

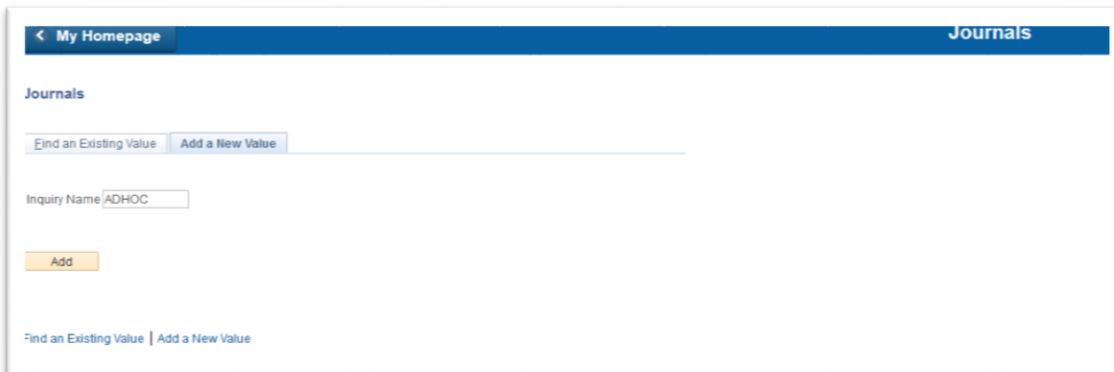
Viewing posted journals including attachments

Introduction

This guide steps you through how to view a posted journal including any attachments.

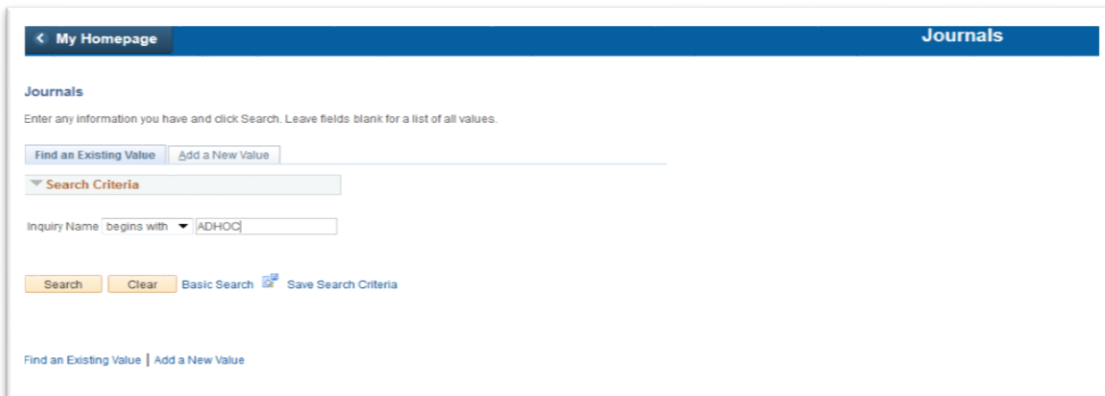
Procedure

1. In the Finance System navigate to Navigator>General Ledger>Review Financial Information>Journals.
2. The first time this query is used, an 'Inquiry Name' will need to be set up, as required by the PeopleSoft system (refer step 3 for subsequent requests).
 - a. Select the tab 'Add a New Value'
 - b. Enter the Inquiry Name ADHOC
 - c. Click on the 'Add' key
 - d. Click on the hyperlink ADHOC



The screenshot shows the 'Journals' page in the Finance System. At the top, there is a navigation bar with 'My Homepage' and 'Journals'. Below this, the 'Journals' section is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there is an 'Inquiry Name' field containing the text 'ADHOC'. An 'Add' button is located below the field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

3. For subsequent requests, ensure the tab 'Find an Existing Value' is selected. Click on the 'Search' button or hit the 'Enter' key



The screenshot shows the 'Journals' page in the Finance System. At the top, there is a navigation bar with 'My Homepage' and 'Journals'. Below this, the 'Journals' section is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is selected. Below the tabs, there is a message: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is selected. Below the tabs, there is a 'Search Criteria' dropdown menu. The dropdown menu is expanded, showing 'Inquiry Name' with a dropdown menu set to 'begins with' and 'ADHOC'. Below the dropdown menu, there is a 'Search' button, a 'Clear' button, a 'Basic Search' button, and a 'Save Search Criteria' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. Ensure mandatory fields marked * are populated (generally, Unit will be UNIAD and Ledger will be ACTUALS). The maximum date range that can be searched in one inquiry is one financial year. For example, Year 201x, From Period 1 to Period 12.

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Enter the Journal ID which must be 10 digits long. Ensure prefix zeros are included. Click on the 'Save' button and then on the 'Search' button.

The screenshot shows the 'Journal Inquiry' search criteria form. The 'Journal ID' field is populated with '0000400007'. Other fields include 'Unit' (UNIAD), 'Ledger' (ACTUALS), 'Year' (2016), 'From Period' (1), and 'To Period' (12). The 'Search' button is highlighted.

5. To view/print journal attachments only, click on the paperclip symbol in the View Attachment field.
6. To view the journal details, click on the journal number hyperlink in the Journal ID field.

The screenshot shows the 'Journals' table with one entry:

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	View Attachment	Descr
0000400007	29/02/2016	UNIAD	Posted	IFG	No Susp	a1147852	29/02/2016		Reallocation of CBD & Thebarto

7. With respect to viewing journal details, the Journal Header, Long Description and Journal Line details are available for screen view. To view/print journal attachments in this view, click on the View Attachment hyperlink contained in the Journal Header section.

The screenshot shows the 'Journal Inquiry Details' view. The 'Journal Header' section displays the following information:

Journal ID	0000400007	Date	29/02/2016	Schedule	
Ledger Group	ACTUALS	Original Date	29/02/2016	Process	No Request
Source	IFG	Date Posted	07/03/2016	Total Lines	42
Journal Status	Posted	Reversal Date		User ID	a1147852
Balanced	DR=CR	Reversal	None	InterUnit BU	UNIAD
Doc Seq		Budget Status	Valid	Date Code Adjustment	N

The 'Long Description' is: Reallocation of CBD & Thebarton Electricity charges for January & February 2016 - CL. A 'View Attachment (1)' link is present.

The 'Totals by Currency' table shows:

Currency	AUD	Debit Amount	Credit Amount	Net
AUD		281,105.68	281,105.68	0.00

The 'Journal Line' table shows the following entries:

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Campus	Program	Class	Bad Ref	PC
1	RMP L3 - Rev		-3,700.00	AUD	7283	10	859	00			2016	
2	RMP L3 - Rev		3,700.00	AUD	2663	10	859	00			2016	
3	RMP L3 - Inv - Dec 15		3,428.03	AUD	7283	10	859	00			2016	

Need help? For further support or questions, please email finmar@adelaide.edu.au