Searching for Journals

Search for Journal ID from Billing
2. Enter Invoice #
   • Click Search
3. Click on Journal Information Tab
   • Note Journal ID

Search for Billed Items on the GL
1. General Ledger > Review Financial Information > Ledger
   • Click Search to Display Ledger Inquiry Page
     (this assumes an inquiry name has been saved previously)
2. Enter the following search criteria:
   • Unit = “UMN01”
   • Ledger – “Actuals”
   • Fiscal Year
   • From Period
   • To Period
   • Currency – “USD”
   • Enter chartfields as applicable
   • Select Show Transaction Detail Box
   • Click Search
3. Locate Journal IDs beginning with “BI”, Line Description is “BI Billing”
4. Click on Journal ID link
   • Journal Inquiries Detail page is displayed
5. Click on Drill to Source document button
   • Accounting Entry page is displayed
6. Click on View Related Links button next to Invoice Number
7. Click on Go To Bill Inquiry Link
8. Original Bill is Displayed