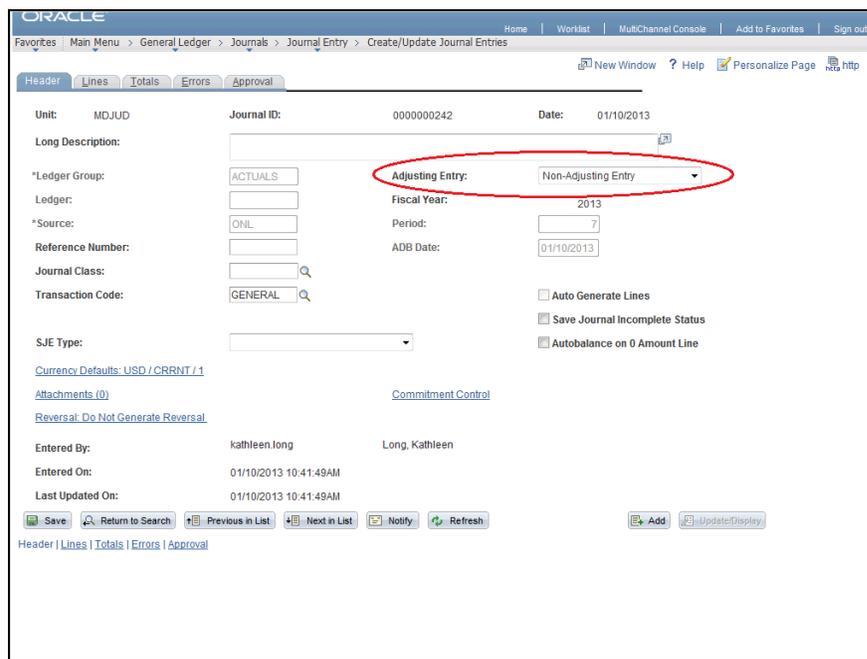
The screenshot shows the Oracle General Ledger interface for creating or updating a journal entry. The 'Date' field is circled in red and contains the value '01/10/2013'. Other visible fields include Unit (MDJUD), Journal ID (000000242), Long Description, Ledger Group (ACTUALS), Adjusting Entry (Non-Adjusting Entry), Fiscal Year (2013), Period (7), Reference Number, Journal Class, Transaction Code (GENERAL), and SJE Type. The bottom of the form shows user information (kathleen.long) and timestamps (Entered On: 01/10/2013 10:41:49AM).

Step	Action
3.	<p>The <b>Accounting Date</b> field indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the General Ledger when the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting.</p> <p>You can use the Journal Date when searching for journals created in General Ledger.</p> <p>In this example, the accounting date for this journal entry is 01/10/2013.</p>



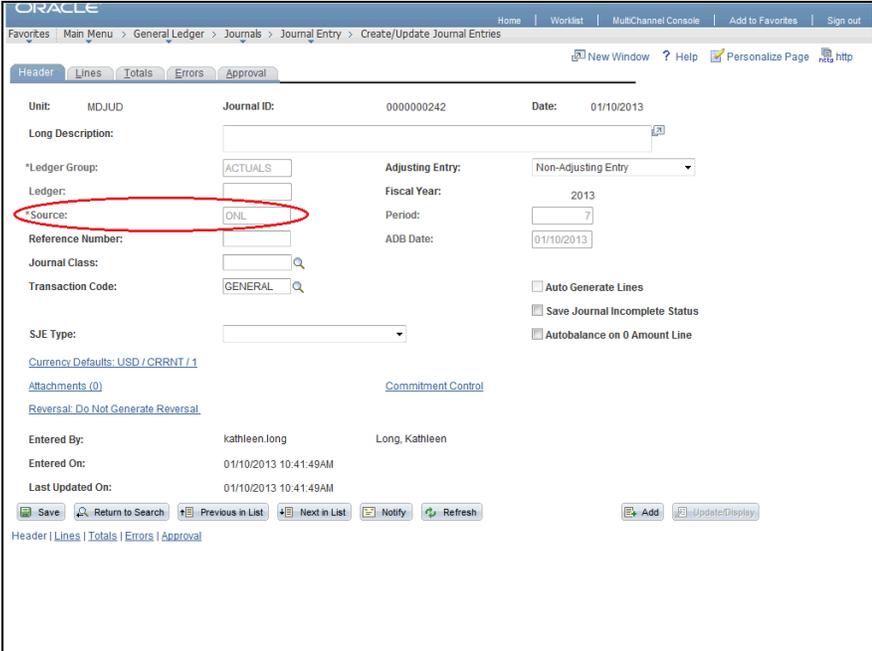
The screenshot shows the Oracle Journal Entry form. The 'Ledger Group' field is highlighted with a red circle and contains the value 'ACTUALS'. Other fields include Unit (MDJUD), Journal ID (000000242), Date (01/10/2013), Adjusting Entry (Non-Adjusting Entry), Fiscal Year (2013), and Period (7). The form also includes sections for Attachments, Reversal, and user information.

Step	Action
4.	<p>The <b>Ledger Group</b> field indicates the ledger group to which the journal entry is posted.</p> <p>In General Ledger, all accounting entries are posted to the <b>Actuals</b> ledger.</p>



The screenshot shows the Oracle Journal Entry form. The 'Adjusting Entry' field is highlighted with a red circle and contains the value 'Non-Adjusting Entry'. Other fields include Unit (MDJUD), Journal ID (000000242), Date (01/10/2013), Ledger Group (ACTUALS), Fiscal Year (2013), and Period (7). The form also includes sections for Attachments, Reversal, and user information.

Step	Action
5.	<p>The <b>Adjusting Entry</b> field indicates the journal entry is a "Non-Adjusting Entry" or an "Adjusting Entry". When a journal entry is a "Non-Adjusting Entry", it is posted into a regular accounting period e.g. 1 through 12. Adjusting Entries are posted into period 998 (sometimes referred to as period 13).</p> <p>In this example, the journal entry is "Non-Adjusting Entry".</p>

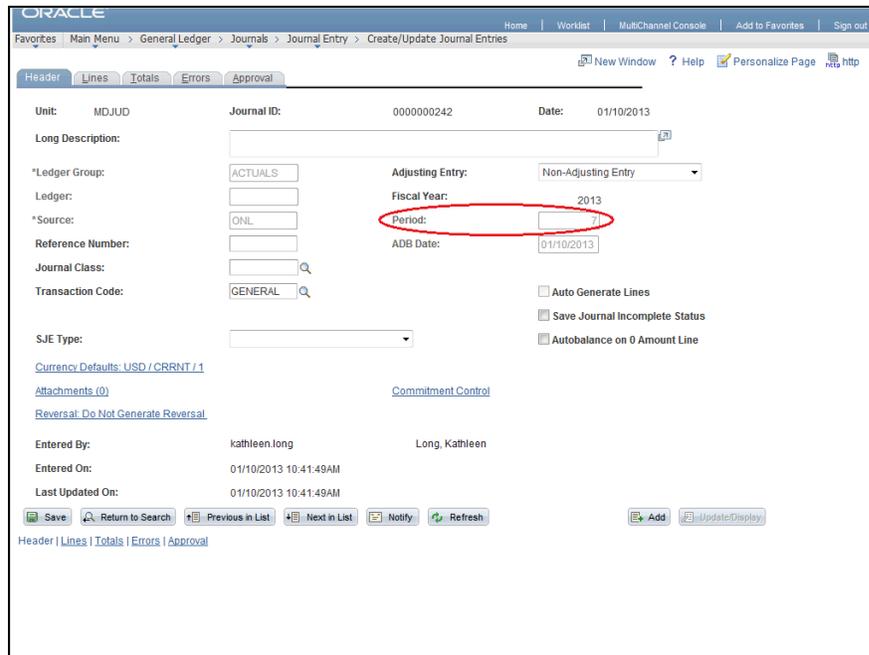


The screenshot shows the Oracle General Ledger interface for creating or updating a journal entry. The form is titled "Create/Update Journal Entries" and includes several fields and options:

- Unit:** MDJUD
- Journal ID:** 000000242
- Date:** 01/10/2013
- Long Description:** (empty)
- \*Ledger Group:** ACTUALS
- Adjusting Entry:** Non-Adjusting Entry (dropdown menu)
- Ledger:** (empty)
- Fiscal Year:** 2013
- \*Source:** ONL (circled in red)
- Period:** 7
- Reference Number:** (empty)
- ADB Date:** 01/10/2013
- Journal Class:** (empty)
- Transaction Code:** GENERAL
- SJE Type:** (empty)
- Options:**
  - Auto Generate Lines
  - Save Journal Incomplete Status
  - Autobalance on 0 Amount Line
- Entered By:** kathleen.long, Long, Kathleen
- Entered On:** 01/10/2013 10:41:49AM
- Last Updated On:** 01/10/2013 10:41:49AM

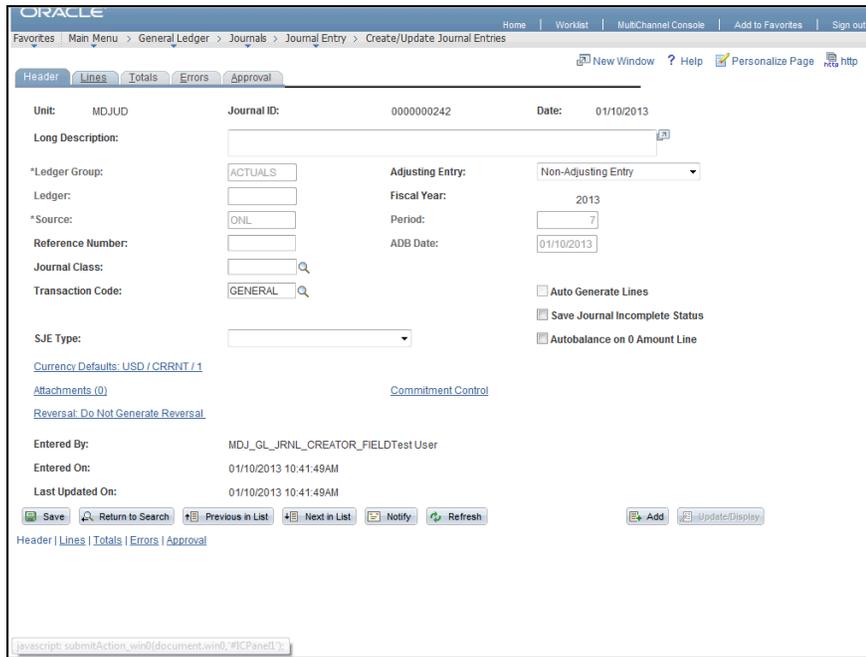
At the bottom of the form, there are buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Refresh", "Add", and "Update/Display".

Step	Action
6.	<p>The <b>Source</b> field is used to designate the origin of the journal entry. For example, if a journal entry originated in the Accounts Payable module in GEARs, the journal source would be "AP". Most journals will originate through online entry. The source for online entry is "ONL".</p> <p>The values in the <b>Source</b> field are as follows:</p> <ul style="list-style-type: none"> <li>- AM Asset Management</li> <li>- AP Accounts Payable</li> <li>- AR Accounts Receivable</li> <li>- BI Billing</li> <li>- CA Contracts</li> <li>- CLO GL Closing Process</li> <li>- CNV Conversion</li> <li>- EXT External Application</li> <li>- GM Grants Management</li> <li>- IN Inventory</li> <li>- ONL Online</li> <li>- PAY Payroll</li> <li>- PC Project Costing</li> <li>- PO Purchasing</li> </ul> <p>In this example, the journal was entered online and the source is "ONL".</p>



The screenshot shows the Oracle GEARs interface for creating or updating a journal entry. The 'Source' field is set to 'ONL'. The 'Period' field is highlighted with a red circle and contains the value '7'. Other fields include 'Journal ID: 0000000242', 'Date: 01/10/2013', 'Fiscal Year: 2013', and 'ADB Date: 01/10/2013'. The interface also shows various tabs like 'Header', 'Lines', 'Totals', 'Errors', and 'Approval', and a navigation bar at the bottom with buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

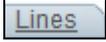
Step	Action
7.	<p>The <b>Period</b> field indicates the period in the General Ledger when the transaction is to be posted.</p> <p>In this example, the Period is Period 7 of Fiscal Year 2013.</p>

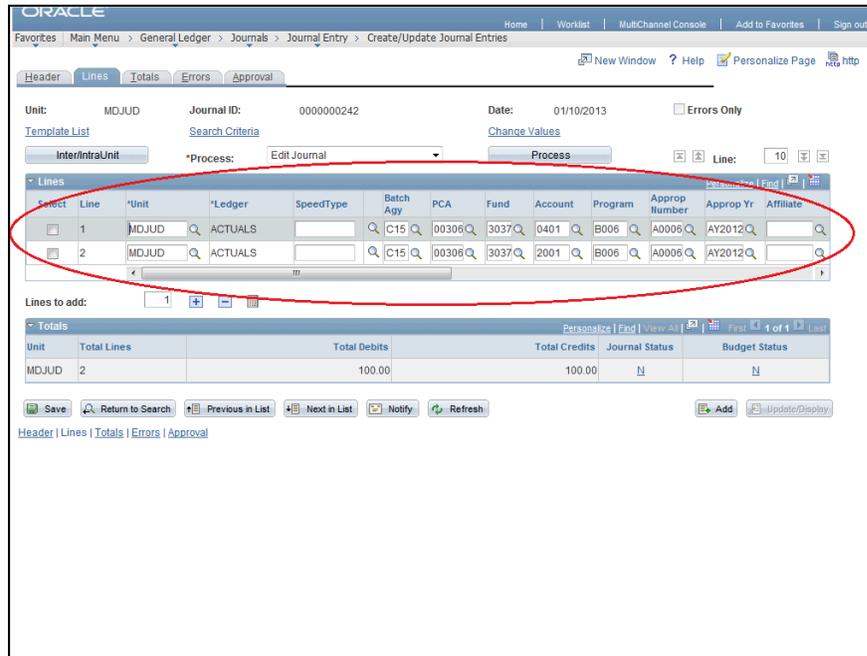


The screenshot shows the Oracle General Ledger interface for creating or updating journal entries. The 'Header' tab is active. Key fields include:
 

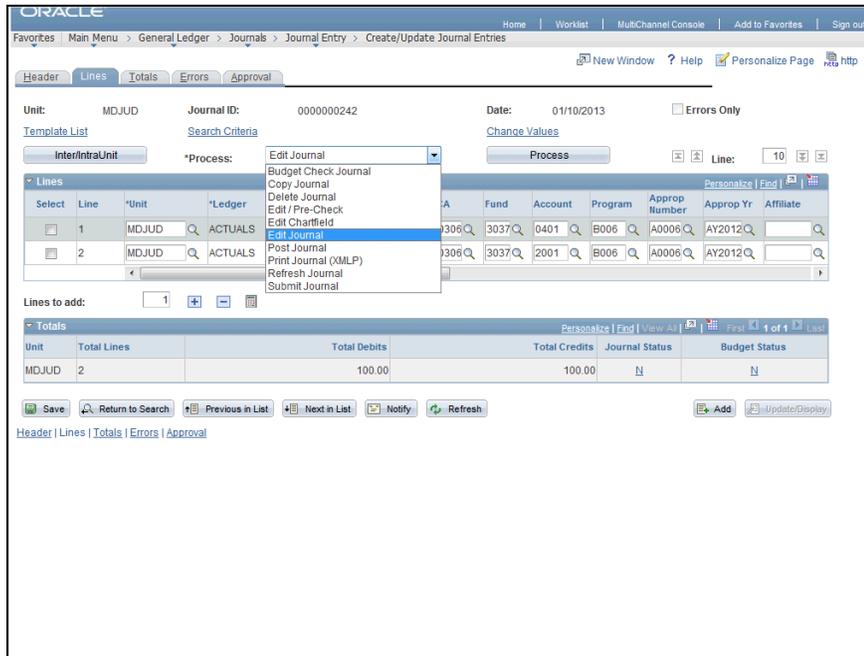
- Unit: MDJUD
- Journal ID: 000000242
- Date: 01/10/2013
- Long Description: (empty)
- Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Ledger: (empty)
- Fiscal Year: 2013
- Source: ONL
- Period: 7
- Reference Number: (empty)
- ADB Date: 01/10/2013
- Journal Class: (empty)
- Transaction Code: GENERAL
- SJE Type: (empty)

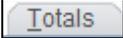
 There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Autobalance on 0 Amount Line'. The bottom of the form shows navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

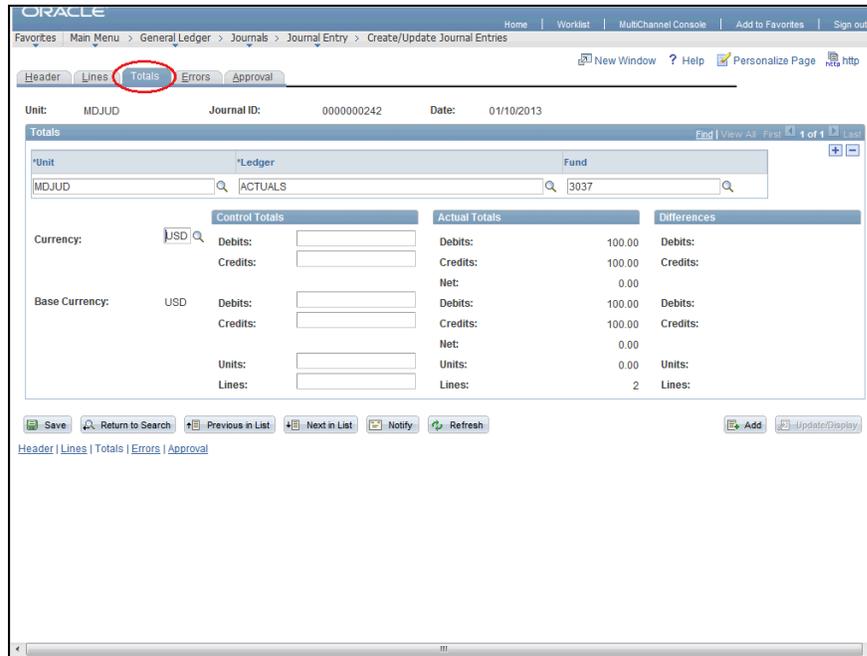
Step	Action
8.	<p>Click the <b>Lines</b> tab.</p> 
9.	<p>The journal <b>Lines</b> page displays the transaction or journal line that is linked to a header.</p>



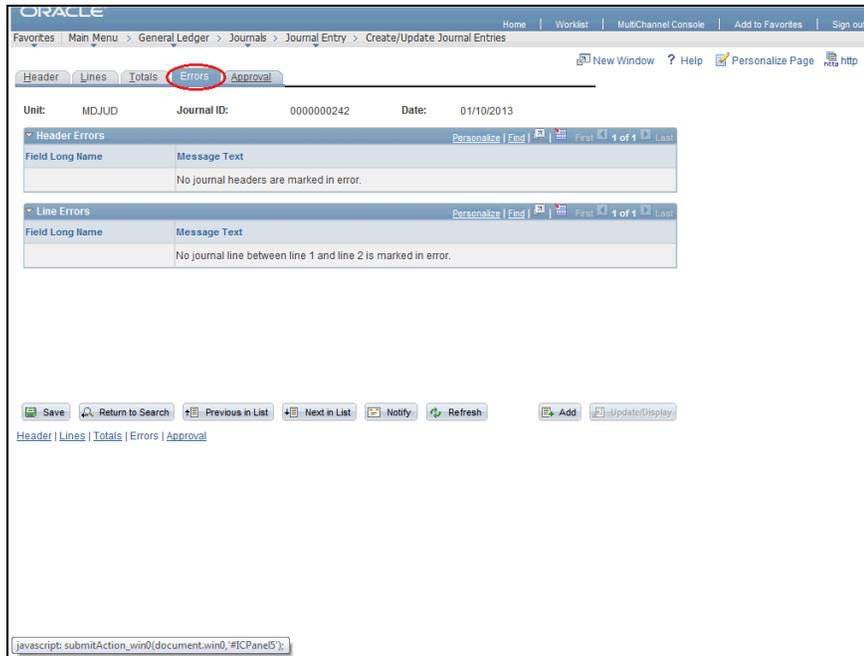
Step	Action
10.	<p>In the GEARs Purchasing, eProcurement and Payables modules, line-level information includes the detailed elements of a transaction.</p> <p>For example, in Purchasing, eProcurement and Payables, lines include the goods or services being requested and how much they cost. In Commitment Control and General Ledger, journal lines contain accounting information to be posted to the budget ledgers and/or General Ledger.</p> <p>In this example, there are two journal lines containing accounting information to be posted to the General Ledger.</p>
11.	<p>The <b>SpeedType</b> field is a shortcut to entering account for transactions. The SpeedType name is equivalent to a PCA value. When GEARs users enter the PCA code in the SpeedType field, the Batch Agency, PCA, Fund, Account, Program, and Appropriation Number fields will automatically populate.</p>
12.	<p>In this example, SpeedType '00306' was entered and the associated codes for Batch Agency, PCA, Fund, Account, Program, and Appropriation Number automatically pre-populated.</p>
13.	<p>The <b>Process</b> field indicates the task to be performed for the journal entry.</p> <p>Click the <b>Process</b> list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <span>Edit Journal</span> </div>



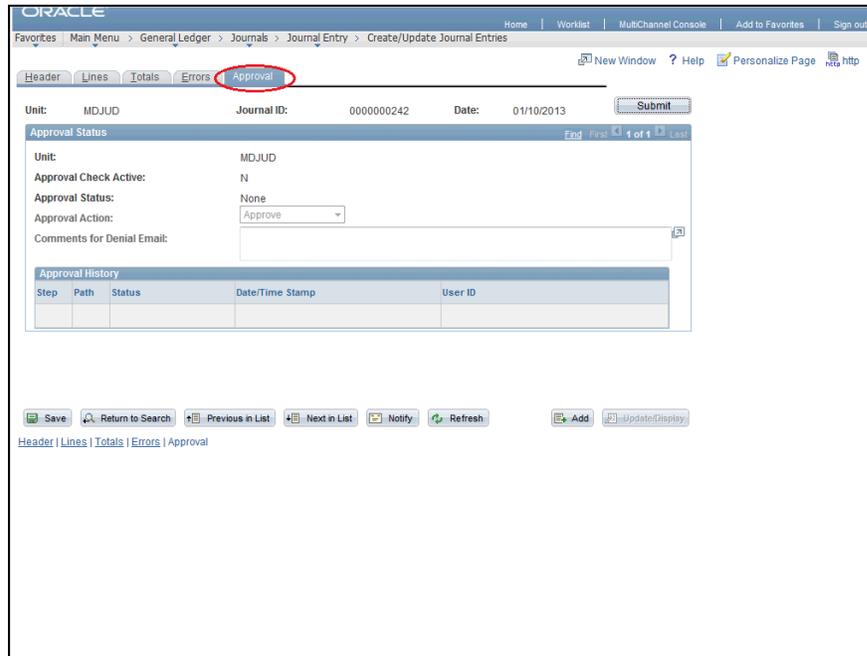
Step	Action
14.	<p>The following list of processes can be performed for a journal entry:</p> <ul style="list-style-type: none"> <li>- Budget Check Journal</li> <li>- Copy Journal</li> <li>- Delete Journal</li> <li>- Edit / Pre-Check</li> <li>- Edit ChartField</li> <li>- Edit Journal</li> <li>- Post Journal</li> <li>- Print Journal (XMLP)</li> <li>- Refresh Journal</li> <li>- Submit Journal</li> </ul> <p>In this example, the "Edit Journal" task was performed for this journal entry.</p>
15.	<p>Click the <b>Totals</b> tab.</p> 



Step	Action
16.	<p>The Journal <b>Totals</b> page is used to specify control debit and credit amounts (optional) and the number of lines. Additionally, the actual debit and credit amounts are displayed.</p> <p>In this example, there are 2 journal lines, (1) totaling, \$100.00 debits and (2) totaling, \$100.00 credits.</p>
17.	<p>Click the <b>Errors</b> tab.</p> 



Step	Action
18.	<p>The Journal <b>Errors</b> page displays errors that occur when a journal entry has been edited. This page shows header and line errors.</p> <p>Some typical journal errors include:</p> <ul style="list-style-type: none"> <li>- Invalid Chartfield values.</li> <li>- Debits do not equal credits</li> </ul> <p>In this example, there are no journal entry errors.</p>
19.	<p>Click the <b>Approval</b> tab.</p> 



ORACLE  
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval**

Unit: MDJUD      Journal ID: 0000000242      Date: 01/10/2013     

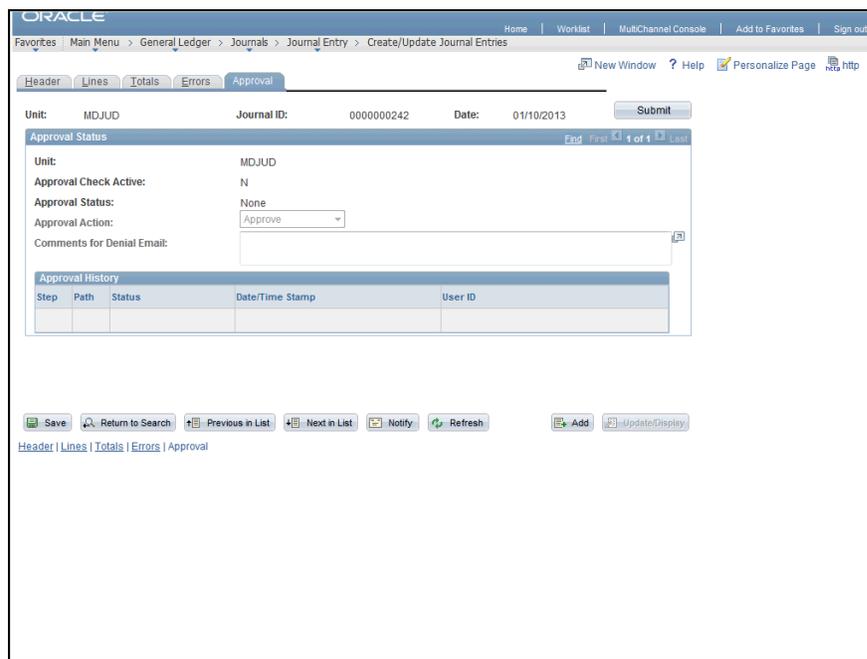
Approval Status Find    First 1 of 1    Last

Unit: MDJUD  
Approval Check Active: N  
Approval Status: None  
Approval Action:   
Comments for Denial Email:

Approval History				
Step	Path	Status	Date/Time Stamp	User ID

Header | Lines | Totals | Errors | Approval

Step	Action
20.	The Journal <b>Approval</b> page is used displays the approval status for the journal entry.  In this example, Journal ID 0000000242 has not been submitted; therefore, no approval action has been taken. The approval status field displays "None".



ORACLE  
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval**

Unit: MDJUD      Journal ID: 0000000242      Date: 01/10/2013     

Approval Status Find    First 1 of 1    Last

Unit: MDJUD  
Approval Check Active: N  
Approval Status: None  
Approval Action:   
Comments for Denial Email:

Approval History				
Step	Path	Status	Date/Time Stamp	User ID

Header | Lines | Totals | Errors | Approval

<b>Step</b>	<b>Action</b>
21.	<p>You have successfully completed the <i>Understanding the Journal Entry Process</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"><li>- Review a journal entry</li><li>- Review the journal header and journal lines</li><li>- Review the journal process tasks</li><li>- Identify the approval status of a journal</li></ul> <p><b>End of Procedure.</b></p>

## Lesson 2: Creating Journals Online

### Lesson Overview

In this lesson, you will learn how to create online journal entries to correct accounting entries recorded for transactions entered/recorded in GEARS. Non-DBF employees that are authorized to create General Ledger (GL) journals in GEARS create GL journal entries to correct entries that may have been inadvertently posted to the wrong account or project.

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a journal entry for a reclassifications
- Run the Edit process on a Journal
- Post a journal entry

### 2.1 Entering a Reclassification Journal Entry

Use a General Ledger journal entry to reclassify a journal that has already been posted to the Actuals ledger. Consider this scenario: In GEARS, accounting periods are opened by module. For example, an accounting period could be open for General Ledger transactions and closed for Accounts Payable transactions.

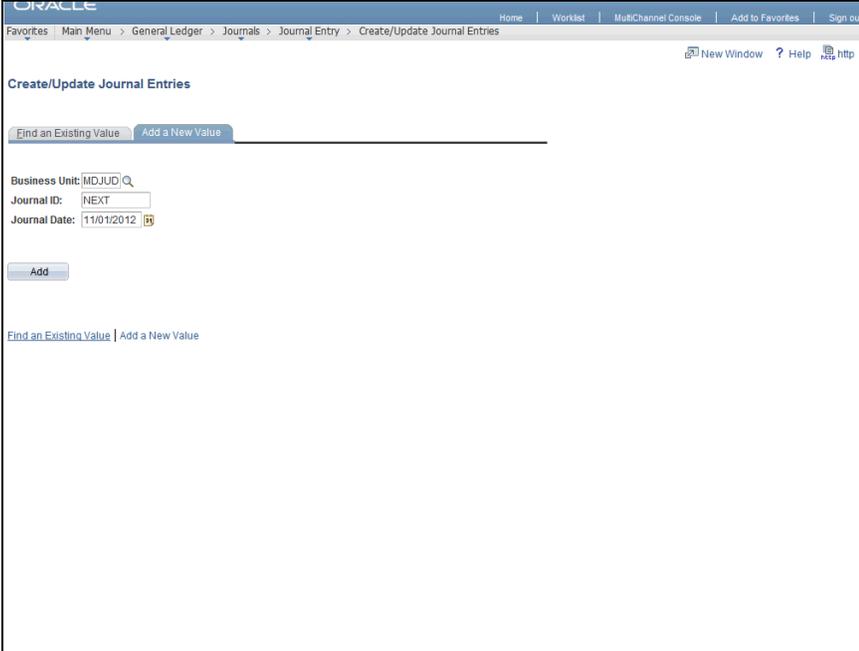
After completing this topic, you will be able to:

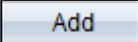
- Enter a reclassification journal entry
- Edit and post the journal entry

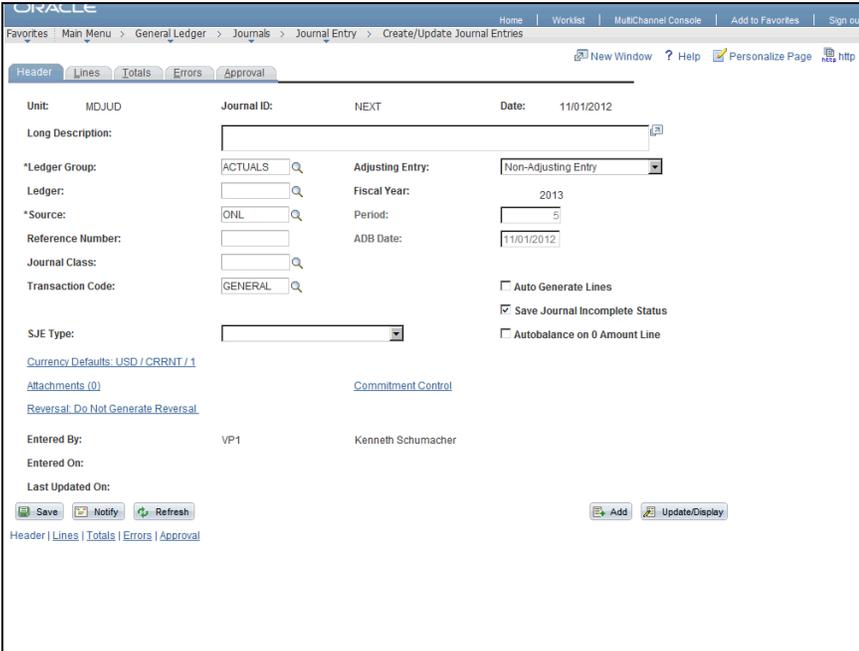
### Procedure

In this topic you will learn how to edit and post a journal entry.

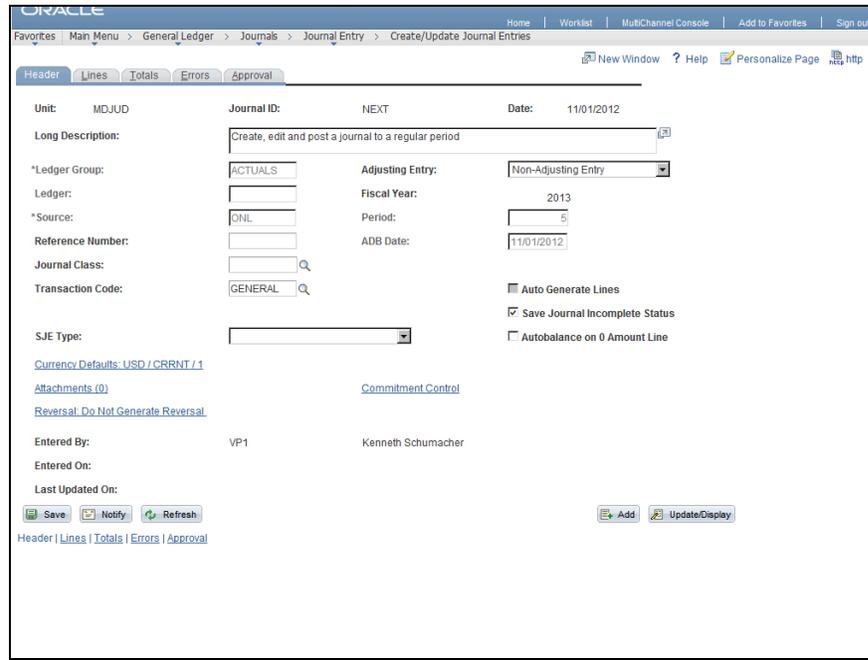
Step	Action
1.	Click the <b>General Ledger</b> link. 
2.	Click the <b>Journals</b> link. 
3.	Click the <b>Journal Entry</b> link. 
4.	Click the <b>Create/Update Journal Entries</b> link. 

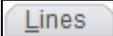


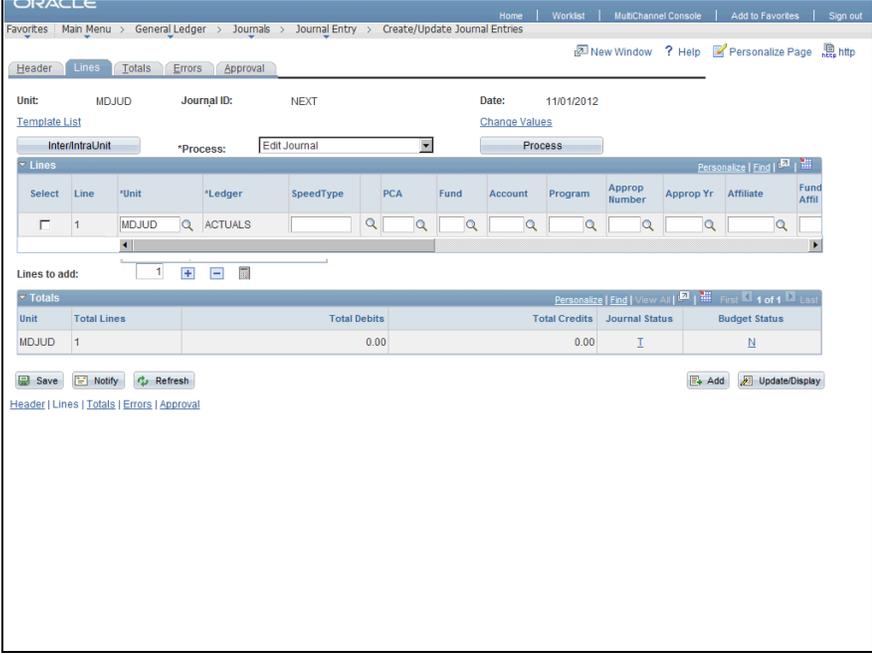
Step	Action
5.	Be sure the fields above are populated with the appropriate information. Click the <b>Add</b> button. 



Step	Action
6.	Enter the desired information into the <b>Long Description</b> field.



Step	Action
7.	Click the <b>Save Journal Incomplete Status</b> option to deselect it. 
8.	Click the <b>Lines</b> tab. 



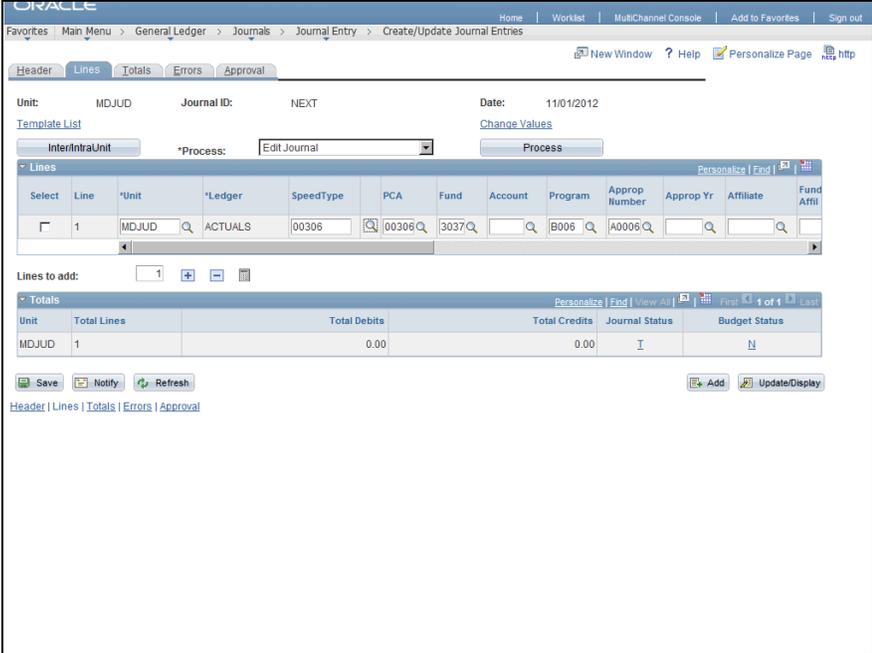
Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

InterIntraUnit \*Process: Edit Journal

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS									

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	I	N

Step	Action
9.	Enter the desired information into the <b>SpeedType</b> field.



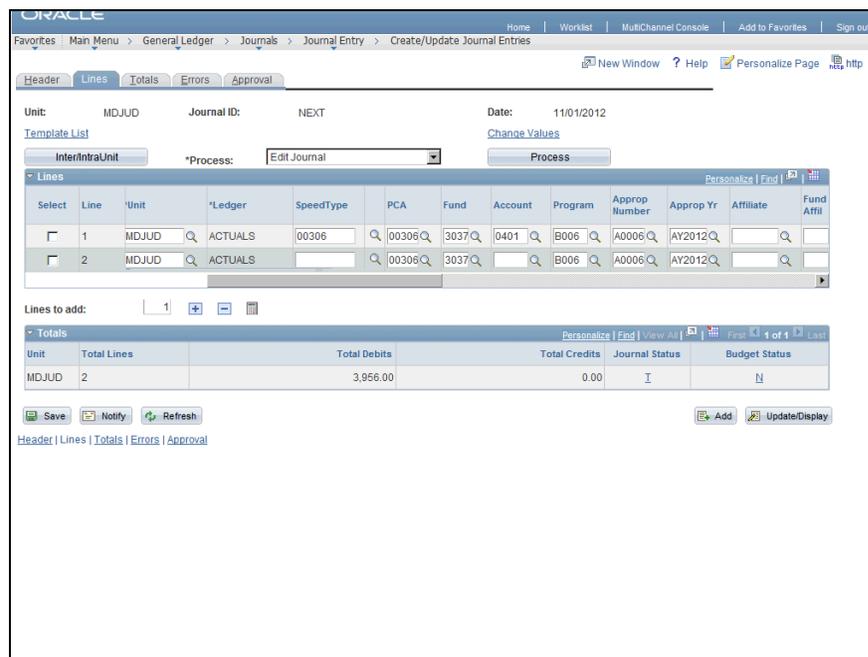
Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

InterIntraUnit \*Process: Edit Journal

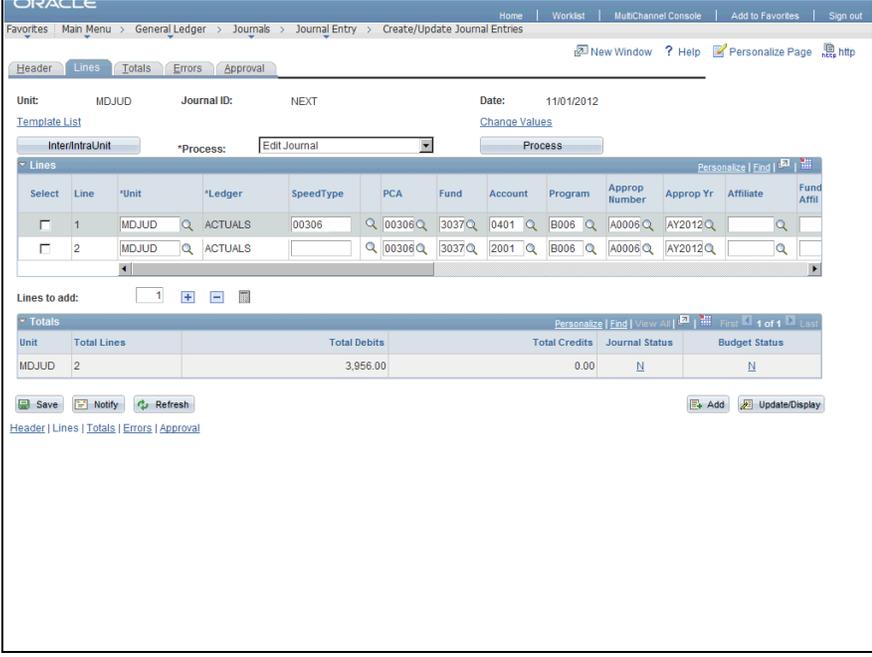
Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037		B006	A0006			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	I	N

Step	Action
10.	Verify that the appropriate Chartfield values populate, including: - Batch Agency - PCA - Fund - Program - Approp Number
11.	Enter the desired information into the <b>Account</b> field.
12.	Enter the desired information into the <b>Approp Yr</b> field.
13.	Use the <b>horizontal</b> scrollbar to reveal the <b>Amount</b> field.
14.	Enter the desired information into the <b>Amount</b> field. For example, enter " <b>1978.00</b> ".
15.	Click the <b>Insert Lines</b> button. 



Step	Action
16.	On the second line, enter the desired information into the <b>Account</b> field.
17.	Click the <b>horizontal</b> scrollbar to reveal the <b>Amount</b> field.
18.	Enter the desired information into the <b>Amount</b> field. Enter " <b>-1978.00</b> ".



Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

InterIntraUnit \*Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037	2001	B006	A0006	AY2012		

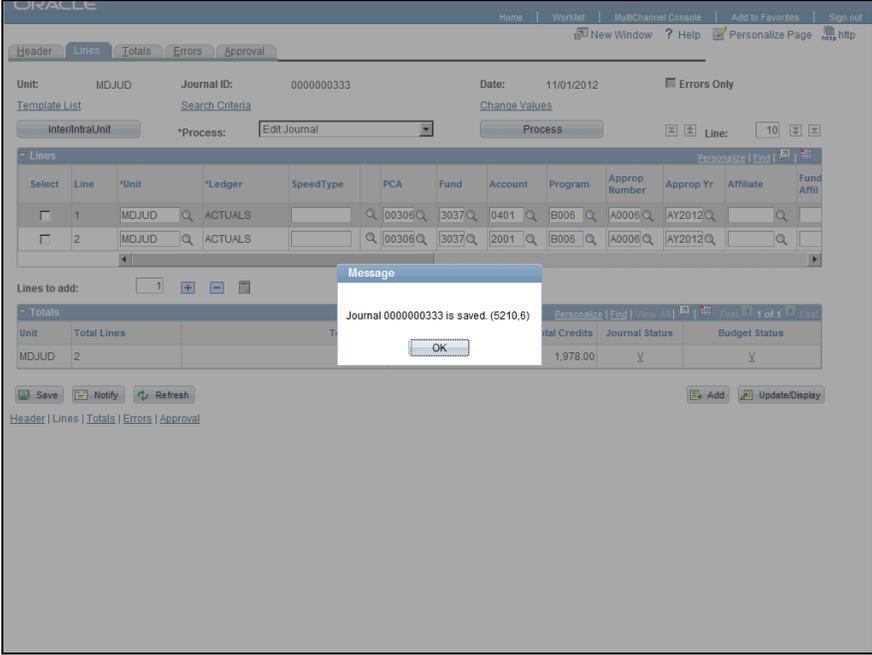
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	3,956.00	0.00	N	N

Buttons: Save, Notify, Refresh, Add, Update/Display

Step	Action
19.	Verify that the <b>Process</b> list displays "Edit Journal".
20.	Click the <b>Process</b> button.

**Process**



Unit: MDJUD Journal ID: 0000000333 Date: 11/01/2012 Errors Only

InterIntraUnit \*Process: Edit Journal Process Line: 10

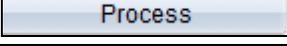
Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS		00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037	2001	B006	A0006	AY2012		

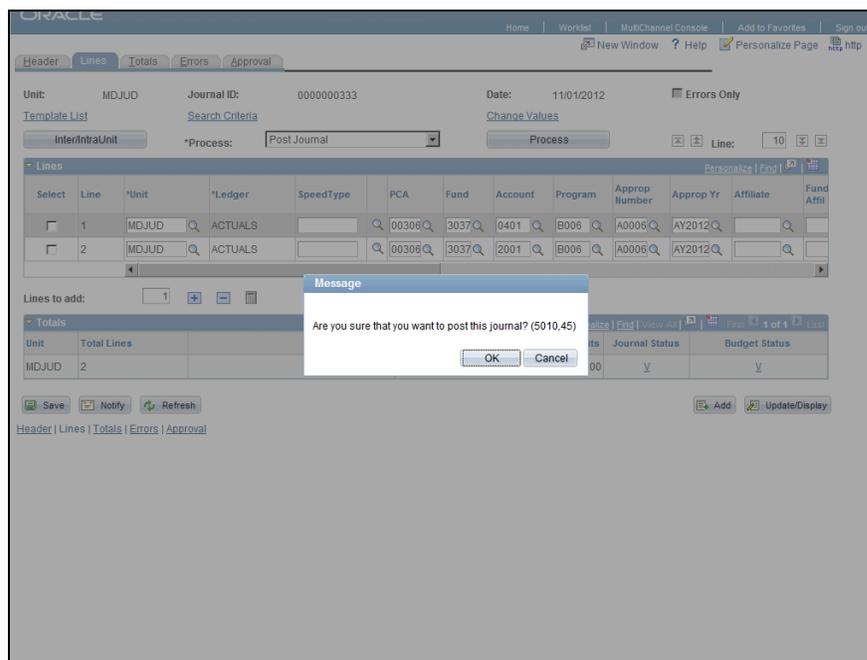
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2		1,978.00	Y	Y

Message: Journal 0000000333 is saved. (5210.6) OK

Buttons: Save, Notify, Refresh, Add, Update/Display

Step	Action
21.	Take note of the Journal ID.  Click the <b>OK</b> button. 
22.	Click the <b>Process</b> list. 
23.	Click the <b>Post Journal</b> list item. 
24.	Click the <b>Process</b> button. 



Step	Action
25.	Click the <b>OK</b> button to post the journal. 
26.	The journal is now posted.  <b>NOTE:</b> You cannot edit the journal after it has been posted.

Step	Action
27.	<p>You have successfully completed the <i>Entering a Reclassification Journal entry</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"><li>- Enter Journal header and Line information</li><li>- Run the Edit process on a journal</li><li>- Post a journal</li></ul> <p><b>End of Procedure.</b></p>

## Lesson 3: Reviewing General Ledger Journal Information

### Lesson Overview

In General Ledger, you can view specific journal entries after they have been created and monitor ledger balances as needed using online inquiry pages. In this lesson, you will review some of the online inquiries available.

### Lesson Objectives

After completing this lesson, you should be able to:

- Use the **Journal Inquiry** page to view journal information
- Use the **Ledger inquiry** page to view ledger balances

### 3.1 Viewing Journal Entries

The **Journal Inquiry** page allows you to search for and view journal entries created in General Ledger. You can create an inquiry to find journal entries for criteria such as the Fiscal Year, Period(s), Journal ID, journal date and status among other criteria. You can use the inquiry in the future and modify (as needed).

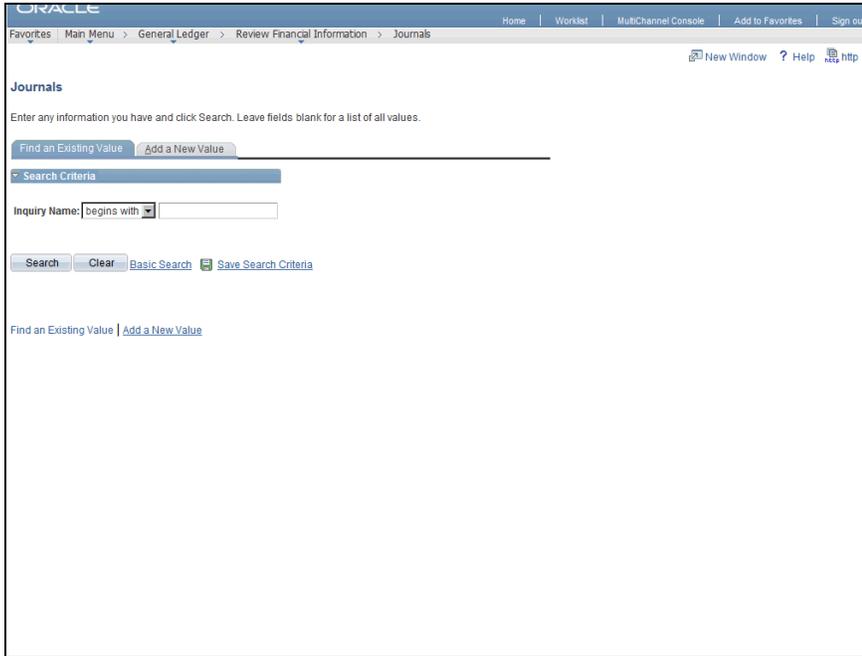
After completing topic, you will be able to:

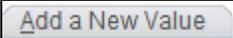
- Use the **Journal Inquiry** search page
- Review journal entries for the specified criteria

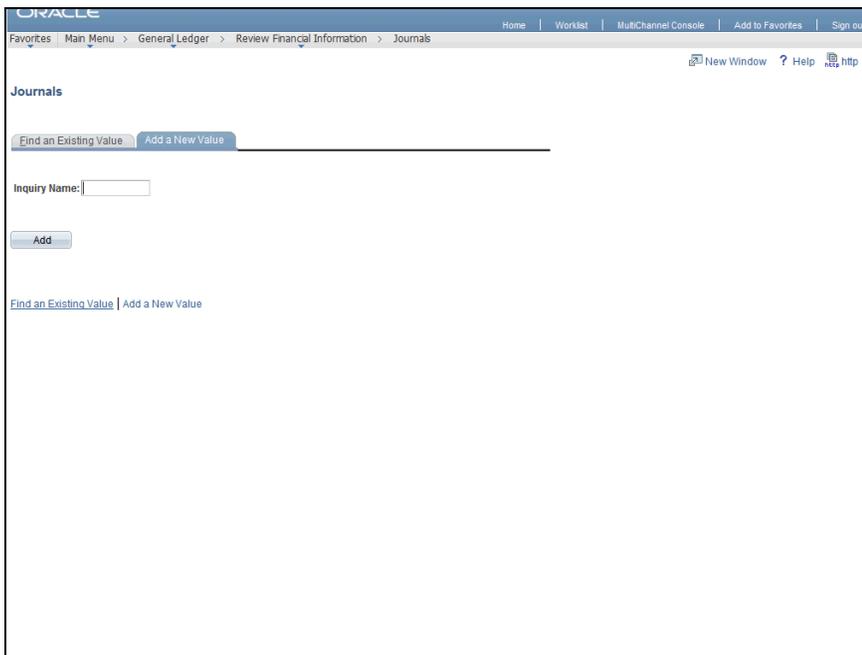
### Procedure

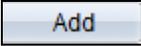
In this topic, the **Journal Inquiry page** is used find journal entries for a based on criteria entered.

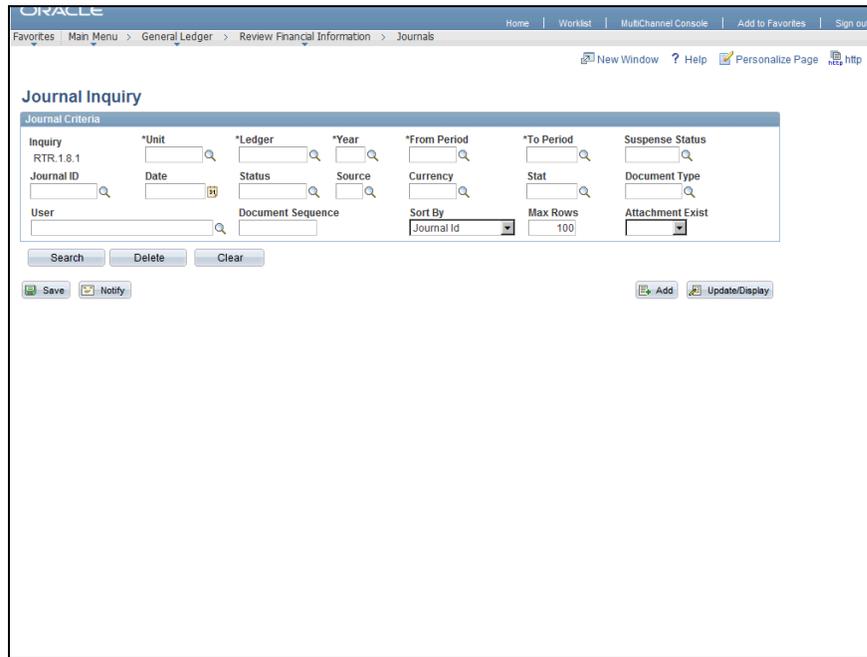
Step	Action
1.	Navigate to the <b>Journal Inquiry</b> page. Click the <b>General Ledger</b> link. 
2.	Click the <b>Review Financial Information</b> link. 
3.	Click the <b>Journals</b> link. 



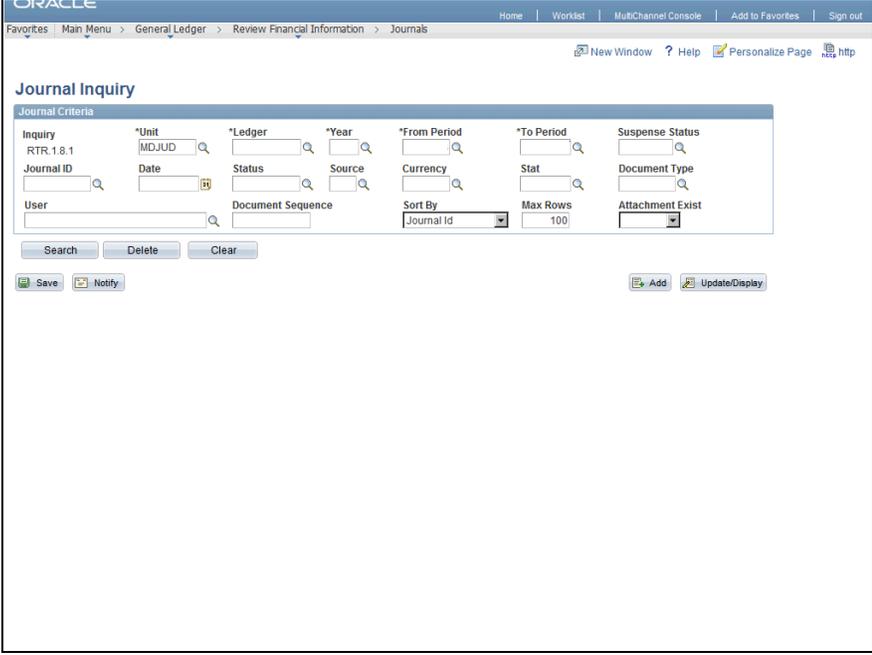
Step	Action
4.	<p>The <b>Journals</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> 



Step	Action
5.	Enter the desired information into the <b>Inquiry Name</b> field.
6.	Click the <b>Add</b> button. 



Step	Action
7.	The <b>Journal Inquiry</b> page displays. Enter the desired information into the <b>Unit</b> field. Enter " <b>MDJUD</b> ".



Journal Inquiry

Journal Criteria

Inquiry: RTR.1.8.1

\*Unit: MDJUD

\*Ledger:

\*Year:

\*From Period:

\*To Period:

Suspense Status:

Journal ID:

Date:

Status:

Source:

Currency:

Stat:

Document Type:

User:

Document Sequence:

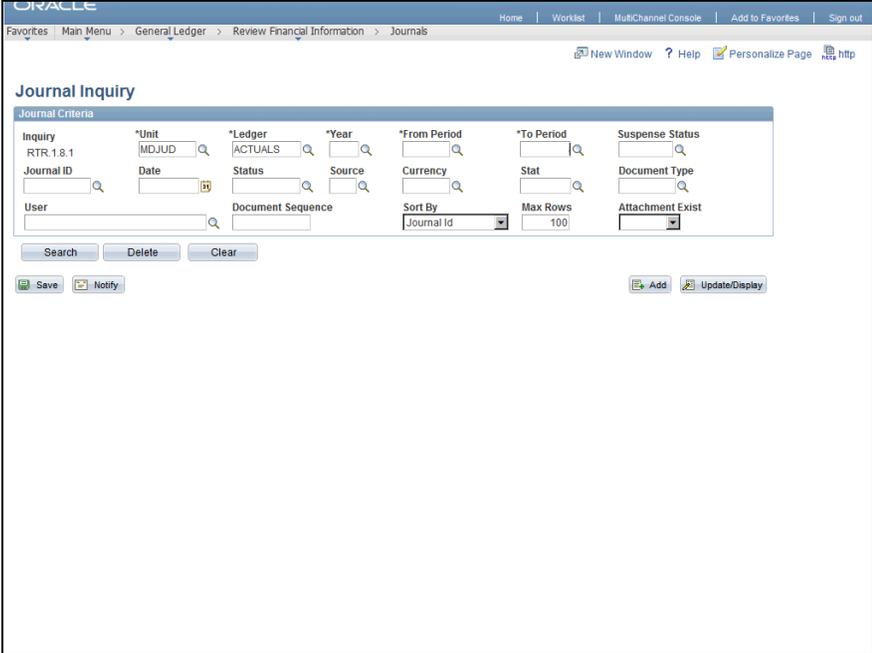
Sort By: Journal Id

Max Rows: 100

Attachment Exist:

Buttons: Search, Delete, Clear, Save, Notify, Add, Update/Display

Step	Action
8.	Enter the desired information into the <b>Ledger</b> field. Enter " <b>ACTUALS</b> ".



Journal Inquiry

Journal Criteria

Inquiry: RTR.1.8.1

\*Unit: MDJUD

\*Ledger: ACTUALS

\*Year:

\*From Period:

\*To Period:

Suspense Status:

Journal ID:

Date:

Status:

Source:

Currency:

Stat:

Document Type:

User:

Document Sequence:

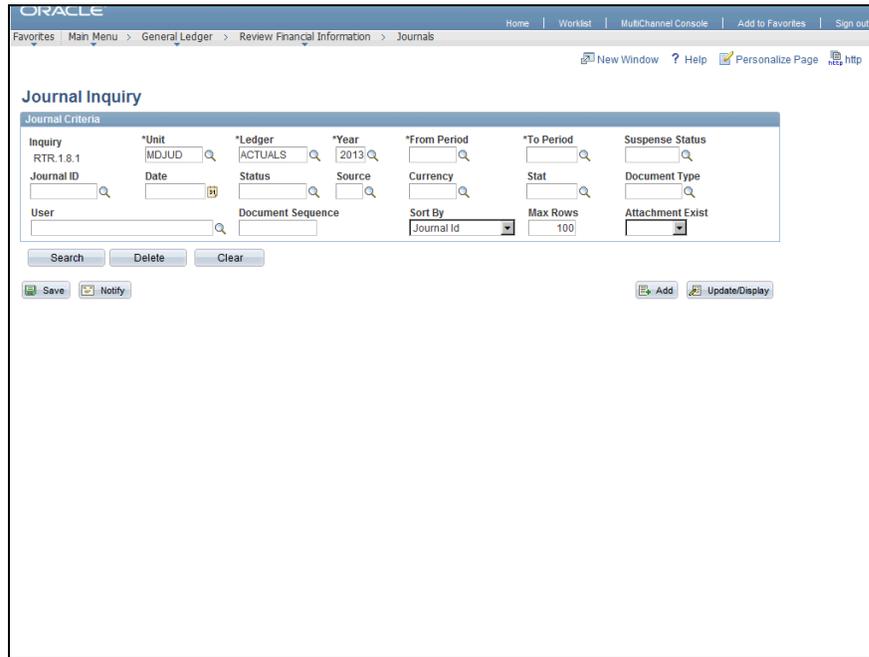
Sort By: Journal Id

Max Rows: 100

Attachment Exist:

Buttons: Search, Delete, Clear, Save, Notify, Add, Update/Display

Step	Action
9.	Enter the desired information into the <b>Year</b> field.



ORACLE  
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
Favorites | Main Menu > General Ledger > Review Financial Information > Journals

New Window ? Help Personalize Page http

### Journal Inquiry

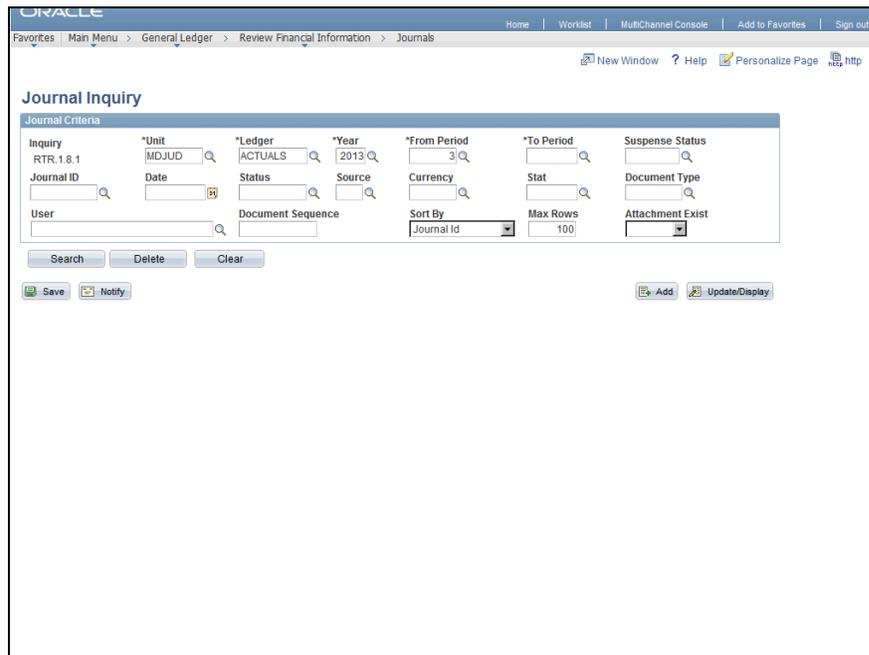
Journal Criteria

Inquiry RTR.1.8.1	*Unit MDJUD	*Ledger ACTUALS	*Year 2013	*From Period	*To Period	Suspense Status
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence	Sort By Journal Id	Max Rows 100	Attachment Exist		

Search Delete Clear

Save Notify Add Update/Display

Step	Action
10.	Enter the desired information into the <b>From Period</b> field.



ORACLE  
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
Favorites | Main Menu > General Ledger > Review Financial Information > Journals

New Window ? Help Personalize Page http

### Journal Inquiry

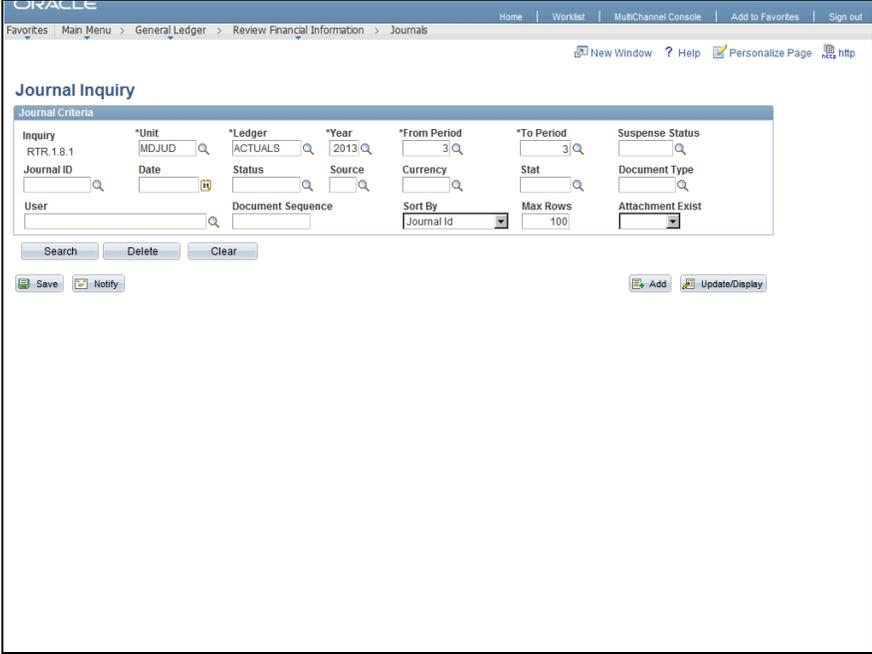
Journal Criteria

Inquiry RTR.1.8.1	*Unit MDJUD	*Ledger ACTUALS	*Year 2013	*From Period 3	*To Period	Suspense Status
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence	Sort By Journal Id	Max Rows 100	Attachment Exist		

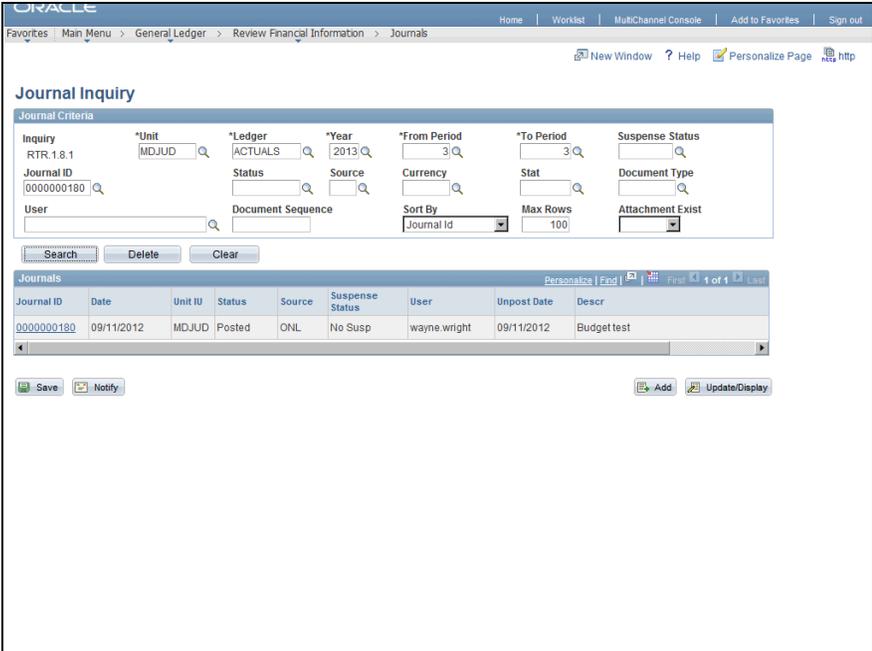
Search Delete Clear

Save Notify Add Update/Display

Step	Action
11.	Enter the desired information into the <b>To Period</b> field.

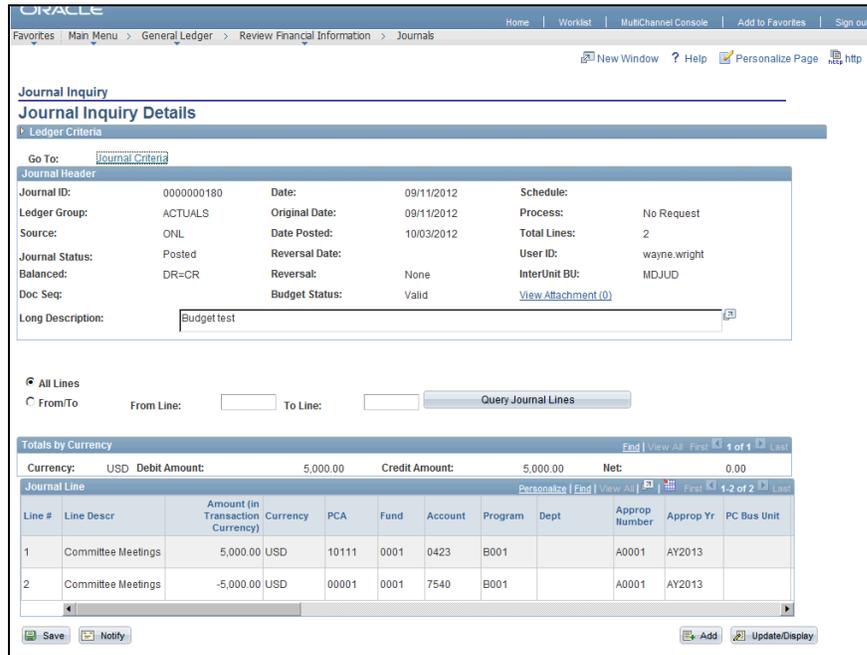


Step	Action
12.	Enter the desired information into the <b>Journal ID</b> field.



Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000000180	09/11/2012	MDJUD	Posted	ONL	No Susp	wayne.wright	09/11/2012	Budget test

Step	Action
13.	Click a journal ID link. <a href="#">0000000180</a>

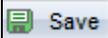


The screenshot shows the Oracle Journal Inquiry interface. The 'Journal Inquiry Details' section displays the following information:

- Journal ID:** 0000000180
- Date:** 09/11/2012
- Schedule:** No Request
- Ledger Group:** ACTUALS
- Original Date:** 09/11/2012
- Process:** No Request
- Source:** ONL
- Date Posted:** 10/03/2012
- Total Lines:** 2
- Journal Status:** Posted
- Reversal Date:** None
- User ID:** wayne.wright
- Balanced:** DR=CR
- Reversal:** None
- InterUnit BU:** MDJUD
- Doc Seq:** Valid
- Budget Status:** Valid
- Long Description:** Budget test

Below the details, there are options to 'All Lines' or 'From/To' with 'From Line' and 'To Line' input fields, and a 'Query Journal Lines' button. A summary table shows 'Totals by Currency' with USD Debit Amount of 5,000.00, Credit Amount of 5,000.00, and Net of 0.00. The 'Journal Line' table lists two entries:

Line #	Line Descr	Amount (in Transaction Currency)	Currency	PCA	Fund	Account	Program	Dept	Approp Number	Approp Yr	PC Bus Unit
1	Committee Meetings	5,000.00	USD	10111	0001	0423	B001		A0001	AY2013	
2	Committee Meetings	-5,000.00	USD	00001	0001	7540	B001		A0001	AY2013	

Step	Action
14.	Click the <b>Save</b> button. 
15.	You have successfully completed the Viewing Journal Entries topic.  You have learned how to: - Use the <b>Journal Inquiry</b> search page - Review journal entries for the specified criteria  <b>End of Procedure.</b>

### 3.2 Viewing Ledger Balances

The **Ledger** inquiry page allows you to view ledger balances based on criteria that you specified. You can create an inquiry that includes criteria that specifies the ledger balances for the period(s) you want to view. You use the inquiry in the future, as needed.

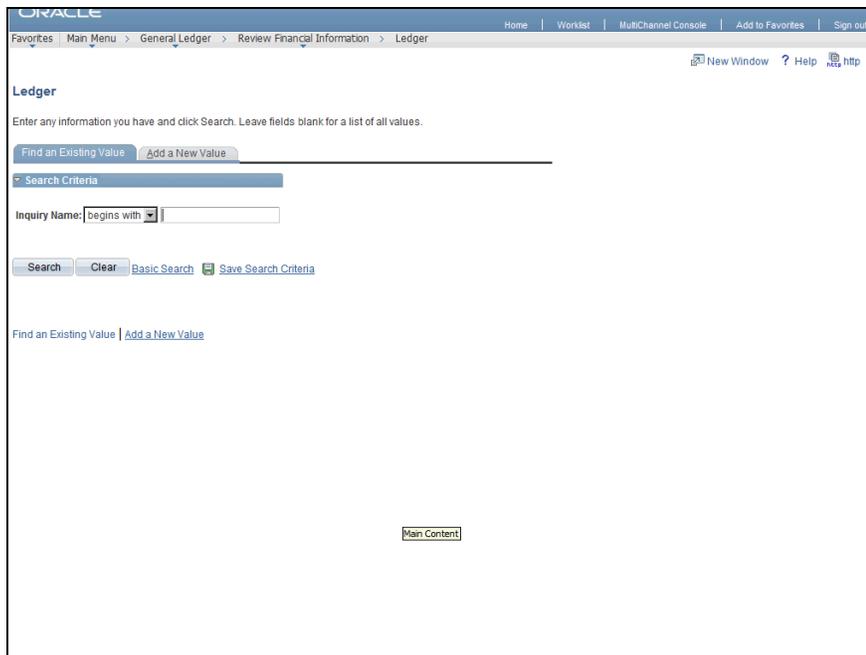
After completing topic, you will be able to:

- Create a Ledger inquiry
- Review ledger balances for the selected periods

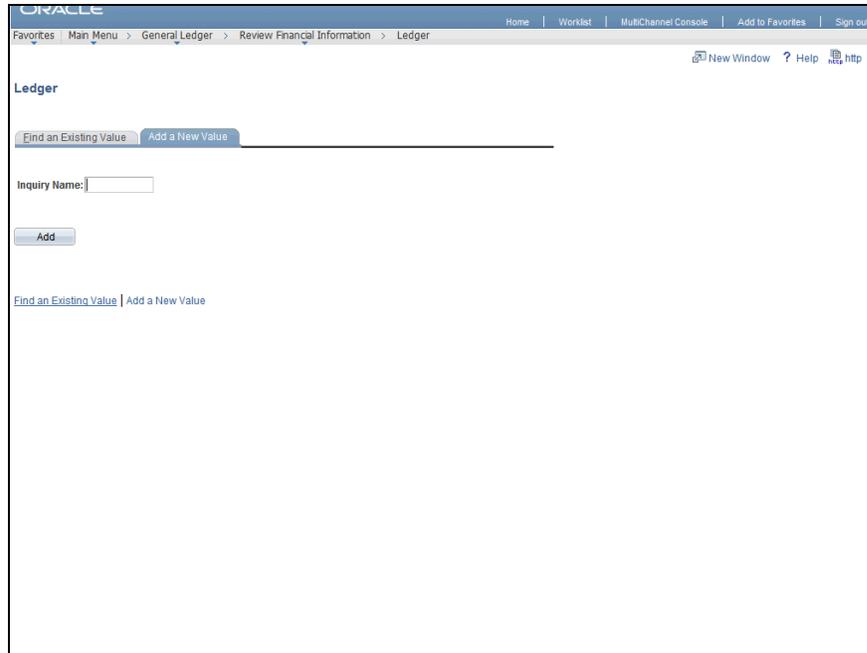
#### Procedure

In this topic, the **Ledger** Inquiry is used to view ledger balances based on user entered criteria.

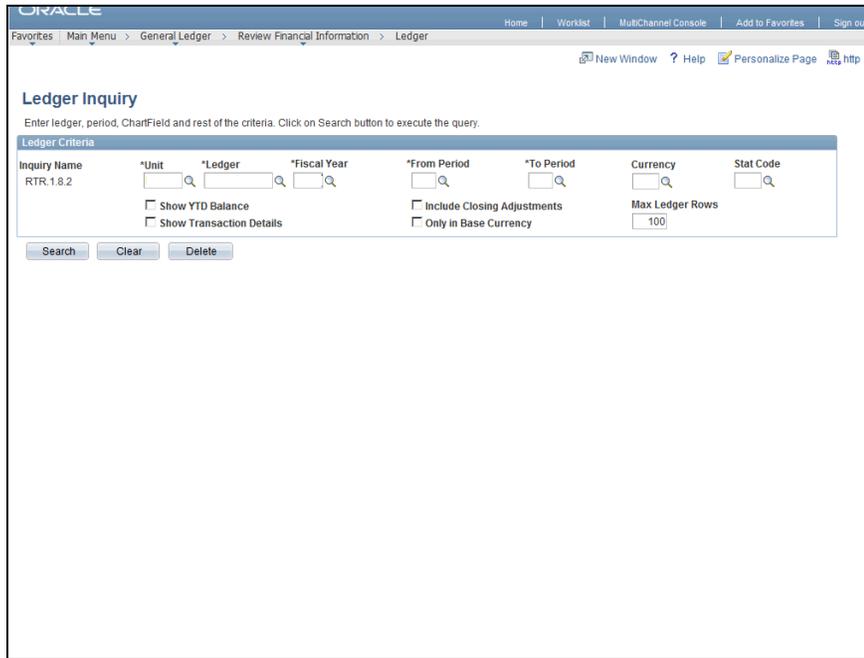
Step	Action
1.	Navigate to the Ledger page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>Review Financial Information</b> link. 
3.	Click the <b>Ledger</b> link. 



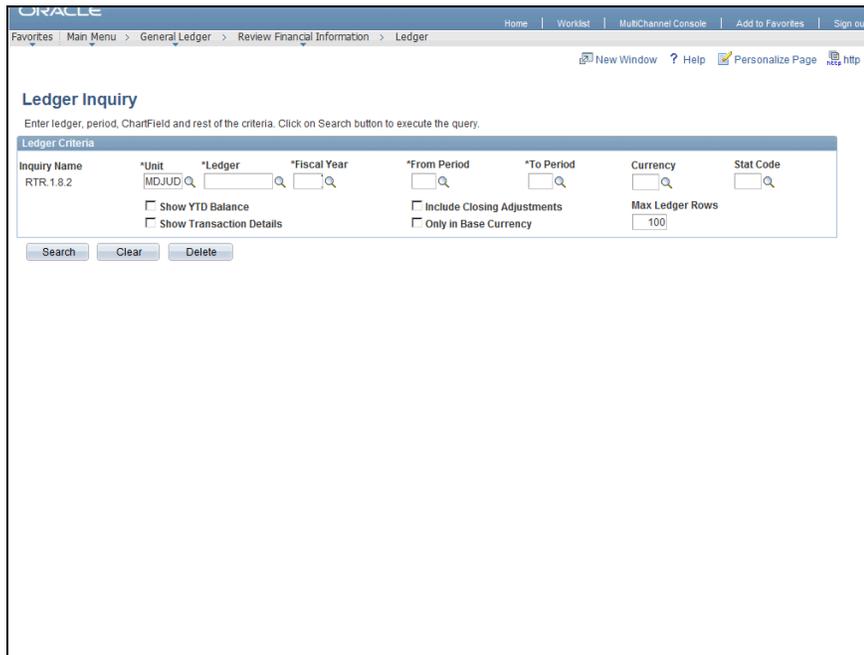
Step	Action
4.	<p>The <b>Ledger</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> 



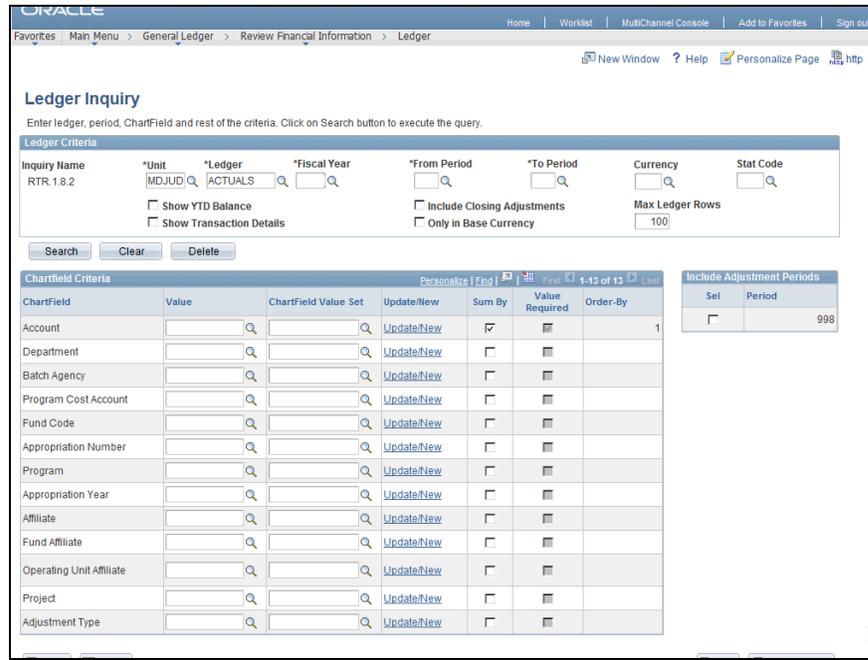
Step	Action
5.	Enter the desired information into the <b>Inquiry Name</b> field.
6.	<p>Click the <b>Add</b> button.</p> 



Step	Action
7.	The <b>Ledger Inquiry</b> page displays.  Enter the desired information into the <b>Unit</b> field. Enter " <b>MDJUD</b> ".



Step	Action
8.	Enter the desired information into the <b>Ledger</b> field. Enter " <b>ACTUALS</b> ".



**Ledger Inquiry**  
Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

Inquiry Name: RTR.1.8.2

\*Unit: MDJUD | \*Ledger: ACTUALS | \*Fiscal Year: | \*From Period: | \*To Period: | Currency: | Stat Code: |

Show YTD Balance |  Include Closing Adjustments | Max Ledger Rows: 100

Show Transaction Details |  Only in Base Currency

[Search] [Clear] [Delete]

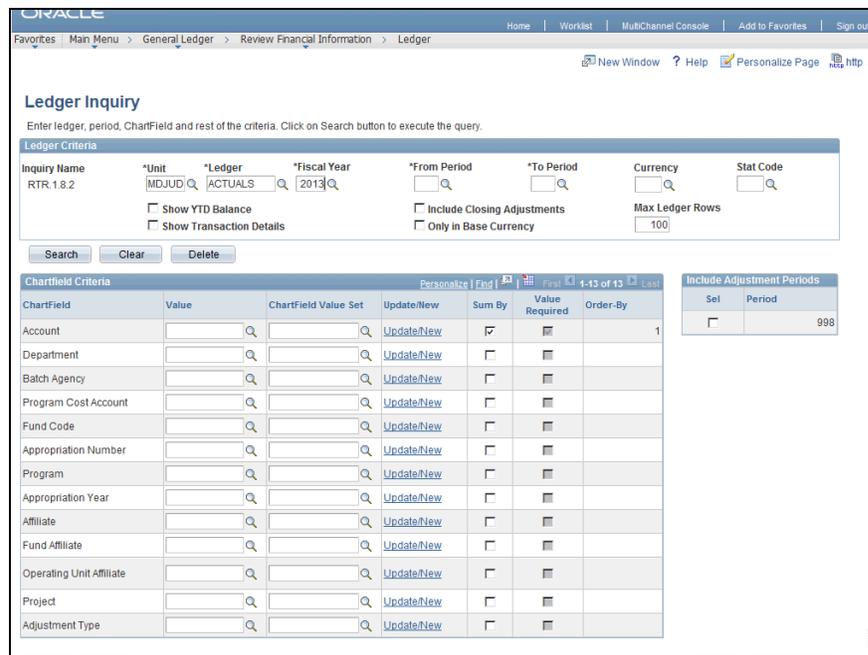
**Chartfield Criteria**

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

**Include Adjustment Periods**

Set	Period
<input type="checkbox"/>	998

Step	Action
9.	Enter the desired information into the <b>Fiscal Year</b> field.



**Ledger Inquiry**  
Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

Inquiry Name: RTR.1.8.2

\*Unit: MDJUD | \*Ledger: ACTUALS | \*Fiscal Year: 2013 | \*From Period: | \*To Period: | Currency: | Stat Code: |

Show YTD Balance |  Include Closing Adjustments | Max Ledger Rows: 100

Show Transaction Details |  Only in Base Currency

[Search] [Clear] [Delete]

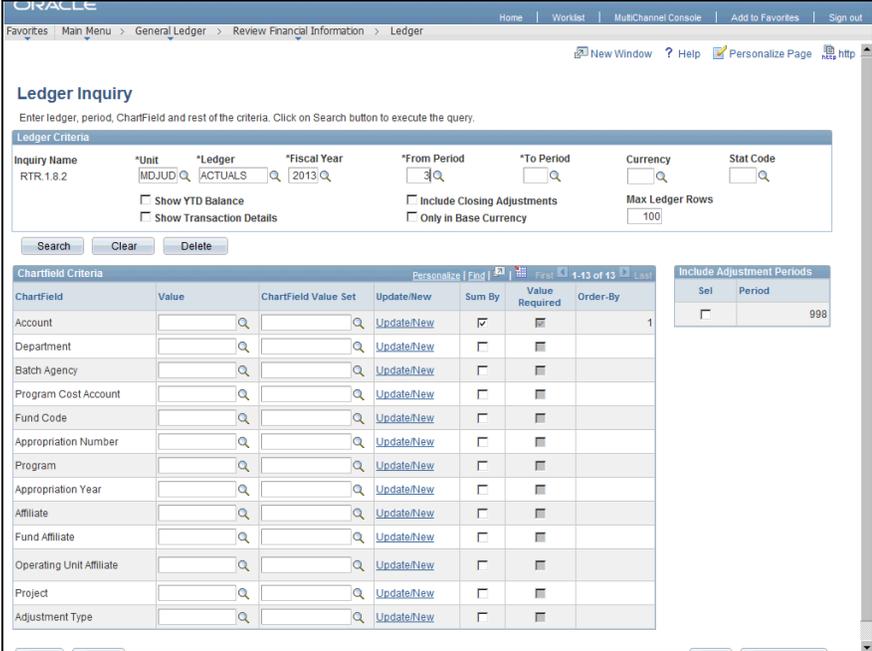
**Chartfield Criteria**

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

**Include Adjustment Periods**

Set	Period
<input type="checkbox"/>	998

Step	Action
10.	Enter the desired information into the <b>From Period</b> field.



**Ledger Inquiry**

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

Inquiry Name: RTR 1.8.2  
 \*Unit: MDJUD  
 \*Ledger: ACTUALS  
 \*Fiscal Year: 2013  
 \*From Period: 3  
 \*To Period:   
 Currency:   
 Stat Code:   
 Show YTD Balance  
 Show Transaction Details  
 Include Closing Adjustments  
 Only in Base Currency  
 Max Ledger Rows: 100

Search Clear Delete

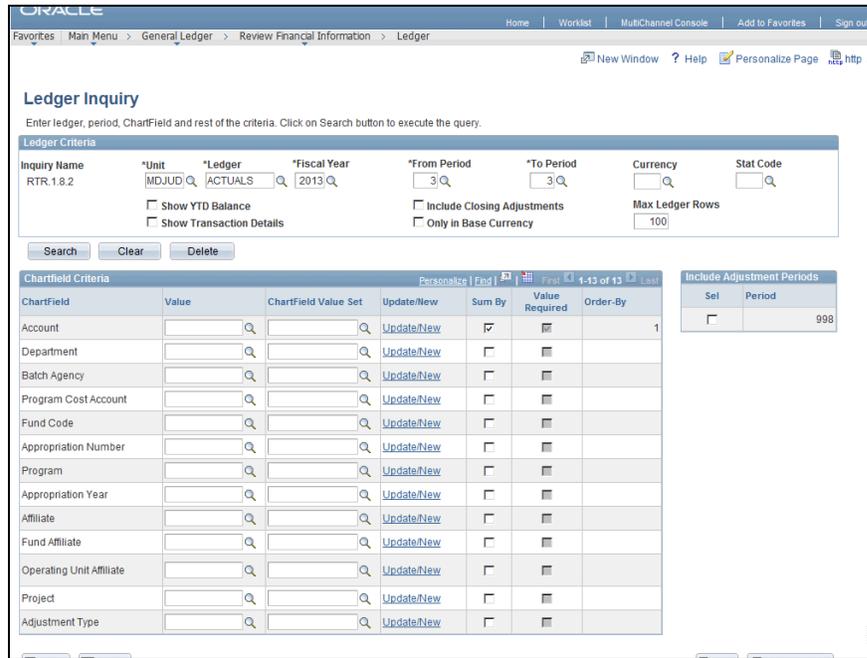
**Chartfield Criteria**

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Include Adjustment Periods**

Sel	Period
<input type="checkbox"/>	998

Step	Action
11.	Enter the desired information into the <b>To Period</b> field.



**Ledger Inquiry**  
Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

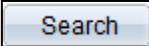
Inquiry Name: RTR.1.8.2  
 \*Unit: MDJUD | \*Ledger: ACTUALS | \*Fiscal Year: 2013  
 \*From Period: 3 | \*To Period: 3  
 Show YTD Balance |  Include Closing Adjustments  
 Show Transaction Details |  Only in Base Currency | Max Ledger Rows: 100

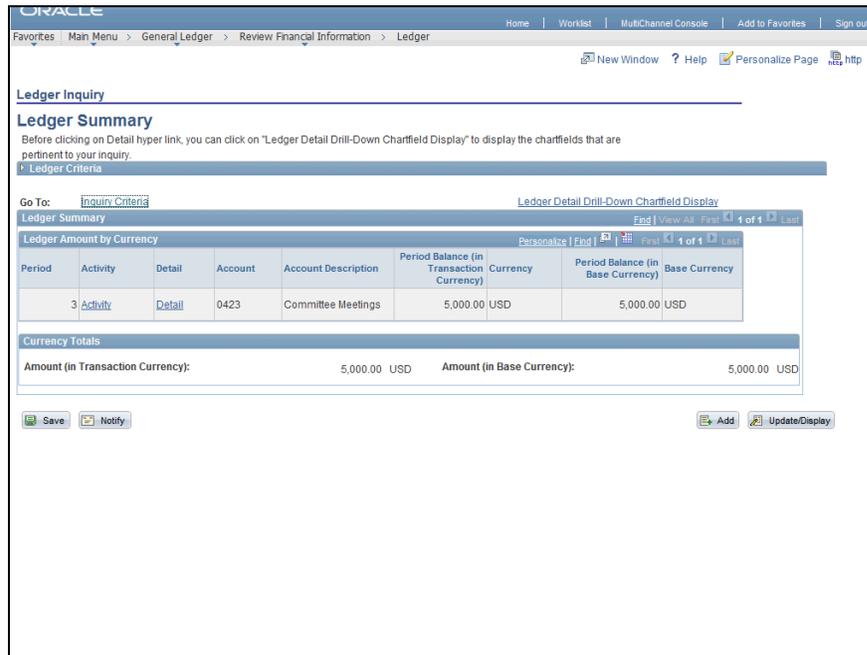
**Chartfield Criteria**

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

**Include Adjustment Periods**

Set	Period
<input type="checkbox"/>	998

Step	Action
12.	Enter the desired information into the <b>Program Cost Account Value</b> field.
13.	Click the <b>Search</b> button. 



**Ledger Inquiry**

**Ledger Summary**  
Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

**Ledger Criteria**

Go To: [Inquiry Criteria](#) | [Ledger Detail Drill-Down Chartfield Display](#)

**Ledger Summary**

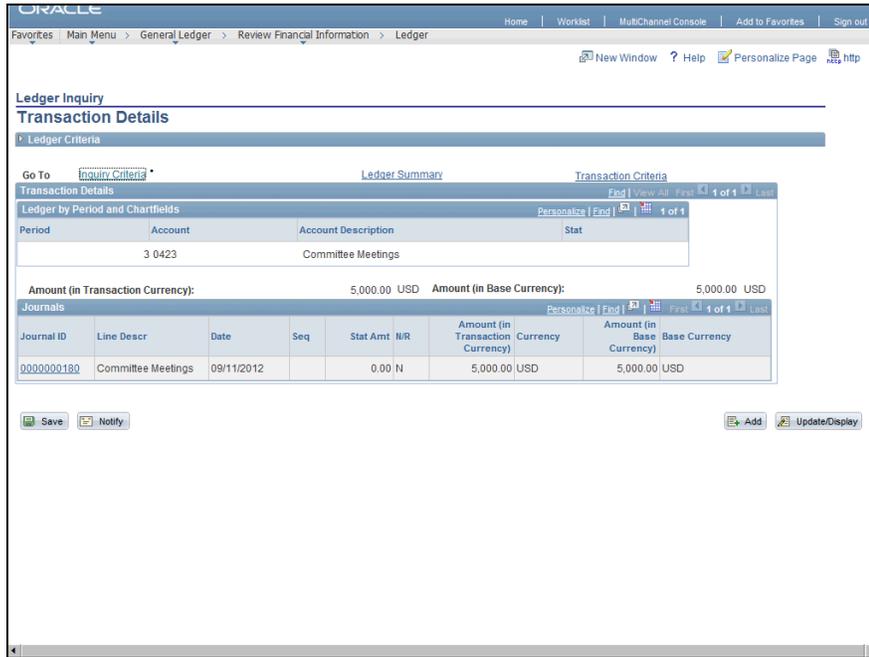
Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
3	Activity	Detail	0423	Committee Meetings	5,000.00	USD	5,000.00	USD

**Currency Totals**

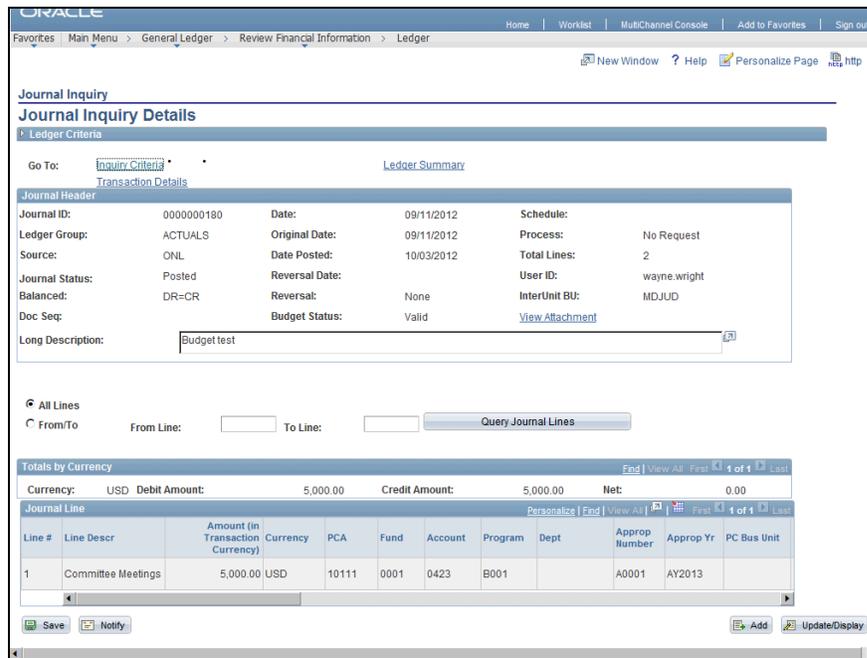
Amount (in Transaction Currency): 5,000.00 USD | Amount (in Base Currency): 5,000.00 USD

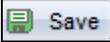
Buttons: Save, Notify, Add, Update/Display

Step	Action
14.	Click the <b>Activity</b> link. <a href="#">Activity</a>



Step	Action
15.	The <b>Transaction Details</b> page displays. Click the journal link. <a href="#">0000000180</a>



Step	Action
16.	<p>The <b>Journal Inquiry Details</b> page displays. Review the information on this page.</p> <p>Click the <b>Save</b> button.</p> 
17.	<p>You have successfully completed the <i>Viewing Ledger Balances</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Use the Ledger Inquiry pages</li> </ul> <p><b>End of Procedure.</b></p>

## Course Summary



### **Congratulations!**

You have successfully completed the *GL210 Creating and Managing Journal Entries (Non-DBF)* course. In this course, you have learned how to:

- Create and post reclassification journal entries
- Review journal entries and ledger balances

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at [gears@mdcourts.gov](mailto:gears@mdcourts.gov) (<mailto:gears@mdcourts.gov>).