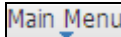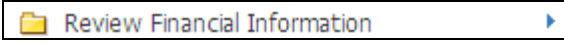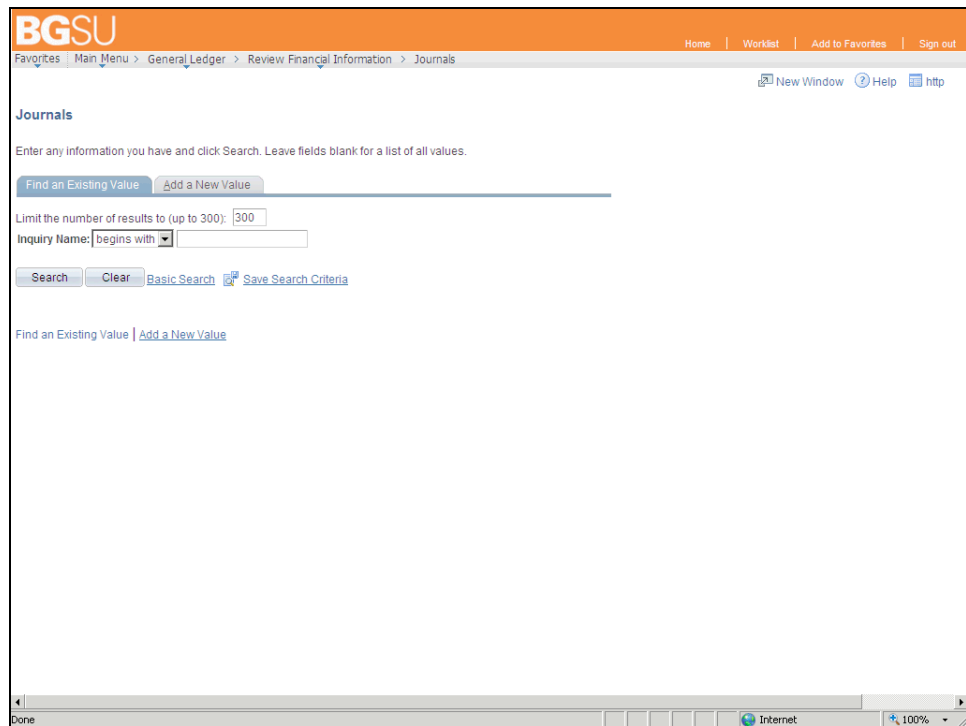# FMSv9.1

Reviewing a Journal Entry

Procedure

In this exercise, you will search for journal entries that match criteria that you select. You will create and save a set of criteria, search for journals using that criteria set, and view a journal from the results. You will also search for and retrieve criteria that had been previously saved.
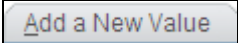
You may be asked to key in entries. You must key them in *exactly* as instructed with spaces, capitalization, punctuation and so on entered precisely as shown in red.
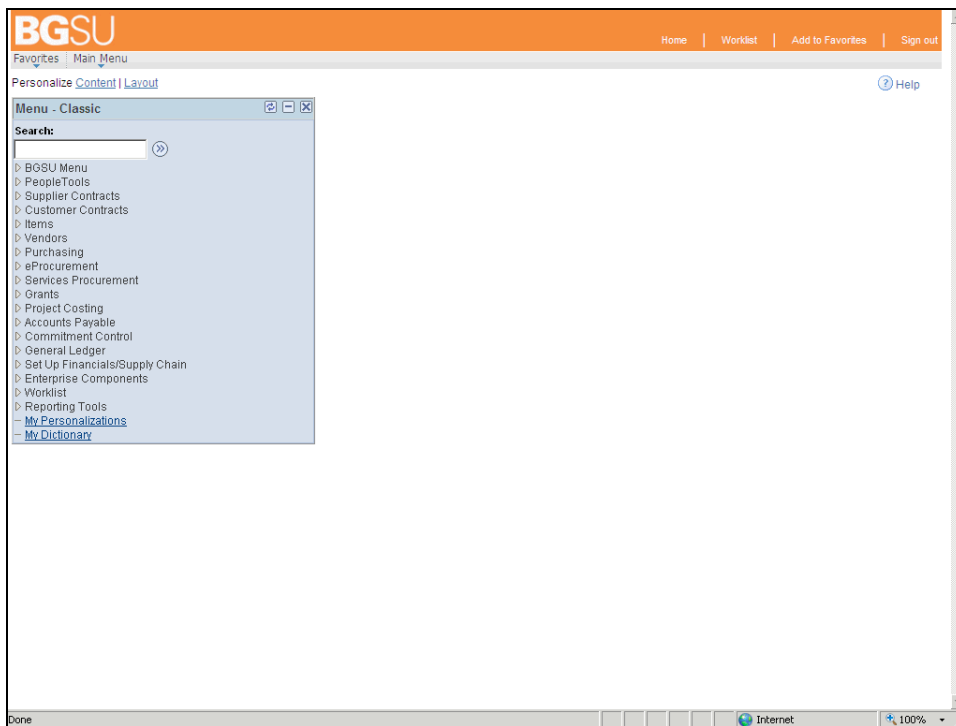
Step	Action
1.	Begin navigating to the **Journal Inquiry** component by opening the Main Menu.
	Click the **Main Menu** link.

Step	Action
2.	Journal operations are contained in the **General Ledger** menu. Click the **General Ledger** menu. 📁 General Ledger ▶
3.	You will be searching for existing journals to review. Click the **Review Financial Information** menu. 📁 Review Financial Information ▶
4.	Click the **Journals** menu. 📄 Journals

BGSU

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Review Financial Information > Journals

New Window ? Help http

Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Inquiry Name: begins with ▾ [   ]

Search   Clear   Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

◀   ▶
Done   🌐 Internet   🔍 100% ▾

Step	Action
5.	The **Journal Inquiry** component appears. You may search for saved inquiries or create a new one. In this exercise you will start by creating a new inquiry to find all journals for the fourth quarter of Fiscal Year 2011. Click the **Add a New Value** tab. Add a New Value

Step	Action
6.	You must supply a name for the new journal inquiry. Click in the **Inquiry Name** field.
7.	The best practice is to use a meaningful name for your inquiry so you can easily retrieve it later. Keep in mind that inquiry names are limited to a maximum of 10 characters and can contain only letters, numbers, and underscores; spaces and symbols are not allowed. Since this inquiry is for journals in fiscal year 2011, fourth quarter, the inquiry name will be **2011Q4**. Enter "**2011Q4**" into the **Inquiry Name** field.
8.	Click the **Add** button. Add
9.	The **Journal Inquiry** page appears. You will next enter the criteria for your journal search. You must enter criteria for at least the following: **Unit** (Business Unit), **Ledger**, **Year** (Fiscal Year), **From Period**, and **To Period**. The Business Unit defaults to BGSUN; you have to enter the other four criteria.
10.	First, select a ledger group. Click the **Look up Ledger (Alt+5)** button.
11.	The only choice available is the Actual Detail Ledger (**ACTUAL**). Click the **ACTUAL** link. ACTUAL Actual Detail Ledger
12.	Next, enter the fiscal year. Click in the **Year** field.
13.	This search is for journals from fiscal year **2011**. Enter "**2011**" into the **Year** field.

Step	Action
14.	Next, select the accounting periods of the fiscal year to use for limiting the journals returned by the search. Click in the **From Period** field.
15.	The accounting periods correspond to months; the fourth quarter of the fiscal year consists of months **10** through **12**. Enter "**10**" into the **From Period** field.
16.	Click in the **To Period** field.
17.	Recall that the accounting periods correspond to months; the fourth quarter of the fiscal year consists of months **10** through **12**. Enter "**12**" into the **To Period** field.
18.	You have finished entering the search criteria. Save this search for later use. Click the **Save** button. 📄 Save
19.	Next you are going to initiate the search for journal entries. Click the **Search** button. Search
20.	All journal entries from the fourth quarter of 2011 are displayed.
21.	You can view one of the journal entries found by the search by clicking on a journal ID. Click the **0000505869** link. 0000505869
22.	Information about the selected journal is shown on this **Journal Inquiry Details** page. You want to return to the search criteria page. Click the **Journal Criteria** link. Journal Criteria

Step	Action
23.	In the next part of this lesson you will find an existing saved journal inquiry and use it to perform a search. Return to the inquiry search page. Click the **Journals** link. Journals
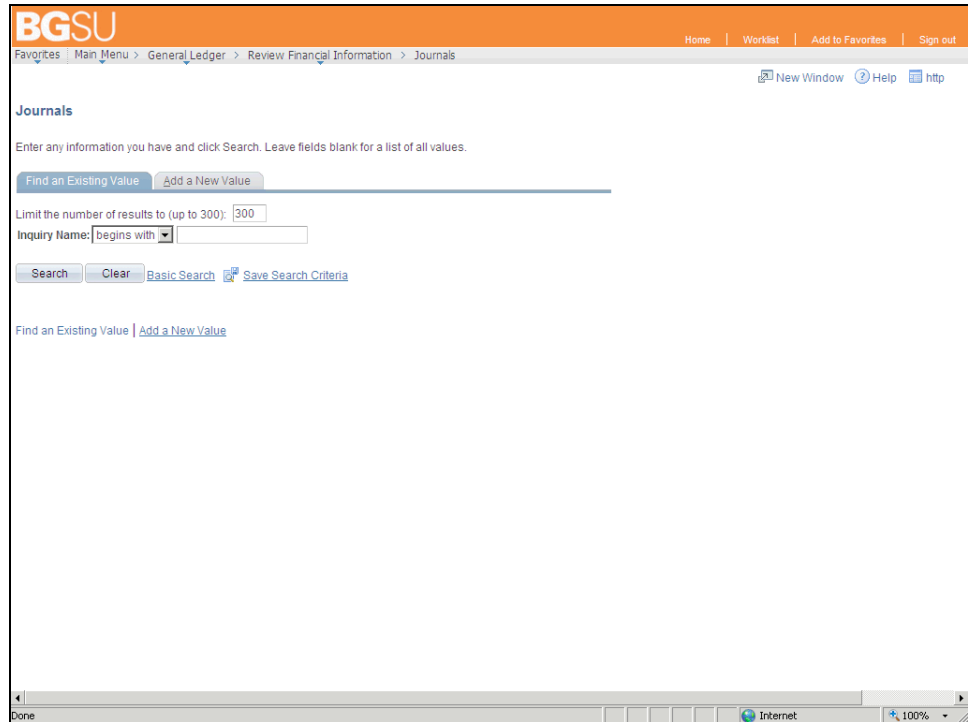
Step	Action
24.	For this exercise you will search through all your saved inquiries. Click in the **Inquiry Name** field. [ ]
25.	Search for your inquiries having names starting with **2011**. Enter "**2011**" into the **Inquiry Name** field.
26.	Click the **Search** button. **Search**

Step	Action
27.	All of your inquiries having names starting with **2011** are displayed. Click the **2011EXPTRN** link. 2011EXPTRN
28.	The journal inquiry 2011EXPTRN is displayed. Notice that the required fields are all filled in. Unlike the inquiry you created earlier, this inquiry is for journals in accounting periods 1 through 12 (**From Period** is **1** and **To Period** is **12**), covering the entire fiscal year. Also, it limits the search results to expense transfers because the **Source** field is set to **IX** (Expense Transfer).
29.	Search for expense transfer journals in fiscal year 2011. Click the **Search** button. Search
30.	The journals matching the search criteria are displayed. Recall that you can view details about any of these journals by clicking on its **Journal ID**.
31.	If you have saved inquiry criteria that you no longer need, you can discard it by clicking the **Delete** button.

Step	Action
32.	You have finished reviewing journal entries and you are ready to sign out of the system. Click the **Sign out** link. Sign out
33.	Congratulations!! You now know how to review a journal entry. **End of Procedure.**