


Journal Inquiry


Purpose: Use the Journal Inquiry page to view detail and summary journal information in ctcLink.

Audience: Finance Staff.

 You must have at least one of these local college managed security roles:

- ZD General Ledger Inquiry
- ZZ GL Local Configuration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 The ctcLink General Ledger application provides a series of inquiries that enable you to review ledger summary and detail information based on selected ChartField combinations. These inquiries use several successive views that enable you to access journal line details.

ctcLink General Ledger provides these inquiries: **journal inquiry**, ledger inquiry, ledger group inquiry, ledger comparisons, analytic charts, imported accounting entries inquiries, and entry event budget and general ledger adjustment accounting inquiries. After you run an inquiry, you can specify criteria to narrow your inquiry results.


In this topic, you use the **Journal Inquiry** page to view journal details.

Journal Inquiry

Navigation: General Ledger > Review Financial Information > Review Journals

1. The **Journals** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.

- NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., JRNL_INQ (College, Process).
3. The **Journal Inquiry** page displays. Use it to review summary and detail journal information for a specific business **unit, ledger, and period**.
 4. Enter required journal search criteria:
 - Complete the following required fields: **Unit, Ledger, Year, From Period, and To Period**.
 - Optionally you can also enter additional journal criteria to limit your search. If you use a previously saved inquiry, the search criteria that appears is based on the last time this page was saved. You can override the values to use different search criteria.
 - Select the **Source** field and enter the desired information. Enter desired info (ex. AR or AP) in the **Source** field to return any journals that have been generated from the sub system within the specified criteria.
 5. Select the **Search** button to display **Journal IDs** that are based on your criteria.
 6. The updated **Journal Inquiry** page displays. Select the **Journal ID** link to review **Journal Header** and **Journal Line** detail information.

 Utilize the **Journal Criteria** to narrow or widen search by using the **Journal ID, Date,** or expand **Max Rows** from 100 to 500.

Journal Inquiry

Journal Criteria

Inquiry

JRNL_INQ

Journal ID

User

*Unit

WA040

*Ledger

LOCAL

*Year

2024

*From Period

4

*To Period

4

Suspense Status

Date

Status

Source

ONL

Currency

Stat

Document Type

Document Sequence

Sort By

Journal Id

Max Rows

100

Attachment Exist

☐ Date Code Adj

Search

Delete

Clear

Journals

Grid


Search

1-81 of 81

Journal ID	Date	Unit IU	Status	Source	Suspense Status	Unpost Date	View Attachment	Descr
0000376888	10/09/2023	WA040	Posted	ONL	No Susp	10/09/2023		Grant - ECEAP / Dept - 74008 /
0000376896	10/09/2023	WA040	Posted	ONL	No Susp	10/09/2023		Grant - ECEAP COMPLEX / Dept -
0000376898	10/09/2023	WA040	Posted	ONL	No Susp	10/09/2023		Indirect Entry for project #92

7. The **Journal Inquiry Details** page displays. It shows the journal header, currency, and line information for the journal ID that you selected.

8. Review the **Journal Header** information.
9. By default, the **All Lines** option is selected and displays all journals lines in the journal. You can enter a specific range of lines to display and select the **Query Journal Lines** button to display a new result set, if desired.

 Use the **Journal Criteria** link to navigate back to the **Journal Inquiry** search page, where you can enter new inquiry criteria. As with Ledger Inquiry, you can create and save multiple 'Journal Inquiry Searches' to quickly retrieve frequently viewed data sets.

Journal Inquiry
Journal Inquiry Details

▶ Ledger Criteria
Go To [Journal Criteria](#)

Journal Header

Journal ID	9000376096	Date	10/09/2023	Schedule	
Ledger Group	ACTUALS	Original Date	10/09/2023	Process	No Request
Source	ONL	Date Posted	10/10/2023	Total Lines	4
Journal Status	Posted	Reversal Date		User ID	1010
Balanced	DR=CR	Reversal	None	InterUnit BU	WA040
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Indirect Entry for project #9208-HSEAR for October 2023				

View Attachment (0)

☒ All Lines
☐ From/To

From Line To Line [Query Journal Lines](#)

Totals by Currency

Currency	USD	Debit Amount	133,499.80	Credit Amount	133,499.80	Net	0.00
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Journal Line

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activit
1	OCT 2023 Indirect Cost		6	USD	5020020	7040	145		70000	161	N	WA040	0000009208	HSEAF
2	OCT 2023 Indirect Cost		6	USD	1000199	7040	146		98219	182	N			
3	OCT 2023 Indirect Cost		-6	USD	5020021	7040	146		98219	182	N			
4	OCT 2023 Indirect Cost		-6	USD	1000199	7040	145		70000	161	N	WA040	0000009208	HSEAF

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

10. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Journal Inquiry](#). This link will open in a new tab/window.