

JOURNAL ENTRY INQUIRY (GL53)

Navigation: General Ledger
Review Journal/Ledger Data
Journals
Select tab "Find an Existing Value"

If Journal ID is known:

Enter: Business Unit: MISU1
Journal ID: Select "contains" and enter the Journal ID number that you are inquiring on
Journal Header Status: Select the "blank option" by selecting the drop down menu and then selecting the blank area with no writing (top of list).
Source: ONL (Most commonly used)
Departments may also select from the lookup menu. Their selection will be based on the module that generated the journal.

Note: The underlined Journal ID is a hyperlink to additional information.
Proceed to the Lines Tab for more information (see below).

The **Lines Tab** will provide:

- Chartfield Information: Account-Fund-Department-Program-Project-Amount
 - Please note that each expense chartfield will need a corresponding entry affecting cash (account 105251)
- Accounting Date
- Brief journal line description