



# Journal Inquiry Print

Journal Inquiry/Print is used to display all the detail to journals that are created throughout the system. Any and all journals that hit the general ledger will be viewable.

You can locate the program here in the Munis menu, Munis>Financials>General Ledger Menu>ournal Entry/History>Journal Inquiry/Print

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  - ▾ Financials
    - ▾ General Ledger Menu
      - ▾ Journal Entry/History
        - General Journal Entry/Proof
        - Journal Inquiry/Print**

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**Journal Header**

Year	Source	Reference1	Journal type	Created by
Period	Entry date	Reference2	Auto reverse	Posted by
Journal	GL effective date	Reference3	Over budget	
Status	Posted date	Reference4	Entity	<a href="#">Journal Links</a>

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB	Projects Applied
=									

**Control Accounts**

Line	Org	Obj	Project	T	Ref1	Debit	Credit	OB	Projects Applied
=									

**Totals**

Debit	
Credit	

The screen is divided into both the Journal Header and Control Accounts.

Field	Action or Description
Year	The fiscal year that the journal was posted to.
Per (Period)	The period that the journal was posted to.
Journal	The journal number assigned when posted.
Status	No access to this field. Journals have 2 statuses which are J/E (which means it has not been closed to a month) and HIST (which means it has been closed to a month.)
Clerk	The user ID of the clerk who entered the journal
Source	The 3 character representation of the type of journal. Click the field help button to select a code.
Ent Date (Entry)	The user defined entry date of the journal
GL Eff Date (Effective)	The user defined effective date of the journal
Ref 1, 2, 3, 4 (Reference)	Data that is specific to the journal source and varies between each source for example: API Ref 2 is Purchase Order Number but on a COE Ref 2 is the contract number.
Journal Type	Normal (N), Interfund (I), or Adjustments (A).
Auto Reverse	Y or N if this is an Auto-Reverse Journal
Over Budget	Y or N if this journal created entries that caused the account(s) to be over budget.

When working within journal inquiry/print, the more defined your set of data you are finding with the more accurate and refined your results will be.

This is the information that is presented in the detail portion of the screen after a successful find.

Line	The line of the specific entry on the journal.
Org, Object, Project	The Org, Object, and Project that the journal is allocating the line to.
T (Type)	The Type of journal. Ex: 4 is an encumbrance
Ref1	The same data displayed in Ref 1 of the above field.
Debit	The amount that is being debited
Credit	The amount that is being credited
OB (Over Budget)	This field contains information that will populate if the entry is over budget.

Journal Inquiry/Print - Munis [Racine County | TRAIN | 10/06]

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**Journal Header**

Year: 2016 Source: GEN Reference1: Journal type: Created by: 6750MPerman  
 Period: 10 Entry date: 10/20/2016 Reference2: Auto reverse: N Posted by: 6750gzimmer  
 Journal: 6 GL effective date: 10/18/2016 Reference3: Over budget:  
 Status: Hist Posted date: 10/20/2016 Reference4: WIOA funds Entity: 1 Journal Links

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB	Projects Applied
1	4309600	325010		1		500.00	.00		
2	4309600	325015		1		.00	500.00		

Control Accounts

Line	Org	Obj	Project	T	Ref1	Debit	Credit	OB	Projects Applied

**Totals**

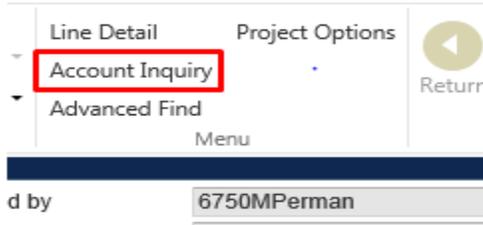
Debit: 500.00  
 Credit: 500.00

### Common Search Tools

Ranges and/or logical search characters can be used in your search. The following is a list of characters and an example of their use. Not all these characters can be used in all fields. For example, you cannot use the wildcard character (\*) in a date field.

Symbol	Description	Example of Use
*	Wildcard. Use this with any combination of letters or numbers before or after the symbol.	Office* returns any names that begin with Office (Office Max, Office Depot) *Office* returns any names that contain the word Office (Staples Office Supply, ION Office Equipment, Office Max)
>	Greater Than	>1/16/07 returns all dates greater than the specified date.
>=	Greater Than or Equal To	>=1/16/07 returns the specified date and all dates greater than the date specified
<	Less Than	<\$10,000.00 returns all amounts less than the amount specified.
<=	Less Than or Equal To	<=1/16/07 returns the specified date and all dates less than or equal to the date specified
<> or !=	Not Equal To	<>135 or !=135 used in Dept/Loc returns all departments except 135
: or ..	Range	500:599 returns all amounts including the beginning and ending amounts
	Pipe symbol, used as "and".	Finds the named data items, regardless of the range. For example 1/1/06 1/10/06 1/31/06 returns only the three dates

In the top right hand portion of the program you will see a link for Account Inquiry. Clicking this link and highlighting an account from the Journal Inquiry will take you to the detail portion of that account.



You can see that account Org 4309600 Object 325010 is highlighted.

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB	Project
1	4309600	325010		1		500.00		.00	
2	4309600	325015		1		.00		500.00	

Upon clicking on Account Inquiry it opens up that program displaying Org 4309600 Object 325010 with our \$500 amount.

Account Inquiry - Munis [Racine County | TRAIN | 10/06]

**Account**

Fund: 0047 HUMAN SERV      Acct: 0047.15.0003.0.00009.0600.325010  
 Org: 4309600 W&S WRS      Acct name: VG - BOOTCAMPs      Account Notes  
 Object: 325010 VGBOOTCAMP      Type: Revenue      Status: Active  
 Project:      Rollup:      MultiYr Fund:

**4 Year Comparison**      History

Yr/Per 2016/01	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014	Fiscal Year 2017
Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	500.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			
Available	-500.00	.00	.00	.00
Percent used	.00	.00	.00	.00