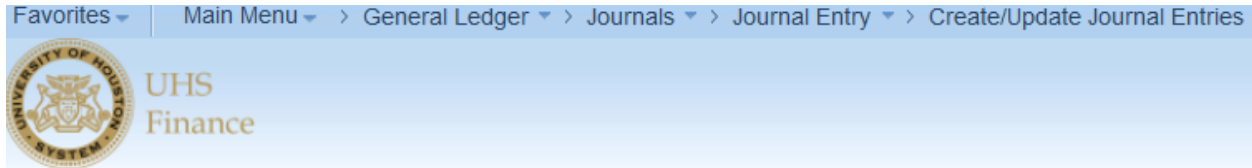


View a Journal

Step 1: To view a journal from the Menu select:






1. General Ledger
2. Journals
3. Journal Entry
4. Create / Update Journal Entry
5. Find an Existing Value




Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit:	=	▼	<input type="text" value="00784"/>	
Journal ID:	begins with	▼	<input type="text"/>	
Journal Date:	=	▼	<input type="text"/>	
Document Sequence Number:	begins with	▼	<input type="text"/>	
Line Business Unit:	=	▼	<input type="text"/>	
Journal Header Status:	=	▼	<input type="text"/>	▼
Budget Checking Header Status:	=	▼	<input type="text"/>	▼
Source:	=	▼	<input type="text"/>	
Reference Number:	begins with	▼	<input type="text"/>	
Entered By:	begins with	▼	<input type="text"/>	
Attachment Exist:	=	▼	<input type="text"/>	▼

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

You can search using the Journal ID or any other listed criteria. Select the appropriate journal and select the **Print Journal Entry Detail Link** in the **documents page**.



Header | Lines | Totals | Errors | Approval2 | Documents

Unit: 00784 Journal ID: 0002833660 Date: 06/22/2015

[Print Journal Entry Detail](#)

GL Jnl Document Images

Display Active Documents Only Add New Document

Scroll Area Find | View All First 1 of 1 Last

Secured Document Details

Document Status: Active

Document Seq Nbr: 1

Created By: 1113074 Kurian,Deepu

Created Date/Time: 06/23/15 8:19:57AM

Last Update User ID

Last Update Date/Time

Image Type: APPLICATION/PDF

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval2 | Documents

The journal entry detail page will appear, you can also view the backup documents

	Header BU: 00784 Fiscal Year: 2015 Acctg Period: 10	University of Houston System JOURNAL ENTRY DETAIL	Run Date: 07/21/2015 Run Time: 03:40:50
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Journal ID: 0002833660 Reversal: None Ledger Group: ACTUALS
 Date: 06/22/2015 Reversal Date: Created By: 1113074 Kurian,Deepu
 Source: ACA Budget Adjust Type: Actuals Post Date: 06/24/2015
 Header Ref: Edit / Hdr Status: Posted BCM Status: Valid
 Description: To correct the account code and cost center. Copy of 1074 reports and supporting documentation is attached. BCM Bypass: N

Line #	Account	Line BU	Fund	Deptid	Prog	Bdgt Ref.	Project	Line Ref	Chart 1	Line Description	Amount
1	55000	00784	2064	D0007	A0275	BP2015	NA			CDV-FARE FOR IN-HOUSE BUS MTGS	-80.47
2	55000	00784	3056	D0006	I0275	BP2015	NA			CDV-FARE FOR IN-HOUSE BUS MTGS	80.47
3	53301	00784	2064	D0007	A0275	BP2015	NA			CDV-PROMOTIONAL SPECIAL EVENTS	-44.21
4	53120	00784	2064	D0007	A0275	BP2015	NA			STUDENT EVENTS AND PROMOTIONS	44.21
5	53301	00784	3050	D0008	I0253	BP2015	NA			CDV-PROMOTIONAL SPECIAL EVENTS	-242.78
6	53120	00784	3050	D0008	I0253	BP2015	NA			STUDENT EVENTS AND PROMOTIONS	242.78
7	54950	00784	3050	D0008	I0253	BP2015	NA			CDV-NON-EMPLOYEE AWARDS	-400.00
8	53114	00784	3050	D0008	I0253	BP2015	NA			RECRUITING STUDENTS	400.00
9	10100	00784	2064			BP2015				CLAIM ON CASH	80.47
10	10100	00784	3056			BP2015				CLAIM ON CASH	-80.47

Totals for Journal: 0002833660 Total Lines: 10 Total Base Debits: 847.93 Total Base Credits: 847.93

Signatures _____ Date _____

PS Approval: _____
 Created By: 1113074 Kurian,Deepu Date Printed: 07/21/2015 Jnl. Dt.: 06/22/2015

Step	Status	Date Timestamp	User ID	Name
0	I	06/23/2015 08:21 AM	1113074	Kurian,Deepu
01	A	06/24/2015 09:18 AM	0087787	Pearson,Elaine May
02	A	06/24/2015 10:34 AM	0131286	Murray,Delethia

Comments
 06-23-15 08:21 AM : Dept Coll/Div - Accounting Office : Approve : Kurian,Deepu:
 06-24-15 09:18 AM : Dept Coll/Div - Accounting Office : Approve : Pearson,Elaine May:
 06-24-15 10:34 AM : Dept Coll/Div - Accounting Office : Approve : Murray,Delethia: