

JOURNAL INQUIRY / PRINT

“FINANCIALS” DROP DOWN MENU

- A GENERAL LEDGER MENU
- C JOURNAL ENTRY / HISTORY MENU
- C JOURNAL INQUIRY / PRINT

The screenshot shows the 'Journal Inquiry/Print - Munis [FRANKLIN COUNTY]' window. The top menu bar includes 'My', 'File', 'Edit', 'Tools', and 'Help'. Below the menu is a toolbar with various icons. On the left, there is a sidebar with buttons: 'Unposted Find', 'Line Detail', 'Account Inquiry', and 'Advanced Find'. The main area is divided into several sections:

- Journal Header:** Contains fields for Year, Period, Journal, Status, Source, Entry date, GL effective date, Reference1, Reference2, Reference3, Reference4, Journal type, Auto reverse, Over budget, Entity, Created by, and Posted by.
- Table:** A table with columns: Line, Org, Obj, Project, T, Ref1, Debit, Credit, and OB. It contains several empty rows for data entry.
- Control Accounts:** A section with a table similar to the one above, but with a different set of columns.
- Totals:** Fields for Debit and Credit totals.
- Footer:** Includes navigation buttons, a page indicator '0 of 0', and a link to 'Attachments (0)'.

Find

Year (ie. 2015)

Per Enter period (ie. 10 for October)

Jnl Enter journal number (ie. 982)

Enter

Munis Main Menu - FRANKLIN COUNTY - krchesse - 10/07/2015

System Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions

Journal Inquiry/Print - Munis [FRANKLIN COUNTY]

My File Edit Tools Help

Unposted Find
Line Detail
Account Inquiry
Advanced Find

Journal Header

Year 2015 Source GEN Reference1 982 Journal type Created by jxgonzal
Period 10 Entry date 10/06/2015 Reference2 42JXGONZAL Auto reverse N Posted by erfranci
Journal 982 GL effective date 10/06/2015 Reference3 21FRANCIS Over budget N
Status J/E Reference4 TREAS Entity 1

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB
1	8046	219100			982		10.64	
2	8046	101000			982			10.64
3	8021	101000			982		10.64	
4	8021	219100			982			10.64

Control Accounts

Line	Org	Obj	Project	T	Ref1	Debit	Credit	OB
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Totals

Debit 21.28

Credit 21.28

1 of 1

Attachments (0)

QVR

Output

Print

Select Printer

Click OK and follow the prompts