

Look up a Journal Entry:

1. Navigate to the Journal Entry page.
2. **General Ledger – Journal s- Journal Entry – Create Journal Entries**
3. The Business Unit should default to **00784**
4. Enter the information you have:
 - The system assigned Journal ID; or
 - The journal Date
5. Click **Search**.
6. If the search criteria identified the GL journal, the record will be displayed. If the search criteria apply to multiple journals, a list of records will be displayed.
7. Click a link on the search results list to open the journal.

UHS Finance

Home | Add to Favorites | Sign

New Window | Help

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

Maximum number of rows to return (up to 300): 300

Use Saved Search: [Dropdown]

Business Unit: [Dropdown] 00784

Journal ID: begins with [Text]

Journal Date: [Dropdown] 09/01/2011

Line Business Unit: [Dropdown] 00784

Journal Header Status: [Dropdown]

Budget Checking Header Status: [Dropdown]

Source: [Dropdown]

Reference Number: begins with [Text]

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

Only the first 300 results of a possible 1952 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

View All First 1-100 of 300 Last

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
00784	0002162070	09/01/2011	0	00784	Posted	Valid	ACTUALS	ACC	(blank)	USD	16	5480000	0	FY12 Budgets for CASI, ORP and
00784	0002166088	09/01/2011	0	00784	Posted	Valid	ACTUALS	ACC	(blank)	USD	4	218941.32	0	CASH RECEIPTS 09/01/2011
00784	0002166173	09/01/2011	0	00784	Posted	Valid	ACTUALS	ACC	(blank)	USD	8	84277.18	0	CREDIT CARD TRANSACTIONS
00784	0002170187	09/01/2011	0	00784	Posted	Valid	ACTUALS	ACC	(blank)	USD	4	1106	0	NSF CHECKS RETURNED ON 8/25/11
00784	0002170188	09/01/2011	0	00784	Posted	Valid	ACTUALS	ACC	(blank)	USD	4	70	0	NSF CHECKS RETURNED ON 8/24/11