

Review a Journal Entry

Scope

FSA CFO can review journals that have been entered and/or posted to the General Ledger.

System References

N/A

Policy

N/A

Responsibility

SFA GL Inquiry

Distribution

N/A

Ownership

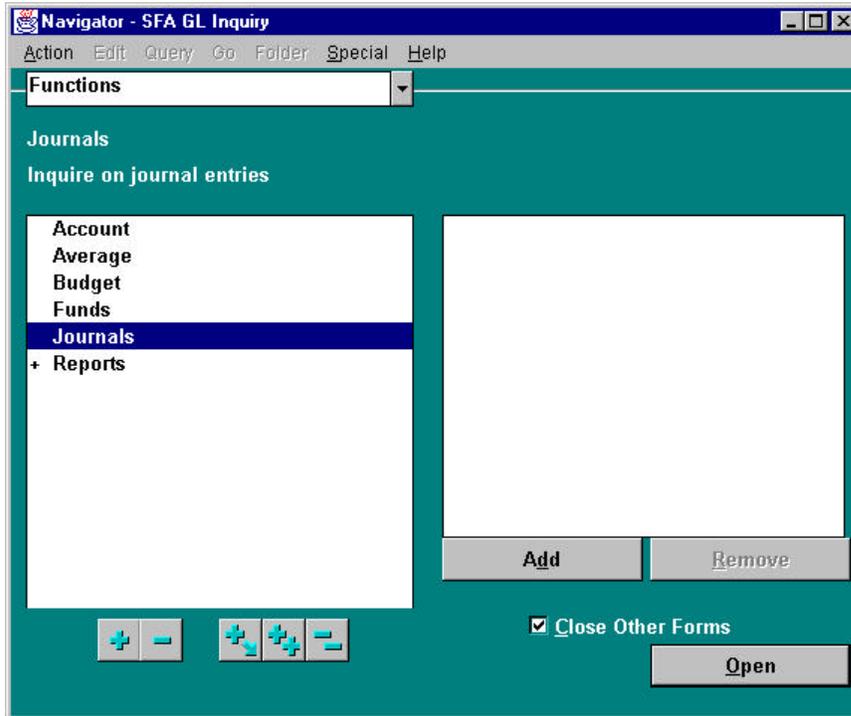
N/A

Activity Preface

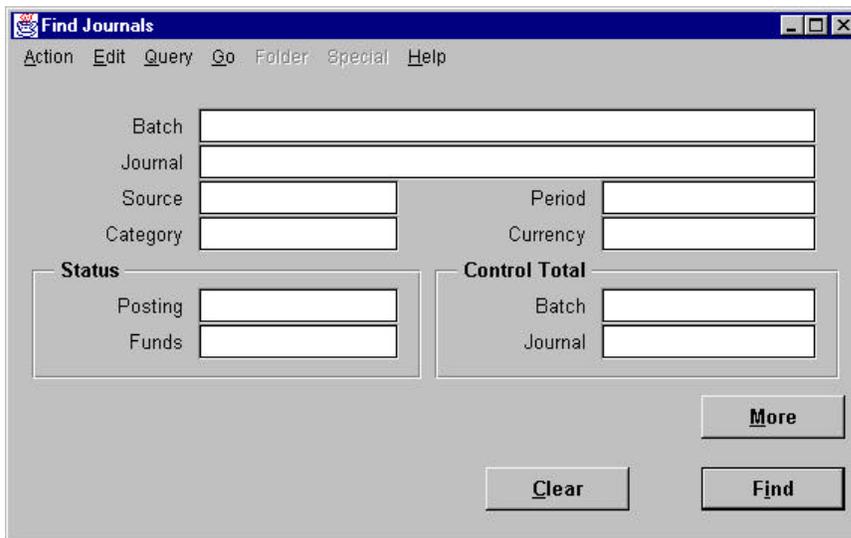
This activity is performed whenever a user needs to review account information for a specific journal entry.

SFA GL Inquiry

1. Sign on to FSA FMS using the “SFA GL Inquiry” Responsibility. The “Navigator” window appears.



2. From the “Navigator” window, Double-Click **Journals**. The ”Find Journals” window appears.



4. Enter in your search criteria.

FYI: If you know the unique concurrent request ID, type a percent sign followed by the concurrent request ID of the journal you would like to review, followed by another percent sign in the **Batch** field (e.g., %123456%). If you do not know the concurrent request ID, search by any of the other criteria, such as Category, Source, and/or Period.

- Click the **Find** button. The “Journal Entry Inquiry” window appears.

Batch Status	Batch Name	Journal Name	Period	Journal Debits	Journal Credit
Posted	1. AMK 4251XNY ALL	1. AMK 4251XNY ALLC	Apr-02	538,115,696.00	538,115,696.0
Posted	10 DJS Recov Allotme	10 DJS Recov Allotme	Jan-02	10,249,537.92	10,249,537.9
Posted	11 DJS IncrAppropriat	11 DJS IncrAppropriat	Mar-02	71,635,874.00	71,635,874.0
Posted	12 DJS IncrApportio	12 DJS IncrApportio	Mar-02	71,635,874.00	71,635,874.0
Posted	13 DJS Recov Allotme	13 DJS Recov Allotme	Apr-02	57,369,843.67	57,369,843.6
Posted	14 AMK 3RD Q ALLO	14 AMK 3RD Q ALLOT	Apr-02	430,731,842.00	430,731,842.0
Posted	1st quarter DL allotm	1st quarter DL allotm	Oct-02	1,908,024,178.00	1,908,024,178.0
Posted	2 DJS Accrual Revers	2 DJS Accrual Revers	Oct-02	3,779,135,836.36	3,779,135,836.3
Posted	3 DJS Initial Appropri	3 DJS Initial Appropri	Oct-02	28,364,126.00	28,364,126.0
Posted	3rd quarter allotmen	Monthly USD	May-01	120,202,954.00	120,202,954.0
Posted	3rd quarter allotmen	Monthly USD	May-01	182,698,160.00	182,698,160.0
Posted	3rd quarter allotmen	Monthly USD	Jun-01	972,276,057.00	972,276,057.0

- Ensure the appropriate row is highlighted and click the **Review Journal** button. The “Journals” window appears.

Line	Account	Debit (USD)	Credit (USD)	Description
10	4251XNY.B.BY.451000.0000000.000.00	330,817,901.88		4251XNY INITIAL 3RD
20	4251XNY.B.BY.451000.0000000.000.00	157,297,794.92		4251XNY INITIAL 3RD
21	4251XNY.B.BY.451000.0000000.000.00	50,000,000.00		4251XNY INITIAL 3RD
30	4251XNY.B.02.461000.END000000.BIB.D		200,817,901.88	4251XNY INITIAL 3RD
40	4251XNY.B.02.461000.END000000.BSA.D		50,000,000.00	4251XNY INITIAL 3RD
50	4251XNY.B.02.461000.END000000.BDC.D		127,297,794.92	4251XNY INITIAL 3RD
		538,115,696.00	538,115,696.00	

- Review the journal to ensure accuracy of the debits and credits. When finished reviewing, click the **X** button to close the “Journals” window. The “Journal Entry Inquiry” window appears.
- Click the **X** button to close the “Journal Entry Inquiry” window. The “Navigator” window appears.

Close out of Oracle FMS when you are done reviewing all journals.

End of activity.

Start

**Review a Journal
Entry-SFA CFO GL
SuperUser**

- From "Navigator" window, Double-Click Journals. Journal sub-menu appears. (1)
- Click Enter & click Open button. "Find Journals" window appears. (2)
- Type a percent sign followed by concurrent request ID of journal you would like to review, followed by another percent sign in Batch field. (3)
- Click Find button. "Enter Journals" window appears. (4)
- Ensure appropriate row is highlighted & click Review Journal button. "Journals" window appears. (5)
- Review journal to ensure accuracy of debits & credits. When finished reviewing, click X button to close "Journals" window. "Enter Journals" window appears. (6)
- Click X button to close "Enter Journals" window. "Navigator" window appears. (7)

End