

# HOW TO USE GENERAL LEDGER ACCOUNT INQUIRY

tyler works.

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# HOW TO USE GENERAL LEDGER ACCOUNT INQUIRY

#### General Ledger - Overview 1.0

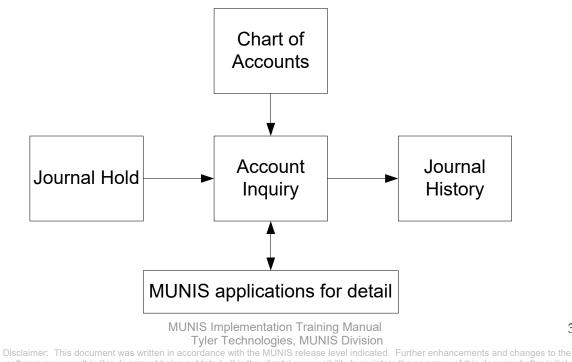
This program provides both summarized and detailed history for the selected set of accounts, with a focus on current available budget. A budget report may also be generated.

This program is subject to account security limiting users to their own accounts. The information in the columns displayed on the first screen and the Totals screen depends on your data restrictions.

### General Ledger - Prerequisites 2.0

- 1. Chart of Accounts
- 2. Transactions posted to Accounts (Journal Entry, Reversal, Budget, etc)

#### General Ledger - Data Flow 3.0



software may result in this document being outdated. It is the clients' responsibility to maintain the accuracy of this document after initial

# 4.0 <u>General Ledger - Process</u>

| G/L Account Inquiry - MUNIS [MUNIS 2005 Database: mu_munis]  | - 🗆 🛛 |
|--|-------|
| <u>File E</u> dit <u>I</u> ools <u>H</u> elp   |       |
| Action     Fund     Act       Detail     Org     Act Act       Months     Object     Type       Seg Ind     Froject     Image: Act |       |
| Current Year     3 Year Comparison     History       FY 2006 As of 2006/04 OCT     FY 2006 As of 2006/04 OCT       Original Approp                                     |       |
| Display detail information for current account.  | OVR   |
| Searching for an Account   |       |

4.1 SegFind / Org Code

Segment Find permits selection on any account segment. An account segment is a component of the full account number, and includes in the following examples, fund, function, object, program intent, location, level 2, grade, department and project. Segments are usually separated by hyphens when the full general ledger account displays. A full general ledger account number might look like this: 199-11-6499-11-003-502-2-37. Org code. Simply click on the ♣ FIND button on the toolbar, and enter the Org code information for the particular Organization that you wish to search for. REMEMBER there could be thousands of accounts in MUNIS. Leaving these fields blank will cause the system to cycle through all of them. After you have made your selection, click the ✔ OK.

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|---|--|-------------------------------|--------------------|---------------------|------|--|--|--|--|--|
| Action                                  | Fund 0001 Gen Fund Acct 0001-0-1010-000-00-000-0000- |                               |                    |                     |      |  |  |  |  |  |
| <u>D</u> etail                          | Org 0001 GEN FUND Acct Name Cash                     |                               |                    |                     |      |  |  |  |  |  |
| Months                                  | Object 10100   | Cash Type                     | Balance Sheet 💟 St | atus 🛛 🗹 💽 🔂 Bud Gr | roup |  |  |  |  |  |
|   | Project 🕻  | 3                             |                    | MultiYr Fund        |      |  |  |  |  |  |
| Seg Find                                |  |                               |                    |                     |      |  |  |  |  |  |
| <u>T</u> otals                          |  |                               |                    |                     |      |  |  |  |  |  |
|   | Current Year 3 Year Cor                              | nparison History              |                    |                     |      |  |  |  |  |  |
|   | FY 2006 As of 2006                                   | 3/04 OCT                      |                    |                     |      |  |  |  |  |  |
|   |  | Current Month                 | Current Year       | Last Year           |      |  |  |  |  |  |
|   | Starting Balance                                     | -28,600.00                    | .00                | .00                 |      |  |  |  |  |  |
|   | Activity   | .00                           | -28,600.00         | .00                 |      |  |  |  |  |  |
|   | Ending Balance                                       | -28,600.00                    | -28,600.00         | .00                 |      |  |  |  |  |  |
|   | Memo Balance   | -29,717.75                    | -29,717.75         | .00                 |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |
|   |  |                               |                    |                     |      |  |  |  |  |  |

| <u>Field</u> | <u>Definition</u>  |
|--------------|--|
| Fund         | Select a Fund number to view.  |
| Org          | Organization Code to view.   |
| Object       | Select an Object to view.  |
| Project      | Select a Project to view.  |
| Account type | Select balance sheet, expense, revenue, or leave blank to select all account types.  |
| Status       | An account's status determines whether it appears on reports<br>and if transactions can be posted to it.<br>An <i>Active</i> status is the normal status of most accounts. Active<br>accounts can appear on all reports displaying account<br>information and are generally available for posting, providing<br>the user's <i>General Ledger</i> permissions permit access.<br>The <i>Next Year</i> status indicates that a particular account is only |

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| Bud Group     | Budget Roll-Up Codes are not in use at Irving  |
|---------------|--|
| Multi Yr Fund | If this is a multiyear fund, the box is checked.   |
|               | available for next year budget entries and reports. No<br>transactions posted to this account are allowed in the current<br>year. The status of the account automatically changes once the<br>"Year End Close" is processed.<br>An account with an <i>Inactive</i> status prevents all posting to that<br>account. The "Inactive" account prints on all reports (provided<br>you have adequate authorization). An account can be rendered<br>inactive at any time in the fiscal year, regardless of the presence<br>of current year transactions. The account can be reactivated at<br>any time.<br>The <i>Closed</i> status indicates that an account is completely closed<br>to all input and only prints on those reports offering the option<br>to print closed accounts. No transactions may be entered against<br>it. An account will be designated as Closed if there has been no<br>activity - other than budget activity if the fund is a multiyear<br>fund - posted to it in the current year. |

### 4.2 Segment Find

By clicking on SEGFIND you will open a new window. Segment Find permits selection on any account segment. Simply click on the Ellipses buttons on the field to search the possible values, or key the values directly into the fields and enter the account information for the particular segment that you wish to search for. After you have made your selection, click the  $\checkmark$  OK.

| G/L Account h                              | nquiry - MUNIS [MUN  | FIRAINING DATABASE              | ] - [Find by Segment]  |   |      |                | - 6 🗙 |
|--|--|---------------------------------|------------------------|---|------|----------------|-------|
| <u>S</u> ystem <u>F</u> avorite            | s Financials <u>P</u> ayrolf/Pers  | onnel <u>G</u> eneralRevenues P | roperty Revenues Other | <u>D</u> ept <u>A</u> dmin <u>H</u> elp |      |                |       |
| <u>File E</u> dit <u>T</u> ools <u>H</u> e | lp   |                                 |                        |   |      |                |       |
| I 🗸 🗙   X 🖻                                | <b>B</b>   10   14   | ) D X   B & B                   | <b>m</b> % (   © •     | 2                                       |      |                |       |
| Sort By Segment                            | Fund I<br>Function I<br>Object I<br>Location I<br>Level2 I<br>Grade I<br>Project I<br>Account type I |                                 |                        |   |      |                |       |
|  | Percent Used<br>Fiscal Year 2004 Fiscal Year 2005<br>Fiscal Year 2006                                |                                 |                        |   |      |                |       |
| Enter first account se                     | gment code   | TRAINING MAN                    | 2 gdc •                | Connection of                           | ta A | % < h###### 5a | OVR   |

There are three account tabs associated with GL Account Inquiry that give balances and expenditures for the current fiscal year, the previous year and the next year. Those tabs are: Current Year, 3 Year Comparison and History.

Select the Current Year folder tab to access information about the following fields:

| G/L Account                  | t Inquiry - MUNIS [MUNIS   | TRAINING DATABASE] -                        | [G/L Account Inquiry - N                 | UNIS [MUNIS TRAININ        | IG DATABASE]]             |                           |
|------------------------------|--|---|--|----------------------------|---------------------------|---------------------------|
| <u>S</u> ystem <u>F</u> avor | ites Financials <u>P</u> ayroll/Perso  | nnel <u>G</u> eneralRevenues P <u>r</u> ope | erty Revenues <u>O</u> ther <u>D</u> ept | <u>A</u> dmin <u>H</u> elp |                           |                           |
| Action                       |  | Acct<br>Acct Name<br>Type                   |  | MultYr Fund                | Bud Group                 | ]                         |
| Iotals                       | Current Year 3 Year Com<br>FY 2005 As of 2005<br>Driginal Approp<br>Budget Xirs/Adj<br>Revised Budget<br>YTD Actual<br>Encumbrance<br>Available Budget<br>Percent Used |   |  |                            |                           |                           |
| Find records using           | the seg-account method.  |   |  |                            |                           | OVR                       |
| 🛃 start                      | 🖉 CNN.com - Micr   | TRAINING MAN                                | 🚰 2 gdc 🔹 🚽 🏄 🤅                          | Connection of 🏼 🍓          | * * *\$ < <b>A (7</b> =*) | 🛠 🖾 🗇 🔬 🧥 🎩 💥 🔽 🛛 6:35 AM |

| Field           | Description  |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|--|
| Original Approp | The accounts balance at the start of the fiscal period or year.  |  |  |  |  |  |  |
| Budget Xfrs/Adj | A total of the actual activity during the fiscal period or year. |  |  |  |  |  |  |
| Revised Budget  | The balance at the end of the fiscal period or year.             |  |  |  |  |  |  |
| YTD Actual      | The actual balance at the end of the fiscal period or year.      |  |  |  |  |  |  |

Select the 3 Year Comparison or History folder tabs to access the following fields:

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| System Favo                  | rites Fijnancials <u>P</u> ayroll/Perso | nnel <u>G</u> eneral Revenues P <u>r</u> ope | erty Revenues Other Dept    | Admin <u>H</u> elp |             |   |
|------------------------------|---|--|-----------------------------|--------------------|-------------|---|
| e <u>E</u> dit <u>T</u> ools | Help                                    |  |                             |                    |             |   |
|                              | da (da   to   🗛 📃   🖸                   | D7 🗙   🖪 🥔 🖬   🚾                             | 🛛 🛛 🖗 📼 🗳                   |                    |             |   |
| ction                        | Fund 199                                | LOCAL MAIN Acct                              | 199-11-6499-11-002-000-0-00 |                    |             |   |
| <u>D</u> etail               | Org 6m3b0200                            |  | MISC OPERATING EXPENSE      |                    |             |   |
| <u>M</u> onths               | Object 6499                             | MISC OPERA Type                              | Expense 💟 Status            | Active             | 🗃 Bud Group |   |
| Seg Find                     | Project                                 | 5  |                             | MultiYr Fund       |             |   |
|                              |   |  |                             |                    |             |   |
| <u>T</u> otals               |   |  |                             |                    |             |   |
|                              |   |  |                             |                    |             |   |
|                              | Current Year 3 Year Con                 | nparison History                             |                             |                    |             |   |
|                              | Yr/Per 2005/05                          | Fiscal Year 2005                             | Fiscal Year 2004            | Fiscal Year 2      |             |   |
|                              | Original Budget                         | 9,000.00                                     | 9,000.00                    |                    | .00         |   |
|                              | Transfers In                            | .00  | 3,500.00 🛃                  |                    |             |   |
|                              | Transfers Out                           | -220.00 😭                                    | 🔁 00.                       |                    |             |   |
|                              | Revised Budget                          | 8,780.00                                     | 12,500.00                   |                    | .00         |   |
|                              | Actual (Memo)                           | .00  | 12,288.54 🔁                 | 3,87               | 5.53 🔁      |   |
|                              | Encumbrances                            | .00  | .00 🛃                       |                    | .00 🔁       |   |
|                              | Requisitions                            | .00  |                             |                    | .00 🛃       |   |
|                              | Available                               | 8,780.00                                     | 211.46                      | -3,87              | 5.53        |   |
|                              | Percent used                            | .00  | 98.31                       |                    | .00         |   |
|                              |   |  |                             |                    |             |   |
|                              |   | of 151                                       | <b>A</b>                    |                    |             |   |
|                              |   |  |                             |                    |             |   |
|                              |   |  |                             |                    |             |   |
|                              |   |  |                             |                    |             |   |
|                              |   |  |                             |                    |             |   |
|                              |   |  |                             |                    |             |   |
| alay datail infor            | mation for current account.             |  |                             |                    |             | c |

| Field           | Definition  |
|-----------------|---|
| Original Budget | Adopted Budget at the beginning of the Fiscal Year. |
| Transfers In    | View account detail by selecting the folder.        |
| Transfers Out   | View account detail by selecting the folder.        |
| Revised Budget  | Current Budget including any                        |
| Actual (Memo)   | View account detail by selecting the folder.        |
| Encumbrances    | View account detail by selecting the folder.        |
| Requisitions    | The total amount encumbered through requisitions.   |
| Available       | Amount remaining in the account.                    |

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| Percent Used               | Percent of the budget that has been spent, transferred out, or<br>encumbered.<br>When you are using this field as <i>Find</i> criteria, enter the smallest<br>percent used you wish to find. For example, if you enter 10, the<br>program finds 10 and everything up to 100 percent. |
|----------------------------|--|
| Act/Bud %                  | Percentage of budget to actual.  |
| Inception Original Budget  | Used for multiyear accounts to represent the original multiyear budget.  |
| Inception Revised Budget   | For multiyear funds, the multiyear budget as revised.  |
| Inception Activity To Date | For multiyear funds, the inception to start of year balance, <i>plus</i> the actual balance in the account, <i>plus</i> the amount in the encumbrance balance.   |
| Unencumbered Balance       | The "Inception Revised Budget" less the "Inception Activity to Date".  |

## 4.3 GL Account Inquiry—Detail

The GL Account Inquiry Screen offers several additional ways to retrieve and filter account information. These are found on the left side of the GL Account Inquiry Screen.

11

| G/L Account                     | t Inquiry - MUN            | IIS [MUNI    | IS TRAININ         | IG DATABASE      | ] - [G/L Accour   | nt Inquiry - M    | JNIS [MUNIS TRAI           | NING DATAI | BASE]]            |       | - 7 🛛   |
|---------------------------------|----------------------------|--------------|--------------------|------------------|-------------------|-------------------|----------------------------|------------|-------------------|-------|---------|
| <u>S</u> ystem <u>Favor</u>     | rites Fijnancials <u>P</u> | ayroll/Perso | onnel <u>G</u> ene | ral Revenues - F | property Revenues | Other Dept A      | <u>i</u> dmin <u>H</u> elp |            |                   |       |         |
| <u>File E</u> dit <u>T</u> ools | Help                       |              |                    |                  |                   |                   |                            |            |                   |       |         |
|                                 | à 🛍   🔁   🖊                |              | ) [/ ×             | 🖪 🖨 🖪            | 👿 🛛 🛛 🗏 🤅         | ) ta 🛛 🕄          |                            |            |                   |       |         |
| Action                          | Fund 171                   |              | GOVERI             | NOR'S Acct       | 171-11-6644       | -11-002-000-0-00- |                            |            |                   |       |         |
| <u>D</u> etail                  | Org 5q3b0200               |              | GOVERI             | NOR'S Acct N     | ame CAPITAL ITE   | MS NOT/FA         |                            |            |                   |       |         |
| MonthDisplay                    | detail information         | for current  |                    | LIT Type         | Expense           | 💉 Status          | Active 💟                   | 😂 Bud Grou | P                 |       |         |
| Seg Find                        | Project                    |              | €                  |                  |                   |                   | MultiYr Fund               |            |                   |       |         |
| <u>segrinu</u>                  |                            |              | _                  |                  |                   |                   |                            |            |                   |       |         |
| <u>I</u> otals                  |                            |              |                    |                  |                   |                   |                            |            |                   |       |         |
|                                 |                            |              |                    |                  |                   |                   |                            |            |                   |       |         |
|                                 | Current Year               | 3 Year Cor   | mparison           | History          |                   |                   |                            |            |                   |       |         |
|                                 | Yr/Per 2005/05             |              | Fiscal             | Year 2005        | Fiscal            | 'ear 2004         | Fiscal Year 2              | 2006       |                   |       |         |
|                                 | Original Budget            |              |                    | .00              |                   | .00               |                            | .00        |                   |       |         |
|                                 | Transfers In               |              |                    | 1,500.00 🔀       |                   | .00 🖂             |                            |            |                   |       |         |
|                                 | Transfers Out              |              |                    | .00 🖂            |                   | .00 🛃             |                            |            |                   |       |         |
|                                 | Revised Budget             | t 🗌          |                    | 1,500.00         |                   | .00               |                            | .00        |                   |       |         |
|                                 | Actual (Memo)              |              |                    | 1,998.80 🔁       |                   | .00 🖂             | 1,400                      | 1.00 🕞     |                   |       |         |
|                                 | Encumbrances               |              |                    | .00 🔀            | ī ———             | .00 😭             |                            | .00 🛃      |                   |       |         |
|                                 | Requisitions               |              |                    | .00              | í                 |                   |                            | .00 🛃      |                   |       |         |
|                                 | Available                  |              |                    | -498.80          |                   | .00               | -1,400                     |            |                   |       |         |
|                                 | Percent used               |              |                    | 133.25           |                   | .00               |                            | .00        |                   |       |         |
|                                 |                            |              |                    |                  |                   |                   |                            |            |                   |       |         |
|                                 |                            |              |                    |                  |                   | _                 |                            |            |                   |       |         |
|                                 |                            | 1            | of 7               |                  |                   |                   |                            |            |                   |       |         |
|                                 |                            |              |                    |                  |                   |                   |                            |            |                   |       |         |
|                                 |                            |              |                    |                  |                   |                   |                            |            |                   |       |         |
|                                 |                            |              |                    |                  |                   |                   |                            |            |                   |       |         |
|                                 |                            |              |                    |                  |                   |                   |                            |            |                   |       |         |
| Dicelau debail inform           | nation for a wrach         |              |                    |                  |                   |                   |                            |            |                   |       |         |
| Display detail inforr           | nacion for current a       | account.     |                    |                  |                   |                   |                            |            |                   |       | OVR     |
| 🛃 start                         | 🖉 CNN.cor                  | m - Micr     | TRA                | INING MAN        | 🕜 2 gdc           | - 20              | onnection of               | 🐝 🙏 🖞      | o ( <b>B () =</b> | ***** | 6:37 AM |

| Field  | Description   |
|--------|---|
| Detail | To view detail transactions posted to this account. |
| Months | To view totals by a specified Fiscal Month          |

| Seg-find | See GL Account Inquiry.   |
|----------|---|
| Totals   | <ul> <li>Select to view a summarized year-to-date total for all accounts in the active set.</li> <li>In addition, please note the following: <ol> <li>Expense accounts (type E), display positive amounts in black, negative in red.</li> <li>Revenue accounts (type R), display positive amounts in red, negative in black.</li> <li>Zero is always display in black, regardless of account type.</li> </ol> </li> </ul> |

When you select *Detail* from the GL Account Inquiry side menu, a screen opens showing both open and closed transactions for the account currently displayed. When selected, a popup window displays.

Select the detail you wish to view by year, date range, journal source code (see Appendix D), reference code or any combination of these criteria.

"Order by" radio buttons have been added to choose how the detail records display. Choosing "Source Code" sorts detail records by alpha name, "Reference..." fields sorts detail records by alphanumeric (numbers, capital letters, then lowercase letters).

**Note:** If data restrictions by year are in effect on your User ID and you enter a year to which you do not have access, the following message displays, "Year Permissions do not include this year <YYYY>."

When the search is complete, a screen displays two detail lines (sorted by Year/Period/Journal) for each transaction dated on/or after the dates entered on the popup window.

The detail shown includes the effective date, journal source code, purchase order number, Ref 2 code, reference, amount, check number, warrant, the year/period, vendor name and voucher number. For journals with the source code PRE (Payroll and Payroll Encumbrance) and others for which there is no method to link the source information to this screen, a message displays to notify you that detail information is unavailable for the journal type.

C/R (Cash Receipts and Accounts Receivable transactions) type journals will display a Paid by name in the vendor field.

| Journal Selection Criteria     File Edit Tools Help     Image: Contract of the contract of th |     | • G/L Account Inquiry - MUNIS [MUNIS TRAINING DATABASE]<br>iystem Eavorites Financials Payroll/Personnel General Revenues Property Revenues Other Dept Admin Help   |
|---|-----|---|
| Reference 2         Fiscal Year 2004         Fiscal Year 2006           Reference 3         9,000.00         .00           Reference 4         3,500.00         .00           Enter a journal year or leave blank for all.         OVR         .00           Metvised Budget         8,780.00         12,500.00         .00           Actual (Memo)         .00         .00         .00   |     | Journal Selection Criteria  |
| Encumporances         .00         <   |     | Reference 2         Fiscal Year 2004         Fiscal Year 2006           Reference 3         9,000.00         00           Reference 4         3,500.00         3           inter a journal year or leave blank for all.         ovr         0.00           Mevised Budget         8,780.000         12,500.00           Actual (Memo)         .00         2           Encumbrances         .00         2           Requisitions         .00         2 |
| Percent used     .00     98.31     .00       If I of 151     If M III     .00     .00   | OYR | Percent used         .00         98.31         .00           I         1 of 151         ▶         ▶   |
| UVR   | UTK |   |

| Field          | Description  |
|----------------|--|
| Year/Period    | Enter the journal year and period or leave blank for all.            |
| Date range     | Enter a date range to search for detail.                             |
| Source Journal | Enter a source journal type. Select a valid entry from the list box. |
| Reference      | Leave blank for all.   |

### 4.4 GL Account Inquiry—Account Detail

If the onscreen folder is highlighted, then account detail exists. Select it to access the following account detail fields. **Note:** Select a column with your mouse to sort by that column.

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| stem <u>F</u> avorites Finar | ncials <u>P</u> ayroll/Per | rsonnel <u>G</u> eneral Revenu | Jes Property Revenues | <u>O</u> ther <u>D</u> ept <u>A</u> dmin H | Help   |                      |  |
|------------------------------|----------------------------|--------------------------------|-----------------------|--|--------|----------------------|--|
| <br>Edit Tools Help          |                            |                                |                       |  |        |                      |  |
|                              |                            |                                |                       | ີ ຕຳ <b>ໃ</b>                              |        |                      |  |
| Org 6m3b                     |                            |                                |                       | -6499-11-002-000-0-00-                     |        |                      |  |
| Detail                       |                            |                                |                       | PERATING EXPENSES                          |        |                      |  |
| ourpal YR/Per                | Eff Dt                     | Src Reference                  | Amount                | Check # Warrant                            |        | Comment              |  |
| ournal TR/Per<br>2005/01     | 09/01/04                   | BUC 2005 BUDGT                 | 9,000.0               |  | Yondor | ORIGINAL BUDGET 2005 |  |
| 2005/08                      | 04/29/05                   | GNI 05 CON BAL                 | 3,875.5               |  |        | CONVERSION           |  |
| 2005/08                      | 04/29/05                   | BUA 05AMD                      | -220.0                | D  |        | CONVERSION           |  |
|                              |                            |                                |                       |  |        |                      |  |
|                              |                            |                                |                       |  |        |                      |  |
|                              |                            |                                |                       |  |        |                      |  |
|                              |                            |                                |                       |  |        |                      |  |
|                              |                            |                                |                       |  |        |                      |  |
|                              |                            |                                |                       |  |        |                      |  |
|                              |                            |                                |                       |  |        |                      |  |
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| Option | Description  |  |  |  |  |  |
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| Detail | <b>Note 1:</b> For journals with the source code PRE and others for which there is no method to link the source information to this screen, a message displays to notify you that detail information is unavailable for the journal type.                                      |  |  |  |  |  |
|        | <b>Note 2:</b> The Budget Projection Detail program automatically displays when selecting the "Detail" button on current year BUC journals that are not balance sheet accounts. The Budget Projection Detail program offers a comprehensive view of these BUC source journals. |  |  |  |  |  |
|        | When selected, a popup window displays where you can enter the line number for which you want more detail. This accesses the underlying source detail from the originating program, such as employee names and pay types, original POs and invoices, etc.                      |  |  |  |  |  |
|        | The screens are different depending on the source information to be displayed. You can use the <i>View-Notes</i> side menu option to view any existing additional description or comments associated with this journal and line number combination.                            |  |  |  |  |  |

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| This function recreates the entire journal entry of which this entry is a part. When selected, a popup window displays where you can enter the line number for which you want more detail. The GL Journal Inquiry screen displays. |
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| <b>NOTE:</b> This feature is restricted to a user's security access, limiting them to their own accounts.  |

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| Field     | Description   |
|-----------|---|
| YR/Per    | The journal year and period.  |
| Eff Dt    | The effective date of the account transaction   |
| Src       | The journal source code.  |
| PO/Ref2   | If the transaction is the result of a purchase order, the purchase order number displays.<br>Otherwise, data entered in the reference 2 field displays. |
| Reference | This displays data entered in the reference 4 field.  |
| Amount    | The amount of the transaction.  |
| Check #   | The check number issued to pay an invoice, if any.  |
| Warrant   | The warrant number associated with the transaction, if any.   |
| Vendor    | The vendor name associated with the transaction, if any.  |
| Comment   | The comment comes from the "Add'l Desc" field of the originating program.   |

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| Voucher | The voucher number associated with the transaction, if any. |
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### 5.0 General Ledger - Self-Study Exercises

- 1. Find and expense account with activity
- 2. Drill down to see actuals
- 3. View the Journal screen
- 4. View the Detail screen
- 5. Print from within the Journal Inquiry Main screen