Looking Up an Online Journal Entry Created on 2/27/2013 5:25:00 PM



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Looking Up an Online Journal Entry

Overview:

Understanding How to Look Up an Online Journal Entry

In this topic, you will learn the steps to look up a journal entry, including the attached back up (if available) and the drill down transaction details.

Estimated Length: 4 Minutes

Procedure

Scenario:

In this topic, you will learn the steps to look up a journal entry, including the attached back up (if available) and the drill down transaction details.

Key Information:

Accounting Period Online Journal ID

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Submit Role Request Job Aid					

Step	Action
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Recently Used pages now appear more than the top left.						
Breadcrumbs visually display your anagation path and give you access to the contents of subfolders.						
Neru Search, located under the Main Meru, now supports type ahead which makes finding pages much faster.						

Step	Action
2.	Click the Main Menu button. Main Menu





Step	Action
3.	Hover over the General Ledger link, then over Review Financial Information link, and click the Journals link.
	Journals

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Step	Action
4.	Click the Add a New Value tab.
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Step	Action
5.	Enter the desired information into the Inquiry Name field.

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Step	Action
6.	Click the Add button.
	Add



Step	Action
7.	Enter "ACTUALS" into the Ledger field.



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Step	Action
8.	Enter the Fiscal Year for the inquiry into the Year field.

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Step	Action
9.	Enter the beginning Accounting Period for the inquiry into the From Period field.

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Step	Action
10.	Enter the Ending Accounting Period for the inquiry into the To Period field.



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Step	Action
11.	If you know the Journal ID of the specific journal entry you want to look up, enter it into the Journal ID field.

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Step	Action
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Step	Action
13.	Attachments are available for online journal entries.
	Click the View Attachment button.
	backup attached to it (e.g. for Accounts Payable, Travel or Asset Management



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14.	Click the File Name link. 160999.pd

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Step	Action
16.	Click the Minimize button.



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Step	Action
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Step	Action
18.	You can search for additional Journals by changing the Journal ID and/or the Year and Period.



Step	Action
19.	Enter the desired information into the Journal ID field.
	For the purpose of this example, enter "AP00160177".



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Step	Action
20.	Click the Search button.
	Search





Step	Action
21.	Click the AP00160177 link. <u>AP00160177</u>

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Step	Action
22.	Click the scrollbar to scroll down.

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Training Guide

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Step	Action
23.	Click the View 100 link to see more lines on the journal.

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Step	Action
24.	Click the scrollbar to scroll down to find your desired journal line.

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le:	797	AP Accruals	-70.00	USD	027000	140							
.	1168	AP Accruals	-422.16	USD	027001	330							
-	1100	AP Accruals	-1,023.62	USD	028000	320							
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Step	Action
25.	For the purpose of this example, click the button for journal line 778 .



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Step	Action
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Step	Action
27.	Click the View All link to see all voucher lines associated with the journal line.

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625614	Acco	ounts Payable			682	1	-64.53	USD	-64.53	USD	
0038912	Acco	ounts Payable			353	1	-2437.12	USD	-2437.12	USD	
0039026	Acco	ounts Payable			333	1	-2426.16	USD	-2426.16	USD	

Step	Action
28.	You can drill down further by clicking the Voucher ID link.

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Step	Action
29.	Congratulations! You have completed the topic. End of Procedure.