

How to Look up Journals in FMS

1. Go to:

Main Menu > General Ledger > Review Financial Information > Journals

2. Select "Add a New Value" & Type a Journal "Inquiry Name" such as "Journals" & Select the "Add" button:

Journals

Find an Existing Value Add a New Value

Inquiry Name: Journals

Add

3. Complete fields: **Unit** = "MCC04", **Ledger** = "ACTUALS", **Year** = "2016" (note that this is the fiscal year), **From Period** = "1", **To Period** = "12", **Journal ID** = "xxxxxxxx"; & Select the "Search" button:

Journal Inquiry

Journal Criteria

| | | | | | |
|------------|-------------------|------------|----------|--------------|------------|
| Inquiry | *Unit | *Ledger | *Year | *From Period | *To Period |
| JOURNALS | MCC04 | ACTUALS | 2016 | 1 | 12 |
| Journal ID | Status | Source | Currency | Stat | |
| 0000032940 | | | | | |
| User | Document Sequence | Sort By | Max Rows | | |
| | | Journal Id | 100 | | |


Search Delete Clear

4. Select **Journal ID** "xxxxxxxx" blue hyperlink:

| |
|----------------------------|
| Journals |
| Journals |
| Journal ID |
| 0000032940 |



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5. Journal Notes:
 - a. **Journal Status:** "Posted" is the status for Approved
 - b. **Long Description:** If you cannot see the entire description, select the arrow box:

 3. **View Attachments (x):** Select to view attachments to journals
 4. **Lines:** Lines with a "Line Description" of "Due to/from Interunit" can be ignored (use if for system purposes only)
 5. **Personalize** (blue hyperlink): Can be used to view line columns in a different order; preference of order is: Amount, Account, Oper Unit, Fund, Dept, Function, PC Bus Unit, Project, Activity, An Type, Source Type, Line Descr; Select "OK"

| Column Order |
|------------------------------------|
| Line # (frozen) |
| Amount (in Transaction Currency) |
| Account |
| Oper Unit |
| Fund |
| Dept |
| Function |
| PC Bus Unit |
| Project |
| Activity |
| An Type |
| Source Type |
| Line Descr |
| Currency (hidden) |
| SpeedType (hidden) |
| Category (hidden) |
| Subcategory (hidden) |
| Affiliate (hidden) |
| Fund Affil (hidden) |
| Oper Unit Affil (hidden) |
| Bud Ref (hidden) |
| Book Code (hidden) |
| Adjustment (hidden) |
| Settlement Date (hidden) |
| Date Code (hidden) |
| Scenario (hidden) |
| N/R (hidden) |
| Exchange Rate (hidden) |
| Amount (in Base Currency) (hidden) |
| Base Currency (hidden) |
| Stat (hidden) |
| Statistic Amount (hidden) |
| Document Type (hidden) |
| Journal Code (hidden) |
| Doc Sequence # (hidden) |
| Closing Status (hidden) |