

USED FOR: • looking up & displaying existing journals by either: **Ids**
Dates
Reference Numbers

Access the Financial Production database: <https://my.uh.edu/fs>
 Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

NAVIGATION

Under **Menu** click on:

- ▶ **General Ledger**
- ▶ **Journals**
- ▶ **Journal Entry**
- **Create Journal Entries**



Be sure to add to "Favorites"!

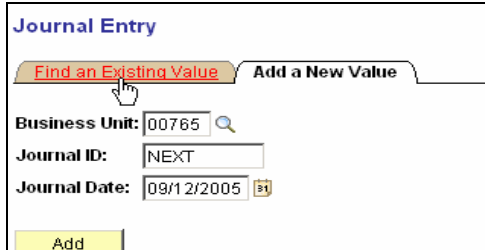
(Can minimize menu by clicking on the minus sign.)



INSTRUCTIONS

STEP 1:

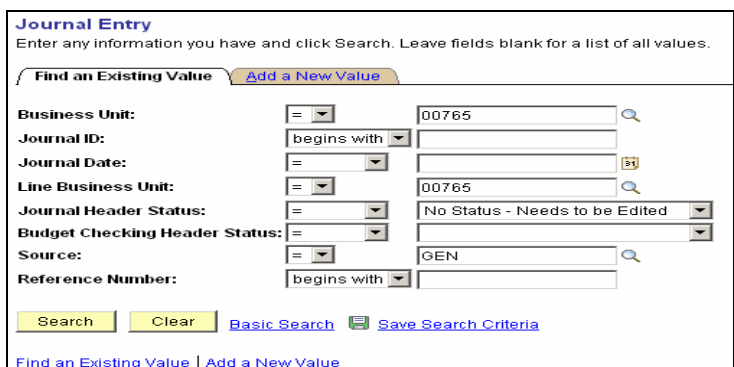
- ▶ Click on the **Find an Existing Value** tab.



STEP 2:

NOTE: When entering search criteria, you can enter a full or partial value for any key field; and on dates can use the "between" feature.

- ▶ Enter the information you are searching by: **Journal ID**
Journal Date
Reference Number




PEOPLESOFT FINANCIALS: Search for An Existing G/L Journal

STEP 3:

➤ Make sure that these fields are blank:

Journal Header Status

➤ Click  and select the blank line.

Budget Checking Header Status

➤ if necessary, click  and select the blank line.

Source

➤ Leave blank by highlighting and deleting.

The Source Code is the type of journal entry it is. It will appear on the 1074. A complete listing can be found on the [Source Journal Listing Sheet](#).

Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Business Unit: = 00765

Journal ID: begins with

Journal Date: =

Line Business Unit: = 00765

Journal Header Status: =

Budget Checking Header Status: =

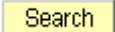
Source: =

Reference Number: begins with

Search Clear [Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

STEP 4:

➤ Click 

If a listing of journals matching the criteria appears in [Search Results](#), do Step 5, otherwise it will bring up the requested journal--go to Step 6.

STEP 5

➤ Click anywhere on the desired journal id line (link) once. This will display the journal.

Search Results View All First 12

Business Unit	Journal ID	Journal Date	UnPost Sequence	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Reference Number	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
00765	0000869569	03/31/2004	0	00765	Posted	Valid	ACTUALS ACC	(blank)		USD	6	300	0	V0012486 Record E
00765	0000869570	03/31/2004	0	00765	Posted	Valid	ACTUALS ACC	(blank)		USD	4	1086.92	0	V0012486 Record E

STEP 6

Result:

Journal is Displayed.

Header [Lines](#) [Totals](#) [Errors](#) [Approval](#) [Documents](#)

Unit: 00765 Journal ID: 0000869569 Date: 03/31/2004

Long Description: V0012486 Record ERS Retirees. In addition, move expense for amount that the state did not pay from 1019 to 1067. This expense was paid from

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry

*Source: ACC Fiscal Year: 2004

Reference Number: Period: 7

SJE Type: ADB Date: 03/31/2004

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL

Currency Defaults: USD / CRRNT / 1

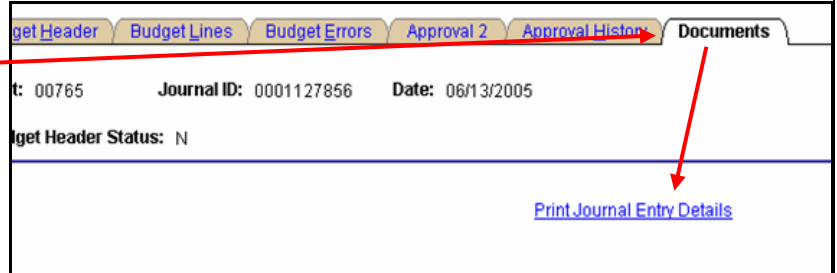
[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#) | [Documents](#)

If you need a printout of this journal:

- Click on [Documents](#) tab
- Click on [Print Journal Entry Detail](#) link

A new window will open and the Journal will appear in PDF format.
(Remember to print Landscape.)



To Lookup another journal:

- Click on the [Return to Search](#) button and you will be returned to the *Journal Entry* panel where you can either:
 - select another journal:
 - From list in Step 5,
 - Or, see NOTE below
 - or, enter other search criteria (go to Step 2).



NOTE: If a list appeared in Search Results:

Click on [Next in List](#) or [Previous in List](#) to scroll back and forth thru list.

