Journal Entry Inquiry

Section Objectives

At the end of this section, you should be able to:

- Review transactions from a specific batch or batches
- Review journal entry details
- Drilldown into journal entry line details
Journal Entry Inquiry

Journal Entry Inquiry

- Shows all transactions, unposted as well as posted

- Shows batch details
  - Drilldown to journal entry level
  - Drilldown to the line level for each journal entry

- Form is automatically in query mode when accessed

- **Form may not be used to change journal information**
Journal Entry Inquiry

Inquire on an IDC batch from JUN-14

Oracle General Ledger
N → Inquiry → Journals

Find Journals

1. Enter selection criteria in the appropriate fields using the percent sign (%) as a wildcard symbol:
   - Batch name: IDC 49010 CAL%
   - Period: JUN-14

2. Click Find
3. An IDC for copy charges should have been found

4. Click Review Batch

5. From the Batch window you can review
   - Batch name, Period, Balance Type, & Description (optional)
   - Posting Status
   - Created & Posted Dates
   - Batch Control Total
   - Entered Debits & Credits
Journal Entry Inquiry

6. To review journal entry information for a specific batch, click **Review Journal**

7. Use the scroll bars to move your lines into view

8. Click anywhere in the **Lines Region**

9. To find a specific **Debit** or **Credit** line, click on the **Find** icon from the Tool Bar
10. You can find Journal Entry lines by specifying:
   - Line Numbers
   - Entered Debit/Credit Amounts
   - Account Numbers
   - Description

11. Enter 24.56 in the Debit field

12. Click Find
13. The system will display all Journal Entry Lines that have 24.56 in the Debit column
14. To look at the Prepared By / Authorized By information, click in the user information block [ ].

![Screenshot of Prepared By and Authorized By fields]

Note: It is recommended that you spell out the preparer’s and authorizer’s name instead of using initials.

15. Close the Preparer/Authorizer window

16. To return all Journal Lines, click at the Line level, then click on the Find Icon
   - Click on Clear and then Find

17. Click File, Close Form to return to Navigator

![Screenshot of Find Lines window]
Lab 4: Journal Entry Inquiry

1. Use the Journal Entry Inquiry window to retrieve all NSCT batches entered for the current month.
   - How many batches were retrieved?
   - How many batches did you create?
   - What is the Posting Status of your batch?
   - Could you modify your or another person’s batch from this screen?

2. Does department 49010 have any unposted batches for June 2014?
   - How many batches were retrieved?
   - What needs to be corrected before the batches can be posted?
Lab 4 Solutions: Journal Entry Inquiry

1. • Varies depending on number of students in the class.
   • 1
   • Unposted
   • No. Journal Entry Inquiry is view only.

2. Yes
   • 2
   • NCST 49010 CAL 0613 01 (Control Total is missing at the Batch level, Incorrect Batch Name)
   • NSCT 49010 0613 03 (1 in the Control Total field at the Batch Level, Incorrect Batch Name, Journal Control Total is missing)