

The e-Journal Search menu allows any user to monitor e-Journals from a variety of perspectives. They can be monitored globally (i.e., show me all e-Journals pending Departmental Approvals) or more narrowly such as by OrgID (i.e. show me all e-Journals where Chemistry is the Owing Org), by person (i.e. show me all journals created by Joe Smith or pending Joe Smith's approval), by chartfield, historical, current, etc. The results can be sorted dynamically by multiple columns by holding down the Shift key and clicking the columnar headings.

The most common types of searches are looking at the state of the e-Journals or to find journal entries for a specific activity. These will be discussed later.

This search feature can be useful at month end to search for entries that have not been posted to the GL or to see what stage the e-Journal entry is in. This can be done using the "State" field to search by. See #6 under the Journal section of the search option later in this document.

There are 3 sections of the Search Menu:

1. Journal
2. Journal Lines
3. Approvals

The screenshot shows the e-Journal Search interface. At the top is a navigation bar with 'Home', 'Downloads', 'Journal', and 'Search' (highlighted with a green arrow). Below the navigation bar is a search area with a 'Journal ID:' input field and 'Search' and 'New Journal' buttons. The main content area is divided into three sections, each highlighted with a green border and a green circle containing a number:

- 1. JOURNAL:** Contains fields for Journal ID, From Accounting Date, To Accounting Date, Backup, Owner OrgID, State, Preparer emplid, Source, GL Status, Recycled, and Include Trashed Journals?
- 2. JOURNAL LINES:** Contains fields for BU, OrgID, Fund, Activity, Project, and Account Range.
- 3. APPROVALS:** Contains fields for CA Other / Dept. emplid, Approval Status, and Approval role, along with a Search button.

Click on the Journal ID to open the e-Journal. If the Journal ID does not display as a hyperlink, you are not authorized to view the journal.

Search Results

1. Journal Section

This section lets you search from an array of choices. Most of these fields can be found in the header section of the journal entry.

JOURNAL

A Journal ID:

B From Accounting Date: **E** To Accounting Date:

C Backup:

D Owner OrgID: **E** Source:

F State: **G** GL Status:

H Preparer emplid:

Recycled:

Include Trashed Journals?

- A. Journal ID** - If you know the Journal ID you can input it here to bring up the entry. Remember when searching for a single Journal ID, only the last digits of the Journal ID needs to be entered into the search box. The leading 'EJ' and zeros may be omitted.
- B. From Accounting Date ... To Accounting Date** - This will let you search from any time range you would like. The more common time frames are a single month or year-to-date.
- C. Backup** - Gives you two choices; Mailing or Needed. This lets you search for the type of backup that has been sent along with your journal entry.
- D. Owner ORG ID** - Can search for all entries by ORG.
- E. Source** - Shows a list of the source codes. Most journal entries will be an EJD source code.
- F. State** - This will be one of the more common searches that will be done when utilizing the search menu. There are 6 states of a journal entry that you can search for:
1. **Preparing** – in the process of being created and still needs to be submitted.
 2. **Dept Approvals** – the journal has been submitted, departmental approvals are pending.
 3. **Awaiting Backup** – backup documentation is pending (the preparer has specified that backup is being mailed and it is still en route, or backup has been requested by Central Administration and has not yet been provided).
 4. **CA Approvals** – pending approval(s) by Central Administration.
 5. **Complete** - final e-Journal state. Once an e-Journal is "Complete", it is integrated into the University's accounting system (PeopleSoft).
 6. **Posted to GL** - e-Journals will generally be posted to the General Ledger each business evening. Note the Posted Date is also displayed in the Journal Header of e-Journal
- G. GL Status** - 2 choices- Deleted or Posted. Can help you search for Journal entries that were posted or deleted.
- H. Prepare emplid** - helps to narrow done the search for items or lets you search by the individual that prepared the entry. Replace the leading U with 0. Use the spy glass right underneath the field to look up an individual(s) if you don't know their emplid ID.

2. Journal Lines Section

This sections lets you look up information from the chart field section in each journal entry.

JOURNAL LINES

BU:

OrgID:

Fund:

Activity:

Project:

Account Range: to

Depending on the level of detail that you would like, you can populate specific chartfield values. For example for a broader search you might use the ORG and Fund field to find journal entries. For a more specific search you could look under a specific activity. Using the date range in the Journal section will help narrow items as well.

3. Approvals Section

This sections is for Approvers.

APPROVALS

1 CA Other / Dept. emplid: Approval role:

Approval Status:

1. **CA other/Dept. emplid:** An approver can enter their emplid. # or use the Spy glass icon to look up the Emplid # to find transactions that need to be approved.

2. **Approval Status:** This drop down menu will allow approvers to search journal entries that have been approved, are pending approval or are not ready. See screen shot below.

APPROVALS

2 CA Other / Dept. emplid:

Approval Status:

Approval role: